

**CITY OF BURBANK**  
**2025 COMMUNITY EVENTS AND PROGRAM GRANT**

**DESCRIPTION OF PROGRAM:**

The City's 2025 Pilot Community Events and Program Grant is intended to provide monetary grants to eligible community non-profit organizations to provide events and/or programs ("Event") to Burbank residents. All eligible groups are encouraged to apply, however, not all groups may receive funding. Grant amounts will generally fall within a range from a minimum of \$2,500 to a maximum of \$10,000 per organization. Community Events and Program Grants will be funded from the General Fund in the amount of \$50,000 for FY 2024-25. Funding is limited to Grant Year 2025.

**ELIGIBILITY STANDARDS:**

To be eligible to apply for grant monies under the City's 2025 Community Event and Grant Program, a community non-profit organization must satisfy the following standards:

1. Must be a non-profit 501(c)(3) organization with a principal place of business within the City of Burbank (if the organization is not based in Burbank, provide a written justification of how the organization makes an impact in the Burbank community); and
2. Serve the greater City of Burbank community.

Eligibility Criteria:

The event/program should benefit locally based organizations and causes and/or provide recreational, cultural, social benefits to Burbank residents. All applications/proposals for grant monies must meet the following additional criteria:

1. The proposed Event must occur within the City of Burbank;
2. The Event must be scheduled to take place between July 1, 2025 and June 30, 2026, and the date(s), time(s), and location (within Burbank) have been determined; for the pilot year of the grant program, applications will be accepted for events/programs that have taken place between January 1, 2025 and June 30, 2025 and may be considered retroactively; and
3. The Event is not required to be free of charge but should be accessible to the entire community/public.

Ineligibility Criteria:

The City will not provide financial support to:

- Events/programs that serve a political or religious purpose or are sponsored by political organizations.
- Event/program organizers and organizations that have not fulfilled previous City sponsorship or special event/program obligations or have an outstanding debt to the City of Burbank.
- Individuals.
- Invitation-only events/programs; those not open to the general public.
- Events/programs that conduct any illegal or illicit activity
- Events/programs that will result in damage to any City property, or result in irreparable harm to any resident.

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**APPLICATION PROCESS:**

**I. Completion of Application Form**

All interested non-profit organizations must complete the online application form, including:

- Name and address of the non-profit organization.
- Detailed description of proposed community event/program, including date and time of the proposed event/program, and list of potential vendors
- Mission or purpose of the non-profit organization.
- Current membership figures and approximate number of Burbank residents served by the non-profit organization.
- Amount of funds requested.
- Proposed project and budget plan for the use of the grant funds.
- Proof of 501(c)(3) status with a copy of the letter from the IRS.
- Applicants are also requested to submit the past two years financial statements including the current year with balance sheets, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries, and program costs. (Please denote what salaries are directly related to administration and/or program costs.)
- Any applicant who received grant funds from the City in the past is to indicate when the funds were received, the amount of funds received, and document how the funds were utilized. Examples of other City grant funds include the Community Development Block Grant (CDBG) and Community Arts Grant.

**II. Application Deadline and Schedule**

March 10, 2025	Application Submission Period Opens
March 19, 2025	In-person Application Workshop
March 27, 2025	Virtual Office Hours Workshop/Q&A
<b>April 4, 2025</b>	<b>Applications due no later than 5:00 PM PST</b>
April 2025	Staff Committee Review
May 20, 2025 (tentative)	City Council Review (City Council meeting)
By June 31, 2025	Grant funds dispersed to Selected Recipients
July 1, 2025 – June 30, 2026	Event/Program Delivery Period*

*\*for the pilot year of the grant program, applications will be accepted for events/programs that have taken place between January 1, 2025 and June 30, 2025 and may be considered retroactively*

**III. Evaluation of Applications and Selection Process**

All applications and support materials will be reviewed by the City Manager’s Office for completeness. Applicants will receive confirmation that their application was submitted and will also be notified if there is an administrative issue with their application (i.e., the applicant missed a section or did not include the correct attachment). Applications will be reviewed by a dedicated internal City Staff Committee for consideration. The internal City Staff Committee will be comprised of a representative from the Community Development Department, Parks and Recreation Department, Financial Services Department, and City Manager’s Office. Evaluations will be based upon how well each applicant fits the grant program’s eligibility, qualification, and evaluation criteria, and will present its recommendations to the City Council.

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The City Council will review the Staff Committee's recommendations and consider an award of funds to selected non-profit organizations.

The Staff Committee will consider the following for funding recommendations to City Council:

1. Organization Capacity:
  - a. Details sound management practices, strong financial stability, and established partnerships with other organizations
  - b. Demonstrates success in community engagement with qualified staff and relevant expertise to execute events/programs effectively
2. Event/Program Feasibility:
  - a. Outlines well-defined project goals with a clear, feasible methodology and approach to achieve them within the given resources and timeline
  - b. Includes a comprehensive work plan outlining timelines, deliverables, and the event/program's overall feasibility
3. Community Need/Impact:
  - a. Demonstrates an understanding of the Burbank community and details how the event/program will make a positive impact for City residents and visitors
  - b. Demonstrates the need for the event/program in addressing a gap in existing services
4. Budget/Financial Management:
  - a. Outlines a clear and detailed budget breakdown with cost justifications and efficient use of grant funds
  - b. Includes well-prepared contingency plans to address potential budget challenges

After the internal staff committee review, staff will provide City Council with an overview of all applications received and a general recommendation for awarding funds based on the aforementioned established criteria. Application review is tentatively scheduled for the May 20, 2025 City Council meeting. Staff recommendations are intended to assist Council in the decision-making process and Council will have the full discretion in determining how grant funds are awarded.

**AWARD OF FUNDS**

Community Events and Program Grants shall be expended from the General Fund in the amount of \$50,000 for FY 2024-25. Individual grant awards may vary subject to the total number of qualified applicants and the requested amounts. All applications and support materials will be reviewed by City staff to ensure satisfaction of eligibility requirements. All completed applications will be provided to City Council for review; Council retains sole and absolute discretion in administering the program, including selecting award recipients and determining the level of funding for each approved recipient.

**EXECUTION OF AGREEMENT**

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the City of Burbank (see attached sample agreement). NOTE: If an award of funds is made, a recipient will be required to expend all funds within 12 months of the grant award.

Each recipient of a grant shall provide proof of expenditure of the entire grant amount within sixty (60) days of the completion of the Event, to the City Manager's Office.

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If a recipient fails to comply with the requirements of the grant program or uses the money for any other purposes than what it was applied for, to be determined at the sole discretion of the Burbank City Manager, the recipient shall return the full grant award to the City. The return of the award shall occur within thirty (30) days of being served with a notice from the City's Manager's Office demanding the return of the funds. Failure to return the funds within the above-outlined time frame will result in a ten (10) percent penalty, which shall continue yearly, thereafter until such funds are returned to the City. In addition to the return of funds, failure to comply with the requirements of this program may result in future denials of grant funding.

**ADDITIONAL INFORMATION:**

Additional information concerning this program may be obtained by emailing [communitygrant@burbankca.gov](mailto:communitygrant@burbankca.gov).