



**CITY OF NEWPORT BEACH ARTS COMMISSION  
CULTURAL ARTS GRANT APPLICATION  
FISCAL YEAR 2024-25**

TO: Area Arts Organizations  
FROM: Newport Beach City Arts Commission

Attached is an application for a Cultural Arts Grant from the Newport Beach City Arts Commission. The City of Newport Beach distributes funds to arts organizations, enabling them to expand arts programs offered to the Newport Beach community.

To apply, arts organizations are required to meet the following criteria:

- a) Only arts *organizations* are eligible; we do not award grants to individual artists.
- b) Arts organizations must propose projects/programs for funding that directly benefit children and adults living in Newport Beach, and schools only within the City's geographic boundaries. Collaborative events, such as public performances or programs implemented in conjunction with the City of Newport Beach are also eligible for grants.
- c) The City Arts Commission funds only arts projects/programs which will be presented before January 16, 2026, not general operating expenses.
- d) Arts organizations that received Cultural Arts Grants during the 2023-24 fiscal year will not be considered unless they have completed and returned their Cultural Arts Grant Completion Report, even if they have not completed some of the components of the project/program by the grant application due date.
- e) All applications must be typed or word-processed and complete with requested attachments. You may reformat on the computer if the font and pagination appear the same.

To be considered for a Cultural Arts Grant, the application must be completed according to the instructions and received at the Library's Administrative Office by **4 p.m. on Friday, January 10, 2025**. *This is not a postmark date.* The address to email and mail or deliver is:

Address: Camille Escareal-Garcia, Cultural Arts Assistant  
Arts and Cultural Services Division  
Newport Beach Public Library  
1000 Avocado Avenue  
Newport Beach, CA 92660  
Email: arts@newportbeachca.gov

***The City of Newport Beach Arts Commission strives to satisfy as many grant requests as possible. We encourage your submittal however appreciate your cognizance of budget constraints as we work to address a growing pool of grant applicants.***

If you have any questions, please call the Cultural Arts Services Office at (949) 717-3802.

**INSTRUCTIONS FOR SUBMITTING GRANT PROPOSAL**  
**City of Newport Beach Cultural Arts Grants**

Members of the City Arts Commission will review each application, assign funding, and present their recommendations to the City Council. It is the City Arts Commission's intention to distribute funds to qualified organizations with strong projects and programs that will serve the Newport Beach community. Grants are awarded on the merit of the project or program as outlined in the grant application.

**The Cultural Arts Grant Application will not be considered if:**

- It is not received in the Library Administrative Office at the Newport Beach Central Library, 1000 Avocado Avenue, Newport Beach, 92660 by **4 p.m. on Friday, January 10, 2025**. *This is not a postmark date.*
- It is not submitted in the format requested or if it is incomplete.
- The organization does not meet the eligibility requirements as per the cover letter.
- The proposed project does not fall within the scope of the guidelines.
- You received a Cultural Arts Grant last year and have not filed your completion report by the due date, even if you have not completed some of the components of the project/program.

**The best proposals will:**

- **Respond directly** to the questions listed. Clear, concise responses will bring out the best features of the proposal and highlight the **goals and objectives** of the project or program. Be sure to include all requested material. Do not assume that the Arts Commission will have knowledge of facts that are not described in the proposal. The proposals will be judged entirely and exclusively on their contents, not on prior knowledge of the organization.
- Use each narrative section and the budget form to **tell the City Arts Commission why it should select your organization's proposal**. Tell why your project/program stands out in the benefits that it offers to the citizens of Newport Beach and why this need is best met by *your* organization and proposal.
- Not include material in excess of what is requested- it will not be seen by the City Arts Commission.

**DATES TO REMEMBER**

01/10/25	2024/25 Cultural Arts Grants applications are due in the office
01/16/25	2023/24 Cultural Arts Grant Completion Report due
02/13/25	City Arts Commission reviews applications
02/25/25	Recommendations made to City Council
06/13/25	Award letters and checks disseminated
01/19/26	Grant checks are presented by City Council at a regularly scheduled meeting
01/26/26	Grant funds must have been spent or encumbered

If there are questions about any part of the proposal or the application, please call the Cultural Arts Services Office, at (949) 717-3802.