



## PARKS AND RECREATION DEPARTMENT

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### ARTS AND CULTURE COMMISSION STAFF REPORT

Special Meeting: May 29, 2024

#### Subject

Artist Awards Program Descriptions, Application Requirements, and Evaluation Forms

#### Recommended Action

Review and approve the updated Artist Awards Program descriptions, application requirements, and evaluation forms.

#### Discussion

The purpose of the Arts and Culture Commission is to foster and encourage artistic expression and achievement in the fields of visual, verbal, and performing arts while preserving and advancing the arts for the benefit of the citizens of Cupertino. Every year the commission presents awards to deserving artists in recognition of local talent in these fields.

In 2021 the Arts and Culture Commission reviewed and updated the Artist Awards descriptions, application requirements, and evaluation forms for the three award categories: Distinguished Artist, Emerging Artist, and Young Artist. Following the 2023 Artist Awards, the Arts and Culture Commission requested to review and provide feedback on the program. At the March 25, 2024 Arts and Culture Commission meeting, City staff reviewed the refined program requirements including the Artist Award Descriptions and Application Requirements in order to help clarify the process for applicants and better manage the staff and Commission time required during the evaluation process. Additionally, the Commission was also asked to provide feedback on the Artist Award Evaluation Forms.

Following the March meeting and feedback provided, City staff refined the Artist Award Descriptions/Application Requirements (Attachment A) and updated the Artist Award Evaluation Forms (Attachment B). It is recommended that the Commission review and approve the updated Artist Award Descriptions/Application Requirements (Attachment C) and Evaluation Forms (Attachment D) for the program.

#### Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

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Prepared by: Jessica Javier, Administrative Assistant

Reviewed and Approved for Submission by: Rachelle Sander, Director of Parks and Recreation

Attachments:

A – Artist Award Descriptions and Application Requirements RedlinedV2

B – Artist Award Evaluation Forms Redlined

C – Artist Award Descriptions and Application Requirements Clean

D – Artist Award Evaluation Forms Clean