

# Creative Capacity Fund Quick Grant Program



## **Guidelines** *(effective April 11, 2013)*

### **Purpose:**

The Creative Capacity Fund (CCF) Quick Grant Program provides reimbursement funds to arts organizations and individual artists in the Bay Area and in Los Angeles, to enroll in workshops, attend conferences, and to work with consultants and coaches in order to build administrative capacity, hone business skills and strengthen the economic sustainability of an organization or arts practice.

### **Awards:**

**Arts organizations** meeting eligibility requirements may receive one annual award of up to \$1,000 in professional development reimbursements for staff, board members and key volunteers to participate in eligible programs.

**Individual artists** meeting eligibility requirements may receive one annual award of up to \$500 in professional development reimbursements to participate in eligible programs.

*The Creative Capacity Fund and the Quick Grant Program operate on a fiscal year beginning July 1.*

### **Eligibility:**

The Creative Capacity Fund is a joint effort of multiple California arts funders and eligibility criteria may vary slightly by region. Individual artists or arts organizations may apply to the Quick Grant Program if they meet the eligibility criteria for any of CCF's funding partners as follows:

#### **Individual Artists**

- Individual artists living in Alameda, Contra Costa, Marin, San Francisco, San Mateo counties; or working/living in the City of San Jose (demonstrated by resume attached to application).
- Individual artists living and/or working in Los Angeles County (demonstrated by resume attached to application).
- San Francisco Arts Commission Individual Grantee.
- Fleishhacker Foundation Eureka Fellowship grant recipients, all years.

#### **Organizations**

- Nonprofit Arts Organizations in Alameda, San Francisco Counties or the City of San Jose.
- San Francisco Arts Commission Organizational Grantee.
- San Francisco Grants for the Arts Organizational Grantee.
- The Lia Fund Arts Program Grantee.
- The San Francisco Foundation Current Arts & Culture Grantee.
- The Fleishhacker Foundation 2011 & 2012 Small Grants in the Arts Program Grantees (only arts organizations, not filmmakers).

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The Quick Grant program is made possible through support from • California Community Foundation • City of Los Angeles Department of Cultural Affairs • The Entrekin Foundation • The Fleishhacker Foundation • The Lia Fund • Los Angeles County Arts Commission • San Francisco Arts Commission • San Francisco Grants for the Arts/Hotel Tax Fund • The San Francisco Foundation • San Jose Office of Cultural Affairs • The Walter & Elise Haas Fund • Center for Cultural Innovation • The William and Flora Hewlett Foundation

## Eligible Costs:

Funding awards may be used to reimburse part or all of the following expenses:

- Tuition or registration fees for classes, workshops or conferences focused on building administrative and business skills.
- Travel and hotel expenses, if workshop or conference occurs outside a 60 mile radius of applicant's primary address.
- Fees to engage an outside consultant, facilitator, executive coach or career counselor in order to build administrative and business skills.

Ineligible expenses include:

- Funding to offset applicant's regular salary or wages.
- Funding to offset general operating costs of the applicant's sponsoring arts organization.
- Activities focused primarily on artistic skill building or art teaching methods/techniques (Please see the online Quick Grant FAQs for more information).
- Activities that begin less than 30 days after the nearest application deadline (Applications are due on the 15<sup>th</sup> of each month).
- Capacity building activities proposed by individual artist to support the operations of a nonprofit organization (Please see the online Quick Grant FAQs for more information).

Grant requests will be awarded on a competitive basis, as long as funds are available for a given month.

While not required, priority will be giving to applicants that:

- Have not already received support through the CCF Quick Grant Program.
- Have budgets of \$250,000 or under, in the case of organizations.

## How to Apply:

Applications are due on the 15<sup>th</sup> of the month with a one month turnaround. Applications received after the 15<sup>th</sup> of a given month will be reviewed in the next month's application cycle.

Applications must be submitted online through the online application which can be accessed here [http://www.cciarts.org/quick\\_grant.htm](http://www.cciarts.org/quick_grant.htm). Because applications must be completed in one sitting, the questions below are only a reference for drafting your proposal and do not include all of the information that will be required from you upon applying. We recommend drafting your responses to these brief narrative questions in a Word Document and then cutting and pasting the answers into the online form where appropriate. Please see the online Quick Grant FAQs for answers to common application questions or contact us at [ccf@cciarts.org](mailto:ccf@cciarts.org).

### 1. Activity Description

Please provide a brief description of each professional development activity -you wish to undertake. *Include specific information on service providers, name and title of program participants, program website, dates, times, locations, etc. for each activity requested. Please also provide specific budget information for the requested activity or activities such as anticipated expenses for the workshop/conference, consultant, flight, ground transportation, accommodations, etc. as relevant. If requesting a consultant, please provide a detailed timeline including both the start and end dates of the project and expected dates for key lessons/topics covered. If requesting multiple activities, please list in priority order. [100 word maximum for each activity description field. The online application provides four "Activity Description" fields.]*

### 2. Proposed Impact

Please describe how the proposed activity or activities will impact your career and/or benefit your organization. [200 word maximum]

### 3. Activity Budget

- Total cost of proposed activity.
- Total Travel Costs.
- Total requested from Creative Capacity Fund.
- Additional committed source(s) of funding for your activity, if needed.

*\* Please take into consideration when making your plans that partial funding may be awarded.*

#### Required Attachment Checklist:

- Applicant's resume if applying as an individual artist

#### If requesting a consultant:

- Consultant's professional bio or resume
- Signed Letter of Commitment on letterhead from proposed consultant (Please see the online FAQs for more information).

#### Important Information to Note:

- Applicants requesting funds to hire a consultant or coach must upload a Letter of Commitment from the proposed consultant and the consultant's bio or resume to the "Attachments" section of the online application (Please see the online Quick Grant FAQs).
- **Activities beginning prior to the notification date will not be considered.** Applications are due on the 15<sup>th</sup> of the month with a one-month turnaround.
- In order to meet the demand for reimbursement funds **partial funding** may be awarded.
- It is the applicant's responsibility to enroll in the activity specified in their application and to make any necessary contracting agreements with the consultant(s) identified in their application. Payment will need to be made by the applicant as required by the organization(s) or consultant(s) providing the proposed professional development activity. Quick Grant awards are distributed after the applicant submits documentation to CCF verifying that the pre-approved activity has been completed.

#### QUESTIONS?

Contact the Creative Capacity Fund toll-free at (877) 482-0530, or by email at [ccf@cciarts.org](mailto:ccf@cciarts.org).

