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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 a new arts funding opportunity. The purpose of this pilot grant program is to support local artists and arts organizations and to engage Burbank residents with diverse and outstanding cultural arts projects. Feedback from first-year 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:

- 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

II. AWARDS AND USE OF FUNDS

With \$50,000 in total available funding in 2024, 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 March 1, 2024 – December 31, 2024. Funds will be distributed 50/50 – half the award upon signing

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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 non-profit arts organizations 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 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.
- Recreational arts and crafts projects or programs.

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- 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 9, 2023	Application Opens
October 19, 2023	Application Workshop 6:00pm – 7:00pm via Zoom
November 14, 2023	Office Hours Workshop/Q&A 11:00am – noon via Zoom
December 5, 2023	Applications Due no later than 5pm PST
January 2024	Panel Review
February 2024	Grant Recipient Notification
March 1, 2024 – December 31, 2024	Project Period

V. HOW TO APPLY/INSTRUCTIONS

There are two parts to the application process: (1) submit an application form with required uploads; (2) upload artistic documentation and supplemental materials. Both are described in detail below.

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 December 5, 2023, but we encourage applicants to submit early to avoid any technical issues.

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

1) Submit Application Form including required uploads:

Applicants will complete the application form: <https://form.jotform.com/232747521966061>.

The form requires applicant profiles and project narrative/budget information. Here is an overview:

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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: Note different questions for Artists vs. Organizations

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.

For Non-Profit Organizations 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, active non-profit status with the CA Secretary of State, board of directors list, and most recent fiscal year financial statement.

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). 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, and list of key project personnel/artists.

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 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/PROGRAM BUDGET – For 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, 2024 – December 31, 2024 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. A template has been provided showing Column A (Expenses Funded by the City of Burbank) + Column B (Expenses Funded by Other Sources) = C (Total Project Costs). Applicants may provide a brief description for any line that will help explain the proposed

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expenses/income for the project and/or include a budget narrative. The project budget template can be downloaded from the community arts grant program page:

<https://www.burbankca.gov/web/parks-recreation/burbank-community-arts-grant-program>

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

Artistic work samples are crucial for evaluating the artistic quality of the applicant and project. In the application form, applicants will be asked to provide title, description and date for the required two sample(s) that will be uploaded separately.

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 any collateral materials that will be uploaded separately.

Please refer to Upload Instructions for Artistic Documentation and Support Materials below for more detailed instructions.

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.

2) Upload Instructions for Artistic Documentation and Support Materials

Applicants will upload artistic work samples and supplemental materials to the City of Burbank Cloud website: <https://cloud.burbankca.gov/s/QGA9oTTsdepWYgz>. Please be sure to label your submissions with your applicant name in the filename and the appropriate sample/number:

ApplicantName_ArtisticSample 1.pdf.

ApplicantName_ArtisticSample 2.pdf.

ApplicantName_Collateral 1.pdf.

ApplicantName_Collateral 2.pdf.

Work Samples

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. Formats such as .jpg, .mov and .mpg or audio files may be uploaded as separate files or included as links in a .pdf. Links to Soundcloud, YouTube, or other online music/video showcases are acceptable.

NOTE: Each video/audio sample may be a maximum of 5 minutes long. All materials must remain active and viewable until March 2024. If applicable, include the passwords for uploaded artistic documentation in the Artistic Description text section for the corresponding sample.

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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.

VI. 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.

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.

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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.

VII. 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.

VIII. 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.

IX. 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 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 December 31, 2024, awarded funds shall be returned to the City of Burbank.

A complete list of grantee obligations, including insurance requirements, will be provided to grantees with the grant agreement. The list may also be provided to applicants upon request.

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X. 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 19, 2023: Application Workshop 6:00pm – 7:00pm

November 14, 2023: Office Hours Workshop/Q&A 11:00am – noon

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 on or after November 27, 2023. Contact City staff via email with questions or to schedule a call at communityartsgrant@burbankca.gov.