

# BUELLTON ARTS & CULTURE PROJECT FUNDING REQUEST QUICK REFERENCE GUIDE

Completed Project Funding Request Forms can be e-mailed to [kylea@cityofbuellton.com](mailto:kylea@cityofbuellton.com) or mailed to Kyle Abello, P.O. Box 1819, Buellton, CA 93427.

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It is recommended that applicants apply for funding at least 45 days prior to your project's start date to allow for application review, final City Council funding determination, securing necessary *Special Event* or *Temporary Use* permits (if necessary), as well as adequately promote your project.

## REQUIREMENTS:

- Project Applicant must be at least 18 years old.
- Project must take place within Buellton City limits, or at least a substantial portion.
- Projects that are visual art and/or craft shows must contain only original and handmade objects d'arte and include digital examples in the application.
- Projects that are music, dance, or other types of performances must include digital examples in the application.
- Projects that will be located on private property must include confirmation from the site owner and may be required to complete a Temporary Use Permit Application.
- Projects that will be located on public property (streets, sidewalks, parks) and/or cause a significant impact on the community may be required to complete a Special Event Permit Application.
- Project Applicant is responsible for all promotion, which must include the tagline: "This event is sponsored in part through generous support from the City of Buellton Arts & Culture Program."

## REVIEW/FUNDING TIMELINE:

- The Arts & Culture Committee meets on the first Tuesday of each month to review Project Funding Requests.
- Projects that are recommended for funding are sent to the Buellton City Council for final approval. The City Council meets on the second and fourth Thursdays of each month.

**For more information or if you have questions about your application or the Arts & Culture Committee, please contact Kyle Abello by e-mail at [kylea@cityofbuellton.com](mailto:kylea@cityofbuellton.com) or call the Buellton Rec Center at (805) 688-1086.**