



## FREQUENTLY ASKED QUESTIONS

*For additional guidance, review the program guidelines, application preview, and Submittable “quick tips” at [www.cciarts.org/BerkeleyRecoveryFund.html](http://www.cciarts.org/BerkeleyRecoveryFund.html)*

### Eligibility

**1. Who is eligible to apply to the Berkeley Arts Recovery Grants for Artists and Cultural Practitioners program?**

Individual artists, culture bearers, cultural practitioners, makers, specialized artist workers, and teaching artists who reside full-time in the City of Berkeley are eligible to apply. Additionally, to be eligible, applicants cannot have a conflict of interest (family or financial relationships) with the boards, staff, and directors of CCI or the City of Berkeley’s Civic Arts Program and Civic Arts Commission. Only one request will be considered per applicant.

Regarding Berkeley residence, the online application requires ONE proof of current residency. Proof is demonstrated by uploading a legible photo of a current state driver’s license or ID; or most-recent utility bill, health insurance statement, bank statement, or other similar type of document. For applicants who are unhoused, a letter from a Berkeley-based shelter, the Hub, or another Berkeley-based homeless service program may be provided as proof of Berkeley residency. For more information see FAQ #4 below.

**2. Who qualifies as an artist, culture bearer, cultural practitioner, maker, specialized artist worker, or teaching artist?**

Applicants must have a public-facing role in the arts and culture sector, and make their primary income from their role(s) in the field. Moreover, the program supports artists and arts workers from a wide range of cultural traditions and artistic practices such as fine artists, including literary, visual, and performing artists; musicians; teaching artists; culture bearers or cultural practitioners; art-making enterprises such as jewelry makers; and specialized artist workers (e.g., lighting or sound designers, fabricators).

Depending on the role with which you identify, you will need to provide evidence that your work is public-facing. We will not be assessing artist merit, professional reputation, or career stage.

For artists and makers, we ask for a personal website or a website hosted by another entity that features or shares your artistic work. You may also share your artistic practice via a publicly accessible link to your Instagram or Facebook account, or a platform like Soundcloud, Vimeo, or YouTube. Artists and makers without an online presence can upload a single attachment that demonstrates their artistic practice, such as a photo, news article, or sample marketing materials (File types accepted: .pdf, .jpeg, .png, .doc, .docx).

For culture bearers, cultural practitioners, specialized artist workers, and teaching artists, we ask for the name of your primary employer or cultural business; occupation or title; and a URL for your employer/business or a URL for a site that verifies your arts-related work. Applicants without a URL can upload a single attachment that demonstrates their arts-related work, such as a photo, news article, or sample marketing materials (File types accepted: .pdf, .jpeg, .png, .doc, .docx).

## Language

### 3. Is the application available in other languages besides English?

We are only able to accept applications in English, however if English is not your first language, please find a friend who can help to translate and submit the application by the deadline of May 11, 2022 at 12 p.m. (Noon) Pacific Time. Similarly, if you have a friend who you think qualifies but is not an English speaker, please help them to translate and submit the application by the deadline of May 11, 2022 at 12 p.m. (Noon) Pacific Time.

## Proof of Residency

### 4. What types of documents can I provide for my proof of residency?

You may submit any document from a third party that clearly shows your NAME and CURRENT ADDRESS. We will accept the following documents as proof of residency (File types accepted: .pdf, .jpeg, .png, .doc, .docx):

- Driver's license or government-issued ID card
- Utility bill (electricity, water, gas, internet service or phone bill)
- Health insurance statement or medical bill
- Bank or credit card statement
- Statement of government benefits (this could include SSI, SSDI, SNAP, etc.)
- Unhoused applicants may provide a letter from a Berkeley-based shelter, the Hub, or another Berkeley-based homeless service program as proof of Berkeley residency.

Please note: We only need to see the NAME and ADDRESS on your proof of residency document. You do not need to upload the entire document. Please cover up sensitive information like your Social Security and account numbers.

## Funding

### 5. How much funding can I request?

Individuals can request up to \$10,000.

Applicants will be asked to describe their pandemic-induced financial needs, and we ask that you only apply if you are experiencing immediate and serious needs. This is because we want to reserve as much of the available funds as possible for those facing significant financial hardships. In addition, the amount awarded may be less than the amount requested in order for the program to benefit as many applicants as possible.

**6. If I'm awarded a grant, how can I use it?**

Funds are unrestricted and can be used in any way that alleviates financial hardship due to COVID-19. The only restriction is that funds cannot be used towards lobbying.

## **Notification & Payment Process**

**7. When will I be notified about the status of my application?**

All applicants will be notified regarding the status of their application on Wednesday, May 25, by 5 p.m. Pacific Time.

**8. Is this grant taxable?**

CCI acts in good faith that this support may not be taxable as it is intended to ameliorate personal financial hardship brought on by COVID-19, a "qualified disaster" under 26 US Code Section 139. We are, however, not able to offer legal or tax advice, so please seek appropriate expertise if you have any questions.

**9. If I am awarded a grant, when will I receive my payment?**

All applicants will be notified about their status on Wednesday, May 25, by 5 p.m. Pacific Time. Applicants who are awarded funding will receive a grant agreement from CCI which they will need to review and electronically sign (grant agreements will be sent by SignRequest) before payment processing can commence.

After signing and agreeing to the grant terms, grantees will receive an invitation from Tipalti.com, CCI's direct payment processing platform that uses bank-level security, firewalls, and encryption, in one to three business days. After an account is created and bank information entered, payment will be made, and may take three to five business days. Checks are available in lieu of direct deposit, if preferred, but may take additional time to receive.

Note: CCI does not have any control of when payments will be received. Once grantees successfully open an account with Tipalti or CCI submits a check request, we will not be able to track payment processing by grantees' financial institutions or delivery by USPS mail. What we can share is that in the thousands of transactions CCI has processed, three to five business days is typical.

**10. Will I need to complete a report if awarded funding?**

The grant period officially concludes on August 31, 2022. In lieu of a final report, grantees will receive a web-based survey from CCI at the conclusion of the grant period. The survey will ask grantees to share (a) how grant funds were used, (b) how the grant was/was not helpful, (c) if and how COVID-19 health or financial conditions led to any significant life changes, and (d) an update on financial conditions. This information is helpful for describing the grant's usefulness, for understanding the state of the arts field, to inform how funders can be helpful, and for

potential use in public-facing reports. Whatever is shared publicly will be in aggregate (i.e., without personal attribution to individual grantees) and anonymously.

**11. Will you announce the names of grant recipients?**

We consider financial need to be sensitive and personal information, and therefore, we won't release the names of recipients, but we will share data about how many applications we received and the number of applications that were funded.

## **Support**

**12. I need help with my application.**

For questions regarding the Berkeley Arts Recovery Grants for Artists & Cultural Practitioners, reach out to CCI at [grants@cciarts.org](mailto:grants@cciarts.org) or call us at 213.705.9112. For Deaf applicants or those with hearing loss, contact CCI using the [California Relay Service](#)—our staff are trained in making and receiving these calls.

**13. I lost my Submittable password.**

You can reset a lost password by clicking on the “Forgot” button in the password field. If you continue to experience difficulty accessing your account, contact Submittable directly at [support@submittable.com](mailto:support@submittable.com).

**14. I'm having trouble using the Submittable platform.**

If you are experiencing issues with the Submittable platform, contact Submittable directly at [support@submittable.com](mailto:support@submittable.com).

## **Other Resources**

**15. Where can I find additional relief and recovery grants or other opportunities?**

CCI maintains a regularly updated list of emergency resources for artists and freelancers. The list is available at <https://bit.ly/3ttrpzl>.

We also encourage you to sign up for our monthly e-newsletter or follow us on social media as we frequently share funding opportunities and resources. You can sign up for our e-newsletter at <https://bit.ly/3qPL23V>.