



CITY OF COSTA MESA

ARTS COMMISSION

Agenda

Thursday, April 3, 2025

6:00 PM

City Council Chambers
77 Fair Drive

AMENDED to reflect presentations

The Commission meetings are presented in a hybrid format, both in-person at City Hall and as a courtesy virtually via Zoom Webinar. If the Zoom feature is having system outages or experiencing other critical issues, the meeting will continue in person.

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- During the Public Comment Period, use the “raise hand” feature located in the participants’ window and wait for city staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

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During the Public Comment Period, press *9 to add yourself to the queue and wait for city staff to announce your name/phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the pacscomments@costamesaca.gov. Comments received by 12:00 p.m. on the date of the meeting will be provided to the Commission, made available to the public, and will be part of the meeting record.

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Note that records submitted by the public will not be redacted in any way and will be posted online as submitted, including any personal contact information.

All pictures, PowerPoints, and videos submitted for display at a public meeting must be previously reviewed by staff to verify appropriateness for general audiences. No links to YouTube videos or other streaming services will be accepted, a direct video file will need to be emailed to staff prior to each meeting in order to minimize complications and to play the video without delay. The video must be one of the following formats, .mp4, .mov or .wmv. Only one file may be included per speaker for public comments. Please e-mail to pacscomments@costamesaca.gov NO LATER THAN 12:00 Noon on the date of the meeting.

Note regarding agenda-related documents provided to a majority of the Commission after distribution of the agenda packet (GC §54957.5): Any related documents provided to a majority of the Commission after distribution of the Agenda Packets will be made available for public inspection. Such documents will be posted on the city's website and will be available at the City Clerk's office, 77 Fair Drive, Costa Mesa, CA 92626.

All cell phones and other electronic devices are to be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to conduct a phone conversation.

Free Wi-Fi is available in the Council Chambers during the meetings. The network username available is: CM_Council. The password is: cmcouncil1953.

As a LEED Gold Certified City, Costa Mesa is fully committed to environmental sustainability. A minimum number of hard copies of the agenda will be available in the Council Chambers. For your convenience, a binder of the entire agenda packet will be at the table in the foyer of the Council Chambers for viewing. Agendas and reports can be viewed on the City website at <https://costamesa.legistar.com/Calendar.aspx>.

In compliance with the Americans with Disabilities Act, Assistive Listening headphones are available and can be checked out from the City Clerk. If you need special assistance to participate in this meeting, please contact the City Clerk at (714) 754-5225. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

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ARTS COMMISSION REGULAR MEETING

APRIL 3, 2025 – 6:00 P.M.

ALISA OCHOA
Chair

FISHER DERDERIAN
Vice Chair

CHARLENE ASHENDORF
Commissioner

BRENDAN FORD
Commissioner

ERICA LUCIA
Commissioner

ALLISON MANN
Commissioner

DEBORA WONDERCHECK
Commissioner

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS:

1. DIRECTOR OF ORANGE COAST COLLEGE FRANK M. DOYLE ARTS PAVILION
2. THE CITY OF COSTA MESA'S POET LAUREATE IN CELEBRATION OF NATIONAL POETRY MONTH

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA

Comments are limited to three (3) minutes, or as otherwise directed.

COMMISSIONER COMMENTS AND SUGGESTIONS

Comments are limited to three (3) minutes, or as otherwise directed.

CONSENT CALENDAR:

All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless members of the Arts Commission, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion. The public can make this request via email at PAComments@costamesaca.gov and should include the item number to be addressed. Items removed from the Consent Calendar will be discussed and voted upon immediately following Arts Commission action on the remainder of the Consent Calendar.

1. [MINUTES](#) [25-242](#)

RECOMMENDATION:

Approval of the minutes of the March 6, 2025, Arts Commission meeting.

Attachments: [03/06/25 Arts Draft Minutes](#)

MONTHLY REPORTS:

1. [ARTS SPECIALIST REPORT](#) [25-243](#)

Attachments: [ARTS SPECIALIST REPORT](#)

OLD BUSINESS:

1. [ARTS GRANT PROGRAM REVIEW OF GUIDELINES](#) [25-244](#)

RECOMMENDATION:

Staff recommends the Arts Commission review the Arts Grant Program Guidelines (Attachment 1).

Attachments: [Agenda Report](#)

[1. ARTS Grant Guidelines and Application](#)

[2. City of Carlsbad Example](#)

[3. Lane Arts Council Example](#)

[4. Council Policy - Arts Funding](#)

NEW BUSINESS:

1. [APPROVAL OF ARTS GRANTS FISCAL FOR YEAR 2024-25](#) [25-245](#)

RECOMMENDATION:

Staff recommends the Arts Commission review and approve grant awards for the Fiscal Year 2024-25 Arts Grant program (Attachment 1).

Attachments: [Agenda Report](#)

[1. Arts Grant Funding Plan](#)

2. [ARTS AND CULTURE MASTER PLAN BUDGET FOR FISCAL YEAR 25-246 2025-26](#)

RECOMMENDATION:

Staff recommends the Arts Commission receive and file the update on budget requests for Fiscal Year 2024-25 in alignment with the Arts and Culture Master Plan.

Attachments: [Agenda Report](#)

[1. Arts & Culture Master Plan Budget Excerpt](#)

ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS

ADJOURNMENT

Next Regularly Scheduled Meeting: Thursday, May 1, 2025.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-242

Meeting Date: 4/3/2025

TITLE:

MINUTES

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Approval of the minutes of the March 6, 2025, Arts Commission meeting.

MARCH 6, 2025
6:00 P.M. – UNOFFICIAL MINUTES

CALL TO ORDER by Chair Ochoa at 6:00 P.M.

PLEDGE OF ALLEGIANCE by Commissioner Lucia.

ROLL CALL

= Present = Absent

Commissioners

- Charlene Ashendorf
- Fisher Derderian
- Brendan Ford
- Erica Lucia
- Alisa Ochoa
- Allison Mann
- Debora Wondercheck

City Staff

- Brian Gruner, Parks and Community Svs. Director
- Laurette Garner, Arts Specialist
- Monique Villasenor, Recreation Manager
- Ashley Thomas, Sr. Recreation Supervisor
- Laura Fautua, Executive Assistant
- Kathia Viteri, Office Specialist II

PRESENTATION:

1. NEWPORT-MESA UNIFIED SCHOOL DISTRICT – ARTS REPORT

Teacher on Special Assignment, Tamara Fairbanks presented.

PUBLIC COMMENTS

[Correspondence received.](#)

Jim Fitzpatrick: Urged the Arts Commission to take action regarding the \$400,000 cannabis tax funds and to not let the funds go unused.

Angel Correa: Board member for Costa Mesa Playhouse. Introduced Artistic Director, Peter Kreder and Managing Director, Mia Josimovic. Highlighted that it will be the 60th season in the Fall and shared upcoming production.

COMMISSIONER COMMENTS

Commissioner Ashendorf: Shared information of new extension to Moon Goat Coffee, 1973 Events, an event center featuring artwork, Jeff Miller. Shared that 70% of his proceeds go to the Costa Mesa Foundation, while 30% supports Moon Goat staff. Inquired for information about the Coastal Corridor Alliance’s Arts in the Park event, which transforms trash into art at Fairview Park.

Vice Chair Derderian: Thanked Mr. Fitzpatrick for his persistence in addressing the issue and expressed interest in matter and suggested connecting offline to review materials and pursue the matter at the city level.

Chair Ochoa: Appreciated the public's participation in public comment in meetings as it could play into the efforts to refine the master plan. She expressed gratitude for being elected chair; thanking Commissioner Wondercheck for her leadership and Vice Chair Derderian also taking a new role alongside her. Acknowledged Ms. Fairbanks for highlighting Newport Mesa’s activities and shared her experience visiting Costa Mesa High, where she engaged

with students about the Arts Commission and her creative work. Looks forward to seeing more student artwork featured in ARTventure.

CONSENT CALENDAR

1. MINUTES

02/06/2025 Arts Commission Draft Minutes

Commissioner Ashendorf requested amendment corrections to the motions.

No public comment.

MOTION/SECOND: Commissioner Ashendorf motioned to approve the amended minutes for February 6, 2025 minutes/Seconded by Chair Ochoa.

The motion carried by the following roll call vote:

Ayes: Commissioner Ashendorf, Commissioner Lucia, Vice Chair Derderian, Chair Ochoa

Nays: None

Abstained: None

Absent: Commissioner Ford, Commissioner Mann, Commissioner Wondercheck

Motion Carried: 4-0

MONTHLY REPORTS:

1. ARTS SPECIALIST REPORT

Laurette Garner, Arts Specialist, presented.

Chair Ochoa expressed joy in seeing youth ARTventure applications open and appreciated seeing an increase in grant applications.

OLD BUSINESS:

1. APPROVAL OF UTILITY BOX ART APPLICATIONS

Laurette Garner, Arts Specialist, presented.

Commissioner Lucia summarized the committee's thoughts on three (3) alternate designs. *Golden Horizon* was well liked, created by a Costa Mesa resident and self-taught graphic designer, and embodied Southern California with a golden poppy. *Costa Bloom* by Kimberly Duran featured vibrant colors but resembled previously approved floral designs. Highlighted bright vibrant colors. *Rocket Queen* by Kingsley Aaron was dynamic but considered potentially too detailed for a utility box. The committee appreciated aspects of each design and took multiple factors into consideration.

Discussion ensued regarding the utility box art designs.

No public comments.

MOTION/SECOND: Commissioner Ashendorf to select alternate 1, *Golden Horizon*, *Artist Evan Chaffe*/Seconded by Chair Ochoa.

The motion carried by the following roll call vote:

Ayes: Commissioner Ashendorf, Commissioner Lucia, Vice Chair Derderian, Chair Ochoa

Nays: None

Abstained: None

Absent: Commissioner Ford, Commissioner Mann, Commissioner Wondercheck

Motion Carried: 4-0

NEW BUSINESS:

1. REVIEW OF FISCAL YEARS 2022-2023 AND 2023-2024 ARTS GRANT PROGRAM FINAL REPORTS

Laurette Garner, Arts Specialist, presented.

Chair Ochoa questioned whether artists or arts organizations that received a grant should be ineligible to reapply the following year to provide more opportunities to other organizations and create more balance distribution of support. She noted that Pacific Chorale had received consecutive grants and was also featured in the upcoming Art Crawl, suggesting a more equitable distribution of support as the grants program grew. Requested this to be considered for grant application guidelines.

Commissioner Ashendorf thanked staff for report and evaluations as it can serve as a resource to make future decisions for future grants applications.

Vice Chair Derderian inquired if staff received any feedback from the grantees.

No public comment.

MOTION/SECOND: Commissioner Ashendorf motioned to receive and file/Seconded by Commissioner Lucia.

The motion carried by the following roll call vote:

Ayes: Commissioner Ashendorf, Commissioner Lucia, Vice Chair Derderian, Chair Ochoa

Nays: None

Abstained: None

Absent: Commissioner Ford, Commissioner Mann, Commissioner Wondercheck

Motion Carried: 4-0

Scope of work will be brought back to the Commission.

ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS

Chair Ochoa highlighted Costa Mesa Historical Society artist talk event with Alicia Rojas happening Sunday at 2 PM and encouraged everyone to attend.

Parks and Community Services Director, Brian Gruner, thanked Commissioner Wondercheck for her term as Chair and congratulated Commissioner Ochoa (Chair) and Commissioner Derderian (Vice Chair) for their new terms.

ADJOURNMENT Chair Wondercheck adjourned at 6:45 P.M.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-243

Meeting Date: 4/3/2025



Agenda Report

Arts Commission

Item #: 25-243

Meeting Date: 4/3/2025

TITLE: ARTS SPECIALIST REPORT
DEPARTMENT: PARKS AND COMMUNITY SERVICES
PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST
CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

UPDATES:

❖ Art Crawl

The flyer, a website update and online registration form will be available the second week of April for the next Art Crawl. 17th Street Recording Studio and The Wayfarer are local arts businesses and the first two stops of the event. The last stop will be a Pacific Chorale and Pacific Symphony performance, that will be free to participants, courtesy of free tickets from our Free at Segerstrom Center Campus program.

(Arts & Culture Master Plan: Goal 1. Action 2.1)

❖ Poet Laureate Program

Staff will be meeting with Danielle Hanson next week to plan out her schedule for the next year, according to the Scope of Work that was created for her agreement. At the May Arts Commission, staff will bring back a calendar of events for review.

(ACMP: Goal 3. Action 1.4)

❖ Exhibition Spaces

Artwork from Charlie Groh will be on display on the second floor of the Senior Center from May until August of 2025. The opening reception will be May 16th from 4pm to 6pm. Charlie Groh has participated in previous ARTventure exhibitions and works in photography and custom framing.

Beginning this month and until the end of June of 2025, The Raise Foundation will be displaying youth artworks from their Blue Ribbon Art Contest on the Youth Art Wall at City Hall.

**The Raise Foundation is a nonprofit organization serving Orange County that provides resources to strengthen families and end the cycle of abuse through education, advocacy, community collaboration and services for families and children.*

(ACMP: Goal 4. Section 2.3)



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-244

Meeting Date: 4/3/2025

TITLE:

ARTS GRANT PROGRAM REVIEW OF GUIDELINES

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends the Arts Commission review the Arts Grant Program Guidelines (Attachment 1).



City of Costa Mesa Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-244

Meeting Date: 4/3/2025

TITLE: ARTS GRANT PROGRAM REVIEW OF GUIDELINES

DEPARTMENT: PARKS AND COMMUNITY SERVICES

PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST

CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

RECOMMENDATION:

Staff recommends the Arts Commission review the Arts Grant Program Guidelines (Attachment 1).

BACKGROUND:

One of the Arts & Culture Master Plan’s recommendations was to create a new mission and guidelines for the Arts Grant Program.

On February 2, 2023, staff provided the draft for the Arts Grant Program Guidelines handbook for the Arts Commission to review and collect input and any adjustment requests.

After suggestions made by the Arts Commission, the edited version was brought back on March 4, 2023, for a final review and approval.

At the March 6, 2025, Arts Commission meeting, a suggestion was made by Chair Alisa Ochoa to bring the Arts Grant Program Guidelines back for further review and possible edits.

ANALYSIS

The Arts Grant Program Guidelines may be brought back to the Arts Commission at any time for review and edits.

Staff has also provided two examples of other Community Arts Grant Guidelines and applications; one from the City of Carlsbad and one from Lane Arts Council/City of Eugene, for comparison (Attachments 2 and 3).

Staff has also included a City Council Policy created in 1991, in regards to funding for local arts organizations and projects (Attachment 4).

FISCAL REVIEW:

The funding for the Arts Grant program is available in the Arts and Culture operational budget and was increased from \$10,000 to \$20,000 for the Fiscal Year 2024-25.

LEGAL REVIEW:

The City Attorney's Office has reviewed the guidelines and application and approves them both as to form.

CONCLUSION:

Staff recommends the Arts Commission review and make suggestions to the most recent version of the Arts Grant Program Guidelines.



ARTS GRANT GUIDELINES & APPLICATION

CITY OF COSTA MESA
Fiscal Year: 2024-2025

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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 creative economy that enhances the quality of life for all residents.

Project criteria 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 2024-2025 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: January 6, 2025

Application Closes: March 10, 2025

Arts Commission funding review and approval: April 3, 2025

Project Completion: 1 year from the date on the Arts Agreement contract executed by the City of Costa Mesa and the applicant

AWARD AMOUNT

Total funding available for the Fiscal Year 2024-2025 is \$20,000.

- There is a maximum award amount for up to \$2,500.
- 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% (recommendation) 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

PANEL REVIEW AND SCORING OF APPLICATIONS

Submitted applications are reviewed and scored by a peer panel consisting of local and regional artists and various 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 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 \$2,500 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 on social media platforms when able. The City of Costa Mesa account handles are:
 - Parks & Community Services Department
 - Facebook: [costamesa.recreation](https://www.facebook.com/costamesa.recreation)
 - Instagram: [@cm_recreation](https://www.instagram.com/cm_recreation)
 - City of Costa Mesa
 - Facebook: [CostaMesaCityHall](https://www.facebook.com/CostaMesaCityHall)
 - Instagram: [@cityofcostamesa](https://www.instagram.com/cityofcostamesa)

HOW TO APPLY

APPLICATION

All applications must be submitted online. The application is available at:

www.costamesaca.gov/artsculture

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

ADDITIONAL INFORMATION

Arts Commission meetings take place on the first Thursday of the month at 6:00 p.m. The agenda is made public three working days in advance. Grantees are encouraged to attend meetings that are relevant to the Arts Grant approval process and may be asked to present their project during these monthly meetings.

[Arts Commission | City of Costa Mesa \(costamesaca.gov\)](http://www.costamesaca.gov)

QUESTIONS?

If you need assistance with the application process, please contact Laurette Garner, Arts Specialist at: 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.

- Contact Information
- Website
- Facebook
- Instagram
- Project Title
- Description of the project (time, date, location, number of participants, event summary)
- Please upload additional documentation if needed
- Describe how your project connects to and addresses portions of the Arts Grant Mission Statement
- Please write out your project schedule below (duration and time of completion):
- Amount of funds requested
- How will the funds be utilized (be specific and give examples)
- Upload budget document
- 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?
- If funds are awarded, we ask that you provide content for Social Media promotion as needed. Can you commit to this requirement?
- 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: _____

SCORING RUBRIC

TOPICS TO CONSIDER	EXEMPLARY (5 points)	ADEQUATE (4 points)	NEEDS IMPROVEMENT (3 points)	SCORE
Artistic & Cultural Merit -The project is well thought out, innovative and will bring a fresh perspective to audiences in Costa Mesa.				
Arts Grant Mission -The project adheres to a portion of the mission statement.				
Project Clarity -The application is well written, the schedule is planned out and the budget needs are clear.				
Financial Need & Impact -The applicant clearly explains the financial need and how the grant funds will be used.				
Community Engagement & Public Value -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.				
Passion Vote - This project is great and you love it. It's just a feeling! You can't explain it☺				

TOTAL SCORE (Max Score=30): _____

FINAL REPORT

Please fill out this report online: www.costamesaca.gov/artsculture

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

- Prepared by (Name and Title)
- Arts Organization/Artist Name
- Email

Project Information

- What kind of project was it?
- Project Title
- Briefly describe how you met your project's criteria and how you measured the project's impact. What worked well? How do you know? (How did you evaluate and measure your goals?)
- 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
- Number of paid artist(s)/performer(s)
- Number of volunteer/unpaid artist(s)/performer(s)
- Total attendance

Project Budget

- Amount of Arts Grant Award
- Please Upload Completed Budget Template
- Please explain or provide any additional details

Marketing and Community Outreach

- Did the organization acknowledge the City pursuant to the terms and conditions detailed in the Arts Grant Agreement?
- Please use the area below to acknowledge any press articles written (website links) about your grant-funded program (if applicable).
- 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.....

FISCAL YEAR 2025-26

COMMUNITY ARTS GRANTS GUIDELINES

WELCOME

The City of Carlsbad Cultural Arts Office serves to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in the City of Carlsbad and the North San Diego County region. The Cultural Arts Office manages funding programs to provide financial support to organizations, schools and individuals for various projects through a competitive application and review process. These projects benefit the community through an array of activities for schools, artists and organizations. The Community Arts Grants program was identified for continued and increasing support by the Carlsbad City Council through the 2018 Arts & Culture Master Plan.

The City of Carlsbad's Community Arts Grants program supports quality arts and cultural programming that promotes the representation and participation of diverse groups of individuals, including and not limited to people of differing abilities, class, generations, ethnicities and races, gender identities, religious or spiritual beliefs, sexual orientations, or veteran status.

Our mission supports the following values:

- Provide inclusive opportunities for arts & culture experiences for Carlsbad students and residents reducing/eliminating barriers for participation.
- Provide arts education and lifelong learning opportunities for all ages.
- Support local and regional arts organizations as an important component of the economy and quality of life in Carlsbad and North San Diego County.
- Support arts education in schools and through affiliated organizations.
- Develop and support organizational strength and capacity of Carlsbad arts organizations.
- Encourage new and emerging artists, arts organizations and programs in Carlsbad, CA.
- Celebrate Carlsbad as an exciting, vibrant and creative destination for residents and visitors alike.
- Acknowledge indigenous land and cultural awareness in the Carlsbad community.

FISCAL YEAR 2025-26 OVERVIEW

The updated FY 2025-26 guidelines reflect national grantmaking trends and best practices and support funding for artists and arts organizations in Carlsbad and surrounding areas. Guidelines were approved by the City of Carlsbad's Arts Commission on Dec. 5, 2024.

Important dates for the FY 2025-26 grant cycle application are as follows:

- **Applications open: Monday, Feb. 10, 2025**
- **Applications due: Monday, Mar. 17, 2025**
- **Arts Commission Funding Plan review & approval: Thursday, May 1, 2025, subject to change**
- **Funding Cycle begins Tuesday, Sept. 2, 2025**
- **All projects must be completed by Wednesday, Sept. 2, 2026**
- **Applications can be accessed [online](#).**

Total funding available for the FY 2025-26 cycle is \$117,128. All final reports are due within 30 days of the completion of the event or **Oct. 2, 2026**, whichever comes first. The first 80% of all awarded funds will be disbursed after agreements are executed and by the Sept. 2, 2025, grant start date; the final 20% once the final report and budget are submitted and approved.

HEALTH AND SAFETY

Grantees are asked to remain vigilant and informed of health and safety requirements, including mandated protocols as outlined by state, county, local or other governmental bodies always. Failure to do so may result in cancellation of the agreement and grant funds.

UPDATES FOR THIS YEAR

- Professional artist or outside consultant: All proposed arts projects must involve a professional artist or outside consultant in lieu of or in addition to the applicant/teacher. Example, professional graphic artist, choreographer, etc. from outside of the project site. SEE EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS – ARTS IN SCHOOLS
- NOTE: Educational Institutions Application Limit: There is a cap on the number of applications for Educational Institutions (Arts in Schools) of (3) three grants per school site. For detailed requirements, please refer to the Arts in Schools Requirements section.

ELIGIBILITY FOR ALL APPLICANTS; IMPORTANT: READ CAREFULLY

All applicants, including fiscal agents and school-affiliated groups, must comply with the following:

- Nonprofit Status: Applicants must be recognized as nonprofit, tax-exempt organizations by the Internal Revenue Service (IRS) or the California State Franchise Tax Board. A complete Statement of Information should be on file with the California Secretary of State. This statement should be filed within the first 90 days of incorporation and updated in accordance with state law.
- Tax Identification: Applicants must provide their Federal Employer Identification Number (FEIN) from the IRS. Information will be checked through GuideStar's Charity Check.
- PLEASE NOTE: all organizations, including schools, must submit the names and contact information for the authorized signatories. Applications that do not identify the correct signatories for an organization or school will not be accepted.
- Specific exemptions for Educational Institutions: Educational institutions are exempt from the need for tax-exempt status under Section 501(c)(3) but are still eligible to apply.
- Partnership Projects: For projects involving partnerships, only one application is allowed. If a school partners with an arts organization or artist, a signed agreement between the parties is required, with the school as the lead applicant.

APPLICATION PROCESS

When applying, organizations must ensure the following:

- Proof of nonprofit status: Provide evidence of nonprofit status or details of a fiscal agent.
- Statement of Information: Submit a current California Statement of Information reflecting Active Status, along with a list of Authorized Signatories, their signing authority, and the type of authority (individual or joint).

GUIDELINE APPENDICES

- Appendix 1 – Frequently Asked Questions (FAQ's)
- Appendix 2 – Ineligible Organizations and Activities

FISCAL YEAR 2025-26 FUNDING CATEGORIES

Funding is structured by the classification of each organization, then according to available categories. Applicants may only apply to one category per grant cycle:

- Arts Organizations or Fiscal Agents of Organizations - \$7,500 maximum award per grant
- Emerging Arts Organizations - \$5,000 maximum award per grant
- Educational Institutions and Affiliated Groups (Arts in Schools) - \$3,500 maximum award per grant. Three (3) grants maximum per school site per year.

ARTS ORGANIZATIONS

- Arts organizations must be registered 501(c)(3) nonprofit organizations for at least three years as of Jan. 1, 2025.
- Applicants may only submit one (1) application per funding cycle and cannot apply to multiple categories.
- Arts organizations grants - \$7,500 maximum award per grant.
- All arts projects require the participation of a professional artist or an outside subject matter expert.
- Arts projects will be defined as programs, activities, and events primarily designed to be arts focused. These projects may be presented in person, or virtually if any government issued health mandates are in effect.
- Arts project grants awards must be used for specific art project support and cannot be used for general operating support.

EMERGING ARTS ORGANIZATIONS

- Emerging arts organization must be based in Carlsbad, CA.
- These grants are for smaller nonprofit organizations that are relatively new to the nonprofit community.
- Emerging arts organizations - \$5,000 maximum award per grant.
- Must have a nonprofit 501(c)(3) status of three (3) years or less.
 - If 501(c)(3) status has not yet been attained, please provide proof of acting in alignment with the IRS definition of a nonprofit: possessing a nonprofit established mission, an advisory committee or a board of directors, and a history of activities directly related to the purpose of eligibility to attain nonprofit status.
 - Additionally, emerging arts organizations aspiring to a nonprofit status must apply through a fiscal agent.
 - Fiscal agents will be responsible for receiving awarded funds and dispersing them with a service fee of no more than 10% of the amount awarded to the applicant.
- Projects must take place in Carlsbad, CA and be accessible to the public, and benefit the community of Carlsbad.
- Projects must be representative of at least one of the following mediums/forms of artistic expression:
 - Dance
 - Original music composition/lyrics
 - Spoken word/poetry
 - Visual Arts that utilize sustainable or recycled materials

FISCAL AGENT REQUIREMENTS

- Individuals or organizations in the process of applying for nonprofit status may apply through a fiscal agent.
- Any partnership between an individual, educational institution or organization must include a letter of agreement from the partnering entities.
- Fiscal agents will be responsible for receiving awarded funds and dispersing them with a service fee of no more than 10% of the amount awarded to the applicant.
- Organizations that act as fiscal agents are still eligible to apply for a Community Arts Grants for their organization.

EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS – ARTS IN SCHOOLS

- Arts in Schools requests are only available to nonprofit schools or school-affiliated groups in Carlsbad, CA.
- Arts in Schools are defined as programs, activities, and events that are primarily designed to be arts focused.
- Arts in Schools grants - \$3,500 maximum award per grant with a maximum of three (3) grants per school site per year.
- Individual schools and entities representing a school (such as foundations, booster organizations etc.) can submit a maximum of three (3) grant applications from the categories below. See FAQ's for further information on acceptable categories:
 - Performing arts
 - Visual arts
 - Nontraditional arts, such as culinary, digital, creative writing, etc.
 - STEAM projects with a focus on the arts
 - Arts initiatives focused on arts careers and development of arts skills. Can include arts management, non-performance skills such as design, costuming, stagecraft, career talks or coaching by subject matter experts
 - All three (3) submissions cannot be from a single art form within a category. (e.g. three dance projects in performing arts)
- In-school grant projects utilizing teaching artists as part of the grant may not use a full-time hourly or salaried employee(s) of the respective school district to lead activities, performances, or projects; however, they may utilize teaching artists employed by other school districts.
 - Out-of-school programs utilizing teaching artists as part of the grant may utilize teaching artists that are employed by any school district.
- All partnerships must include a signed letter of agreement from the partnering entities.

APPLICANT INFORMATION

FY 2025-26 Grant Cycle Schedule

Feb. 10, 2025	Applications Open
Feb. 18, 2025	Applicant Workshop virtual.
Feb. 18 - Feb. 28, 2025	Technical assistance meetings available by appointment
Mar. 17, 2025	Application Deadline: applications must be submitted electronically to City by 11:59 p.m.
Mar. 24 – Apr. 21, 2025	Submitted materials are reviewed and scored by a peer panel consisting of local and regional artists, arts professionals, and educators
May 1, 2025	Funding plan presented to Arts Commission for review and approval
May 12- June 30, 2025	Begin email notifications to Grantees of award and City create and route DocuSign agreements for electronic signatures.
Sept. 2, 2025	Project/activity period opens.
Sept. 2, 2026	Project/activity period closes.
Oct. 2, 2026	All FY 2025-26 Final Reports are due. Grantees complete a Final Report within 30 days of the program end date or by Oct. 2, 2026, whichever comes first.

APPLICANT WORKSHOPS AND ONE-ON-ONE APPOINTMENTS

Application information and links, including online tutorials, will be available on the Community Arts Grants application portal. The following resources will be available for applicants in the fiscal year 2025-26 cycle:

- The applicant workshop will include a general overview of the grant process, application and procedures. **New applicants are required to attend.**
- **Technical Assistance Meetings** – Applicants may schedule a 30-minute appointment with grant program staff to answer questions about the process, application or other topics. These appointments will be dependent on staff capacity and availability. Applicants are required to attend the Applicant Workshop prior to the appointment. To schedule a one-on-one appointment, please call Cultural Arts office at 442-339-2090 or email Arts@carlsbadca.gov
- Please note that staff will review applications for effective and impactful delivery of information and ensure completeness and clarity of the information supplied. Staff will not provide feedback on content, programming, or other project details.

PANEL REVIEW AND SCORING OF APPLICATIONS

Submitted applications are reviewed and scored by a virtual peer panel of local and regional artists, arts professionals, and educators. The panelists' scoring will inform a funding plan for review and final approval by the Carlsbad Arts Commission.

SCORING RUBRIC FOR ALL CATEGORIES (EXCEPT EMERGING ARTISTS)

Application scores will be based on the following criteria aligned with the Community Arts Grants mission. Panelists will be asked to undertake the following scoring recommendations and directives:

- Panelists will score applications on how closely the project(s) achieve the goals of the respective grant category.
- Panelists may be asked to convene to discuss the application's merits.
- Award amounts are determined via a formula that takes into consideration the total amount of available funds, the average scores of the applicants, and an assigned percentage based on those scores.

The scoring of applications will be based on the following criteria, with a maximum score of 50 points. The provided examples are for informational purposes only and are not meant to be exhaustive:

- **Quality of Program(s) (10 points)**
 - Reinforce accessible artistic and cultural opportunities and experiences for Carlsbad residents.
 - Provide arts education and lifelong learning opportunities for all ages.
- **Community Impact (30 points)**
 - Celebrate and promote Carlsbad as an exciting, vibrant, and creative destination for our community, students, as well as visitors and tourists throughout the world.
 - Support local and regional arts and cultural organizations as an important component of the economy and quality of life in Carlsbad and North San Diego County.
 - Accessibility of program for participants and audience members, including economic limitations under the Americans with Disabilities Act.
- Encouragement of programs that promote the representation and participation of diverse groups of individuals, including and not limited to people of differing abilities, class, generations, ethnicities and races, gender identities, religious or

spiritual beliefs, sexual orientations and veteran status.

- **Organizational Capacity (10 points)**
 - Provide evidence of organizational strength and capacity to support the scope of the project/activity.

OTHER REVIEW AND SCORING INFORMATION

- Cultural Arts Office staff will review applications after the deadline.
- Applications deemed eligible will be forwarded to scoring panelists and reviewed within the context of the project or program as outlined in the application.
- Incomplete applications, or applications with incorrect information, will be deemed ineligible.

AGREEMENT REQUIREMENTS FOR GRANTEES

Upon approval of your application:

- **Legal Agreement with the City of Carlsbad:** To proceed with your project, you must first enter into a legal agreement with the City of Carlsbad. City will route the agreement using DocuSign to obtain secure electronic signatures, and the commencement of your project is contingent upon the execution of this agreement.
- **Non-Profit Corporation Signing Authorities:** All agreements MUST be signed by two officers listed on the Statement of Information filed with the California Secretary of State for your organization (or as listed on the most recent board roster). These officers should be those who are authorized to enter into legally binding agreements on behalf of your organization, such as CEO, CFO, Treasurer, Secretary.

One corporate officer from each of the following groups must sign the agreement:

Group A	Group B
Chairman,	Secretary,
President, or	Assistant Secretary,
Vice-President	CFO or Assistant Treasurer

Otherwise, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.

You can verify your status with the California Secretary of State and see the officers listed on the Statement of Information at this website: [Search | California Secretary of State](#). Further documentation of signature authorization will be requested if the most recent Statement of Information has not been filed.

Specific Entity Requirements:

- **Fiscal Agents:** The agreement must be signed by two officers from the fiscal agent's organization, as per organization's Statement of Information.
- **Educational Institutions:** A Signature Delegation Form must be completed by the school principal and a district representative (e.g., Assistant Superintendent).
- **School-Affiliated Groups (i.e., school booster groups):** Follow the same signature requirements as nonprofit organizations.

IMPORTANT NOTE: Applicants who have been granted funding in previous cycles must meet all requirements from those past agreements before they are eligible to receive a new agreement for the FY 2025-26 cycle.

FINANCIAL MANAGEMENT

Grant recipients are required to maintain three (3) years of 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, current 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 awardees must provide documents within thirty (30) days of receipt of request. This includes but is not limited to, agreements, revised project forms, final reports, and financial accounting.

PUBLIC ACKNOWLEDGEMENT

- Grant recipients must acknowledge the Cultural Arts Office for its support of the project in printed, electronic and/or broadcast promotions.
- The following acknowledgment along with a City of Carlsbad Cultural Arts logo must appear on all printed and electronic materials: “This program is funded in part by the City of Carlsbad’s Cultural Arts Office.” This logo and guidelines for acknowledgment are available on the Community Arts Grants [webpage](#) or upon request.
- Grantees who fail to provide public acknowledgment may be denied future project funding.

PROMOTION BY CITY

- Grantees are required to keep the Cultural Arts Office informed of all program dates and times.
- If the grantee wishes to participate in promotion through approved city channels, they may opt-in as part of the agreement. All participation in promotion through the city’s social media channels and other outlets, is subject to staff review, editing and approval prior to promotion.
- Grantees are encouraged and expected to:
 - Give notifications and invitations to the Cultural Arts Office staff that will be extended to the Carlsbad Arts Commission at least two (2) weeks in advance of program.
 - Extensively promote funded events and projects with appropriate verbiage as indicated in “Public Acknowledgement” stipulated above.

FINAL REPORTS, SITE VISITS AND PROGRAM ATTENDANCE

The Cultural Arts staff may monitor grant projects during the grant cycle, including potential site visits. The reports of these visits will be included in grant application files and may provide a basis for evaluation of future requests.

Grantees will have an option to replace digitally submitted final reports with in-person site visits and/or interviews. Pending any health and safety mandates and protocols as outlined by state, county, local or other governmental bodies, these site visits/ interviews may be conducted by Cultural Arts staff and/or Arts Commissioner(s), as available, and appropriate to each grant. Grantees may still opt to submit on-line final reports in consultation with staff. In all cases, grantees will still be required to submit final budget forms digitally for staff review and approval.

All final reports are due within thirty (30) days of the completion of the event or Oct. 2, 2026, whichever comes first, to receive the final award payment. Excessively late submission of a final report may result in action taken per contract.

ASSISTANCE

Cultural Arts Office staff are always available to assist applicants. Please contact Cultural Arts office at 442-339-2090 or email Arts@carlsbadca.gov.

POLICIES

- Once submitted, applications may be moved into a different category at the discretion of Cultural Arts staff. Notification will be made to the applicant.
- The City of Carlsbad reserves the right to limit funding amounts to any applicant, regardless of eligibility or panel score, based on fiscal year limitations.
- Cultural Arts Office staff actively review and evaluate all aspects of the funding program and process. Updates may occur throughout the funding calendar. Cultural Arts staff will provide information on program updates, to all grantees when they are implemented.
- Any significant changes or amendments by the grantee to approved projects must be submitted in writing to the Cultural Arts Office by the grantee before any grant funds are used, and before the execution of any altered activity. This includes, but is not limited to, changes in purpose, scope, services, target audiences, intended timeline, personnel, location, date, activities, or budget. This requirement will be included in the agreement.
- The Cultural Arts Office reserves the right to review, cancel or reallocate project funds significantly altered or shifted from stated goals in the original approved application and/or revised project form. Canceled funds must be returned to the Cultural Arts Office within thirty (30) days of written notification.
- No two (2) entities (organization or school/affiliated groups) may apply for funding for the same project.
- Applicants may only apply to one (1) category per funding cycle.

OTHER INFORMATION

Carlsbad Arts Commission Meetings:

Carlsbad Arts Commission meetings are public, and information is available on the city website. **A meeting is scheduled for May 1, 2025, to approve the FY 2025-26 Community Arts Grants Funding Plan.** For more information about the duties of the Carlsbad Arts Commission and its meetings, visit the Arts Commission [webpage](#).

HOW TO APPLY

Application

All applications must be submitted online. The application is comprised of approximately five (5) main sections, some of which include long-answer sections and attachments. The application is available at the Community Arts Grants [webpage](#).

- **Organization Information:** An updated Statement of Information and approved signatories must be submitted for applications to be accepted.
- **Project Information and Narrative**
- **Project Support Information**
- **Budget:** A budget form and sample can be found at the Community Arts Grants [webpage](#).
- **Signatory Information** as described in the section titled “Agreement Requirements for Grantees.”

APPENDIX 1: COMMUNITY ARTS GRANTS FAQ’S

Are there any organizations that are ineligible to receive Community Arts Grant funding?

Yes. For-profit organizations are ineligible to receive funding through the Community Arts Grants program. This includes for-profit schools and businesses.

Can I apply to more than one category?

No. Unlike previous grant cycles, artists and organizations may only apply to one (1) category per fiscal year grant cycle.

What projects are eligible for the Emerging Arts Organization category?

Projects must be representative of at least one of the following mediums/forms of artistic expression:

- Dance
- Original music composition/lyrics
- Spoken word/poetry
- Visual Arts using sustainable or recycled materials
- Ethnic or indigenous art forms
- Digital art forms such as film, animation, etc.

What arts organizations qualify to apply in the Emerging Arts Organization category?

- Arts Organization must be based in Carlsbad.
- Must have a nonprofit 501(c)(3) status of three (3) years or less:
- If 501(c)(3) status has not yet been attained, please provide proof of acting in alignment with the IRS definition of a nonprofit; possessing a nonprofit established mission, an advisory committee or a board of directors, and a history of activities directly related to the purpose of eligibility to attain a nonprofit status.
- Additionally, emerging arts organizations aspiring to a nonprofit status must apply through a fiscal agent.

Is attendance required for the workshops and information sessions?

Workshop attendance or technical assistance meeting is **required for all new applicants** and those applying in the Emerging Arts Organization category. Workshop attendance or technical assistance meetings by returning awardees is highly recommended as an opportunity for staff to guide and assist applicants in the FY 2025-26 Community Arts Grants application process.

How are final awards decided?

All award amount decisions consider the total amount of funding available, scores from panelists, and the request from the applying entity. After panelists score, Cultural Arts staff will create a funding plan based on these factors, which is forwarded to the Arts Commission for final approval.

Can one school site apply for multiple educational institutions (or Arts in Schools) grants?

Yes. Individual schools and entities representing a school (such as foundations, booster organizations etc.) can submit a maximum of three (3) grant applications per educational institution amongst the list below; all three (3) submissions cannot be from a single medium.

Examples of acceptable mediums:

- Performing arts
- Visual arts
- Nontraditional arts, such as culinary, digital, creative writing, etc.
- STEAM projects with a focus on the arts
- Arts initiatives focused on arts careers and development of arts skills. Can include arts management, non-performance skills such as design, costuming, stagecraft, career talks or coaching by subject matter experts
- All three (3) submissions cannot be from a single art form within a category. (e.g. three dance projects in performing arts)

APPENDIX 2: INELIGIBLE ORGANIZATIONS AND ACTIVITIES

The City of Carlsbad will NOT award Community Arts Grants to:

- For-profit organizations, schools, and businesses.
- Organizations and/or affiliates that are directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for public office.
- Governmental agencies or public authorities.
- Applicants that have a “delinquent” status with the Community Arts Grants funding programs.
- Retroactive funding for completed activities.
- Religious and/or sectarian programming or any programming and/or services solely for the promotion of or consumption by a specific religious order and/or sect.
- Cash reserves or endowments of any kind. Awards are to be expended within the designated funding period.
- Capital expenditures, including construction, renovation, or purchase of real property.
- Applications that do not support nonprofit, public art activities or projects that benefit 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 programs or services.
- Support groups and/or nonprofit organizations supporting city departments or facilities.
- General operating costs, including costs associated with the start-up of a new organization.
- Applications to reduce existing deficits.

Funding may NOT be used for:

- Fundraising expenses.
- Consultants who are members of an applicant’s staff or board.
- Political campaigns or lobbying activities.
- Payments to students.
- Endowments or endowment campaigns.
- Scholarships, fellowships or tuition assistance.
- Costs incurred before the start of the funded project or outside the funding period.
- Project or activities outside the City of Carlsbad limits.
- Entry fees for competitions or sponsorship fees.
- Pageants, fund-raising events, or hospitality costs.
- Private foundations or other re-granting organizations.
- Religious or doctrinal purposes, although faith-based organizations may apply for program support.
- Publication of manuscripts or compositions not created as part of a grant-supported project.
- Purchase of monetary awards, cash prizes, contributions, or donations.
- Professional development for staff and board members.
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree.
- Creation of textbooks.
- Ongoing, recurring administrative expenses.



LANE ARTS COUNCIL

Community Arts Program Grant Guidelines Due April 19th, 2024 at 5:00pm

LANE ARTS COUNCIL GRANT PROGRAMS

Program Grant – Eugene-based community arts organizations that are non-profit, tax-exempt, and provide year-round programming, may be eligible for Community Arts Program Grants instead of Project Grants.

Project Grant - A project is a specific art presentation, performance, exhibit, or creation of work that demonstrates clear benefit and is accessible to the constituency for which it is intended. A project possesses artistic quality, imaginative scope and vision, and is fully executed within a specified timeline.

Artist Grant – Individual artists of all disciplines seeking to advance or develop their own artistic careers may apply for an Artist Grant.

Consider the grant that is right for you:

- Established nonprofit organizational applicants can apply for a Community Arts Project Grant or a Community Arts Program Grant, but not both.
- Individual applicants can apply for a Community Arts Project Grant or an Artist Grant, but not both.
- Artist groups, for-profit businesses, and established nonprofits that do not have the arts as a core part of their mission can only apply for the Project Grant.

ABOUT THE COMMUNITY ARTS PROGRAM GRANT

Lane Arts Council's 2024-2025 Community Arts Program Grant, funded by the City of Eugene Cultural Services Division, provides operating support to Eugene's small and mid-sized community arts organizations. Through investments in Eugene's nonprofit arts organizations, the Community Arts Program Grant enriches the lives of residents and visitors by increasing opportunities for arts engagement, ensuring opportunities for artists, and cultivating a diversity of art forms.

The primary goal of the 2024-2025 Program Grant is to support arts organizations in their strategic development and organizational goal fulfillment.

This program provides operating support to 501(c)(3) organizations who have arts as the core of their mission. The most competitive applicants are arts organizations that provide public access to ongoing, sustained, artistic programming and outreach programs in Eugene.

This is a competitive grant awarded to arts organizations in Eugene. Organizations can apply for grant amounts equal to up to 10% percent of their overall operating budget, or a maximum of \$5,000. Awards will generally range between \$1,000 and \$5,000. Lane Arts Council determines awards based on the review criteria, number of applications, and available grant funds. There are limited resources and not all applicants will receive funding.

Spanish Interpretation services available. Email grants@lanearts.org to schedule an appointment. | Servicio de interpretación disponible. Envíe un correo electrónico a grants@lanearts.org para programar una cita.

GRANT CYCLE: JULY 1, 2024 – JUNE 30, 2025

All funds must be utilized and spent within the grant's defined cycle dates. frame. Awards will be paid out no later than July 31st, 2024.

PROGRAM ELIGIBILITY

Lane Arts Council has final determination on eligibility and may review eligibility at any time, requesting more information as necessary.

At the time of the application deadline, all applicant organizations must:

- Operate as a nonprofit as evidenced by:
 - Current IRS 501(c)(3) federal tax-exempt status
 - Active registration with the State of Oregon for corporate, nonprofit status
- Operate within a mission that describes arts and culture as the primary purpose of the organization; arts programming or services must be the primary focus.
- Headquartered in Eugene.
- Have been in existence for a minimum of two years as evidenced by an IRS determination letter, and/or demonstrate at least a two-year history of providing access to ongoing arts programs serving the Eugene community.
- Maintain continuous and active leadership (board, volunteers, or paid staff).

Ineligible Applicants

- Applicants that have not historically provided programming clearly accessible to the residents of Eugene.
- Applicants using a fiscal sponsorship.
- Applicants that have applied or intend to apply for Community Arts Project Grant funds in this same funding cycle.
- Resident companies of the Hult Center for the Performing Arts.
- Fiscal agents or organizations composed exclusively for re-granting.
- Applications that are incomplete or not finalized and submitted to Lane Arts Council by 5:00pm on April 19, 2024. Late applications will not be accepted.
- Applicants with overdue Community Arts Grant obligations, including Community Arts Program Grants and Community Arts Project Grants.

Note on already secured funds from the City of Eugene

Applicants scheduled to receive direct financial support or subsidy from the City of Eugene during July 1, 2024 - June 30, 2025 are still allowed to apply for Community Arts Program Grant funds. However, applicants who are not already provided funding support from the City will be prioritized.

SELECTION PROCESS

For each grant, Lane Arts Council assembles a team of four to seven community members to review and assess submitted applications and make funding recommendations. This committee is made up of artists, arts administrators, arts advocates, college/university staff, and nonprofit leaders. These committees look different each year to ensure a diverse range of voices and perspectives are able to inform selection over time. Each committee member will be provided the Review Criteria to ensure they are assessing applications similarly. A Conflict of Interest policy is also in place to ensure any personal or professional relationships committee members have with applicants are not able to influence the decision.

Lane Arts Council staff are present to manage materials, coordinate meetings, and disrupt any bias that may enter the process. Lane Arts Council staff do not participate or weigh in on funding recommendations.

After funding recommendations are made, final approval is given by the Lane Arts Council Board and City of Eugene Cultural Services.

APPLICATION MATERIALS

We use Google Forms for grant application submission. We encourage applicants to prepare all responses in a separate document to copy/paste into the Google Form for submission. Google Forms cannot be saved mid-completion. Working on responses outside of the Google Form will help with losing any progress in the case there is an error or refresh mid-process. All questions and direction for required materials can be found in this PDF document.

Narrative Questions and Review Criteria

When crafting your responses to the narrative items, please keep the grant goals and review criteria in mind. A panel will apply the following criteria in review of applications:

- Clarity of organizational programming, services, and reach within the community (target audiences, community impact, etc.)
- Impact of the organization and/or its programming in relation to the realities, needs, and interests of our community
- Organizational assessment strategies and ability to incorporate feedback
- Strategic organizational planning and goal-setting

Financial Statements: *All documentation listed below is required as part of this grant application.*

- Organization's current annual budget
- Organization's most recent year-to-date financial statements, including profit & loss statement and balance sheet
- Last completed fiscal year financial statements, including profit & loss statement and balance sheet

Supplementary Materials: *All applicable documentation listed below is required as part of this grant application.*

- List of current staff and their roles
- List of current board members, terms, and officers, including affiliations

STEPS FOR SUBMITTING AN APPLICATION

1. Log into your Google account. If you do not have one, create a Google account and login. [See this "How to Setup a Google Account" guide for assistance \(LINK\)](#). We are utilizing Google Forms for submissions, which requires applicants to use or create a Google account to submit their materials. Please contact us if you have any questions or concerns at grant@lanearts.org or (541) 485-2278 during normal business hours.
2. Prepare the application, questions, and supplementary materials, following the instructions carefully and completely. Please double-check for accuracy, arithmetic errors, and legibility.

NOTE: We encourage applicants to prepare all responses in a separate document to copy/paste into the Google Form for submission. Google Forms cannot be saved mid-completion. Working on responses outside of the Google Form will help with losing any progress in the case there is an error or refresh mid-process. All questions and direction for required materials can be found in this PDF document.

3. Enter all application responses in and attach supplemental materials to this Google Form (LINK) application by 5:00pm on April 19, 2024.

NOTE: Please be sure to provide time for file upload, as file size may impact the time it takes to complete the submission.

4. If you are unable to submit electronically, please contact Lane Arts Council for support by emailing grants@lanearts.org or calling (541)485-2278 during normal business hours.

ACKNOWLEDGEMENT

Program Grant recipients must acknowledge support by Lane Arts Council and the City of Eugene Cultural Services Division in relevant digital and printed materials. The Lane Arts Council and City of Eugene logos shall be used when space and format permit. Materials shall acknowledge Lane Arts Council and City of Eugene Cultural Services with the logos and/or the following acknowledgement: *"This program is supported in part by a grant from Lane Arts Council and the City of Eugene Cultural Services Division."*

FINAL REPORT REQUIREMENTS

Community Arts Program Grant recipients will be required to submit a final report by July 14th, 2025. This report will address actual financial information, audience demographics, organizational and programmatic highlights, successes, and challenges.

LANE ARTS COUNCIL MISSION AND STATEMENT OF NON-DISCRIMINATION

Lane Arts Council cultivates strong and creative arts communities throughout Lane County. Lane Arts Council is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, sex, sexual preference, age, national origin, disability, veteran status, or any other classification by law.

CONTACT FOR ASSISTANCE

Assistance with technical requirements is available from Lane Arts Council staff prior to the application deadline. To ensure you are able receive assistance, please make contact as early as possible. Applicants may also seek feedback after funding decisions have been made. For questions, please contact Lane Arts Council at (541)485-2278 or grants@lanearts.org.



LANE ARTS COUNCIL

Community Arts Program Grant Application

APPLICANT INFORMATION

Name of Applicant Organization:

Address:

City:

State:

Zip Code:

Federal Tax ID:

Website:

Phone:

Contact Name:

Contact Title:

Contact Email:

Contact Phone:

Amount Requested:

Total Individuals Served by Organization Annually (estimate is fine):

APPLICATION NARRATIVE QUESTIONS

1. Please provide a summary of the services and programming your organization provides and the organization's key target audiences, including artists. *(Up to 2,000 characters, including spaces)*
2. What impact and benefit does the organization's programming and/or services have in our community? *(Up to 2,000 characters, including spaces)*
3. How does the organization assess and respond to the needs and interests of the communities you serve? *(Up to 1,000 characters, including spaces)*
4. What strategic goals does the organization have for the next one to two years? What plans does the organization have in place to reach these goals? *(Up to 2,000 characters, including spaces)*
5. OPTIONAL: If relevant, describe any major fluctuations in your organization's budget or financials, if not addressed above. *(Up to 1,000 characters, including spaces)*

FINAL CHECKLIST

Please review this final checklist to confirm that you have completed and will submit all required parts of this application.

- Applicant Information
- Application Narrative Questions
- Financial Statements:
 - Organization's current annual budget
 - Organization's most recent year-to-date financial statements, including profit & loss statement and balance sheet
 - Last completed fiscal year financial statements, including profit & loss statement and balance sheet
- Supplementary Materials
 - List of current staff and their roles
 - List of current board members, terms, and officers, including affiliations

STATEMENT OF NON-DISCRIMINATION

The applicant agrees to comply in every way with all applicable entity or individual receiving grant provisions of the Americans with Disabilities Act of 1990. 42 USC Sec. 12101, et seq. and the applicant agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

SIGNATURES

By submitting this application, the applicant certifies that all information contained in this document is true and accurate. The applicant agrees to comply with the Statement of Non-Discrimination, as listed above.



LANE ARTS COUNCIL

Community Arts Project Grant Guidelines

Due April 19th, 2024 at 5:00pm

LANE ARTS COUNCIL GRANT PROGRAMS

Project Grant - A project is a specific art presentation, performance, exhibit, or creation of work that demonstrates clear benefit and is accessible to the constituency for which it is intended. A project possesses artistic quality, imaginative scope and vision, and is fully executed within a specified timeline.

Program Grant – Eugene-based community arts organizations that are non-profit, tax-exempt, and provide year-round programming, may be eligible for Community Arts Program Grants instead of Project Grants.

Artist Grant – Individual artists of all disciplines seeking to advance or develop their own artistic careers may apply for an Artist Grant.

Consider the grant that is right for you:

- Established nonprofit organizational applicants can apply for a Community Arts Project Grant or a Community Arts Program Grant, but not both.
- Individual applicants can apply for a Community Arts Project Grant or an Artist Grant, but not both.
- Artist groups, for-profit businesses, and established nonprofits that do not have the arts as a core part of their mission can only apply for the Project Grant.

ABOUT THE COMMUNITY ARTS PROJECT GRANT

Lane Arts Council’s 2024-2025 Community Arts Project Grant, funded by the City of Eugene Cultural Services Division, provides opportunities for Eugene artists, and strive to ensure diverse, accessible arts experiences for Eugene participants and audiences.

The Community Arts Project Grant prioritizes projects that emphasize accessibility to underserved audiences and provide programming that takes place in the City of Eugene. Proposals might include exhibits, performances, festivals, workshops, events, programs and other arts and culture projects.

Competitive project proposals demonstrate community impact and clear access to underserved and underrepresented communities whose opportunities to experience the arts are limited by race, ethnicity, economics, or disability. Below are some examples of project strategies that emphasize accessibility. Project strategies could include, but are not limited to:

- Utilizing public spaces as an opportunity to engage residents and visitors with the arts
- Lowering barriers to entry by providing free or subsidized participation costs
- Preserving and commemorating local and multicultural traditions and histories
- Encouraging partnerships among artists, businesses, organizations, and agencies
- Building existing and developing new arts and culture audiences in Eugene
- Providing outlets for underserved artists to share their work
- Providing comprehensive arts learning experiences for youth and adults

The maximum grant for a single project is \$2,500. However, proposals can be submitted for any amount up to

\$2,500. In most cases, a Community Arts Project Grant will represent a portion of the project budget. However, a match is not required.

Spanish Interpretation services available. Email grants@lanearts.org to schedule an appointment. | Servicio de interpretación disponible. Envíe un correo electrónico a grants@lanearts.org para programar una cita.

GRANT CYCLE: JULY 1, 2024 – JUNE 30, 2025

Projects funded by Community Arts Project Grants, including all activities that involve the public, must be completed within the grant cycle. All funds must also be spent in this time frame.

PROJECT ELIGIBILITY

- The Community Arts Grant is open to all creative and cultural arts media and disciplines.
- Applicants may only submit proposals for one project.
- Projects must take place between July 1, 2024 and June 30, 2025.
- Projects must take place in the City of Eugene and/or result in a product or program that will be primarily available to the public in Eugene.
- Applicants must be headquartered/physically residing within Lane County.
- Applicants submitting a proposal for a **Public Art*** project must review the Public Art Guidelines for eligibility requirements. These can be found on Lane Arts Council's website at: <http://lanearts.org/community-arts-grants/>

**Public Art - Visual public art proposals are defined as any visual art intended for public space, including both public and private property where there is free and open access for viewers.*

Ineligible Projects or Applicants

- Projects that are not clearly accessible to the residents of Eugene.
- Projects that are not scheduled to take place during the project period.
- Applicants that have applied or intend to apply for Program Grant or Artist Grant funds in this same funding cycle.
- Resident companies of the Hult Center for the Performing Arts.
- Members of Lane Arts Council staff or board.
- Members of the City of Eugene staff (temporary staff are eligible to apply).
- Applications that are incomplete or not finalized and submitted to Lane Arts Council by 5:00pm on April 19, 2024. Late applications will not be accepted.
- Applicants with incomplete/outstanding Community Arts Grant obligations.

Note on already secured funds from the City of Eugene

Applicants scheduled to receive direct financial support or subsidy from the City of Eugene during July 1, 2024 - June 30, 2025 are still allowed to apply for Community Arts Project Grant funds. However, applicants who are not already provided funding support from the City will be prioritized.

SELECTION PROCESS

For each grant, Lane Arts Council assembles a team of four to seven community members to review and assess submitted applications and make funding recommendations. This committee is made up of artists,

arts administrators, arts advocates, college/university staff, and nonprofit leaders. These committees look different each year to ensure a diverse range of voices and perspectives are able to inform selection over time. Each committee member will be provided the Review Criteria to ensure they are assessing applications similarly. A Conflict of Interest policy is also in place to ensure any personal or professional relationships committee members have with applicants are not able to influence the decision.

Lane Arts Council staff are present to manage materials, coordinate meetings, and disrupt any bias that may enter the process. Lane Arts Council staff do not participate or weigh in on funding recommendations. After funding recommendations are made, final approval is given by the Lane Arts Council Board and City of Eugene Cultural Services.

APPLICATION MATERIALS

We use Google Forms for grant application submission. We encourage applicants to prepare all responses in a separate document to copy/paste into the Google Form for submission. Google Forms cannot be saved mid-completion. Working on responses outside of the Google Form will help with losing any progress in the case there is an error or refresh mid-process. All questions and direction for required materials can be found in this PDF document.

Narrative Questions and Review Criteria

When crafting your responses to the narrative questions, please keep the Community Arts Project Grant Goals and Grant Review Criteria in mind. A panel will apply the following criteria in the review of applications:

- Strength of concept including evidence of strong planning and proposal clarity
- Project impact on audience, participants, or community
- Informed and relevant strategies for accessibility, specifically to reach underserved audiences
- Applicant demonstrates capacity to meet proposed project objectives

Statement of Commitment – Required ONLY for Permanent Artwork Installation

Projects that include the permanent placement of artwork must include a statement of commitment from the owner(s) and/or caretaker(s) of the potential site or location.

OPTIONAL - Supplementary Materials

Supplementary materials are optional but encouraged, and are limited to three pieces. You may include materials that directly support the proposal and/or demonstrate your ability to complete your project.

Optional support materials might include up to three of any of the following:

- Letter(s) of support from partner(s) including:
 - Previous individual or group collaborators who can speak to the skillset of the applicant(s)
 - Partner(s) for the proposed project (venue contact, collaborators, etc.)
 - Community member(s) who will directly benefit from the project
- Sample(s) of Completed Work that relates to the proposal and represents the artform therein. If submitting multiple Samples, each must be of a different type, e.g. Audio/Video, Image, etc. Sample(s) must align with one of the following options below and adhere to the applicable guidelines:
 - Audio/Video Sample: One written digital file containing link(s) to audio and/or video, with a brief description and date for each link. Total running time of audio and/or video may not

exceed five minutes for all linked materials combined.

Up to five minutes total of audio and/or video counts as one sample.

- **Image Sample:** One digital file (PDF or PPT) including no more than 10 images. Images must be labeled with artist name, title, and date. File size must not exceed 10 MB per image.
Single file with no more than 10 images counts as one sample.
- **Promotional Material or Review Sample:** One digital file (PDF suggested) containing up to three pieces of promotional material or reviews. Total number of pages for all pieces combined may not exceed six pages.
Single file with no more than three pieces of promotional material or reviews counts as one sample.
- **Writing Sample:** One digital file (PDF suggested) containing ONE of the following:
 - A long-form writing selection/excerpt not exceeding two pages; OR
 - A playwrighting selection/excerpt not exceeding five pages; OR
 - A poetry selection not exceeding five pages, with max one poem per page.*Single file containing one of the writing examples listed above counts as one sample.*

STEPS FOR SUBMITTING AN APPLICATION

1. Log into your Google account. If you do not have one, create a Google account and login. [See this "How to Setup a Google Account" guide for assistance \(LINK\)](#). We are utilizing Google Forms for submissions, which requires applicants to use or create a Google account to submit their materials. Please contact us if you have any questions or concerns at grants@lanearts.org or (541)485-2278.
2. Prepare the application, questions, budget, and supplementary materials, following the instructions carefully and completely. Please double-check for accuracy, arithmetic errors, and legibility.

NOTE: We encourage applicants to prepare all responses in a separate document to copy/paste into the Google Form for submission. Google Forms cannot be saved mid-completion. Working on responses outside of the Google Form will help with losing any progress in the case there is an error or refresh mid-process. All questions and direction for required materials can be found in this PDF document.

3. Enter all application responses in and attach supplemental materials to this Google Form (LINK) application by 5:00pm on April 19, 2024.

NOTE: Please be sure to provide time for file upload, as file size may impact the time it takes to complete the submission.

4. If you are unable to submit electronically, please contact Lane Arts Council for support by emailing grants@lanearts.org or calling (541)485-2278 during normal business hours.

GRANT AWARDS

The maximum grant for a single project is \$2,500. However, proposals can be submitted for any amount up to \$2,500. In most cases, a Community Arts Project Grant will represent a portion of the project budget, however a match is not required.

Project Grants will depend on the funds available through the City of Eugene's budget. Once an agreement between Lane Arts Council and the grant recipient is completed, a payment will be made in full at the start of the grant cycle. Final Report submission is required in order to remain eligible for all future grant funding with Lane Arts Council.

ACKNOWLEDGEMENT

Project Grant recipients must acknowledge support by Lane Arts Council and the City of Eugene Cultural Services Division in all project printed materials such as programs, newsletters and press releases, as well as digital materials relevant to the project. The Lane Arts Council and City of Eugene logos shall be used when space and format permit. Materials shall acknowledge Lane Arts Council and City of Eugene Cultural Services with *"This project is supported in part by a grant from Lane Arts Council and City of Eugene Cultural Services."*

FINAL REPORT REQUIREMENTS

At the close of the Community Arts Project Grant cycle, grant recipients will be required to submit a completed Final Report, along with project documentation. This includes highlights, successes, and challenges of the project, project partners, audience, and number of people served, as well as actual revenue and expenses. Final Report completion is required for any consideration for future funding from Community Arts Grants and Artist Grants. Grant recipients will be required to submit a final report by July 14th, 2025.

New Final Report Option: Grantees may schedule a Final Report interview in lieu of a written report. This will involve the key leader/s of the project meeting with a Lane Arts Council team member to share verbally the success stories of your project. Individuals who choose this option will still be asked to submit photos of the project in action. A written Final Report will still be an option for those groups/individuals who prefer written word over conversational reporting.

LANE ARTS COUNCIL MISSION AND STATEMENT OF NON-DISCRIMINATION

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CONTACT FOR ASSISTANCE

Assistance with technical requirements is available from Lane Arts Council staff prior to the application deadline. To ensure you are able to receive assistance, please make contact as early as possible. Applicants may also seek feedback after funding decisions have been made. For questions, please contact Lane Arts Council at (541)485-2278 or grants@lanearts.org.



LANE ARTS COUNCIL
Community Arts Project Grant Application

APPLICANT INFORMATION

Name of Applicant Group, Organization, or Ensemble (if not an individual):

Lead Contact - Forename:

Lead Contact - Surname:

Lead Contact - Position Title:

Address:

City:

State:

Zip Code:

Phone:

Email:

Website or Social Media Link (Optional):

Title of Project:

Project Start Date:

Project End Date:

Amount Requested (up to \$2,500):

Brief Description of Project (150 characters or less, including spaces):

Check the arts area(s) that best describes this application:

- Architecture/Landscape
- Dance
- Film/Video
- Literature/Writing
- Music
- Theatre
- Visual Art
- Multidisciplinary (three or more disciplines)
- Other:

Will you receive resources from the City of Eugene for this project? ___ Yes ___ No

If yes, please explain.

Were you awarded a Community Arts Grant or Artist Grant in the past? ___ Yes ___ No

If yes, please list the most recent year you received an award.

If you plan to have a public presentation:

Are your proposed venue(s) projected or confirmed? ___ Projected ___ Confirmed

Are your proposed venue(s) ADA Accessible? ___ Yes ___ No ___ Not yet known

AUDIENCE & EVENTS

Identify and estimate the number of people expected to participate in and benefit from your project:

Artists:

Audience:

Others (*Describe and list numbers*):

TOTAL:

PROPOSAL DATES & LOCATIONS

Please use the questions below to provide an outline of key dates and locations, including a short description of each, for your proposal. This will provide the panel an understanding of the steps it will take to bring your proposal to fruition and showcase your understanding and preparedness.

Timeline: List the schedule of key project activity dates with a short description of each. This may include preparation time, installation and deinstallation, performances, assessment, etc.:

Locations: List the locations and addresses involved in the completion of the proposal (e.g., location of displays, workshops, performances, installations, etc.).

APPLICATION NARRATIVE

This year we are providing two options for how applicants can answer these questions, EITHER:

- Through written response: use the text boxes on the Google Form to provide your answers.
- Through audio or video recording: See more information in italics below.

Applicants are invited to submit responses to the Application Questions using audio or video recording, if they choose. These recordings should not be edited with supplemental images, videos, or sound. They should only be a spoken response to the questions provided. This is an effort to deprioritize the written word and create greater accessibility. Please take note of time restrictions for each question listed after wordcount expectations.

If choosing the video or audio response, please begin each response by referencing the question number you are replying to. For examples, "Question 1: Our project is a visual arts installation..."

There should be a separate video or audio file for each question. Please do not upload one single file with all responses – they must be separated.

QUESTIONS

1. Provide a summary of your project. Describe project elements, project goals, artist(s) involved, final presentation, and any other relevant information. This is your opportunity to tell the story of your project.
(Up to 2,000 characters, including spaces, OR up to 5 minutes of recorded response)
2. What is the impact you expect to see in the community as a result of your project?
(Up to 2,000 characters, including spaces, OR up to 5 minutes of recorded response)
3. Who is/are your target audience/s and how will you reach them? How will your project provide accessibility to arts experiences, especially to underserved audiences?
(Up to 2,000 characters, including spaces, OR up to 5 minutes of recorded response)
4. Describe your past experience in administering similar projects where you, your artist group, or your organization has been financially responsible for the outcome.
(Up to 1,000 characters, including spaces, OR up to 3 minutes of recorded response)

PROJECT BUDGET

[Google Sheets Link](#)

Project Revenue

List all cash or donated (in-kind) contribution sources you will put toward your total proposal cost. Indicate whether the contribution is confirmed or projected. (Examples: other grants, fundraisers, sponsorships, event ticket sales, work or merchandise sold, etc.) In your first line, include the amount of funding you are requesting from Lane Arts Council and mark it as Projected.

	Item	Projected or Confirmed?	Cash	In-Kind
1	LAC Community Arts Project Grant Request	Projected		
2				
3				
4				
5				
6				
7				
8				
9				
10				
	TOTAL <i>Total in-kind and cash revenue in each column:</i>			

Project Expenses

List all expenses directly related to the total cost of what you are proposing. (Examples: artist fees, supplies/materials, registration fees, marketing costs, ASL interpretation and Access services, other purchases, etc.).

	Item	Cash	In-Kind
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	TOTAL <i>Total your in-kind and cash expenses in each column:</i>		

Please Note: Total Project Revenue must equal Total Project Expenses in both Cash and In-Kind categories.

FINAL CHECKLIST

Please review this final checklist to confirm that you have completed and will submit all required parts of this application.

- Applicant Information
- Application Narrative (written or audio/video)
- Project Budget
- Statement of Commitment (only for projects that include permanent placement of work)
 - Projects that include the permanent placement of artwork must include a statement of commitment from the owner(s) and/or caretaker(s) of the potential site or location.
- Supplementary Materials (OPTIONAL)

STATEMENT OF NON-DISCRIMINATION

The applicant agrees to comply in every way with all applicable entity or individual receiving grant provisions of the Americans with Disabilities Act of 1990. 42 USC Sec. 12101, et seq. and the applicant agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

SIGNATURES

By submitting this application, the applicant certifies that all information contained in this document is true and accurate. The applicant agrees to comply with the Statement of Non-Discrimination, as listed above.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CULTURAL PROGRAM FUNDING	800-3	2-4-91	1 of 3

BACKGROUND

Over the years, the community has experienced a significant growth in cultural and artistic activities. While the City has been a financial participant in supporting the Costa Mesa Civic Playhouse and South Coast Repertory Theatre, no specific guidelines have been used in evaluating requests for funding by these organizations. With the increase in new cultural organizations in the community and a resulting demand for financial assistance from the City, it is appropriate that a policy be adopted which sets forth a basic framework for considering such requests.

PURPOSE

It is the purpose of this Policy to:

1. Clearly delineate the role of the City of Costa Mesa in supporting cultural and artistic organizations.
2. Set forth minimum standards for considering requests for financial and other support for such organizations.

POLICY

1. Generally, the City will assume the role of a "broker" in providing support to the Arts. This role is consistent with the City's support of private, nonprofit organizations to provide services to the community as opposed to providing the service directly itself.
2. The concept "support" to artistic and cultural organizations is broad-based and all-inclusive. This shall include direct financial assistance, advertising, sponsorship of special programs, City Staff assistance, allocation of revenues received from Cable Television franchise fees, and use of City facilities.
3. In general, the following criteria will be utilized in considering requests for City support of cultural and artistic organizations.
 - (a) All eligible cultural and artistic groups should be nonprofit and tax exempt under Section 501 (CM) (3) of the Internal Revenue Code.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT

CULTURAL PROGRAM FUNDING

POLICY
NUMBER

800-3

EFFECTIVE
DATE

2-4-91

PAGE

2 of 3

- (b) Eligibility of cultural institutions may be broad in the early years of funding with more specific categories to be developed (i.e., museums, theatre companies, zoos, scholarships, etc.).
- (c) Beyond the preceding basic considerations, the City shall also consider the following criteria:
- (1) Artistic excellence
 - (2) Size of audience
 - (3) Make-up of audience
 - (4) Relevance to City's concerns
 - (5) Public and critical reaction to the organization
 - (6) Quality of fiscal management
 - (7) Longevity in the City of Costa Mesa
 - (8) Percentage of request to organization's annual budget
 - (9) Community leadership and support
 - (10) Education and outreach programming
- (d) Education and outreach programs are defined as those programs which extend an arts organization's service, especially to underserved or disadvantaged segments of the community. Such programs include, but are not necessarily limited to, those which partially or fully subsidize ticket costs for students, seniors, and others with limited financial means; educational programs taken directly to the public in schools and neighborhoods; and programs meant to enhance the public's experience and understanding of artistic works.
- (e) City funding support for private organization operational expenses and for special events will be established so as to contribute to a balance of community cultural, recreational, and promotional programs designed to enhance the well-being of the community.
- (f) The functions or services to be provided must be of such a nature that the interests of the City are better served by an agreement with the private organization than by the performance of the service or function by the City.
- (g) The City will only provide support to a legally constituted nonprofit organization completely directing and in complete control of its own affairs through its officers and members.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CULTURAL PROGRAM FUNDING	800-3	2-4-91	3 of 3

- (h) The City will not provide funding support to a private organization for the conduct of any religious or political activity.
- (i) City funds will be used only to assist an organization in its annual operating program or in its sponsorship of special events. City funding will not be used for the purchase of awards, trophies, gifts, or uniforms, nor the buildup of reserves.
- (j) No expenditure may be made out of any appropriation until a written agreement, setting out the terms and conditions of the parties, has been consummated. This agreement will specify in detail the services or functions to be performed, the nature of the payment or reimbursement schedule, and the financial reporting requirements.

PROCEDURE

The City Council shall approve a process for considering requests made pursuant to this Policy. Organizations requesting support from the City shall do so in accordance with the approved process so as to ensure fair and equal treatment for all involved parties.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-245

Meeting Date: 4/3/2025

TITLE:

APPROVAL OF ARTS GRANTS FISCAL FOR YEAR 2024-25

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends the Arts Commission review and approve grant awards for the Fiscal Year 2024-25 Arts Grant program (Attachment 1).



Agenda Report

Arts Commission

Item #: 25-245

Meeting Date: 4/3/2025

TITLE: APPROVAL OF ARTS GRANTS FISCAL FOR YEAR 2024-25
DEPARTMENT: PARKS AND COMMUNITY SERVICES
PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST
CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

RECOMMENDATION:

Staff recommends the Arts Commission review and approve grant awards for the Fiscal Year 2024-25 Arts Grant program (Attachment 1).

BACKGROUND:

The Cultural Arts Committee (CAC) implemented an Arts Grant program in 2017, funded by money generated through ARTventure fees and Utility Box Art Program sponsorships. As of May 25, 2021, the CAC Grant Program had distributed \$11,375 to twenty-three arts related projects organized by artists and arts organizations hosted within the City of Costa Mesa.

The current fiscal year, 2024-25, arts grant awards funded through the Arts and Culture Plan Fund. In addition, the Arts Grant program includes the revised guidelines that were approved by the Arts Commission at the February 2, 2023 meeting.

ANALYSIS:

In preparation for the current year Arts Grant program, staff prepared a grant announcement which was posted using the following methods:

- The Spring Spotlight, the City's recreation magazine that was printed and distributed to 45,500 households
- The Snapshot, the City's weekly newsletter
- The Parks and Community Services and City of Costa Mesa social media accounts
- Spark Orange County- Arts Orange County's event website
- Emails sent to various artists and arts organizations and schools, which included the NMUSD Teacher on Special Assignment (Arts) and the County Arts Coordinator

Applications were available on the City's website www.costamesaca.gov/artsculture and were due by March 10, 2025.

Staff reviewed each of the grant applications to ensure they were complete and met all of the criteria established in the Arts Grant Guidelines. For the current fiscal year, there were thirteen grant applications received, of which nine (9) met the requirements.

Staff created an Arts Grant Review Panel, which consisted of one (1) Arts Commissioner, one (1) Newport Mesa Unified School District teacher and one (1) arts administrator. The review panelists were each provided the nine (9) Arts Grant Program applications, along with guidelines for scoring and a scoring rubric. Panelists were instructed to complete an online scoring sheet for each application, and submit them to the Arts Specialist. Funding amounts were designated by each panelist and subsequently reviewed and approved by City staff.

Staff have provided a breakdown of the programs and the funding amounts recommended by the Arts Grant Review Panel (Attachment 1). Staff are recommending that the Commission review the results and approve the grant amounts for the organizations listed, with the amounts that are specified for each organization.

All organizations that applied for grants have been notified of the meeting. Applicants are welcome to make public comments during the appropriate portion of the meeting. Any questions related to the review or scoring process can be shared with staff. Once approved, staff will draft an agreement for each awarded applicant and submit the necessary forms to the finance department requesting that checks be processed and mailed to the grant recipients. Staff will be monitoring the applicants to ensure that all grant funds are used for the purpose identified in the application and may attend funded events. Each awarded applicant is required to fill out an Arts Grant Final Report. Arts grantees may also be asked to present about their project/event at an upcoming Arts Commission meeting. Any problems or issues will be reported back to the Commission at a later date. Each organization has 12 months to spend their funds, or they will be required to forfeit them back to the City.

FISCAL REVIEW:

Funding for the Arts Grant program is currently supported with funds from the Arts & Culture Plan Fund as per the Arts & Culture Master Plan. The fund currently has \$20,000 to distribute for the 2024-25 fiscal year.

LEGAL REVIEW:

No legal review is required at this time.

CONCLUSION:

At this time, the scoring sheets have been submitted and reviewed. It is the recommendation of staff that the Arts Commission review and approve the grant awards for the Fiscal Year 2024-25 Arts Grant program as follows:

- **The Art Spread**
 - Amount Requested: \$2,500
 - Review Panel Award: \$2,000
 - Final Score: 24 out of 30 total points
- **Backhausdance**
 - Amount Requested: \$2,500
 - Review Panel Award: \$2,500
 - Final Score: 29 out of 30 total points
- **Brain and Body Music Studio**
 - Amount Requested: \$1,500
 - Review Panel Award: \$1,000
 - Final Score: 19 out of 30 total points
- **Braver Players Musical Theater Foundation**
 - Amount Requested: \$2,500
 - Review Panel Award: \$2,250
 - Final Score: 26 out of 30 total points
- **Givsum Foundation**
 - Amount Requested: \$2,500
 - Review Panel Award: \$2,500
 - Final Score: 27 out of 30 total points
- **Dance Arts Academy Foundation**
 - Amount Requested: \$2,500
 - Review Panel Award: \$2,500
 - Final Score: 27 out of 30 total points
- **Dance 4 Joy Ministries**
 - Amount Requested: \$2,500
 - Review Panel Award: \$2,250
 - Final Score: 26 out of 30 total points

- **Pacific Chorale**

- Amount Requested: \$2,500
- Review Panel Award: \$2,500
- Final Score: 27 out of 30 total points

- **Pacific Symphony**

- Amount Requested: \$2,500
- Review Panel Award: \$2,500
- Final Score: 27 out of 30 total points

ARTS & CULTURE**ARTS GRANT AWARD RECIPIENTS****FISCAL YEAR 2024-25**

Arts Organization or Individual	Project or Event	Award Amount
<i>The Art Spread</i>	Beyond Aesthetics is a free, family-friendly community event designed to celebrate creativity, and well-being. This exhibition style event will include a complimentary art workshop and introduce participants to fresh perspectives on artmaking to improve their lives and the lives of others.	\$2,000
<i>Backhausdance</i>	Backhausdance is excited to propose "Dance for Joy and Well-Being," a new pilot program designed to enrich the lives of seniors, caregivers, veterans, and adults in Costa Mesa through the art of contemporary dance, promoting accessibility, creativity and community through movement. This free program, running from October to December 2025 to be held at the Costa Mesa Senior Center, includes an 8-week series of 1.5-hour weekday workshops for up to 30 participants per class. The series will culminate in a showcase performance and community celebration. Additionally, the full company of 12 Backhausdance members will present a special repertory performance at the Senior Center, offering the community an opportunity to experience world-class, innovative contemporary dance, followed by a Q&A and meet-and-greet with the dancers.	\$2,500
<i>Brain and Body Music Studio</i>	Creating Community. In Wakeham park. 5 people minimum 10 people maximum. 2 hours of creativity practices that encourage people to connect with their neighbors; including nerve regulating breathing exercises, imagination practice, group singing, theater improv, and conversation games. The goal is to create a space where people of all backgrounds can connect with themselves, their creativity, and each other; promoting a space of learning and creating cross-community relationships. Best for ages 15 & up. This is intended to be a free class for the community, sponsored by the Costa Mesa Arts Grant.	\$1,000
<i>Braver Players Musical Theater Foundation</i>	High School students from ages 15-19 will gather in our Black Box Theater in Costa Mesa to rehearse and stage a performance of Hadestown the Musical Teen Edition. We will be incorporating live musicians into the process as well who will also be high school students. Not only will students learn and build theater skills, but also engage in team building, critical thinking, and higher order problem solving. In addition, literature will be integrated into the rehearsal process since Hadestown is based on Greek mythology. There will be around 35 teen actors, 5 teen musicians, and a projected audience of 600 people.	\$2,250
<i>Givsum Foundation</i>	Songs in the Canyon: The Festival, is not just a picnic—it's a vibrant, music-filled community celebration under the sun! Held at the scenic Canyon Park in Costa Mesa, this free event brings together local bands, artists, and vendors for an unforgettable afternoon of creativity and connection. Picture this: friends and neighbors lounging on blankets, sharing delicious bites, and swaying to the sounds of incredible live music. Kids can dive into games and activities, while local artists capture the magic of the park in real-time with their brushes. Stroll through vendor booths filled with unique handmade treasures, soak in the good vibes, and let the music set the mood. With performances from multiple bands, the fun runs from 3 PM to 6:30 PM. This year, we're doubling the magic with two event dates—	\$2,500

	May 4th and September 28th. Mark your calendars and get ready for a day of music, art, and community joy!	
<i>Dance Arts Academy Foundation</i>	The Rhythms of Costa Mesa: Dance Residency & Community Performance will bring dance directly into local schools and culminate in a public performance that celebrates the creative talents of students and the Costa Mesa community. A professional choreographer will serve as an artist-in-residence, leading a 4-week dance residency in 3-4 Costa Mesa schools, targeting underserved and Title I schools. Approximately 300 students, grades 4-8, will participate in the residency, learning foundational dance techniques and collaborating to create an original performance piece. The residency will offer students access to diverse dance styles, including hip-hop, contemporary, and cultural forms, while fostering creativity, teamwork, and self-expression.	\$2,500
<i>Dance 4 Joy Ministries</i>	The West Side Alive Summer Camp is a vibrant arts education program that brings joy, movement, and cultural enrichment to children ages Pre-K through 6th grade in West Side Costa Mesa. Led by Dance 4 Joy (D4J), this inclusive and engaging program ensures that every child—regardless of background or ability—has the opportunity to SHINE through the joy of dance, movement, creativity, art and community connection. Since 2007, D4J has been dedicated to fostering accessibility, diversity, and inclusion in the arts, ensuring that all children can experience the joy of self-expression through dance. The West Side Alive Summer Camp will be held at the Wilson Street Community Center and will serve approximately 50 children, from local West Side Costa Mesa schools, community groups and centers with limited access to arts opportunities. Children participating in West Side Alive will benefit from performance-based activities and educational arts and cultural programming that instills a love of dance and movement through an enriching summer camp curriculum that nurtures artistic expression, social, emotional, and physical well-being.	\$2,250
<i>Pacific Chorale</i>	Every year, singers from throughout Orange County and beyond clamor for the opportunity to sing onstage with the Grammy-winning Pacific Chorale. During this musical "fantasy camp" weekend in Renee and Henry Segerstrom Concert Hall, up to 250 community singers join 100 members of Pacific Chorale under the baton of Artistic Director Robert Istad to prepare and perform a major choral work--all with no audition necessary! The 3-day festival culminates in a free community concert which has drawn sell-out crowds for fifteen years running.	\$2,500
<i>Pacific Symphony</i>	Grant funds are requested for the Class Act Music Education Program in two Costa Mesa schools, Victoria and College Park Elementary Schools, during the 2025-26 academic year. For 30 years, Class Act has met the need for music education in schools to help Orange County bolster student scholastic achievement. Class Act trains and places Pacific Symphony musicians in schools where students receive meaningful music learning in the classroom. Through year-long residencies, musicians focus on the fundamentals of music through age-appropriate classroom instruction, on-site school performances and a trip to the concert hall for a full Pacific Symphony performance.	\$2,500

TOTAL: \$20,000



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-246

Meeting Date: 4/3/2025

TITLE:

ARTS AND CULTURE MASTER PLAN BUDGET FOR FISCAL YEAR 2025-26

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends the Arts Commission receive and file the update on budget requests for Fiscal Year 2024-25 in alignment with the Arts and Culture Master Plan.



City of Costa Mesa

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

Arts Commission

Item #: 25-246

Meeting Date: 4/03/2025

TITLE: ARTS AND CULTURE MASTER PLAN BUDGET FOR
FISCAL YEAR 2025-26

DEPARTMENT: PARKS AND COMMUNITY SERVICES

PRESENTED BY: BRIAN GRUNER, PARKS AND COMMUNITY SERVICES
DIRECTOR

CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

RECOMMENDATION:

This report is being provided as an annual update, no action required.

BACKGROUND:

On November 3, 2020, Costa Mesa voters approved the “City of Costa Mesa Retail Cannabis Tax and Regulation Measure” (Measure Q). Currently the Arts & Culture Master Plan budget (Attachment 1) is partially funded through Measure Q, and is defined by municipal code as follows:

9-29.5 Cannabis Tax:

Notwithstanding any other provision of this Code, every person engaged in, managing, conducting, or carrying on any cannabis business defined in Chapter VI of this title, or any other marijuana and/or cannabis business, shall pay an annual business tax as follows:

(c) Every person who is engaged in, managing, conducting, or carrying on a business as a cannabis store-front retailer, as set forth in section 9-486(a), and/or who otherwise sells, dispenses and/or furnishes cannabis anywhere within the city, shall pay an annual business tax of 7% based on the gross receipts of that business.

(d) Every person who is engaged in, managing, conducting, or carrying on a business as a cannabis nonstore front retailer, as set forth in section 9-486(a), and/or who otherwise delivers cannabis anywhere within the city, shall pay an annual business tax of 7% based on the gross receipts of that business, subject to the applicable provisions of section 9-40.

(g) One-half of one percent of the proceeds of the tax set forth in subsections (c) and (d) shall be directed toward the implementation of the cultural and arts master plan and one-half of one percent shall be directed towards the implementation of a first time homebuyer

program for current residents of the city, former residents who were raised in the city and/or who graduated from the Newport Mesa Unified School District.

Historically, the half percent dedicated to arts master plan has not been sufficient to cover the funding needed for implementation, as shown by the City Finance Department during the budget process. In previous years, including fiscal year 24/25, City Council made recommendations to appropriate the use of General Funds to address the shortfall in Measure Q revenues and fully fund the budget for the Arts & Culture Master Plan's annual programs.

In FY 2024-25, staff requested and received funding for the programs outlined in year four (4) of the Arts & Culture Master Plan. In addition, they allocated an additional \$10,000 to increase the allocation amount for arts grants for a total of \$20,000 for the grant program.

ANALYSIS:

Staff is requesting funding in the FY 2025-2026 budget for the programs outlined in year five (5) of the Arts & Culture Master Plan, which include the following programs:

- ARTventure
- Galleries/Exhibition Spaces
- Action Arts
- Free Park Performances
- Art Crawl
- Free at Segerstrom Center Campus
- Utility Box Art
- Sculpture Garden
- Artist Laureate
- Arts Commission Stipends
- Arts Grants
- Funds for ArtsOC to conduct an Arts & Culture Master Plan Update

Along with the budget recommendations in the Arts and Culture Master Plan, staff is requesting additional funding to maintain the arts grants program at the \$20,000 level and to update the master plan document, which concludes at the end of fiscal year 25/26.

FISCAL REVIEW

No fiscal review is required.

LEGAL REVIEW

No legal review is required.

CONCLUSION:

This report is being provided as an annual update, no action required.

BUDGET FORECAST

X - Year in which action is initiated

PRIORITY/RECOMMENDATION

FY21-22 FY22-23 FY23-24 FY24-25 FY25-26

1.1 - CHILDREN & YOUTH

Existing	SMART Camp EXPAND & POSSIBLE ADDITION OF OTHER ORGANIZATIONS/YOUTH PROGRAMS	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
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1.2- FREE ARTS EXPERIENCES CITY-WIDE

Existing	ArtVenture CURRENT EXPENDITURE YEARLY	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
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Existing	Galleries CURRENT EXPENDITURE YEARLY	\$400	\$400	\$400	\$400	\$400
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Existing	Action Arts CURRENT EXPENDITURE YEARLY	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
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New	Free Park Perfs. by local artists ONCE PER DISTRICT FY19-20 (6), INCREASE ONE ANNUALLY NOT INCLUDING SUMMER, WHEN CONCERTS ALREADY SCHEDULED BUDGET \$2,000 PER CONCERT FOR ARTISTS, STAFFING, PROMO	\$6,000	\$12,000	\$24,000	\$36,000	\$48,000
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New	Art "Crawl" \$250 AVAILABLE TO VENUES (4) FOR STAFFING, REFRESHMENTS RENTAL & STAFF OF 4 SHUTTLE VANS (ESTIMATED AT \$500 EACH)		\$3,000	\$3,000	\$3,000	\$3,000
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New	Costa Mesa Free at Segerstrom Center Campus PILOT PROGRAM TO OFFER FREE TICKETS TO CM RESIDENTS AT SELECTED PERFORMANCES; ADD OCMA WHEN IT OPENS		\$50,000	\$60,000	\$60,000	\$60,000
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New	Showmobile \$150,000 ONE-TIME CAPITAL EXPENSE, USEFUL LIFE AT LEAST 10 YEARS		\$150,000			
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2 - EXPAND PUBLIC ART

Existing	Utility Box Art 12-14 per year	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
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New	Large-scale (6) INSTALLATION OF LARGE-SCALE TEMPORARY ART THROUGHOUT THE CITY; ONE IN EACH OF THREE DISTRICTS PER YEAR, TWO-YEAR LOAN INSTALLATION AND SELECTION CONSULTANTS		\$60,000	\$60,000	\$60,000	\$60,000
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X - Year in which action is initiated

PRIORITY/RECOMMENDATION

FY21-22 FY22-23 FY23-24 FY24-25 FY25-26

New	Re-design public amenities TO BE DETERMINED; AS NEEDED FOR REPLACEMENT					
New	Permanent Public Art DEVELOP PLAN; FUND THROUGH DEVELOPER FEES					

3.1 - ASSERT "CITY OF THE ARTS" BRAND

New	Graphic design BRANDING PROCESS		\$15,000			
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New	Artist Laureate HONORARIUM FOR INDIVIDUAL ARTIST SELECTED FOR ONE YEAR TERM - RESPONSIBILITIES WILL INCLUDE FREE PUBLIC PROGRAMS, APPEARANCES		\$2,500	\$2,500	\$2,500	\$2,500
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3.2 - HIRE PROFESSIONAL ARTS STAFF

	ARTS SPECIALIST (FTE) SALARY AND BENEFITS		\$120,000	\$120,000	\$120,000	\$120,000
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3.3 - ESTABLISH ARTS COMMISSION

New	Commissioner stipends \$100/MONTH STIPEND PER COMMISSIONER			\$8,400	\$8,400	\$8,400
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4.1 - RE-IMAGINE ARTS GRANTS

EXISTING	ARTS GRANTS SEE RECOMMENDATIONS SECTION FOR DETAILS	\$4,000	\$5,000	\$7,500	\$10,000	\$12,500
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4.2 - NEED FOR CREATIVE SPACES

	TBA, STAFF TIME AND POSSIBLE OUTSIDE CONSULTANTS					
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4.3 - KEEP "CREATIVES" IN COSTA MESA

NEW	AFFORDABLE ARTIST HOUSING TO BE DETERMINED					
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4.4 - PROMOTE CREATIVE SECTOR

	STAFF TIME					
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TOTAL

	\$103,400 CURRENT FY18-19 BUDGET	\$112,900	\$530,400	\$408,300	\$432,800	\$457,300
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PER CAPITA

	(BASED ON 113,825 POPULATION) \$0.91 CURRENT PER CAPITA ARTS EXPENDITURE	\$0.99	\$4.66	\$3.59	\$3.80	\$4.02
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ANNUAL TAX REVENUE GENERATED BY COSTA MESA CREATIVE SECTOR
\$1,700,000