COMMUNITY & LIBRARY SERVICES

COMMUNITY ENGAGEMENT PERFORMANCE APPLICATION
BARCLAY THEATER

POLICY PURPOSE & PROCESS

The City of Irvine (COI) supports Irvine Barclay Theater (IBT) by providing up to 12 annual community-use performance days. These dates are designated for Irvine-based non-profit organizations to enhance performing arts education. Performance is defined as a live, onstage activity with an audience. Each performance includes up to 8 hours of use. The cost relief applies only to the rental fee; the community organization is responsible for all other production expenses.* Reservations should be made 12 months in advance but no less than four months before the event.

Barclay Theatre will provide the City with 12 dates, based upon dates requested by applicants. The Community & Library Services Department will oversee the process, which will include:

1. City staff review applications for minimum qualifications;
2. Public Arts Committee review qualified applications and recommend awardees to City staff;
3. Awardees finalized and notified of selection and potential dates of performance(s);
4. Awardees provide the following:
    - Valid City of Irvine Business License
    - Valid Insurance Certificate and Endorsement naming the City of Irvine and Barclay Theater as additionally insured
    - Signed Memorandum of Understanding (MOU) produced by the City of Irvine
    - Completed Public Benefit Program Application
5. Schedule performances with Barclay Theater assisting with event coordination within its standard scope of services;
6. Announce 2026-27 City of Irvine Community Engagement Performance Schedule.

NONPROFIT ORGANIZATIONS

Non-profit organizations focusing on cultural enhancement in Irvine are prioritized. Membership-based organizations must have at least 57% of their members as Irvine residents to qualify. Proof of rosters and attendance will be required upon request.

APPLICATIONS

Applications are accepted once per year via an online form. Complete, electronically sign, and submit the application, budget, and supporting materials by the deadline. Late or incomplete submissions will not be considered. You can save your progress and return later. After submission, no changes can be made. Confirmation of submission and a PDF of your final application will be emailed upon submission.

DEADLINE TO SUBMIT APPLICATIONS

For questions, please contact our City of Irvine Community & Library Services staff at 949-724-6680.

ORGANIZATION INFORMATION

ORGANIZATION LEGAL NAME			
ORGANIZATION POPULAR NAME OR DBA (if different)			
ADDRESS			PHONE
CITY	STATE	ZIP	WEBSITE
SOCIAL MEDIA PAGE(S)			

CONTACT INFORMATION

PRIMARY CONTACT NAME	EMAIL	PHONE
ALTERNATE CONTACT NAME (optional)	EMAIL	PHONE

PERFORMANCE INFORMATION

PROPOSED DATES (please list in preferred order)				
1.	2.	3.	4.	5.

ADMISSION DETAILS		ATTENDANCE (estimate)
Charge? ☐ YES ☐ NO	Admission Cost $:	Number of people:

APPLICANT HISTORY

1. Has the applicant ever received a City of Irvine Community Engagement Performance?

   ☐ YES ☐ NO, NEVER APPLIED ☐ NO, APPLIED BUT NOT SELECTED

2. If you have previously participated in a community engagement performance, list the three most recent dates:

   a. _____ b. _____ c. _____

3. What is the non-profit status of applicant?

   ☐ 501(C)(3) - IRS DETERMINATION LETTER ☐ HAVE A FISCAL RECEIVER - LETTER OF AGREEMENT

4. If you have a Fiscal Receiver, type the full name of the organization below:

   _____

ORGANIZATION HISTORY

Please note, the following three fields have a combined 500 word limit.

1. **MISSION/PURPOSE** - Provide mission statement.

2. **HISTORY AND PROGRAMMING** - Briefly describe the history, core programs, services, significant administrative or artistic changes, and major accomplishments over the last two years.

3. **COMMUNITY/CORE AUDIENCE** - Describe your community/core audience, including demographic, geographic, cultural, economic, or other relevant characteristics. Explain how you identify community needs and develop programs to address them.

PERFORMANCE INFORMATION

Please note, the first four fields have a combined 500 word limit.

1. **PERFORMANCE DETAIL** - Describe the performance this grant will support. Indicate if it has been presented in Irvine before, and, if so, in what year.

2. **PERFORMANCE FUNDING PLAN** - Explain if the performance will proceed without a Barclay date and how planning would be adjusted.

3. **AUDIENCE** - Detail who can attend the event, whether certain groups are prioritized, and how the general public can gain admission.

4. **VENDORS** - Indicate if you will request external vendor support.

5. **CULTURAL EQUITY, OUTREACH, PROMOTION** - The City of Irvine is committed to cultural equity and inclusion. Describe how your project will reflect those values in marketing, partnership, outreach, audience engagement, and other strategies. (500 word limit)

ARTISTIC SAMPLES

Include one video of a recent artistic sample. High-quality, relevant videos are preferred.

SAMPLE TITLE

SAMPLE DESCRIPTION

I CERTIFY THAT MY ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE _____ DATE _____

Thank you for your submission. We look forward to your performance!