

CITY OF BURBANK
COMMUNITY ARTS GRANTS PROGRAM

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I. INTRODUCTION/ABOUT

The City of Burbank Parks and Recreation Department and the Burbank Cultural Arts Commission are pleased to announce the second funding cycle for the Community Arts Grant Program. The purpose of the grant is to support local artists and arts organizations and to engage Burbank residents with diverse and outstanding cultural arts projects. Feedback from participants will inform the development of future funding programs.

The mission of the Burbank Cultural Arts Commission is to enrich the lives of Burbank residents by celebrating its diverse arts and media community and to promote Burbank as a vibrant and enticing regional arts center.

We encourage applications and projects that:

- Expand public access to the arts and build awareness and appreciation for the art form presented.
- Educate, entertain, and inspire participants and thoughtfully engage residents, businesses, artists, and visitors.
- Offer a wider range of perspectives and reflect our community's rich cultural diversity.

II. AWARDS AND USE OF FUNDS

With \$52,000 in total available funding in 2025, the Commission will approve project grants up to \$5,000 for individual professional artists or arts organizations with 501c3 status resulting in approximately 10-20 possible awards. Every effort will be made to distribute grants across projects representing the fields of visual and performing arts, but will depend on applications received.

City grant funds may be used for artist compensation, production/exhibit costs, marketing, rental costs and supplies. Applicants are encouraged to present projects where the City of Burbank is not the sole funder with matching funds that are equal to, or greater than, the requested grant, but matching funds are not required. All grant expenditures must take place during the project period

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March 1, 2025 – February 28, 2026. Funds will be distributed 50/50 – half the award upon signing the grant agreement and the balance through reimbursement with successful completion of the project, reporting, and grantee requirements. If full funding is not granted, applicants are asked to show a viable project plan and identify other possible sources of support for or iterations of your project.

III. ELIGIBILITY/REQUIREMENTS

- Individual professional artists and arts non-profits based in Los Angeles County and working in the visual arts and performing arts are invited to apply.
- Proposed projects must be completed in Burbank and directly serve Burbank residents, businesses, and visitors.
- Artists/organizations currently based in Burbank will take priority (see evaluation criteria). Proof of office, residence or studio space required.
- Individual artist applicants must be 21 years of age or older at the time of application submission, show that they have been working as a practicing artist for a minimum of two years, and provide a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) if awarded a grant,
- Professional artists need to show education or training in the proposed arts disciplines; recognition in the artistic disciplines (i.e., awards, commendations, reviews); and/or experience as a community artist for one or more arts organizations.
- Arts organizations must be established as a 501c3 non-profit, able to provide IRS determination letter, most recent financial statement, and annual budget, and must have **at least two years** of public arts programming experience.
- Projects must provide a public benefit via an interactive component or culminating performance, exhibition, or event that is open to the general public.
- Ticket prices for grant-funded events must be within fair market value and preference will be given to events that are free or have a very low-ticket price.
- Only one application per project will be accepted. Artists/organizations may not apply separately for the same project. Applicants are allowed to submit one project for consideration.
- Grant funds must be utilized as proposed, and within the project period or shall be returned.
- City of Burbank elected and appointed officials, employees and immediate family members are not eligible to apply.
- Applicants engaged in active litigation with the City and/or with active code enforcement violations, or a history of code enforcement violations are not eligible.

WE WILL NOT FUND

- Administrative and operational expenses.
- Scholarly research, tuition, or academic expenses.
- Projects held, performed, or exhibited outside of the City of Burbank.
- Programs that are not accessible to the public.

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- Recreational arts and crafts projects or programs.
- Arts education or teaching programs.
- Trusts, endowments, cash reserves, fundraisers or capital campaigns.
- Programs that are religious in nature or contain elements of proselytizing.
- Programs that aid or service political campaigns or political groups.
- Artwork may not contain advertising, sexual content, or hate speech.
- Art in public places (murals, sculptures, and environs). For more information on such art in Burbank: <https://burbankca.gov/web/parks-recreation/art-in-public-places>

IV. SCHEDULE AND DEADLINES TO APPLY

October 8, 2024	Application Opens
October 17, 2024	Application Workshop 4:00pm – 5:00pm via Zoom
October 30, 2024	Office Hours Workshop/Q&A 11:00am – noon via Zoom
November 19, 2024	Application Deadline 5pm PST
December 2024- January 2025	Panel Review
February 2025	Grant Recipient Notification
March 1, 2025 – February 28, 2026	Project Period

V. HOW TO APPLY/INSTRUCTIONS

Applicants are required to submit an online application form with all required uploads by the application deadline. Applicants are encouraged to utilize the sample application template to prepare their answers in advance to streamline the submission process. Applicants are either individual professional artists or non-profit organizations and there are several different questions/requirements for each type of applicant so make sure to note the differences in PART 1: APPLICANT PROFILE SECTION 2.

Applicants will be able to save and return to the application by clicking “Save” at the bottom of the application form and following the link and instructions sent via email. You may edit the application until the application deadline at 5 p.m. of November 19, 2024, but we encourage applicants to submit early to avoid any technical issues.

PLEASE NOTE: ALL REQUIRED PARTS OF THIS GRANT APPLICATION MUST BE COMPLETED IN FULL BY THE DEADLINE. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

APPLY HERE: <https://form.jotform.com/242764914462159>

Here is an overview of the requirements within each section of the form:

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PART 1: APPLICANT PROFILE SECTION 1: For All Applicants

This section contains important contact information and identifies the applicant as an individual professional artist or non-profit organization.

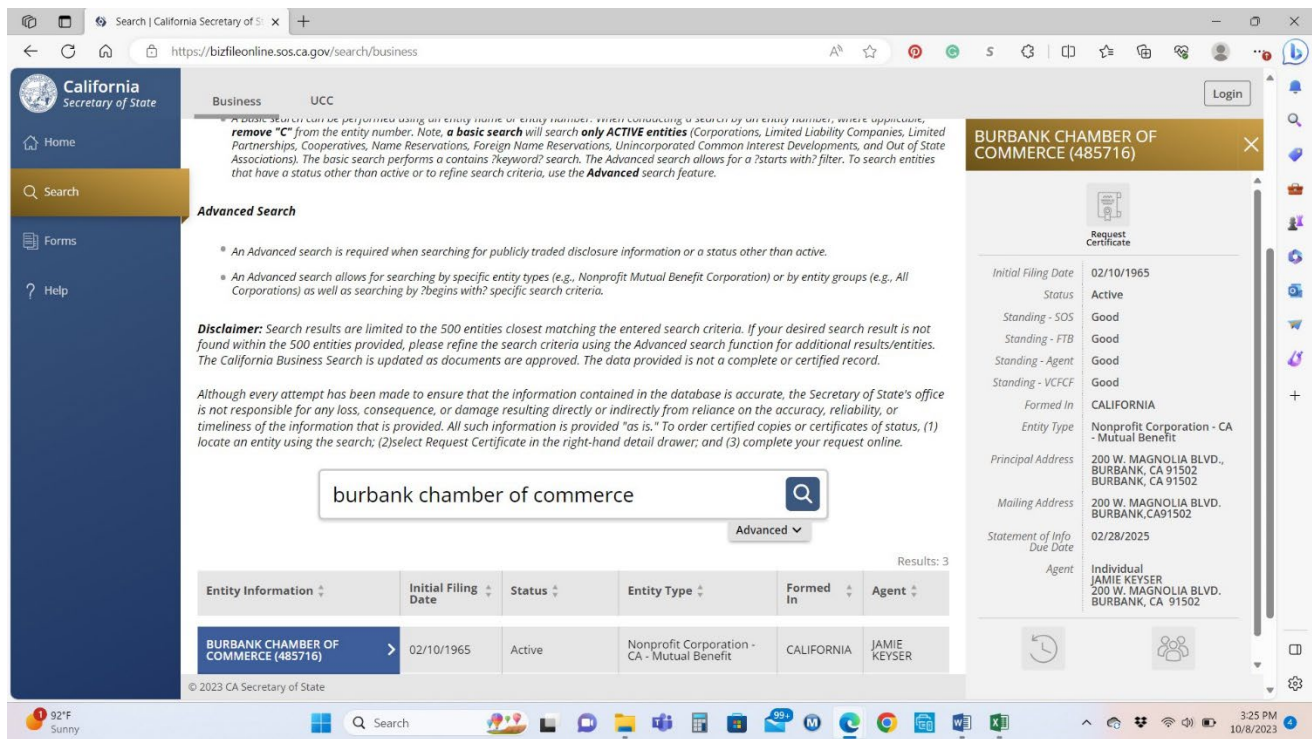
PART 1: APPLICANT PROFILE SECTION 2: For Individual Professional Artist Applicants ONLY

Applicants are asked to upload an Artist Resume/CV showing at least two years working as a practicing artist. Include education or training in the arts disciplines of the proposed programs and any recognition in the artistic disciplines (i.e., awards, commendations). An Artistic Statement is also required. Describe your work philosophy and how receiving this grant would further your development as an artist. Upload Proof of Residency (driver's license or utility bill) if a Burbank resident.

PART 1: APPLICANT PROFILE SECTION 2: For Arts Non-profit Organization Applicants ONLY

Organizations are asked to include a mission statement, brief program history, a description of your core community/audience, operating budget, cultural equity statement (if available), proof of non-profit status, screenshot of active non-profit status with the CA Secretary of State (see sample), board of directors list, and most recent fiscal year financial statement.

Here is a sample of the screenshot for the CA Secretary of State:



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PART 2: PROJECT DESCRIPTION: All Applicants

This section consists of questions that highlight the details of your proposed project (who, what, when, where, why). You will be asked whether this is a new or existing project, grant request amount, project discipline, project title, proposed date(s) and venue (**must be in the City of Burbank**), project description, list of key project personnel/artists, and venue letter.

Applicants are encouraged to identify and engage with proposed venues in the preparation of this application. While a venue letter is optional, it is highly recommended and will contribute to scoring under Project Viability/Managerial and Fiscal Competence. A sample Venue Letter of Intent is available for use. A copy of an email or letter from the venue is also acceptable.

PART 3: COMMUNITY ACCESS, CULTURAL EQUITY AND PUBLIC IMPACT – All Applicants

This section consists of questions that highlight the public impact and engagement of the project. Community Arts Grant projects require an interactive component or culminating event that is open to the public. You will be asked to share the project’s community engagement/promotional strategies, expected number of participants, and metrics for evaluating success.

PART 4: PROJECT BUDGET – All Applicants

This is an opportunity to share the financial scope of the project. Include project costs expected to be incurred during the project period March 1, 2025 – February 28, 2026 and how you plan to cover these costs. Applicants are encouraged to present projects where the City of Burbank is not the sole funder and with matching funds that are equal to, or greater than, their requested grant, but matching funding is not required. Applicants are asked to provide brief budget narratives for income and expenses. Provide panelists with enough detail that helps explain the sources of income (including other income) for the project and projected expenses (including other expenses).

PART 5: ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS - For All Applicants

Artistic Documentation

Artistic work samples are crucial for evaluating the artistic quality of the applicant and project. Samples should reflect the concepts and quality of the applicant’s work. Please provide two (2) high-quality video, audio, or images relevant to the project. **Do not submit marketing/promotional materials in place of artistic documentation.**

In the application form, applicants will have an option to include 2 hyperlinks, upload 2 files, or use 1 hyperlink/1 file upload depending on the types of samples available. Formats such as .jpg, .mov and .mpg or audio files may be uploaded as separate files. Links to Soundcloud, YouTube, or other online music/video showcases are acceptable. Descriptions of the samples are also required – include title and date of work.

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Each video/audio sample may be a maximum of 5 minutes long. All materials must remain active and viewable until March 2025. If applicable, include the passwords for uploaded artistic documentation in the Artistic Description text section for the corresponding sample. If the sample is longer than 5 minutes, identify the section panelists should review.


IMPORTANT: If you plan to upload one or both samples, please be sure to label your files with your applicant name in the filename and sample number (ApplicantName_ArtisticSample 1.pdf, ApplicantName_ArtisticSample 2.pdf) and upload to the City of Burbank Cloud website: <https://cloud.burbankca.gov/s/Z8KRfKNCz5CP3L9>. Follow the instructions to upload your file(s). Once uploaded, each file should appear on the screen under Uploaded Files.




Upload files to 2024 Cultural Arts Grant

Note

Please be sure to include your name in the filename.

 Select or drop files

Uploaded files:

 ApplicantName_Sample1.docx

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DISCLAIMER: All submitted application materials are documents of public record upon submission to the City of Burbank and subject to public records requests. Please do not submit any original artwork. Submissions will not be returned.

Support Materials

Applicant may include a maximum of two pieces of collateral material (such as articles, reviews, marketing material, blog posts, newsletters, etc.) with the application. Published reviews critiquing the quality of the applicant's work are preferable. In the application form, applicants will be asked to provide short description of each collateral piece included.

PART 6: APPLICATION CERTIFICATION – For All Applicants

All applicants will be asked to include the name of the contact with authority to submit and certify this application by checking the certification box. For organizations, this must be a designated representative or an authorized board member.

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VI. VENUE RESOURCES

The Community Arts Grant Program welcomes projects that take place in a variety of public spaces, including but not limited to community spaces, parks, churches, and local businesses as long as the venue is open to the public during normal business hours and ADA-compliant. Some of the venues used by [first year grantees](#) include:

Boys & Girls Club of Burbank and the Greater East Valley	Little Victory at the Victory Theatre Center
The Colony Theatre	Magnolia Park United Methodist Church
Colia Studios	New Victory Theatre
First Christian Church	Salit Conservatory of Music
LA Connection Comedy Theatre	Stough Canyon Park

If you are interested in connecting with a city-owned space but not sure who to contact, please email communityartsgrant@burbankca.gov.

VII. EVALUATION CRITERIA

Applications will be evaluated on the following criteria:

Artistic Quality and Merit (40 points)

Proposal articulates a creative, compelling, and cohesive project vision that includes the participation of professional artists as evidenced by resumes/bios. Project exhibits high artistic quality as evidenced by artistic documentation and work samples.

Community Access and Impact (30 points)

Applicant demonstrates an understanding of the Burbank community and details how the project will make a positive impact for City residents and visitors. Proposal includes a high level of community engagement and outreach as evidenced by project marketing plan and a project design that increases access to the arts, including free or low-cost events. Proposal demonstrates an ability to serve various cultural constituencies in Burbank, including a diversity of families, genders, age groups, economic classes, racial and ethnic communities, neighborhoods, LGBTQ+ people, and persons with disabilities. Projects that promote collaboration with local businesses and/or partnerships with non-profit organizations serving the community are encouraged.

Project Viability/Managerial and Fiscal Competence (20 points)

Managerial and fiscal competence are demonstrated through submission of a thorough application with detailed project budget and project evaluation plan (for organizations this also includes review of organization financials). Project budget, timeline, and goals are realistic. Proposed project budget includes budget notes and clearly show efforts to identify funding in addition to the Burbank community arts grant. Application and accompanying materials are neat, legible and follow the guidelines. A venue letter is included.

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Cultural Equity & Inclusion (10 points)

Applicants and projects demonstrate values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented or marginalized based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented and included.

Burbank Residency Credit (5 points)

Automatically awarded to any artist or organization applying that is located in Burbank as evidenced by mailing address for office, residence or studio space.

VIII. SELECTION PROCESS

All applications, artistic documentation and support materials are first reviewed by City staff for satisfaction of eligibility requirements. Eligible proposals are then reviewed by a diverse panel of arts professionals with expertise in performing and visual arts. Panelists will evaluate applications and prepare recommendations for the Burbank Arts Cultural Commission. City staff members are present at the panel meetings, but do not participate in the deliberations.

The panel will rank applications on the one hundred five (105) point scale referenced in the publicly stated Selection Criteria and described above. After the panel's review, all scores, comments, rankings, and recommended grant allocations will be forwarded to the Burbank Cultural Arts Commission. Award levels are determined by scores, the amount of available funds, request amounts, and the number of qualified applicants. Decisions are final and may not be appealed.

Staff documents the comments of grant review panels for its records and to share with applicants, upon request. Comments will be available to applicants following the announcement of grant awards. To receive panel comments, contact: communityartsgrant@burbankca.gov.

IX. CONFLICT OF INTEREST

Burbank Cultural Arts Commission members are active stewards of the arts in the community and may be involved in the arts professionally and/or personally. The Commission desires to avoid situations which may compromise, or appear to compromise, members' objectivity while not preventing their continuing involvement in the arts or in projects supported by the Commission and City. If the Commission member has a professional, fiduciary, and/or personal relationship with an applicant, the Commission member must notify the Commission of the relationship before the panel meeting or review of the applicant. The Commission member must also excuse him/herself from the room during the discussion of the applicant, and may not discuss the application with any other member of the Commission prior to, during, or after discussion of the application.

X. GRANTEE PROCEDURES AND REQUIREMENTS

Grantees may invoice for 50% of their award upon signing the grant agreement. Grantees must submit a final report with itemized budget and expense documentation at the close of the project to receive final payment. Any grantee that accepts funding is subject to audit by the City to ensure that

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grant funds were used for the project as reported. Should a grantee not adequately account for use of the grant funds, they may be ineligible for any further grant funding from the City. If the proposed project is not completed by February 28, 2026, awarded funds shall be returned to the City of Burbank.

The artist(s) selected through this application process must agree to maintain liability insurance, which will insure and indemnify the grantees and the City of Burbank during the term of the contract and for one year after acceptance of the project. A complete list of grantee obligations will be provided to grantees with the grant agreement. The list may also be provided to applicants upon request.

XI. APPLICATION ASSISTANCE

There are two online workshops scheduled. Applicants can sign up for one or both on the community arts grant program page: <https://www.burbankca.gov/web/parks-recreation/burbank-community-arts-grant-program>

October 17, 2024: Application Workshop 4:00pm – 5:00pm [via Zoom](#)

October 30, 2024: Office Hours Workshop/Q&A 11:00am – noon [via Zoom](#)

The Application Workshop, where staff will review the guidelines, criteria, and application process, will be recorded and posted for those who cannot attend. The Office Hours Workshop/Q&A Session will be a quick review and an opportunity for applicants to ask questions in a group.

Staff is available on a limited basis to offer guidance and clarification in preparing to submit applications. Staff cannot guarantee a response for questions sent after November 15, 2024. Contact City staff via email with questions or to schedule a call at communityartsgrant@burbankca.gov.