



CULTURAL ARTS COMMITTEE – ARTS GRANT APPLICATION

"To Support & Grow the Arts Community in Costa Mesa"

The objective of the Cultural Arts Committee's Grant Program is to support and grow the arts community in Costa Mesa. Funds will be granted to art projects that take place within Costa Mesa and align with the goals and objectives of the Committee. For the purpose of this application, a "project" may be an event, activity, or program.

CONTACT INFORMATION

Organization/Group:

Contact Name/Title:

Cell Phone: _____ **Alternate Phone:**

Email: _____ **Fed. Tax ID # (Optional):** _____

Address: _____

Web Address: _____

FB URL: _____

PROJECT

Title of project:

Project schedule (duration and time of completion):

Funds requested: \$1,000 How will the funds be utilized (be specific)?

If funds are awarded, a brief summary of the project will be required to be submitted, within 90 days of the project completion, to the Cultural Arts Committee (e.g. pictures, video, presentation, written summary). We also request that you provide content for our Social Media promotion. Can you commit to this requirement? Yes

May a Cultural Arts Committee member attend the project?

***Please explain:** _____



CULTURAL ARTS COMMITTEE

EVALUATION CRITERIA

ELIGIBILITY

- Project occurs within Costa Mesa
- Applicant is 18 years or older; grantee may be under 18 with applicant's minor consent
- Applicant may only apply if they have NOT been awarded grant funds within the past year

CRITERIA

Applications are evaluated on the basis of the relationship to the Committee's priority to provide support to and grow the arts in the City of Costa Mesa, the potential to expand aesthetic inquiry, and the quality/scope of the project and/or artist's work.

FUNDING DECISIONS

Funding decisions are primarily made by the Cultural Arts Committee, following review of applications by the Arts Grant Program Working Group. Awards are made up to \$1,500. The number of awards are primarily determined each year by their annual sponsorships and budget. Funding recommendations are determined by each applicant's score based on the rubric; please review the scoring rubric here while completing your application.

APPLICATION PROCESS AND DEADLINE

Applicants must use the current Cultural Arts Committee's application.

The deadline to submit an online application for the current 2021 grant cycle is July 23, 2021. You may sign up at the bottom of the page to receive email notifications of upcoming deadlines.

RECOMMENDATIONS

Review the scoring rubric before submitting your application.

Attend the Cultural Arts Committee meetings, in particular those that address your application. Meetings take place on the second Thursday of the month at 3:30pm. The agenda is made public one week in advance and is viewable at

NOTIFICATION

Applications will be reviewed by the Cultural Arts Committee, and a determination will be made within 6-8 weeks of receipt. Applicants will be notified by City staff once a decision has been made.

Grants applications may be awarded up to four times per calendar year, considered at the Cultural Arts Committee's meetings on the second Thursday of February, May, August, and November.

QUESTIONS

Contact Ashley Thomas, Recreation Supervisor, at (714) 754-5052 or ashley.thomas@costamesaca.gov.



Costa Mesa Cultural Arts Committee – Arts Grant Program

Working Group Scoring Rubric

Reviewer Score: _____ **Points/ 20 Possible Points**

19-20 Points = 100% of Available Funds

17-18 Points = 95% of Available Funds

15-16 Points = 90% of Available Funds

13-14 Points = 85% of Available Funds

7-12 Points = 80% of Available Funds

0-6 Points = Application Denied

Reviewer Name: _____.

Recommended Funding: \$ ____.

Applicant Organization &/or Contact Name: _____.

Contact Information:

Has the applicant provided, at a minimum: a contact name, phone number, & email address? If not, stop here. Request City Liaison contact applicant, if possible, to complete the application accurately.

Project Title:

Does the applicant provide a title for the project for which they are requesting funding?

Yes = ☐ **No =** ☐

____Points/ 1 Possible Point

Project Description:

Score 1 point for each of the following that the applicant provides:

Time of Project: ____/1

Date of Project: ____/1

Location of Project: ____/1

Number of Projected Participants: ____/1

Score the project summary 0-5 points:

No further details provided than the above = 0 points

Minimal description, lots of clarification needed = 1 point

Some description, some clarification needed = 2 points

Description provided, minimal clarification needed= 3 points

Great description, project is ready = 4 points

Excellent description, project is fully formed & understood = 5 points

____Points/ 9 Possible Points



Costa Mesa Cultural Arts Committee – Arts Grant Program

Working Group Scoring Rubric

Costa Mesa Cultural Art Committee's goals & objectives:

Does the applicant describe how their project relates to at least one of our goals?

Yes = ☐ No = ☐

____Points/ 1 Possible Point

Project Schedule:

Does the applicant provide a clear description of the duration of the project?

Yes = ☐ No = ☐

____Points/ 1 Possible Point

Does the applicant provide a clear description of the projected completion of the project?

Yes = ☐ No = ☐

____ Points/ 1 Possible Point

Funds Requested:

Amount requested: \$ _____.

Score the description of fund utilization 0-5 points:

No description of how the funds will be utilized is provided = 0 points

Vague description of how the funds will be utilized, lots of clarification needed = 1 point

Some description of how the funds will be utilized, some clarification needed = 2 points

Decent description of how the funds will be utilized, minimal clarification needed = 3 points

It is clear how the funds will be utilized = 4 points

Full explanation of how the funds will be utilized, including overall project budget = 5 points

____Points/ 5 Possible Points

Is it clear that the project will unquestionably continue if funds are awarded?

Yes = ☐ No = ☐

____Points/ 1 Possible Point

Grant Report:

Is the applicant committing to providing a report to the Costa Mesa Cultural Arts Committee if funds are awarded? If not, stop here. Request City Liaison contact applicant to discuss the required grant report.

Attendance:

Has the applicant indicated that a Costa Mesa Cultural Arts Committee member may attend the project? If not, have they provided a reasonable explanation?

Yes = ☐ No = ☐

____Points/ 1 Possible Point