



# **CITY OF COSTA MESA**

## **ARTS COMMISSION**

### **Agenda**

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**Thursday, March 2, 2023**

**6:00 PM**

**City Council Chambers**

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You may participate via the following options:

1. Attending in person: If you are feeling ill, you may still participate in the meeting via Zoom.

2. Members of the public can view the Commission meetings live on COSTA MESA TV (SPECTRUM CHANNEL 3 AND AT&T U-VERSE CHANNEL 99) or [http://costamesa.granicus.com/player/camera/2?publish\\_id=10&redirect=true](http://costamesa.granicus.com/player/camera/2?publish_id=10&redirect=true) and online at [youtube.com/costamesatv](https://www.youtube.com/c/costamesatv).

3. Zoom Webinar:

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- Select “Join Audio via Computer.”
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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.

4. 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](mailto: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.

5. Please know that it is important for the City to allow public participation at this meeting. If you are unable to participate in the meeting via the processes set forth above, please contact the City Clerk at (714) 754-5225 or [cityclerk@costamesaca.gov](mailto:cityclerk@costamesaca.gov) and staff will attempt to accommodate you. While the City does not expect there to be any changes to the above process for participating in this meeting, if there is a change, the City will post the information as soon as possible to the City's website.

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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.

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**ARTS COMMISSION REGULAR MEETING****MARCH 2, 2023 – 6:00 P.M.****CHARLENE ASHENDORF**  
Chair**FISHER DERDERIAN**  
Commissioner**DEBORA WONDERCHECK**  
Vice Chair**ERICA LUCIA**  
Commissioner**ALLISON MANN**  
Commissioner**ALISA OCHOA**  
Commissioner**HEIDI ZUCKERMAN**  
Commissioner**CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL****PRESENTATION:**

1. [NEWPORT MESA UNIFIED SCHOOL DISTRICT PRESENTATION BY 23-1093 TAMARA FAIRBANKS \(TOSA-Teacher on Special Assignment\)](#)

**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.

**OLD BUSINESS:**

1. [MINUTES](#) [23-1094](#)

**RECOMMENDATION:**

Approval of the minutes of the February 2, 2023 Arts Commission meeting.

**Attachments:** [020223 ARTS Draft Minutes](#)

2. **ARTS GRANT REVIEW OF GUIDELINES UPDATE** **23-1095**

RECOMMENDATION:

It is the recommendation of the Arts Specialist that the Arts Commission review and approve the updated version of the Arts Grant program guidelines (Attachment 1).

**Attachments:** [030223 Arts Grant Review of Guidelines Update](#)

[1. Arts Grant Guidelines - 2nd Draft](#)

[2. Feb. 2, 2023 Staff Report and Attachments](#)

**NEW BUSINESS: NONE**

**MONTHLY REPORTS**

1. **ARTS & CULTURE STAFF REPORT** **23-1096**

**Attachments:** [030223 Arts & Culture Staff Report](#)

**ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS**

**ADJOURNMENT**

**Next Regularly Scheduled Meeting: Thursday, April 6, 2023**



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 23-1093

**Meeting Date:** 3/2/2023

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**TITLE:**

**NEWPORT MESA UNIFIED SCHOOL DISTRICT PRESENTATION BY TAMARA FAIRBANKS**  
(TOSA-Teacher on Special Assignment)

**DEPARTMENT:** **PARKS AND COMMUNITY SERVICES**



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 23-1094

**Meeting Date:** 3/2/2023

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**TITLE:**

**MINUTES**

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES

**RECOMMENDATION:**

Approval of the minutes of the February 2, 2023 Arts Commission meeting.

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THE COSTA MESA ARTS COMMISSION

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FEBRUARY 2, 2023  
6:00 P.M. – UNOFFICIAL MINUTES

**CALL TO ORDER** by Commissioner Ashendorf at 6:00pm

**PLEDGE OF ALLEGIANCE** by Commissioner Mann

**ROLL CALL**

☒ = Present    ☐ = Absent

**Commissioners**

☒ Charlene Ashendorf, Chair  
☒ Fisher Derderian  
☒ Erica Lucia  
☒ Alisa Ochoa  
☒ Allison Mann  
☒ Debora Wondercheck, Vice Chair  
☒ Heidi Zuckerman

**City Staff**

☒ Jason Minter, Parks & Community Services Director  
☒ Ashley Thomas, Recreation Supervisor  
☒ Laurette Garner, Arts Specialist  
☒ Laura Fautua, Executive Assistant  
☒ Kathia Viteri, Office Specialist I

**PUBLIC COMMENTS** - None

**COMMISSIONER COMMENTS AND SUGGESTIONS**

**Commissioner Derderian:** Gave the Commission career background and is excited, honored, and grateful to be the seventh member of the Arts Commission.

**Commissioner Zuckerman:** Provided Orange County Museum of Art (OCMA) attendance statistics and expressed the current amount of visitors within a 90-day timeframe has been equivalent to four years of attendance as a whole when the museum was in Newport Beach. Provided information about upcoming exhibitions at the museum. Encouraged attendees to RSVP to the free exhibits online. Would like to see a collaboration between OCMA and the City, for Costa Mesa Day on September 26, 2026, to launch a major commissioned sculpture exhibition all across the City of Costa Mesa.

**Commissioner Ashendorf:** Gave kudos to staff on the spot on *Spotlight*. Attended the artist reception for Marion Vail at the Costa Mesa Senior Center. Gave updates regarding Music Department funding for the Newport Mesa Unified School District received from Orange County Supervisor, Katrina Foley, and is looking forward to more policies, procedures coming to the Arts Commission for review.

**OLD BUSINESS**

**1. MINUTES**

120122 Arts Commission Draft Minutes

**MOTION/SECOND:** Chair Ashendorf made a motion to approve the minutes with the amended section on page 6/Seconded by Vice Chair Wondercheck.

The motion carried by the following roll call vote:

**Ayes:** Commissioner Derderian, Commissioner Lucia, Commissioner Mann, Commissioner Ochoa, Commissioner Zuckerman, Vice Chair Wondercheck, Chair Ashendorf

**Nays:** None

**Absent:** None

**Motion Carried:** 7-0

## **NEW BUSINESS**

### **1. ARTS GRANT REVIEW OF GUIDELINES**

Ms. Garner presented.

Vice Chair Wondercheck asked staff questions regarding funding.

Commissioner Mann asked questions on the Commissioner and staff role for the funding aspect.

Commissioner Ochoa requested adjustments to “successful projects” to “criteria” and inquired if there should be a word submission limit.

Commissioner Zuckerman praised staff on the draft outline and highlighted the sections she liked. Asked staff on the scoring rubric origin and commented on including a passion vote to the rubric.

Chair Ashendorf asked staff on panel timelines and processes on the review. Happy to see improvement on grant amounts from when this program originated and looks forward to continue on the increase. Thanked staff for their hard work.

Commissioner Zuckerman would like to see grant recipients come forward and speak during the Arts Commission and provide updates to help broaden the public access.

**MOTION/SECOND:** Commissioner Zuckerman motion to approve the changes that were recommended by the Commission/Seconded by Commissioner Ochoa.

The motion carried by the following roll call vote:

**Ayes:** Commissioner Derderian, Commissioner Lucia, Commissioner Mann, Commissioner Ochoa, Commissioner Zuckerman, Vice Chair Wondercheck, Chair Ashendorf

**Nays:** None

**Absent:** None

**Motion Carried:** 7-0

### **2. APPROVAL OF UTILITY ART BOX PROGRAM APPLICATIONS REPORT**

Ms. Garner presented report.

Commissioner Ochoa inquired about the history of multiple boxes for artists and had a question regarding Craig Baker’s artwork style.

Commissioner Mann commented on the Sponsorship box thoughts for OC Fair submissions and the timeline for Sponsorship boxes.

**MOTION/SECOND:** Commissioner Lucia made a motion to approve all utility box art submissions/Seconded by Commissioner Mann.

The motion carried by the following roll call vote:

**Ayes:** Commissioner Derderian, Commissioner Lucia, Commissioner Mann, Commissioner Ochoa, Commissioner Zuckerman, Vice Chair Wondercheck, Chair Ashendorf

**Nays:** None

**Absent:** None

**Motion Carried:** 7-0

## **MONTHLY REPORTS**

### **1. ARTS & CULTURE STAFF REPORT**

Ms. Garner presented.

Commissioner Zuckerman had a question regarding collection criteria and that comes to the Commission for consideration for the City and considers that there is a gift acceptance policy.

Commissioner Ochoa inquired how the Art Crawl artists have been selected.

Chair Ashendorf looks forward to a week duration of ARTventure at the Norma Hertzog Community Center.

### **2. NEWPORT MESA UNIFIED SCHOOL DISTRICT ARTS UPDATE**

Commissioner Ochoa acknowledged Ms. Fairbanks, Newport Mesa School District staff, for a thorough newsletter. Let City staff know if additional Commissioners are needed for Newport Mesa meetings, she is happy to attend.

## **ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS**

Commissioner Lucia commented on the great work for the wrappings already installed in just a month.

Vice Chair Wondercheck provided free events within Orange County that are honoring Black History month.

Commissioner Mann informed the public on a Banksy exhibit and believes the owners of the exhibit space also own the Boathouse Collective restaurant. Enjoyed the hole in the wall, underground vibe it gave and hopes to continue to see similar exhibits vibes in the City.

**ADJOURNMENT** Chair Ashendorf at 6:55P.M.

**NEXT REGULAR ARTS COMMISSION MEETING: THURSDAY, March 2, 2023 at 6:00 P.M.**



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 23-1095

**Meeting Date:** 3/2/2023

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**TITLE:**

**ARTS GRANT REVIEW OF GUIDELINES UPDATE**

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES

**RECOMMENDATION:**

It is the recommendation of the Arts Specialist that the Arts Commission review and approve the updated version of the Arts Grant program guidelines (Attachment 1).



# City of Costa Mesa

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 23-1095

**Meeting Date:** 3/2/2023

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**TITLE:**

**ARTS GRANT REVIEW OF GUIDELINES UPDATE**

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES

**PRESENTED BY:** LAURETTE GARNER, ARTS SPECIALIST

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

**RECOMMENDATION:**

It is staff recommendation that the Arts Commission review and approve the updated version of the Arts Grant program guidelines (Attachment 1).

**BACKGROUND:**

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. (Attachment 2).

**ANALYSIS**

The Arts & Culture Master Plan suggests creating a new mission and guidelines for the Arts Grant program. The program has currently been on hold for this reason.

Staff reviewed the application and made the edits and revisions as given by the commission at the previous meeting. These edits and revisions include a new mission and scoring rubric. The original and revised Arts Grants guidelines and application have been attached for the commissions review.

**FISCAL REVIEW:**

The funding for the Arts Grant program is available in the Fiscal Year 2022-23 Arts and Culture operational budget.

**LEGAL REVIEW:**

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

**CONCLUSION:**

It is staff recommendation that the Arts Commission review and approve the updated version of the Arts Grant program guidelines.

# **ARTS GRANT GUIDELINES & APPLICATION**

CITY OF COSTA MESA  
Fiscal Year: 2022-2023

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

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

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

Application Opens: February 13, 2023

Application Closes: March 31, 2023

Arts Commission funding review and approval: May 4, 2023

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 2022-23 is \$5,000.**

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

## **ELIGIBILITY**

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

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

### **APPLICATION REVIEW**

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

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

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

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

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

#### **SCORING RUBRIC**

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

*See example of Scoring Rubric in the Appendix*

## **FUNDING DECISIONS**

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

## **GRANTEE REQUIREMENTS**

### **AGREEMENT**

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

### **FINANCIAL MANAGEMENT**

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

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

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

### **PUBLIC ACKNOWLEDGEMENT**

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

## PROMOTION BY CITY

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

## **HOW TO APPLY**

### APPLICATION

All applications must be submitted online. The application is available at: [Arts Grant Program | City of Costa Mesa \(costamesaca.gov\)](#)

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

## **ADDITIONAL INFORMATION**

Arts Commission meetings take place on the first Thursday of the month at 6:00 p.m. The agenda is made public 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 \(costamesaca.gov\)](#)

## **QUESTIONS?**

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

## **APPENDIX**

### **ELIGIBLE AND INELIGIBLE COSTS**

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

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

*Funding may NOT be used for:*

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

## APPLICATION INFORMATION & QUESTIONS

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

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

## PARTNERSHIP AGREEMENT

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

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

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

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

AND

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

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

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

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

1. Business/Project Name: \_\_\_\_\_
2. Address/Site of Project: \_\_\_\_\_
3. Purpose of the project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Term- The partnership shall commence on the date mentioned above and continue until dissolved by mutual agreement of the partner, or as the terms below:
5. Contributions of each partner:

Party 1 shall be responsible for

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

AND

Party 2 shall be responsible for

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

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

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

2nd Draft

## SCORING RUBRIC

TOPICS TO CONSIDER (20 points each)	EXEMPLARY (5 points)	ADEQUATE (4 points)	NEEDS IMPROVEMENT (3 points)	SCORE
<b>Artistic &amp; Cultural Merit</b> -The project is well thought out, innovative and will bring a fresh perspective to audiences in Costa Mesa.				
<b>Arts Grant Mission</b> -The project adheres to a portion of the mission statement.				
<b>Project Clarity</b> -The application is well written, the schedule is planned out and the budget needs are clear.				
<b>Financial Need &amp; Impact</b> -The applicant clearly explains the financial need and how the grant funds will be used.				
<b>Community Engagement &amp; Public Value</b> -The project clearly engages the community of Costa Mesa and serves a significant audience with accessibility, equity, diversity and inclusion in mind. The application lays this out clearly and succinctly.				
<b>Passion Vote</b> - 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](#)

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

### Arts or Arts Organization Information

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

### Project Information

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

### Project Budget

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

### Marketing and Community Outreach

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

**CITY OF COSTA MESA LOGO EXAMPLES**



Costa Mesa  
*City of the Arts*



Costa Mesa  
*City of the Arts*

## BUDGET TEMPLATE

Next 5 pages.....

2nd Draft



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

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



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

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



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

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



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

Applicant Name:				
	PROJECT EXPENSES		ACTUALS FOR FINAL REPORT	
PROJECT EXPENSES	\$	Notes	\$	Notes
Facility Rental				
Food & Beverage				
Marketing/Outreach				
Fiscal Agency Fee				
Other				
TOTAL EXPENSES			TOTAL EXPENSES	



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

Applicant Name:

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

### Budget Instructions:

For the application, fill out the yellow portion. For the final report, fill in the blue.

The application project budget must balance. Total income must equal the total expenses.

Round all budget numbers to the nearest whole dollar.

Enter a "0" or NA (not applicable) for any areas that don't have a dollar amount or value to add or don't apply to your project. Please give detailed description for each line item in the notes column.

For In-Kind donations, write in the value of the donation- this can be an estimate.



# City of Costa Mesa

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

**File #:** 23-1058

**Meeting Date:** 2/2/2023

**TITLE:**

**ARTS GRANT REVIEW OF GUIDELINES**

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES

**PRESENTED BY:** LAURETTE GARNER, ARTS SPECIALIST

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

**RECOMMENDATION:**

It is the recommendation of the Arts Specialist that the Arts Commission review and approve the new Arts Grant program guidelines (Attachment 1).

**BACKGROUND:**

The Cultural Arts Committee (CAC) implemented an Arts Grant program in 2017 (Attachment 2), funded by money generated through ARTventure fees and Utility Box Art Program sponsorships.

As of 5/25/2021, the CAC Grant Program has distributed \$11,375 to twenty-three art related projects within the City of Costa Mesa.

**ANALYSIS**

The Arts & Culture Master Plan suggests creating a new mission and guidelines for the Arts Grant program. The program has currently been on hold for this reason.

Staff has reviewed the previous Arts Grant application and scoring rubric that were created in 2017 and has added a new mission, made edits and revisions and created a scoring rubric that can help bring the program closer to the goals of the Arts & Culture Master Plan. The revised Arts Grant guidelines and application, along with the original application and rubric have been added for review.

**FISCAL REVIEW:**

Funding for the Arts Grant program is currently supported with funds from the Arts & Culture Plan Fund as per the new Arts & Culture Master Plan. The fund currently has \$5,000 to distribute for the 2022-23 fiscal year.

(Arts & Culture Master Plan: Goal **4**. Action **4.1.1**)

**LEGAL REVIEW:**

The City of Costa Mesa's legal team has reviewed the arts grant guidelines and application.

**CONCLUSION:**

Approve the new Arts Grant guidelines and application. Implementation of the new Arts Grant program to begin in late February 2023.



# **ARTS GRANT GUIDELINES & APPLICATION**

CITY OF COSTA MESA  
Fiscal Year: 2022-2023

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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 enhances the quality of life for all residents.

Successful projects will address and support:

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

## **APPLICATION PROCESS AND DEADLINES**

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

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

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

Application Opens: February 13, 2023

Application Closes: March 31, 2023

Arts Commission funding review and approval: April 6, 2023

Project Completion: August 31, 2023

Applications can be submitted online at:

### **AWARD AMOUNT**

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

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

### **ELIGIBILITY**

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

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

### **APPLICATION REVIEW**

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

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

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

### **REVIEW AND SCORING INFORMATION**

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

### **SCORING RUBRIC**

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

*See example of Scoring Rubric in the Appendix*

## **FUNDING DECISIONS**

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

## **GRANTEE REQUIREMENTS**

### **AGREEMENT**

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

### **FINANCIAL MANAGEMENT**

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

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

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

### **PUBLIC ACKNOWLEDGEMENT**

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

## PROMOTION BY CITY

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

## **HOW TO APPLY**

### APPLICATION

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

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

## **ADDITIONAL INFORMATION**

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

## **QUESTIONS?**

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

## **APPENDIX**

### **ELIGIBLE AND INELIGIBLE COSTS**

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

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

*Funding may NOT be used for:*

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

## APPLICATION INFORMATION & QUESTIONS

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

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

## PARTNERSHIP AGREEMENT

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

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

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

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

AND

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

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

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

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

1. Business/Project Name: \_\_\_\_\_
2. Address/Site of Project: \_\_\_\_\_
3. Purpose of the project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Term- The partnership shall commence on the date mentioned above and continue until dissolved by mutual agreement of the partner, or as the terms below:
5. Contributions of each partner:

Party 1 shall be responsible for

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

AND

Party 2 shall be responsible for

---

---

---

---

---

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

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

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

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## SCORING RUBRIC

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

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

## FINAL REPORT

[Please fill out this report online](#)

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

### Arts or Arts Organization Information

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

### Project Information

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

### Project Budget

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

### Marketing and Community Outreach

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

**CITY OF COSTA MESA LOGO EXAMPLES**



Costa Mesa  
*City of the Arts*



Costa Mesa  
*City of the Arts*

## BUDGET TEMPLATE

Next 5 pages.....

DRAFT



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

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



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

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



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

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



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

Applicant Name:				
	PROJECT EXPENSES		ACTUALS FOR FINAL REPORT	
PROJECT EXPENSES	\$	Notes	\$	Notes
Facility Rental				
Food & Beverage				
Marketing/Outreach				
Fiscal Agency Fee				
Other				
TOTAL EXPENSES			TOTAL EXPENSES	



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

Applicant Name:

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

### Budget Instructions:

For the application, fill out the yellow portion. For the final report, fill in the blue.

The application project budget must balance. Total income must equal the total expenses.

Round all budget numbers to the nearest whole dollar.

Enter a "0" or NA (not applicable) for any areas that don't have a dollar amount or value to add or don't apply to your project.

Please provide a detailed description for each line item in the notes column.

For In-Kind donations, write in the value of the donation- this can be an estimate.



## **CULTURAL ARTS COMMITTEE – ARTS GRANT APPLICATION**

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

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

### **CONTACT INFORMATION**

**Organization/Group:**

**Contact Name/Title:**

**Cell Phone:** \_\_\_\_\_ **Alternate Phone:**

**Email:** \_\_\_\_\_ **Fed. Tax ID # (Optional):** \_\_\_\_\_

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

**Web Address:** \_\_\_\_\_

**FB URL:** \_\_\_\_\_

### **PROJECT**

**Title of project:**

**Project schedule (duration and time of completion):**

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

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

**May a Cultural Arts Committee member attend the project?**

**\*Please explain:** \_\_\_\_\_



## CULTURAL ARTS COMMITTEE

### **EVALUATION CRITERIA**

#### **ELIGIBILITY**

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

#### **CRITERIA**

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

#### **FUNDING DECISIONS**

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

#### **APPLICATION PROCESS AND DEADLINE**

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

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

#### **RECOMMENDATIONS**

Review the scoring rubric before submitting your application.

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

#### **NOTIFICATION**

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

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

#### **QUESTIONS**

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



## Costa Mesa Cultural Arts Committee – Arts Grant Program

### Working Group Scoring Rubric

**Reviewer Score:** \_\_\_\_\_ **Points/ 20 Possible Points**

19-20 Points = 100% of Available Funds

17-18 Points = 95% of Available Funds

15-16 Points = 90% of Available Funds

13-14 Points = 85% of Available Funds

7-12 Points = 80% of Available Funds

0-6 Points = Application Denied

**Reviewer Name:** \_\_\_\_\_.

**Recommended Funding:** \$ \_\_\_\_.

**Applicant Organization &/or Contact Name:** \_\_\_\_\_.

#### Contact Information:

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

#### Project Title:

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

**Yes =** ☐ **No =** ☐

\_\_\_\_Points/ 1 Possible Point

#### Project Description:

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

Time of Project: \_\_\_\_/1

Date of Project: \_\_\_\_/1

Location of Project: \_\_\_\_/1

Number of Projected Participants: \_\_\_\_/1

Score the project summary 0-5 points:

No further details provided than the above = 0 points

Minimal description, lots of clarification needed = 1 point

Some description, some clarification needed = 2 points

Description provided, minimal clarification needed= 3 points

Great description, project is ready = 4 points

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

\_\_\_\_Points/ 9 Possible Points



## Costa Mesa Cultural Arts Committee – Arts Grant Program

### Working Group Scoring Rubric

#### Costa Mesa Cultural Art Committee's goals & objectives:

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

Yes =                      No =

\_\_\_\_\_Points/ 1 Possible Point

#### Project Schedule:

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

Yes =                      No =

\_\_\_\_\_Points/ 1 Possible Point

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

Yes =                      No =

\_\_\_\_\_ Points/ 1 Possible Point

#### Funds Requested:

Amount requested: \$ \_\_\_\_\_.

Score the description of fund utilization 0-5 points:

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

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

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

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

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

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

\_\_\_\_\_Points/ 5 Possible Points

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

Yes =                      No =

\_\_\_\_\_Points/ 1 Possible Point

#### Grant Report:

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

#### Attendance:

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

Yes =                      No =

\_\_\_\_\_Points/ 1 Possible Point



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 23-1096

**Meeting Date:** 3/2/2023

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**TITLE:**

**ARTS & CULTURE STAFF REPORT**

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES



# City of Costa Mesa

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 23-1096

**Meeting Date:** 3/2/2023

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**TITLE: ARTS AND CULTURE STAFF REPORT**

**DEPARTMENT: PARKS AND COMMUNITY SERVICES**

**PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST**

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

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❖ **Art Crawl Experience**

- Registration is now live on the City website. We still have spaces open. During the event we will have an interactive/educational activity available for all registered participants. 54 "trading cards" highlighting artwork by female artists with content on the back about each artist/artwork. Participants can trade them around and collect during the event and claim a Women's History Month gift at the end of the Art Crawl. CMTV (Costa Mesa TV) will be covering this event and creating a video documenting the experience.

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

❖ **Arts Grants**

- Application is open and currently on the website. Sent email blasts out to targeted groups: schools, artists and nonprofits.

*(ACMP: Goal 1. Action 2.1)*

❖ **Exhibit Spaces**

- The Youth Art Wall and Conference Room 1A spaces in the City Hall lobby currently have art on display from TeWinkle Middle School, Costa Mesa Middle School & Corona del Mar Middle School.
- Created survey and sent out to Costa Mesa businesses to gauge interest in an artist and business match program to display local art on business walls. Businesses may include: restaurants, hotels, coffee shops, property management companies, offices etc. If interest, there would be two online applications- one for businesses and one for artists and then applications could be matched based on interests/needs.
- This could be something that is expanded and encompasses temporary public art, as a public art program is developed.

*(ACMP: Goal 4. Action 2.3)*

❖ **Public Art & Utility Box Art Program**

- We are tentatively scheduled to bring Art in Public Places to Commission at next month's meeting.
- Three (3) new utility art boxes:

Artwork By:	Box #	Location
Ronald Chee	70	Adams Ave. & Harbor Blvd.
Toni Taylor	65	Santa Isabel Ave. & Newport Blvd.
Karin Gallo	122	Victoria Pl. & Victoria St.

(ACMP: Goal **2.1** through **2.6**)