

The logo for the East Bay Relief Fund for Individuals in the Arts is a vertical rectangle with a color gradient from orange at the top to red at the bottom. The text "East Bay Relief Fund for Individuals in the Arts" is written in white, sans-serif font, centered within the rectangle.

# East Bay Relief Fund for Individuals in the Arts

## FREQUENTLY ASKED QUESTIONS

[For additional guidance, review the program guidelines, application preview, and Submittable “quick tips” at <https://www.cciarts.org/EastBayReliefFund.html>]

### Eligibility

#### 1. Who is eligible to apply?

Individual artists, culture bearers, nonprofit arts workers, and teaching artists who reside full-time in Alameda or Contra Costa County are eligible to apply. Additionally, applicants cannot have a conflict of interest (family or financial relationships) with the boards, staff, and directors of CCI and funders of the Relief Fund. Only one request will be considered per applicant.

Regarding 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 lease agreement. The name and address on the proof of residence must match that used in the application form. Unhoused applicants may provide a letter from an Alameda or Contra Costa-based shelter or homeless service program as proof of residency.

Please cover up sensitive information like your Social Security and account numbers. Note that we are unable to accept P.O. Boxes.

#### 2. Who qualifies as an artist, culture bearer, nonprofit arts 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 Fund supports artists and arts workers from a wide range of cultural traditions and artistic practices such as fine artists, including (but not limited to) literary, visual, and performing artists; DJs and musicians; teaching artists; culture bearers; artist members of collective-based or cooperative creative social enterprises; nonprofit arts administrators; folk and traditional artists; and makers.

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, 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 media platform like Soundcloud, Vimeo, or YouTube. Artists 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, nonprofit arts workers, or 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, non-English speakers are encouraged to apply. The application is brief and simple, and we encourage you to find a friend, neighbor, or family member who can help you to help you complete it. In addition, limited assistance is available in Spanish. Contact CCI at 415.288.0530 or at [grants@cciarts.org](mailto:grants@cciarts.org) for more information.

## 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.)
- Current lease agreement
- Unhoused applicants may provide a letter from an Alameda or Contra Costa-based shelter or homeless service program as proof of residency.

Please cover up sensitive information like your Social Security and account numbers. Note that we are unable to accept P.O. Box addresses.

## Funding

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

Individuals can request up to \$2,000.

Applicants will be asked to describe their financial needs in detail, and are requested to apply only if facing an immediate financial emergency. This is meant to reserve as much of the Fund as

possible for those facing significant financial threats. Please note the amount awarded may be less than the amount requested in order for the Fund to benefit as many individuals as possible.

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

Your grant can be used in any way that helps alleviate 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, October 5, 2022, by 5 p.m. PT.

**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 October 5, 2022, by 5 p.m. PT. 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 - three business days. After an account is created and bank information entered, payment will be made which may take five business days. Checks are available instead of a direct deposit, if preferred, but may take additional time to receive.

Note: CCI does not have any control over 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, roughly five to ten business days is customary.

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

The grant period officially concludes on January 31, 2023. Instead 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, informing 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 grantees?**

We consider financial needs to be sensitive and personal information, and therefore, we won't release the names of grantees, 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 Fund, reach out to CCI at [grants@cciarts.org](mailto:grants@cciarts.org) or call us at 415.288.0530. 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 by filling out the help form at the bottom of [this page](#).

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

If you are experiencing issues with the Submittable platform, contact Submittable by filling out the help form at the bottom of [this page](#).

## Other Resources

### 15. Where can I find additional relief fund grants or other opportunities?

CCI actively maintains a list of emergency resources for artists and freelancers. The list is available at <https://www.cciarts.org/emergency-resources.html>.

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

### 16. Has any research been conducted about Bay Area relief funds for artists?

A funder collaborative including the Kenneth Rainin Foundation, Akonadi Foundation, East Bay Community Foundation, Walter & Elise Haas Fund, and Zellerbach Foundation commissioned Vogl Consulting to examine the impact of relief funding in the Bay Area. The resulting report, “Pandemic Relief & Recovery: Emergency Funding & The Bay Area Arts Community,” was published in November 2021 and can be found at <https://bit.ly/3FfpsK4>.