



Public Art Community Requests: Grant Guidelines

The Public Art Community Requests program provides grants to support community-led art projects in the City of Escondido. The funding source, the Public Art Fund, is administered by the Public Art Commission. We invite individuals, teams, businesses or organizations with fully developed projects that are ready for implementation, but need funding, to apply.

Eligibility Requirements

To be eligible, your project should meet the following criteria:

1. Arts, Culture, and Creativity Focused

The project must be original art installations or public art programming (e.g., workshops, performances, interactive events)

2. Free & Public Access

The project must include a no-cost component to ensure accessibility to the Escondido community.

3. Escondido-Based

The project must take place within the City of Escondido.

4. Fully Developed Plan

This program supports projects that are ready to launch, with clear details and documentation.

Required Application Materials

Applicants must provide all of the following when presenting to the subcommittee:

1. Project Description

- a. Clear description of who (organization and/or individual) is leading the project and what the deliverables are
- b. How the project benefits or engages the Escondido community and how the project will be marketed to the community
- c. Timeline for project implementation

2. Detailed Budget

- a. Show how the grant funds will be used

- i. Include line items for materials, artist fees, venue rental, etc.
- ii. Attach estimates or vendor quotes if available

3. Proof of Location/Permission

- a. If using a space not owned by the applicant:
 - i. Submit a letter of intent or written confirmation from the location owner
 - ii. Confirm the site is available and the host is aware of your project
 - iii. If your project is Public Art on Private Property, you must include letters of support from both the business owner and building owner

4. Organizational Approval (if applicable)

- a. If applying on behalf of an organization:
 - i. Provide meeting minutes showing project approval or
 - ii. A letter of intent from an organizational leader confirming your authority to apply

Project Reporting

Grantees must provide all of the following after the project is complete:

1. **Final documentation:** High-quality images and/or video of the completed project
2. **Summary report:** Short summary of the outcome, including public impact and/or attendance

Funding

Once awarded funding, the grantee will receive 70% of the funds via check by mail approximately 3 weeks later (processing times may vary). Grantee may be required to submit a W-9. After the final documentation and summary report are received, the remaining 30% of the funds will be dispersed.

What We Fund

GRANTS MAY COVER:	GRANTS DO <u>NOT</u> COVER:
<ul style="list-style-type: none"> • Artist stipends • Materials and supplies • Equipment rentals • Venue rental (if applicable) • Outreach and promotion 	<ul style="list-style-type: none"> • Projects outside of Escondido • General operating costs or unrelated expenses • Events or projects that have already taken place

Review & Approval Process

All proposals will go through a two-step approval process:

1. Presentation to the Grants Subcommittee

- a. Applicants will be invited to present their project in a short (up to 10 minute) presentation
- b. Subcommittee members will review, ask questions, and may recommend projects to move forward

2. Final Approval by the Public Art Commission

- a. Projects recommended by the Grants Subcommittee will go to the full commission for final approval
- b. Applicants should be prepared to attend the final approval meeting or send a representative

How to Apply

Submit all materials via email to: publicart@escondido.gov.

Drop off printed materials at: 201 N Broadway, Escondido, CA 92025. (Second Floor- Economic Development)