

INVESTING *in* Artists

Grants Program

Application Checklist: Round III

Please mark the category under which you are applying for support (select one only):

- Implementation – Artistic Equipment and Tools**
- Implementation – Presenting and Marketing Work** (NOTE: You must have received a Planning Grant in a prior round to apply in this category.)

Applicant Name (print): _____

Please check if you have previously applied for an Investing in Artists grant.

- **Arrange submission materials in the order listed, in 6 sets collated with binder/paper clips. Do not use staples. Do not send materials in special binders or folders.**
- **Each set should be separate and labeled as “Original” or “Copy” and numbered. Please do not include title pages, tables of contents, or any other superfluous pages.**
- **Make one copy of all materials for yourself.**
- **Gather all 6 sets of your application materials and submit them in one large box or envelope. Proposals must be received by June 6, 2008 at 5:00 p.m. in CCI’s San Francisco office at:**

Center for Cultural Innovation
651 Brannan Street, Suite 410
San Francisco, CA 94107

The Original (Set #1) should include all of the following application components, arranged in the order listed below:

- 1. Application Checklist
- 2. Application Cover Sheet (with original blue ink signature)
- 3. Project Narrative and Budget Template (Note: Different templates are required for the different grant categories; make sure you have completed the correct template.)
- 4. Artist Resume
- 5. Work Sample Coversheet
- 6. Work Samples, labeled with your name,
Please list work sample type (i.e. DVD, Audio CD, jpgs, Script, Reviews, etc.): _____
- 7. Optional: Consultant Bios
- 8. Optional: Technical drawings (Implementation - Artistic Equipment and Tools Applicants Only)
- 9. Planning documents, mock ups, or other materials generated as a result of your Planning grant. (Required for Implementation - Presenting and Marketing Work Applicants Only)
- 10. Optional: Self-addressed, stamped envelope (SASE) to return artistic work samples.

Additional Copies (Sets #2 through #6) consists of photocopies of items 2-5 plus item 7, if included, (does not include item 1, 8, 9, and 10). **IMPORTANT:** Include **four copies** of your work sample (1 with the original application and 3 additional copies).

Application Cover Sheet Round III (Please type or print in blue or black ink)

Contact Information

Applicant Name: _____

Legal name (if different): _____

Address (primary): _____

Address (mailing, if different): _____

Phone (daytime): _____ Phone (evening): _____

Fax: _____

Website: _____ Email: _____

Request Summary

Please mark the category under which you are applying for support (select one only):

- Implementation – Artistic Equipment and Tools** (Please complete the specific Narrative and Budget Template provided)
- Implementation – Presenting and Marketing Work.** NOTE: You must have received a Planning Grant in a prior round to apply in this category. (Please complete the specific Narrative and Budget Template provided)

Requested Amount: \$ _____

Please provide a brief, one-sentence summary of your request:

Discipline (Please select one):

- Visual Arts (may include, but not limited to painting, sculpture, drawing, printmaking, photography, installation, contemporary crafts, and public art).
- Performing Arts (may include, but not limited to music performance and composition, dance performance and choreography, theater acting, directing and playwriting, and multidisciplinary performance).
- Media (may include, but not limited to documentary and experimental film, video, audio, and digital arts).
- Literary Arts (may include, but not limited to fiction, creative non-fiction, and poetry).
- Folk and Traditional Arts (may include, but not limited to storytelling, dance, music, performance, and crafts).
- Design (may include conceptual and experimental architecture, product design, and graphic design).
- Other, please specify _____

Verification

I certify that I am a California State resident according to the eligibility requirements and that I have been a resident for the past three years immediately prior to this application and I plan to remain a resident during the grant period. I understand that I must provide proof of residency if I receive an Investing in Artists Grant. I certify that I am eighteen years of age or older and that I am not currently matriculated in an undergraduate or graduate degree program. I verify I have read and met the eligibility requirements stated in the Investing in Artists Guidelines and that all the information provided in this application is correct to the best of my knowledge. I further acknowledge that the Center for Cultural Innovation is not liable for damage or loss of materials submitted.

Signature of Applicant: _____ Date: _____

Name (print): _____

Implementation Grant - Artistic Equipment and Tools

Narrative Questions:

Please answer the following questions in the order listed below. Your answers should be submitted as a typewritten attachment, not to exceed 5 pages total, and must be single-spaced, in 11pt font or larger. Please be sure to number and restate each question and include your name in the upper right corner of each page.

- ❶ Describe your current work as an artist. Please elaborate on any significant artistic activities, awards or accomplishments, as well as any relevant community involvement or regional leadership in the arts.
- ❷ Describe the tools, materials, or equipment you are seeking to acquire or capital improvements you are seeking to make. Why have you identified these specific materials and/or improvements? Please describe any research you have completed.
- ❸ Are there other resources or supports that you will need? If you have identified any consultants or vendors who will assist you, please provide their name, a brief summary of their qualifications, and a description of the role they will play. (You may attach a brief bio for each consultant).
- ❹ What is the timetable for acquiring the requested tools and/or making the proposed capital improvements? Please provide specific dates as possible.
- ❺ How will the requested equipment and/or improvements impact your work as an artist? In particular, how will it increase your long-term capacity to create work and why is it significant at this juncture in your professional life?

Applicant's Name: _____

Budget Template:

Provide an itemized budget showing the expenses associated with your equipment or capital improvement project. Please number each item. If total costs are projected to exceed the amount requested from CCI, please provide a list of other income sources. Use the template below or recreate a similar template on your computer. An electronic version of this template is provided at www.cciarts.org/funding.

Implementation Project Budget – Artistic Equipment and Tools

Expense Description	Amount	Notes on expense calculation
Total Expense	\$	

Income Source	Amount	Note if secured or pending
Amount requested from CCI:		
Other sources (specify):		
Total Income	\$	

Implementation Grant – Presenting and Marketing Work

Only complete this application section if you have already received a Planning Grant under Presenting and Marketing Work and are applying for implementation of your previously funded plan. If you have not received a Planning Grant, your application will not be reviewed.

Narrative Questions:

Please answer the following questions in the order listed below. Your answers should be submitted as a typewritten attachment, not to exceed 5 pages total, and must be single-spaced, in 11pt font or larger. Please be sure to number and restate each question and include your name in the upper right corner of each page.

- ❶ Please state the original objectives of your Planning Grant. What did you learn as the result of your planning process, and how did this information inform the strategies you will use in the implementation of your project? (Any materials or planning documents generated as a result of the Planning Grant should be submitted as an attachment.)
- ❷ Describe the project for which you are requesting implementation support. Please be as specific as possible by identifying the collaborators, resources, and timeline required to implement your project.
- ❸ Tell us how your implementation project will increase, improve, or enhance the presentation and/or marketing of your work. Who do you intend to reach through your project, and what will be the resulting impact?

Applicant's Name: _____

Budget Template:

Provide an itemized budget showing the expenses associated with your project. If total costs are projected to exceed the amount requested from CCI, please provide a list of other income sources. Use the template below or recreate a similar template on your computer. An electronic version of this template is provided at www.cciarts.org/funding.

Implementation Project Budget – Presenting and Marketing Work

Expense Description	Amount	Notes on expense calculation
Total Expense	\$	

Income Source	Amount	Note if secured or pending
Amount requested from CCI:		
Other sources (specify):		
Total Income	\$	

Attachments

The following attachments are required for both **Artistic Equipment and Tools** and **Presenting and Marketing Work Implementation Grants**, unless otherwise noted.

- **Artist Resume.** Chronological list format, not in narrative form. Please include significant awards and training, as well as selected exhibitions, performances, presentations, and/or publications. Must include dates. Please limit to 4 pages.
- **Work Sample(s).** Label each work sample with your name and the order in which you would like them to be reviewed. Please make sure your labeling corresponds with the work sample cover sheet described below. Do not submit original work. CCI is not responsible for lost or damaged materials. **Please submit no more than two separate forms of documentation selected from the list below:**
 - 10 images, JPEG format (800 x 600 pixels, 72 dpi), submitted on CD-ROM. Each image file should be numbered and labeled with your name. (Please make sure your work sample is both Mac and PC compatible.)
 - DVD, the panel will review up to five minutes total.
 - Up to 10 pages of written work, paper clipped and in 11pt font or larger. *(Please note, for plays or other works with a performance component, it is often helpful for the panel to see a sample of the work being performed.)*
 - Audio CD, the panel will review up to five minutes total.
 - Up to two reviews or articles about your work.
- **Work Sample Cover Sheet.** On a separate piece of paper, in review order, list the title and creation date for each work along with a brief one-sentence synopsis. In addition, please include media, dimensions, names of collaborators, and review instructions, as applicable.

In addition, the following attachments are **required** only for **Presenting and Marketing Work Implementation Grants**:

- **Copies of any planning documents, mock ups, work samples, or other materials generated as a result of your previous Planning Grant.** These materials will be critical in determining the thoroughness and effectiveness of your planning process and your readiness to begin implementation. Materials will vary due to the nature of the planning process. There is no size restriction to the materials submitted, but we ask that you do not send original materials.

Optional Attachments:

- **Self Addressed Stamped Envelope (SASE),** if you want your work samples returned. Materials will not be returned if you do not provide a SASE with appropriate postage and will be discarded.
- **Biographies of key consultants** involved in your project (not to exceed one page).
- **For Artistic Equipment and Tools Implementation Grants only. Copies of any documents or technical drawings** that may help the panelists better understand the equipment or the capital improvements you are seeking. (Please limit to no more than 5 pages on 8-1/2" x 11" paper, and do not submit any original materials. We cannot be responsible if samples are lost or damaged.)

Use your critical judgment when submitting materials for review and do not send more materials than requested or necessary.

Submission Instructions:

- ① Application packets must include an application checklist, application cover sheet, project narrative, budget, and required attachments listed above. CCI may request additional information during the application review process.
- ② Completed applications must be **received** by 5:00 p.m. on **June 6, 2008** in CCI's San Francisco office at:

Center for Cultural Innovation
651 Brannan Street, Suite 410
San Francisco, CA 94107

(Please note: Deadline date is for receipt of materials; postmarks issued on the deadline date for application packages arriving at a later date will no longer be considered eligible.)

- ③ Please **collate** your application materials and **do not** staple. Paper clips are okay. Please, no binders or folders. Excess materials will be discarded. Electronic or faxed applications will not be accepted.
- ④ An incomplete application (see checklist) will result in automatic disqualification of the applicant.

For questions about the *Investing in Artists* grants program or application, please contact **CCI** by email at grants@cciarts.org or toll free at **(800) 418-1671**.