



COMMUNITY ARTS GRANT PROGRAM

Community Arts Grant Application 2024

The City of Burbank Parks and Recreation Department and the Burbank Cultural Arts Commission are pleased to announce the second Community Arts Grant funding cycle. This grant program aims to support local professional artists and non-profit arts organizations and engage Burbank residents with diverse and outstanding cultural arts projects.

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 wide range of creative perspectives and reflect our community's rich cultural diversity.

Grants up to \$5,000 are available for eligible applicants and community arts projects in both visual and performing arts.

TIMELINE

Applications open

October 8, 2024

Applications Due	November 19, 2024 no later than 5pm PST
Panel Review	December 2024 - January 2025
Grant Recipient Notice	February 2025
Project Implementation Period	March 1, 2025 - February 28, 2026

For full eligibility requirements, evaluation criteria, and guidelines, [click here](#). Incomplete applications will not be considered.

PART 1: APPLICANT PROFILE SECTION 1- All Applicants

This section consists of questions that identify the applicant and describe the organization/artist and their work.

Applicant Primary Artistic Discipline *

Performing Arts



Applicant Contact Information

This is the organization or artist who will enter into a contract with the City of Burbank and receive payment if awarded funds.

Artist/Organization Legal Name *

Sample Theatre

Popular Name or DBA (if different from legal name)

Mailing Street Address *

1234 Main St.

Street Address

Street Address Line 2

Burbank

City

CA

State / Province

Postal / Zip Code

Phone Number *

Please enter a valid phone number.

Applicant/Organization Website

Applicant/Organization Social Media

List social media handles and platform separated by commas, i.e. Instagram@####, Facebook### etc.

Primary Grant Contact Name *

Primary Grant Contact Email *

Primary Contact Phone Number *

Please enter a valid phone number.

Alternate Grant Contact Name and Email (optional)

Application Type *

- Applicant is based in Burbank and proposes to use grant funds for an arts project in Burbank
- Applicant is not based in Burbank but proposes to use 100% of grant funds for an arts project in Burbank

Applicant is a/an *

- Individual Artist
- Non-Profit Arts Organization

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

This section consists of questions for arts non-profit organization applicants only.

Name of Executive Director *

John Smith

Email of Executive Director *

jsmith@gmail.com

Organization Mission Statement *

The mission of XYZ organization is....

100 word limit 6/100

What year was the organization founded? *

1993

Organization History/Programming: *

Since its founding, XYZ organization.....

Briefly describe the history of the applicant and current core arts programs and services.

5/500

Community/Core Audience: *

XYZ organization serves Burbank and the surrounding communities....

Describe the applicant's community/core audience including any relevant demographic, geographic, cultural, economic, or other characteristics, as applicable or that are important to your organization. Describe how the applicant identifies community/core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.

8/500

Organization's Annual Operating Budget: *

\$500,000

(format \$x,xxx,xxx)

Does your organization have a Cultural Equity Statement? *

Yes

No

If yes, please include your Cultural Equity Statement here: *

XYZ organization is committed to.....

5/100

REQUIRED DOCUMENTS:

Please upload required documents in pdf format.

File Upload: Proof of Nonprofit Status *



Browse Files

Drag and drop files here

XYZ org...4ca08b2



(Suggested file name: ApplicantName_IRSNonprofitStatus)

File Upload: Board of Directors List: Include Officer Title, Professional Affiliation, Years on Board *



Browse Files

Drag and drop files here

XYZ org...38b30d6



(Suggested file name: ApplicantName_Board)

File Upload: Most recent fiscal year Organizational Financial Statement (audited if available) *



Browse Files

Drag and drop files here

XYZ org...0ef510e



(Suggested file name: ApplicantName_FinancialStatement)

File Upload: CA Secretary of State Active Nonprofit Status Screenshot *



Browse Files

Drag and drop files here

XYZ org...a1735cd



(Suggested file name: ApplicantName_CANonprofitStatus)

Upload a screenshot from the [Business Search](#) showing organization name and active status within 60 days.

PART 2: PROJECT DESCRIPTION: All Applicants

This section consists of questions that highlight the details of your proposed project (who, what, when, where, why).

What type of project/program are you proposing? *

- New Community Arts Program/Project
- Existing Community Arts Program/Project

Project Artistic Discipline. *

Performing Arts 

Select the discipline that best represents your proposed project.

Project/Program Title *

Allison Makes Art  

Enter a title (3-4 words) for your submission. This will be used to refer to your proposal during the review process.

17/60



Proposed Project Date/s *

September 1, 2025  

The project must take place between March 1, 2025, and February 28, 2026. If dates are to be determined, give an estimate of what month the project will take place.

17/60

Proposed Project Location/Venue (must include venue name and zip code) *

XYZ Theatre, 91505  

18/60

Proposed location/venue must be located in the City of Burbank (91501, 91502,91503, 91504, 91505, 91506, 91507, 91508, 91510, 91521, 91522, 91523, 91526)

Brief Project/Program Description *

Funding from the City of Burbank will support.....

1-2 sentences. This description will be used to describe the project in any public listings. Complete this sentence: Funding from the City of Burbank will support....
8/50

Detailed Project/Program Description *

Allison Makes Art is an original work of theatre and visual arts.....

Describe the project and artistic activities involved. Give sufficient information so that the panel can understand the scope of the project, the artists involved, who will organize it, where it will take place, who will participate, and ticket costs, if any. Explain why this project should receive public funds, taking into account the overall grant program priorities.
12/500

Venue Letter (Highly Recommended)

Applicants are encouraged to identify and engage with proposed venues in the preparation of this application. While a venue letter of intent is optional, it is highly recommended. Use our sample template or upload a copy of an email /letter from the venue with the same information.

File Upload: Venue Letter



Browse Files

Drag and drop files here

Allison...05716b4



(Suggested file name: ApplicantName_VenueLetter)

List of Key Project Personnel/Artists

Provide name, title and short biographies of key project staff and/or artists for the applicant and briefly describe their project role. Make sure to include any staff/artist who is receiving payment from grant funds. Emphasize their experience in areas of direct relevance to the proposal and include project role. Volunteer-led organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and proposed project.

Personnel/Artist 1 *

Full Name

Allison Artist

Title

Creative Director

Short Biography (include project role) *

Allison has 15 years of experience as a multi-disciplinary artist with a BA in Painting from UCLA and an MA in Film from UC Berkeley. She is responsible for the creative vision for the project and management of all project details.

232/750

Personnel/Artist 2

Full Name

Title

Short Biography (include project role)

0/750

Personnel/Artist 3

Full Name

Title

Short Biography (include project role)

0/750

Personnel/Artist 4

Full Name

Title

Short Biography (include project role)

0/750

Personnel/Artist 5

Full Name

Title

Short Biography (include project role)

0/750

File Upload: Additional Key Project Personnel/Artists



Browse Files

Drag and drop files here

If needed, upload additional project personnel with (Full name, Title, Bio, and Project Role) on a single pdf (File name: ApplicantName_AdditionalPersonnel)

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.

IMPORTANT: Community Arts Project Grants require a public benefit via an interactive component or culminating event that is open to the public.

Community Access/Cultural Equity: Describe the project's community engagement strategies; how does this project reflect and address the needs of the Burbank community? *

Our project team will use the following strategies to bring together the Burbank community....

How do you define the community you wish to serve? Does this project involve anyone from under-represented groups? How is the project or programming inclusive and accessible to those who may not have access to your programming? Is the project expected to positively impact local businesses and/or community organizations? Describe any relevant project partnerships.

14/500

Project Marketing/Promotions: Describe how the project will be promoted in the community? *

The project marketing plan includes....

Detail your marketing plan. How will you let the intended community/audience as described above know about your project? Identify where and how the project will be marketed and promoted.

5/150

Anticipated total number of attendees/participants: *

250

3/15

Project Evaluation: *

The project team will measure the success of the project by....

Explain how you will measure the success of your project and what information you will use to account for your success.

11/150

PART 4: PROJECT BUDGET: All Applicants

This section details project costs and income. 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.

Grant Request (City of Burbank Community Arts Grant) *

Max request \$5,000.

Other Income (enter \$0 if no other income) *

	Amount
Admission/Ticket Sales	1000
Sponsorship	1000
Individual Donations	1000
Corporate Donations	
Foundation Donations	1000
Other Government Funding	1000
* Other Income (description below)	

Total Other Income (automatically calculates from table above)

Project Income Budget Explanation *

Other project income includes....

Provide details on income sources that will help the reviewer understand how you will fund the project. Include ticket prices, if applicable, and detail other income. Enter N/A if the applicant is projecting no income other than the grant request.
4/350

Total Project Income (automatically calculates Grant Request + Total Other Income)

10000

Total Project Income (Grant Request + Total Other Income) MUST EQUAL Project Expenses

Project Expenses *

	Expense Amount
Salaries	5000
Artist Fees (non-salaried)	1500
Production/Tech Crew (non-salaried)	1000
Production and Exhibition Costs	1000
Venue Rental	1000
Marketing/Advertising	500
* Other	

Total Project Expenses (automatically calculates from table above)

10000

Total Project Expenses MUST EQUAL Total Project
Income (Grant Request + Other Income)

Project Expense Budget Explanation *

Expenses include....

Provide details on project expenses that will help the reviewer understand project costs. Include a breakdown of personnel, production costs, and any *other expenses noted.

2/350