



# ARTS GRANT GUIDELINES & APPLICATION

CITY OF COSTA MESA  
Fiscal Year: 2022-2023

# **TABLE OF CONTENTS**

**OVERVIEW & MISSION ..... 2**

**APPLICATION PROCESS & DEADLINES ..... 3**

**AWARD AMOUNT ..... 3**

**ELIGIBILITY ..... 3**

**APPLICATION REVIEW & SCORING ..... 4**

**FUNDING DECISIONS & GRANTEE REQUIREMENTS ..... 5**

**HOW TO APPLY & GENERAL INFO ..... 6**

**APPENDIX..... 7**

    Eligible & Ineligible Costs..... 7

    Application Questions ..... 8

    Partnership Agreement..... 9

    Scoring Rubric..... 11

    Final Report Template..... 12

    City of Costa Mesa Logo..... 13

    Budget Template..... 14

---

## ARTS GRANTS GUIDELINES AND APPLICATION

### OVERVIEW

The City of Costa Mesa Arts & Culture Master Plan (established in 2021) recommits to the arts with the creation of four main goals:

1. Increase opportunities for all to experience the arts and culture throughout our community, with a commitment to equity, diversity and inclusion
2. Expand Public Art throughout the City
3. Professionalize and elevate the status of arts and culture in City government
4. Support Costa Mesa's thriving creative economy

The Arts Grant program was identified for continued and increasing support by the Costa Mesa City Council through the Arts & Culture Master Plan and supports activities that provide and support quality arts and cultural programming within the city of Costa Mesa.

The Parks and Community Services Department is committed to enhancing the community through the delivery of innovative recreational programs; quality parks and facilities; and services that promote social, physical and emotional well-being. Arts & Culture are a part of this commitment and the City of Costa Mesa strives to embody its namesake as the "City of the Arts".

### MISSION

The Arts Grant Program strives to make arts and culture opportunities accessible to the residents of Costa Mesa by providing monetary support to local and regional arts organizations, artists and teachers. The City of Costa Mesa recognizes that this is an important part of a thriving enhances the quality of life for all residents.

Successful projects will address and support:

- Audience accessibility and a commitment to equity, diversity and inclusion
- Arts education in schools and or community settings and or lifelong arts learning opportunities for all ages
- Local and regional organizations
- Organizational capacity for arts organizations
- New and innovative arts programs and emerging organizations

## **APPLICATION PROCESS AND DEADLINES**

The 2022-23 fiscal year Arts Grant guidelines support and provide funding to artists, arts organizations and schools within the city limits of Costa Mesa.

Applications must be submitted online. The application questions can be found in the Appendix at the end of this document. If you need assistance filling out the application, please contact Laurette Garner, Arts Specialist.

### **IMPORTANT DATES FOR ARTS GRANT CYCLE**

Application Opens: February 13, 2023

Application Closes: March 31, 2023

Arts Commission funding review and approval: April 6, 2023

Project Completion: August 31, 2023

Applications can be submitted online at:

### **AWARD AMOUNT**

**Total funding available for the Fiscal Year 2022-23 is \$5,000.**

- There is a maximum award amount for up to \$2,000.
- All final reports and budget details are due within 30 days of the completion of the event, project or program or by the Project Completion deadline, whichever comes first.
- The full grant amount will be awarded as close to the start date, specified on the application, as possible. Please note, that in order to continue to receive funds year after year, a final report and budget will need to be submitted within 30 days of completion. If these are not submitted by the deadline, arts grant applications for the next fiscal year will not be considered.

### **ELIGIBILITY**

- All applicants, including fiscal agents, must be determined to be not-for-profit, tax-exempt organizations by either the Internal Revenue Service or the California State Franchise Tax Board
- Arts Organizations, Artists and schools are eligible to apply

- Individual artists or organizations aspiring to a non-profit status may apply through a fiscal agent
- Fiscal agents will be responsible for receiving awarded funds and dispersing these funds with a service fee no more than 5% of the total amount awarded to the applicant
- Organizations that act as fiscal agents are still eligible to apply for Arts Grants for their own projects
- Any individual artist receiving funding through a fiscal agent must be 18 year of age on or before the application date
- Project occurs within Costa Mesa city limits
- Applicant may only apply once annually
- If a project or event includes a partnership with another organization, only one application may be submitted for that project or event involving all parties
- All partnerships must include a signed letter of agreement between two parties detailing each parties' participation in the event, project or program

### **APPLICATION REVIEW**

Phone or video conference meetings can be arranged with Laurette Garner, Arts Specialist. To make an appointment, please contact at (714) 754-5322 or email: [laurette.garner@costamesaca.gov](mailto:laurette.garner@costamesaca.gov)

### **PANEL REVIEW AND SCORING OF APPLICATIONS**

Submitted applications are reviewed and scored by a peer panel consisting of local and regional artists and arts professionals. The panel will create a funding plan to be reviewed and approved by the Costa Mesa Arts Commission.

#### **REVIEW AND SCORING INFORMATION**

- Parks & Community Services staff will begin reviewing applications once the deadline has passed and the application is closed.
- All eligible applications will be forwarded to an external panel of community arts professionals for evaluation and scoring.
- Incomplete applications or applications falsifying information will be deemed ineligible.

#### **SCORING RUBRIC**

Applications are evaluated on the basis of the project's relationship to the Arts Grant Mission, as stated above. Awarded projects make efforts to address and emphasize the following: audience accessibility, arts education in schools, lifelong arts learning, support capacity building for local and regional arts organizations and will encourage innovation in how programs are implemented and created.

*See example of Scoring Rubric in the Appendix*

## **FUNDING DECISIONS**

Final funding decisions are made by the Arts Commission. Award amounts vary and can be up to \$2,000 per applicant. The number of awards are determined each year by available funding and recommendations for award amounts are determined by each applicant's score based on the rubric below. Please review the scoring rubric while completing your application.

## **GRANTEE REQUIREMENTS**

### **AGREEMENT**

All approved applications will need to enter into an agreement with the City of Costa Mesa. All agreements must be signed by the agent listed on the organization's (fiscal agents included) [Statement of Information](#) filed with the California Secretary of State. This is the person who is authorized to enter into legally binding agreements on behalf of your organization (i.e. CEO, CFO). Further documentation of signature authorization will be requested if the most recent State of Information has not been filed.

### **FINANCIAL MANAGEMENT**

Grant recipients are required to maintain financial accounts, records and evidence pertaining to costs incurred and revenues acquired under the respective grant program. Grantees should be able to provide upon request:

- Accurate and complete disclosure of revenue and expenses for the project
- Records that adequately identify the sources and application of funds for grant sponsored activities
- Accounting records supported by source documentation- invoices, receipts, bank statements etc.

All grantees must provide documents within 30 days after the project, program or event has ended. This includes a final report and budget accounting of how the funds were utilized. See final report on page 12.

### **PUBLIC ACKNOWLEDGEMENT**

- Grantees must credit the City of Costa Mesa Parks & Community Services department for its support of the project in printed, electronic and broadcast promotions.
- The following acknowledgement along with a City of Costa Mesa logo (provided in the Appendix with guidelines) must appear on all printed and electronic materials: "This project is funded in part by the City of Costa Mesa's Arts Grant program."
- Grantees who fail to provide public acknowledgement may be denied future project funding.

## PROMOTION BY CITY

- Grantees are required to give accurate dates and times for their grant funded project, to the Parks & Community Services Department so that city staff can relay this information to the Arts Commission at least two weeks in advance of the scheduled program.
- If a grantee would like to participate in promotion through approved city channels, they may opt-in as part of their agreement. All participation and promotion through city's social media channels and other outlets, is subject to review, edits and approval by program staff prior to promotion. All grantees are encouraged to extensively promote funded projects.

## **HOW TO APPLY**

### APPLICATION

All applications must be submitted online. The application is available at:  
<https://www.costamesaca.gov/artsculture>

Please see application questions in the Appendix to prepare for the online submission process.

## **ADDITIONAL INFORMATION**

Arts Commission meetings take place on the first Thursday of the month at 6:00 p.m. The agenda is made public one week before. Grantees are encouraged to attend meetings that are relevant to the Arts Grant approval process.

## **QUESTIONS?**

If you need assistance with the application process, please contact Laurette Garner, Arts Specialist at:  
[laurette.garner@costamesaca.gov](mailto:laurette.garner@costamesaca.gov) or call (714) 754-5322.

## **APPENDIX**

### **ELIGIBLE AND INELIGIBLE COSTS**

*The City of Costa Mesa will NOT award arts grants to:*

- Government agencies or public authorities
- Applicants that have a “delinquent” status with the Arts Grant funding program
- Retroactive funding for completed activities
- Projects for the sole promotion of, or consumption by, a specific religion or religious sect
- Cash reserves or endowments of any kind. Awards are to be expended within the funding period for each fiscal year
- Capital expenditures, including construction, renovation or purchase of real property
  - Purchases or repairs for arts-specific equipment with the capability of extended use over several years is permitted
- Projects that are not related to non-profit arts projects or activities
- A for-profit business or activity
- Projects through a fiscal sponsor that benefit the sponsoring organization or are an extension of the sponsoring organization’s program and services
- Support groups and or non-profit organizations supporting city departments or facilities
- Projects with the sole purpose of reducing existing deficits in an organization

*Funding may NOT be used for:*

- Fundraising expenses
- Consultants who are members of an applicant’s staff or board
- Scholarships, fellowships or tuition assistance
- Any and all in-person activities outside the Costa Mesa city limits
- Entry fees for competitions or sponsorship fees
- Pageants, fundraising events or hospitality costs
- Publication or manuscripts or compositions not created as part of an arts grant supported project
- Purchase of monetary awards, cash prizes, contributions or donations
- Scholarly or academic research, tuition and activities which generate academic credit or formal study towards an academic or professional degree



## APPLICATION INFORMATION & QUESTIONS

[Please fill out the application online.](#)

1. Contact Information
2. Website
3. Facebook
4. Instagram
5. Project Title
6. Description of the project (time, date, location, number of participants, event summary)
7. Please upload additional documentation if needed
8. Describe how your project connects to and addresses portions of the Arts Grant Mission Statement
9. Please write out your project schedule below (duration and time of completion):
10. Amount of funds requested
11. How will the funds be utilized (be specific and give examples)
12. Upload budget document
13. If funds are awarded, a report summary of the project is required to be submitted within 30 days of the project completion to the Arts Specialist. Can you commit to this requirement?
14. If funds are awarded, we ask that you provide content for Social Media promotion as needed. Can you commit to this requirement?
15. A City of Costa Mesa staffer may attend events and do site visits as needed. Do you consent to this and can you accommodate this request?

# PARTNERSHIP AGREEMENT

THIS PARTNERSHIP AGREEMENT is entered into on \_\_\_\_\_ (month) and \_\_\_\_\_ (day), 2023 between the following persons:

Name: \_\_\_\_\_ ("Party 1")

Address: \_\_\_\_\_

Email: \_\_\_\_\_

AND

Name: \_\_\_\_\_ ("Party 2")

Address: \_\_\_\_\_

Email: \_\_\_\_\_

The above-named persons agree that upon the commencement date of this partnership, they shall be deemed to have become partners in an Arts Grant project and utilize funds from the City of Costa Mesa. The purposes, terms and conditions of this partnership are as follows:

1. Business/Project Name: \_\_\_\_\_

2. Address/Site of Project: \_\_\_\_\_

3. Purpose of the project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Term- The partnership shall commence on the date mentioned above and continue until dissolved by mutual agreement of the partner, or as the terms below:

5. Contributions of each partner:

Party 1 shall be responsible for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND

Party 2 shall be responsible for

---

---

---

---

---

Date: \_\_\_\_\_

Party 1 Signature: \_\_\_\_\_

Party 2 Signature: \_\_\_\_\_

DRAFT

**SCORING RUBRIC**

<b>TOPICS TO CONSIDER (20 points each)</b>	<b>EMERGING GRANT WRITER (0-6 points)</b>	<b>ESTABLISHED GRANT WRITER (7-13 points)</b>	<b>EXCEPTIONAL GRANT WRITER (14-20 points)</b>	<b>SCORE</b>
<b>Artistic &amp; Cultural Merit</b> -The project is well thought out, innovative and will bring a fresh perspective to audiences in Costa Mesa.				
<b>Arts Grant Mission</b> -The project adheres to a portion of the mission statement.				
<b>Project Clarity</b> -The application is well written, the schedule is planned out and the budget needs are clear.				
<b>Financial Need &amp; Impact</b> -The applicant clearly explains the financial need and how the grant funds will be used.				
<b>Community Engagement &amp; Public Value</b> -The project clearly engages the community of Costa Mesa and serves a significant audience with accessibility, equity, diversity and inclusion in mind. The application lays this out clearly and succinctly.				

**TOTAL SCORE:** \_\_\_\_\_

## **FINAL REPORT**

[Please fill out this report online](#)

Pursuant to terms detailed in the City of Costa Mesa Arts Grant Agreement, the Grantee shall submit a Final Arts Grant Report electronically within 30 days of completion of the project. This information will be used, in part, to develop quantitative and qualitative outcomes for the City of Costa Mesa's Arts & Culture division programs.

### **Arts or Arts Organization Information**

1. Prepared by (Name and Title)
2. Arts Organization/ Artist Name
3. Email

### **Project Information**

4. What kind of project was it?
5. Project Title
6. Briefly describe the successes of your project. What worked well? How do you know? (How did you evaluate your success?)
7. Did you receive any testimonials (written or verbal quotes) from audience members or participating artists that you would like to share? Please include a first name of the person and their relationship to the project
8. Number of paid artist(s)/performer(s)
9. Number of volunteer/unpaid artist(s)/performer(s)
10. Total attendance

### **Project Budget**

11. Amount of Arts Grant Award
12. Please Upload Completed Budget Template
13. Please explain or provide any additional details

### **Marketing and Community Outreach**

14. Did the organization acknowledge the City pursuant to the terms and conditions detailed in the Arts Grant Agreement?
15. Please use the area below to acknowledge any press articles written (website links) about your grant-funded program (if applicable).
16. Please upload any photos you would like to share. By uploading pictures you are authorizing the City of Costa Mesa full rights to us this for social media and/or marketing related to Arts & Culture programs.

**CITY OF COSTA MESA LOGO EXAMPLES**



Costa Mesa  
*City of the Arts*



Costa Mesa  
*City of the Arts*

**BUDGET TEMPLATE**

Next 5 pages.....

DRAFT



**ARTS GRANT PROJECT BUDGET FOR FISCAL YEAR 2022-23**

Applicant Name:				
	<b>PROJECTED INCOME</b>			<b>ACTUALS FOR FINAL REPORT</b>
<b>PROJECT EARNED INCOME</b>	\$	Notes	\$	Notes
Admissions				
Gifts/Merchandise/Concessions				
Advertising				
Other				
<b>TOTAL INCOME</b>			<b>TOTAL INCOME</b>	





**ARTS GRANT PROJECT BUDGET FOR FISCAL YEAR 2022-23**

Applicant Name:

	PROJECT DONATED INCOME			ACTUALS FOR FINAL REPORT
PROJECT DONATED INCOME	\$	Notes	\$	Notes
Private				
Individual				
Public Support				
Arts Grant Request Amount				
Other				
<b>TOTAL DONATED INCOME</b>		<b>TOTAL DONATED INCOME</b>		



**ARTS GRANT PROJECT BUDGET FOR FISCAL YEAR 2022-23**

Applicant Name:				
	<b>PROJECT EXPENSES</b>		<b>ACTUALS FOR FINAL REPORT</b>	
<b>PROJECT EXPENSES</b>	\$	Notes	\$	Notes
Project Administrators (non-artist)				
Project Artist(s) or Art(s) Instructors				
Educational Materials/Printing				
Costumes/Props/Sets				
Supplies				
Transportation				



**ARTS GRANT PROJECT BUDGET FOR FISCAL YEAR 2022-23**

Applicant Name:

	PROJECT EXPENSES		ACTUALS FOR FINAL REPORT	
PROJECT EXPENSES	\$	Notes	\$	Notes
Facility Rental				
Food & Beverage				
Marketing/Outreach				
Fiscal Agency Fee				
Other				
<b>TOTAL EXPENSES</b>			<b>TOTAL EXPENSES</b>	



**ARTS GRANT PROJECT BUDGET FOR FISCAL YEAR 2022-23**

Applicant Name:

IN-KIND SUPPORT (Name)	PROJECTED IN-KIND		ACTUALS FOR FINAL REPORT	
	\$	Notes	\$	Notes
<b>IN-KIND TOTALS</b>			<b>IN-KIND TOTALS</b>	

**Budget Instructions:**

- For the application, fill out the yellow portion. For the final report, fill in the blue.
- The application project budget must balance. Total income must equal the total expenses.
- Round all budget numbers to the nearest whole dollar.
- Enter a "0" or NA (not applicable) for any areas that don't have a dollar amount or value to add or don't apply to your project.
- Please give a detailed description for each line item in the notes column.
- For In-Kind donations, write in the value of the donation- this can be an estimate.