



**PARKS AND
RECREATION**

CITY OF
BURBANK



**BURBANK
ARTS**

Community Arts Grant Application 2023

The City of Burbank Parks and Recreation Department and the Burbank Cultural Arts Commission are pleased to announce a new arts funding opportunity. The purpose of this pilot grant program is to support local professional artists and non-profit arts organizations and to engage Burbank residents with diverse and outstanding cultural arts projects. Feedback from first-year participants will inform 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:

- educate, entertain and inspire participants
- build awareness and appreciation for the art form
- meet community needs and identify target audiences
- reflect the rich cultural diversity of the community

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

TIMELINE

Applications open	October 9, 2023
Applications Due	December 5, 2023 no later than 5pm PST
Panel Review	January 2024
Grant Recipient Notice	February 2024
Project Implementation Period	March 1, 2024-December 31, 2024

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

PART 1: APPLICANT PROFILE SECTION 1

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

Applicant Primary Artistic Discipline *

Multi-Disciplinary



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 *

Allison Artist

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

91505

Postal / Zip Code

Phone Number *

(313) 313-3131

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 *

Allison Artist

Primary Grant Contact Email *

Allison@gmail.com

Primary Contact Phone Number *

(313) 313-3131

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

APPLICANT PROFILE SECTION 2: For Individual Artist Applicants ONLY

Proof of Residency: *

- Drivers License
- Utility Bill
- Not a Burbank Resident

File Upload: Proof of Residency *




Browse Files
Drag and drop files here

 Burbank Community A...ate.xlsx27.4KB

Please upload applicant's driver's license or utility bill with address in the City of Burbank

File Upload: Artist Resume/CV *



Browse Files
Drag and drop files here

Burbank grant-budge....25.xlsx

Please upload pdf (2-page limit, Times New Roman 12-point font, double-spaced, 1 inch margins). Artists must show 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).

Artistic Statement: *

The vision for my art is....

Please include an artistic statement or philosophy that describes your work. How would receiving this grant further your development as an artist?

6/500

Have you received funding from the City of Burbank in the past? I.E. utility box beautification program, art in public spaces, etc. *

Yes

No

If Yes, please include the amount of funding and project. *

\$500; utility box

APPLICANT PROFILE SECTION 2: For Organizations ONLY

Name of Executive Director *

John Smith

Email of Executive Director *

jsmith@gmail.com

Organization Mission Statement *

The mission of XYZ Organization is to....

100 word limit 7/100

What year was the organization founded? *

1995

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: *

500000

(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



Burbank Community A...ate.xlsx

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



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BROWSE FILES

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



Browse Files

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27.4KB



The screenshot shows the California Secretary of State's Business Search interface. The search results for "BURBANK CHAMBER OF COMMERCE (485716)" are displayed in a table. The table has columns for Entity Information, Initial Filing Date, Status, Entity Type, Formed In, and Agent. The results show the entity is active and a mutual benefit corporation formed in California, with Jamie Keyser as the agent.

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
BURBANK CHAMBER OF COMMERCE (485716)	02/10/1965	Active	Nonprofit Corporation - CA - Mutual Benefit	CALIFORNIA	JAMIE KEYSER

Additional details for the entity are shown in a side panel:

- Request Certificate
- Initial Filing Date: 02/10/1965
- Status: Active
- Standing - SOS: Good
- Standing - FTB: Good
- Standing - Agent: Good
- Standing - VCFCF: Good
- Formed In: CALIFORNIA
- Entity Type: Nonprofit Corporation - CA - Mutual Benefit
- Principal Address: 200 W. MAGNOLIA BLVD., BURBANK, CA 91502
- Mailing Address: 200 W. MAGNOLIA BLVD. BURBANK, CA 91502
- Statement of Info Due Date: 02/28/2025
- Agent: Individual JAMIE KEYSER, 200 W. MAGNOLIA BLVD. BURBANK, CA 91502

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

File Upload: CA Secretary of State Active Nonprofit Status *



Browse Files

Drag and drop files here



Burbank Community A...ate.xlsx

27.4KB



PART 2: PROJECT/PROGRAM PROFILE: For 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 Grant Request Amount: *

1000

Format \$x,xxx; Max request \$5,000. If approved, you may not receive the total amount you are requesting, please be prepared to have other funding sources and/or scale down your project.

1/15

Project Artistic Discipline. *

Multi-Disciplinary

Choose 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, 2024

The project must take place between March 1, 2024, and December 31, 2024. If dates are to be determined, give an estimate of what month the project will take place.

17/60

Proposed Project Location/Venue and Zip Code *

XYZ Theatre 91505

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 *

Alison Makes Art is an original work of theatre and visual art....

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

List of Key Personnel/Artist: For All Applicants

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. Volunteer-led organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and proposed project.

Personnel/Artists 1 *

Full Name

Allison Artist

Title

Project Creative Director

Short Biography *

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.

133/650

Project Role: *

Allison is responsible for the creative vision for the project and management of all project details.

103/150

Personnel/Artists 2

Full Name

Title

Short Biography

Short Biography

0/650

Project Role:

0/150

Personnel/Artists 3

Full Name

Title

Short Biography

0/650

Project Role:

0/150

Personnel/Artists 4

Full Name

Title

Short Biography

0/650

Project Role:

0/150

Personnel/Artists 5

Full Name

Title


Short Biography

0/650

Project Role:

0/150

File Upload: Additional Key Project Personnel/Artists


Browse Files
[Drag and drop files here](#)

If necessary, upload additional project personnel with the same information (Full name, Title, Bio, and Project Role) on a single pdf (Applicantname_AdditionalProjectPersonnel)

PART 3: PROJECT/PROGRAM COMMUNITY ACCESS, CULTURAL EQUITY AND PUBLIC IMPACT: For All Applicants

This section consists of questions that highlight the public impact and engagement of the project. 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:

What is 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 marketing plan includes....

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.

4/150

Anticipated total number of attendees/participants: *

250

3/15

Project Evaluation: *

Success for the project will be....


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

6/150

Part 4: PROJECT/PROGRAM BUDGET – For All Applicants

Use this [template](#) to detail project costs and income. Upload completed template below.

File Upload: Project Budget *



Browse Files
Drag and drop files here

Burbank...25.xlsx



Project Budget Narrative *

Expenses include....

Use this area to provide any details that will help the reviewer understand your income, expenses and overall project budget, including any contributing partners, or in-kind goods and services donated to support the project.

2/350

Part 5: ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS – For All Applicants

Artistic Samples

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 at least two (2) high-quality video, audio, or images relevant to the project. Do not submit marketing/promotional materials.

Formats such as .ppt, .jpg, .mov and .mpg or audio files may be uploaded as separate files or included as links in a pdf. NOTE: Each video/audio sample may be a maximum of 5 minutes long. Provide title, description and date of sample(s) in the field(s) below.

Title, Date, and Description of Artistic Sample 1 *

XYZ Work, January 2022

This sample shows...

7/50

Title, Date, and Description of Artistic Sample 2 *

ABC work, August 2019

This sample shows....

7/50

Support Materials (Optional)

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. Provide short description of any collateral materials in the field(s) below.

Description of Collateral 1

July 2023 article in XYZ publication....

6/50

Description of Collateral 2

September 2022 newsletter...

3/50

Upload Instructions

Documents can be uploaded by clicking [HERE](#). The work samples must be uploaded to the City of Burbank Dropbox. Please be sure to label your submissions with your name in the filename. i.e.:

ApplicantName_ArtisticSample 1.pdf.

ApplicantName_ArtisticSample 2.pdf.

ApplicantName_Collateral 1.pdf.

ApplicantName_Collateral 2.pdf.

Once you have uploaded the requested documents please return to this application. Application is not complete until it is signed and submitted.

Part 5: APPLICATION CERTIFICATION

How did you hear about the Burbank Community Arts Project Grant *

- Email
- Social Media
- Word of Mouth
- Other

Applicant Signature *



Powered by [Jotform Sign](#)

Applicant name and title *

Please insert first and last name and title (if applicable) of applicant/organization contact with authority to submit and certify this application. For organizations, must be designated representative or an authorized Board Member.

Applicant Certification By checking this box, the applicant certifies that they: *

- By checking this box, I certify that all of the information above is correct and to the best of my knowledge. I have read the guidelines for the Burbank Community Arts Project Grant, understand the information provided by the applicant herein becomes public record at the time the application is submitted; and formally approve this submission. I also understand that submitting an application does not constitute an expressed or implied contract.

END OF APPLICATION

If you haven't completed the application and would like to save it for future editing, click the 'Save' button below. You may edit the application by clicking the 'Continue Form' button provided via email until the application deadline at 5 p.m. of December 5, 2023.

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