# CITY OF COSTA MESA

## ARTS COMMISSION

## Agenda

**Thursday, November 5, 2026** **6:00 PM** **City Council Chambers**
**77 Fair Drive**

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Members of the public are welcome to speak during the meeting when the Chair opens the floor for public comment. There is no need to register in advance or complete a comment card. When it's time to comment, line up at one of the two podiums in the room and wait for your turn. Each speaker will have up to 3 minutes (or as directed) to address the Commission.

All attendees must remain seated while in the chamber until instructed by the Presiding Officer to approach and line up for public comment. To ensure safety and maintain order during the proceedings, standing or congregating in the aisles or foyer is strictly prohibited.

To maintain a respectful and orderly atmosphere during the meeting, attendees shall refrain from using horns or amplified speakers. Signs and props may be brought into the Chamber, provided they do not exceed 11 inches by 18 inches in size and do not hinder the visibility of other attendees. The possession of poles, sticks, or stakes is strictly prohibited.

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Or sign into Zoom.com and “Join a Meeting”
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• If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
• Select “Join Audio via Computer.”
• The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
• 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 "raise your hand" and to be added to the queue to speak 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.
item, may submit a written comment via email to staff at pacscomments@costamesaca.gov. Any written communications, photos, or other materials for copying and distribution to the Commission that are 10 pages or less, can be e-mailed to pacscomments@costamesaca.gov, submitted to the Parks Office on a flash drive, or mailed to the Parks Office. 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.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.

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, for both videos and pictures. Please e-mail to the Parks Office at pacscomments@costamesaca.gov NO LATER THAN 12:00 Noon on the date of the meeting. If you do not receive confirmation from the city prior to the meeting, please call the Parks office at 714-754-5000.

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 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.

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. Las agendas y los informes se pueden ver en español en el sitio web de la Ciudad en https://www.costamesaca.gov/trending/current-agendas/spanish-city-council-agendas.

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**ARTS COMMISSION REGULAR MEETING**

**NOVEMBER 5, 2026 – 6:00 P.M.**

**ALISA OCHOA**
**Chair**

**CHARLENE ASHENDORF**
**Vice Chair**

**FISHER DERDERIAN**
**Commissioner**

**BRENDAN FORD**
**Commissioner**

**ERICA LUCIA**
**Commissioner**

**DEBORA WONDERCHECK**
**Commissioner**

**VACANT**
**Commissioner**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENTATION:**

1. SHALIMAR POETRY CONTEST AWARDS

**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** **26-487**

RECOMMENDATION:

Approval of the minutes of the October 1, 2026, Arts Commission meeting.

**Attachments:** 10/01/26 Arts Draft Minutes

## MONTHLY REPORTS

1. ARTS & CULTURE REPORT

## OLD BUSINESS:

1. **ARTS GRANT PROGRAM REVIEW OF GUIDELINES** **26-488**

RECOMMENDATION:

Staff recommend that the Arts Commission review the City of Costa Mesa Arts Grant Program Guidelines and consider and approve any recommended revisions, as appropriate.

**Attachments:** Agenda Report
1. 2026-2027 Arts Grant Guidelines

## NEW BUSINESS: NONE

## ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS

## ADJOURNMENT

**Next Regularly Scheduled Meeting: January 7, 2027**

77 Fair Drive
Costa Mesa, CA 92626

# CITY OF COSTA MESA

## Agenda Report

**File #:** 26-487 **Meeting Date:** 11/5/2026

**TITLE:**

**MINUTES**

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

**RECOMMENDATION:**

Approval of the minutes of the October 1, 2026, Arts Commission meeting.

# OCTOBER 1, 2026
# 6:00 P.M. – UNOFFICIAL MINUTES

**CALL TO ORDER** by Chair Ochoa at 6:00 PM.

**PLEDGE OF ALLEGIANCE** by Commissioner Ford.

**ROLL CALL**

☒ = Present ☐ = Absent

| Commissioners | City Staff |
|---|---|
| ☒ Fisher Derderian | ☒ Brian Gruner, Parks and Community Svs. Director |
| ☒ Brendan Ford | ☒ Monique Villasenor, Recreation Manager |
| ☐ Erica Lucia | ☒ Laura Fautua, Executive Assistant |
| ☒ Debora Wondercheck | ☒ Kathia Viteri, Recreation Specialist |
| ☒ Charlene Ashendorf, Vice Chair | |
| ☒ Alisa Ochoa, Chair | |
| ☐ Vacant | |

**PUBLIC COMMENTS**

Nancy Warzer-Brady: Backhausdance Education & Community Engagement Director, provided an update on the grant-funded Dance for Joy and Well-Being program at the Costa Mesa Senior Center, highlighting strong participation and interest in continuing the program. Invited the Commission to the October 14 closing performance and encouraged recognition of November as Arts and Health Month.

Hope Budman: Shared that Rove opened an EV charging center on Harbor Boulevard in April and installed a "Welcome to Costa Mesa" mural. Requested an update on the status and next steps for a second mural permit.

**COMMISSIONER COMMENTS**

**Commissioner Ford:** Commended Commissioner Wondercheck for organizing Voices in Unity during the City's July 3rd event. Recognized staff for their efforts in coordinating a successful community celebration and shared positive feedback received from attendees.

**Commission Wondercheck:** Requested additional details regarding Backhausdance's upcoming performance. Shared that she represented the Arts Commission at an Arts Orange County celebration at the Segerstrom Center for the Arts, which recognized the Center's 40th anniversary and the Concert Hall's 20th anniversary.

**Vice Chair Ashendorf:** Commended staff for organizing a successful ARTventure event, which attracted over 650 attendees and featured more than 200 artists, food vendors, and live entertainment. Acknowledged the attendance of the Mayor and Councilmember Gameros.

**Chair Ochoa:** Praised the success of ARTventure, highlighting its improved layout, local vendors, artist engagement, and staff coordination. Announced artist Ramon Guzman's Hispanic Heritage Month installation near the Norma Hertzog Community Center on October 3rd. Highlighted the challenges artists faced in securing affordable creative spaces and

encouraged consideration of community or subsidized artist studios during the Arts and Culture Master Plan Update. Also noted that Orange Coast College and Triangle Square would participate in the Newport Beach Film Festival, including family-friendly programming.

**CONSENT CALENDAR**

1. **MINUTES – 09/03/2026 Draft Minutes**
   Chair Ochoa had the following corrections:

   - Page 2 – Chair Ochoa well

   **MOTION/SECOND:** Commissioner Wondercheck made a motion to approve the September 3, 2026, amended meeting minutes/Seconded by Chair Ochoa.

   The motion carried by the following roll call vote:
   **Ayes:** Commissioner Derderian, Commissioner Ford, Commissioner Wondercheck, Vice Chair Ashendorf, Chair Ochoa
   **Nays:** None
   **Abstained:** None
   **Absent:** Commissioner Lucia
   **Motion Carried:** 5-0

**MONTHLY REPORTS**

1. **ARTS & CULTURE UPDATE**
   Mr. Gruner, Parks and Community Services Director, presented.

   Vice Chair Ashendorf requested that the Shalimar Park poetry unveiling be scheduled in the afternoon to allow student poets to attend.

   Chair Ochoa inquired when the poets will be recognized.

   Public Comment: No comments.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

1. **ONE METRO WEST – ART CONCEPT DISCUSSION**
   Mr. Gruner, Parks and Community Services Director, presented.

   Brent Stoll, One Metro West Development Partner and Manager: Presented alongside Rose Equities Partner Leonard Glickman and Development Partner Jake Posnick.

   Chair Ochoa expressed appreciation for the developer's commitment to public art and hoped it would set a precedent for future developments. Requested a future presentation on the selected public art sculptures.

   Public Comment: No comments.

2. **ARTS AND CULTURE MASTER PLAN UPDATE - CONSULTANT INTRODUCTION AND PROJECT OVERVIEW**
   Ms. Villasenor, Recreation Manager, presented consultant MIG, Ann Berchold.

DRAFT

Vice Chair Ashendorf emphasized the importance of transparency and district-specific engagement, recognizing that each district had unique needs and interests related to the arts.

Wondercheck asked about the survey timeline and anticipated participation. Inquired whether the process would include an inventory of existing arts spaces, associated costs, and gaps in available rehearsal and studio spaces.

Commissioner Derderian expressed enthusiasm for the planning process and requested that staff provide the Commission with the finalized MIG agreement and deliverables to clarify the scope and expected outcomes of the Arts and Culture Master Plan Update.

Public Comment:
Nancy Warzer-Brady: Expressed support for the planning process and suggested conducting in-person surveys at community events to encourage participation and gather immediate feedback.

**ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS**
Chair Ochoa requested that information regarding Backhausdance's October 14 performance be shared with the Commission and that staff follow up on Hope Budman's mural permit. Announced the free All Abilities Conference at the Segerstrom Center on October 23–24 and wished candidates well in the upcoming election.

**ADJOURNMENT** Chair Ochoa adjourned at 7:00 PM.

DRAFT

77 Fair Drive
Costa Mesa, CA 92626

# CITY OF COSTA MESA

## Agenda Report

**File #:** 26-488 **Meeting Date:** 11/5/2026

**TITLE:**

**ARTS GRANT PROGRAM REVIEW OF GUIDELINES**

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

**RECOMMENDATION:**

Staff recommend that the Arts Commission review the City of Costa Mesa Arts Grant Program Guidelines and consider and approve any recommended revisions, as appropriate.

77 Fair Drive
Costa Mesa, CA 92626

**Item #:** 26-488 **Meeting Date**: 11/5/2026

| | |
|---|---|
| **TITLE:** | **ARTS GRANT PROGRAM REVIEW OF GUIDELINES** |
| **DEPARTMENT:** | **PARKS AND COMMUNITY SERVICES** |
| **PRESENTED BY:** | **MONIQUE VILLASENOR, RECREATION MANAGER** |
| **CONTACT INFORMATION:** | **MONIQUE VILLASENOR, RECREATION MANAGER, (714) 754-5679** |

## RECOMMENDATION:

Staff recommend that the Arts Commission review the City of Costa Mesa Arts Grant Program Guidelines and consider and approve any recommended revisions, as appropriate.

## 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, collect input, and make any adjustments.

After suggestions were made by the Arts Commission, the edited version was brought back on March 4, 2023, for 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.

At the April 3, 2025, Arts Commission meeting, minor edits were suggested; to increase the amount of allowable funding for each Arts Grant applicant, and a recommendation was made to bring back more information about the financial background of each arts grant awardee for the 2024-25 fiscal year.

At the May 1, 2025, Arts Commission meeting, a suggestion was made to bring back examples of other cities' mission, values and objectives, to compare with the current City of Costa Mesa Arts Grant program guidelines.

At the June 5, 2025, Arts Commission meeting, no edits were made to the mission of the program. Chair Ochoa requested that a discount or fee waiver be considered for Costa Mesa parks and facility rentals for arts grant awardees.

At the August 7, 2025, Arts Commission meeting, commissioners voted to approve an updated Arts Grant Program Guidelines with new language to address the suggested discount to parks and facility rentals for arts grant awardees.

## ANALYSIS:

The Arts Grant Program Guidelines (Attachment 1) may be brought back to the Arts Commission at any time for review and edits. Staff has provided a draft of the Arts Grant Program Guidelines. This updated version reflects a new eligibility requirement that applicants may only apply on a biennial basis.

## FISCAL REVIEW

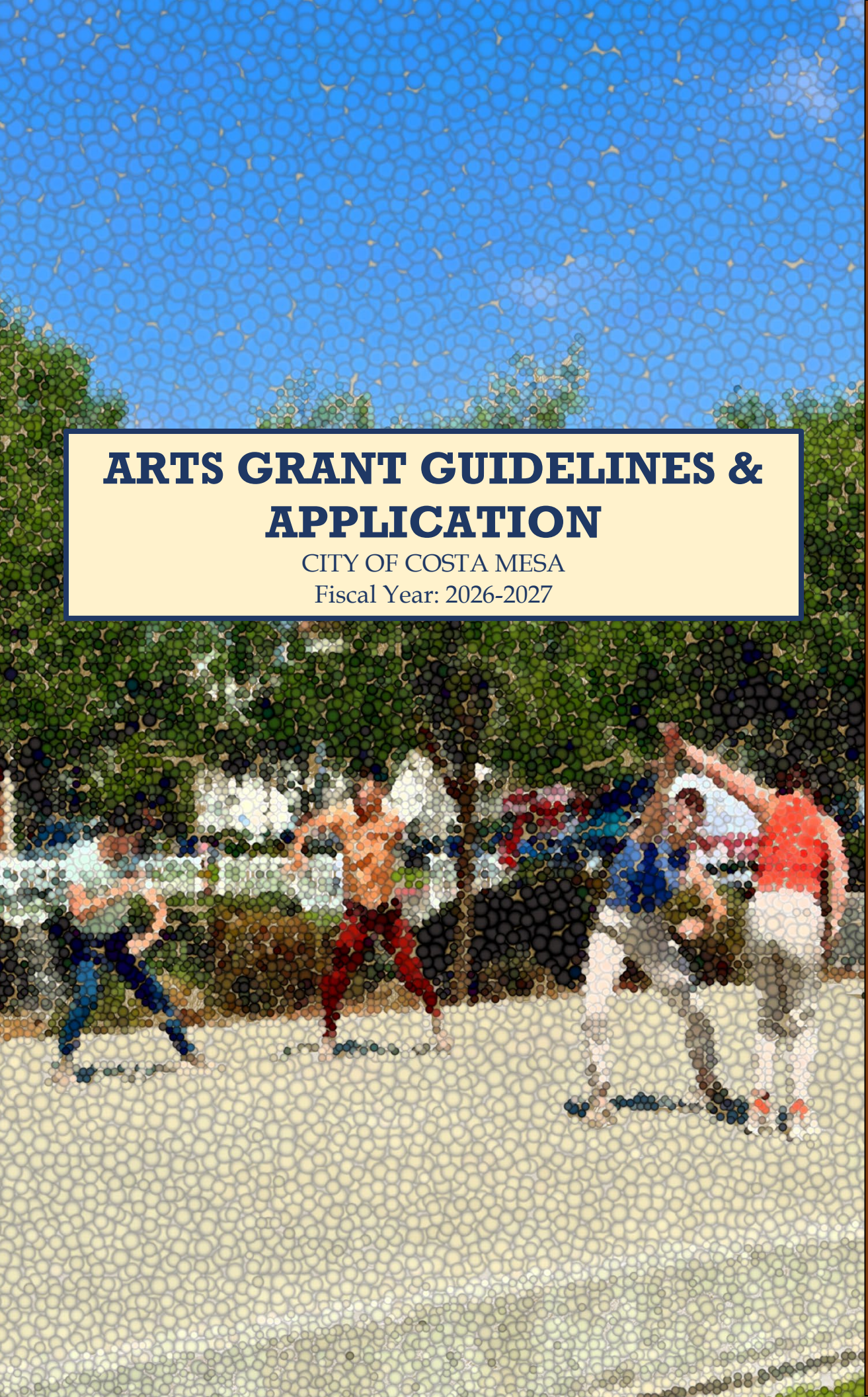
The funding for the Arts Grant program is $12,500 for the 2026-27 Fiscal Year.

## LEGAL REVIEW

There is no legal review required for this report.

## CONCLUSION:

Staff recommend that the Arts Commission review the City of Costa Mesa Arts Grant Program Guidelines and consider and approve any recommended revisions, as appropriate.



# ARTS GRANT GUIDELINES & APPLICATION

CITY OF COSTA MESA

Fiscal Year: 2026-2027

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**CITY OF COSTA MESA ♦**

# 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 2026-2027 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.

**IMPORTANT DATES FOR ARTS GRANT CYCLE**

Application Opens: January 5, 2027

Application Closes: March 9, 2027

Arts Commission funding review and approval: April 1, 2027

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 2026-2027 is $12,500.**

- There is a maximum award amount for up to $5,000.
- The Parks and Community Services Department will offer a 75% discount to approved Arts Grant Program grantees for Costa Mesa facilities and park rentals as part of their arts grant project/event. The discount can be applied for up to four days for facilities and parks and must be used within the same fiscal year as the arts grant award. Any other fees or costs associated with an arts grant project/event are the responsibility of the grantee.
- 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 the funds awarded and dispersing these funds with a service fee of 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 years of age on or before the application date
- Project occurs within Costa Mesa city limits
- Applicants may only apply once biennially (once every two years)
- 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 Monique Villasenor, Recreation Manager. To make an appointment, please contact at (714) 754-5679 or email: monique.villasenor@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 $5,000 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 13.

**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
        - Instagram: @cm_recreation
    - City of Costa Mesa
        - Facebook: CostaMesaCityHall
        - Instagram: @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 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 Monique Villasenor, Recreation Manager at: monique.villasenor@costamesaca.gov or call (714) 754-5679.

# 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 and can you accommodate this request?

## PARTNERSHIP AGREEMENT

THIS PARTNERSHIP AGREEMENT is entered into on _____ (month) and _____ (day), 2027 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-** (Organizations with annual revenues less than $2 million)-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**

**BUDGET TEMPLATE**

Next 5 pages……