



## Guidelines

*(effective July 16, 2025)*

The Quick Grant program provides up to \$600 in professional development funds to staff members of nonprofit arts organizations based in San Francisco or San José, as well as to California-based artists, creatives, cultural practitioners, and cultural producers. This program supports artists and arts workers with funding to enroll in workshops, attend conferences, and work with consultants, coaches, and mentors in order to build their administrative capacity, hone business skills, and strengthen the financial resilience of an organization, artistic practice, or area of cultural production.

**ANNOUNCEMENT:** Effective July 16, 2025, the Quick Grant program is expanding its eligibility to include advocacy education and caregiving expenses. CCI understands that artists face growing pressure to self-advocate in the absence of traditional worker protections. We believe that this change supports the essential skill-building in policy engagement and systems change, critical to enhancing the capacity for artists to practice their work. This update reflects our commitment to strengthening the financial resilience and long-term sustainability of individual artists and arts workers.

### AWARD DETAILS

**Artists, creatives, cultural practitioners, and cultural producers** who meet eligibility requirements (see below) may receive one award per CCI fiscal year of up to **\$600** to participate in approved professional development activities.

**Nonprofit arts organization staff members**, including board members and key volunteers, who meet eligibility requirements (see below), may receive one award per CCI fiscal year of up to **\$600** to participate in approved professional development activities. Up to two individual staff members may receive funding per organization per CCI fiscal year.

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 given to applicants who:

- Have not already received support through the Quick Grant program
- Are requesting support for activities that are more time-sensitive (i.e., the activity has a fixed date and is only eligible for review in the current round)
- Have budgets of \$500,000 or less, in the case of organizations

### ELIGIBILITY CRITERIA

The Quick Grant program is supported by a pooled group of California arts funders, and eligibility criteria may vary slightly by region. Artists, creatives, cultural practitioners, cultural producers, and nonprofit arts organization staff members may apply for Quick Grant funding if they meet any of the following funding partner-specific eligibility criteria:

### **Individual Artists, Creatives, Cultural Practitioners, & Cultural Producers<sup>1</sup>**

- Must currently reside full-time within the State of California

### **Nonprofit Arts Organization Staff Members<sup>2</sup>**

- Staff of a nonprofit, tax-exempt arts organization located in the City and County of San Francisco or the City of San José
- Staff of a fiscally sponsored arts organization with the majority (i.e., 75%) of the organization's public programming occurring within the City and County of San Francisco or the City of San José (see HOW TO APPLY section for additional eligibility requirements)

### **ELIGIBLE ACTIVITIES & EXPENSES**

We are open to considering a wide range of professional development activities as long as a strong case is made for how the activity will strategically build administrative capacity, hone business skills, and/or strengthen the financial resilience of a nonprofit arts organization, artistic practice, or area of cultural production.

To be eligible for Quick Grant funding, activities must:

- Build administrative capacity, hone business skills, and/or strengthen the financial resilience of the grantee's practice, area of cultural production, or arts organization.
  - This includes activities with a focus on advocacy education, technology skill-building, and training in areas like copyright registration or other intellectual property protections.
- Begin after the application notification date. For example, for the August 15, 2025, deadline, the proposed activity must start on or after the notification date of September 16, 2025.

Funding may be used to support part or all of the following eligible expenses:

- Travel and hotel expenses associated with the participation in an eligible activity, regardless of distance from the applicant's primary address or the organization's location (eligible expenses can include meals, gas, parking, tolls, public transportation, etc.)
- Caregiving associated costs (e.g., childcare, daycare, eldercare, etc.) associated with the participation in an eligible activity.
- Registration fees for conferences, festivals, workshops, and/or trainings
- Memberships or subscriptions that offer opportunities for professional networking, business or administrative skill development, and/or field knowledge
- Fees to engage a facilitator, executive coach, mentor, career counselor, or consultant to build administrative and business skills<sup>3</sup>
  - Regarding consultant support, for a proposed activity to be competitive, it must be made clear that the applicant will be actively engaged in enhanced learning or receiving portable skills. In other words, proposed activities **MUST** have an educational benefit or result in skill acquisition. Consequently, applications wherein sub-contract activities are proposed (e.g., hiring someone to moderate a webinar series, design a website on the applicant's behalf, or facilitate online sales) are not eligible.

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<sup>1</sup> At this time, Quick Grant does not support wellness or healing practitioners whose work is not rooted in a specific cultural practice and clearly reflected in their application. See [FAQs](#) for more information.

<sup>2</sup> To be eligible, the organization must primarily focus on the arts. This means that the organization's mission and programming must be centered around the arts; it cannot be an extension of the organization's mission or a single/limited offering.

<sup>3</sup> Due to limited resources, requests by Los Angeles County applicants to work one-on-one with a consultant are extremely competitive. Priority will instead go to Los Angeles County applicants who propose group activities such as public workshops, conferences, and trainings.

**Note:** Please see the [Frequently Asked Questions](#) for additional examples of eligible activities.

### INELIGIBLE ACTIVITIES & EXPENSES

At this time, Quick Grant funding cannot support the following:

- Activities focused primarily on creative or artistic skill development, art teaching/teaching artist methods and techniques, or artistic presentation/production
- Activities that support an applicant's adjacent enterprise
- Funding to offset applicant's regular salary or wages or fees for temporary/contract employees
- Funding to support overhead expenses
- Funding to purchase art supplies, materials, or advanced inventory
- Activities proposed by artists, creatives, cultural practitioners, or cultural producers to support the operations of a nonprofit organization or a role in arts administration, and vice versa, activities proposed by organizational staff to support an individual art or cultural practice
- Activities that begin less than one month after the nearest application deadline (applications are due on the 15<sup>th</sup> of each month); for example, if you apply by the August 15 deadline—between July 16 and August 15—the activity cannot begin until on or after September 16
- Funding to offset fees associated with college tuition or college credit activities

**Note:** Please see the [Frequently Asked Questions](#) for additional information on ineligible activities

### HOW TO APPLY

Applications are due on the 15<sup>th</sup> of the month by 11:59 a.m. (morning) PT with a one-month turnaround. Applications for each cycle will open on the 16<sup>th</sup> of every month at 9:00 a.m. PT.

Applications will be accepted online ONLY through CCI's Submittable platform. Applicants must create an account in Submittable before they can access the grant application.

**Access the Quick Grant online application at:**  
<https://centerforculturalinnovation.submittable.com/>

The application consists of the following required sections:

- Eligibility Questions
- Information about the proposed activity
- Narrative statement about the activity's proposed impact
- Project budget
- One to three-page résumé (.doc, .docx, .pdf file types accepted) that references the applicant's professional role in the arts and culture sector and California residence.
- *Consultant Requests Only:* Applicants who request a consultant/coach/mentor must also provide a letter of commitment from the proposed consultant/coach/mentor and the consultant, et al.'s bio or résumé.
- *Fiscally Sponsored Organization Requests Only:* Applicants applying as arts organization staff through a fiscally sponsored organization must contact CCI to discuss their eligibility. If eligible, these applicants will need to include the fiscal sponsor's tax ID number, a copy of the fiscal sponsorship agreement letter, and a statement from the fiscal sponsor verifying that the majority (i.e., 75%) of the applicant's public programming occurs within the City and County of San Francisco or the City of San José.

**Note:** Please see [Application Preview](#) for a complete preview of the questions and materials required for this grant opportunity.

### IMPORTANT INFORMATION

- Due to the high volume of requests received each month, CCI may award **partial funding** and/or prioritize first-time eligible applicants.
- It is the applicant's responsibility to enroll in the activity specified in their application and to make any necessary contracting agreements with the proposed consultant, coach, or mentor. **The applicant must pay the organization(s) or consultant(s) as required for the proposed professional development service or activity provided to them. In other words, CCI will not distribute payment to the activity provider.**
- Awarded funds are disbursed after the grantee signs and returns their award letter and provides any required information, such as completing the provided W-9 form for awards of \$600 or more.

### QUESTIONS & SUPPORT

CCI staff are here to help and listen. For questions related to the grant guidelines or application, email us at [quickgrant@cciarts.org](mailto:quickgrant@cciarts.org) or call 415.288.0530 for assistance. You may also schedule a time to speak [here](#). For Deaf applicants and those with hearing loss, contact CCI using the [California Relay Service](#)—our staff is trained in making and receiving these calls.

If you need technical assistance (e.g., password or upload issues), request support at: <https://www.submittable.com/help/submitter>. Submittable's business hours are 9 am – 5 pm MT. They aim to respond within 24 business hours.

### ACKNOWLEDGEMENT

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WALTER & ELISE  
HAAS FUND