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INVESTING  
*in*  
*Artists*

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**2019 Guidelines**

**Bay Area Performing Arts and Media Arts Artistic Innovation Grants  
Deadline: June 28, 2019 by 12:00 p.m. PST (noon)**

## Program Overview

The *Investing in Artists* grants program was established by the Center for Cultural Innovation (CCI) in 2007 to enhance the working lives of, and strengthen the creative support system for, California artists working in all disciplines. Since that time, and with the support of The James Irvine Foundation and The William and Flora Hewlett Foundation, CCI has awarded over \$2 million to 304 diverse artists across the state of California.

Through the continued support of the William and Flora Hewlett Foundation, CCI is pleased to offer additional rounds of funding (2018-2020) for the *Investing in Artists* program for Bay Area Performing Arts and Media Arts artists. Through a competitive application process conducted over three rounds of funding from 2018 to 2020, approximately 18 grants of up to \$8,000 each will be made to Bay Area Performing Arts and Media Arts artists.

## Applicant Eligibility

The *Investing in Artists* grants program is designed to support diverse working artists in the Bay Area in the performing arts and media arts, which includes the disciplines of dance, music, musical theatre, opera, theatre, video, film, and animation, to name a few. As such, applicants representing a wide range of cultural expressions and artistic practices in the performing arts and media arts are encouraged to apply.

For the purposes of this program, eligible “working artists” are defined as adults who have received training in an artistic discipline or tradition, spend ten or more hours a week on their artistic practice, self-define as professional artists, and attempt to derive income from work in which they use their expert artistic practices and skills. While serious artistic activity performed as a hobby or as part of volunteer community service may, in some cases, be considered technically eligible, successful applicants will have demonstrated a history of artistic accomplishment and a sustained commitment to deepening and expanding their artistic work.

### General Eligibility Criteria:

- Application must be submitted by an individual working artist (see definition above); organizations cannot apply.
- Must show proof (if awarded) of permanent residency in California in the 11-county Bay Area region for at least three (3) consecutive years prior to the application deadline. This region is comprised of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma, Monterey, and Santa Cruz counties.
- Must maintain permanent residency in the 11-county Bay Area region during the grant award period.
- Must be 18 years or older at the time of the application deadline.
- Cannot be a full-time or matriculated student.
- Must have performed or presented artistic work in a public context within the last three years.
- Only **one** application total may be submitted per individual.
- For previous *Investing in Artists* grantees, the following eligibility rules will also apply:
  - a) Previous grantees may re-apply if they received a grant three (3) or more years ago (i.e., in 2016 or earlier).
  - b) All previous grantees must have their required final grant reports submitted and approved by CCI prior to the application deadline to be considered eligible.

## Funding Purpose

The *Investing in Artists* program provides Artistic Innovation grants of up to \$8,000 each for individual artists to create new work that pushes the envelope of their creative process, explores new artistic collaborations, or supports artistic growth and experimentation that extends the boundaries of their art-making. Projects must be completed within 12 months of the grant award start date.

### *Funds may be used for:*

- Artist fee for applicant (up to \$4,000).
- Fees for artistic collaborators.
- Fees for technical consultants to support the artist's creative capacity-building or artistic exploration.
- Project-related travel expenses or materials.

### *Ineligible costs:*

- Organizational overhead or administrative expenses of an artist's organization, including staff salaries (if any).
- Routine rent or overhead expenses for artist's housing, office, studio, or retail space.
- Personal debt repayments.
- Costs associated with presenting completed work to the public, including facility rental.

### *Review criteria:*

- Demonstrated record of artistic achievement and quality of work.
- Clarity, rationale, and readiness of proposed project, including identification of specific work plans, timeline, and collaborators (if any) required to carry out the project.
- Evidence that funding is coming at a "critical juncture" in the artist's career (i.e., that the proposed project provides a significant opportunity to "push the artistic boundaries" at the right moment for the artist), and the potential long-term impact of the grant.

## Review Process

A grant review panel consisting of field experts appointed by CCI will be convened to make recommendations on final grant recipients. Additional reviewers may also be used to advise on technical proposals, or to follow up with applicants to assess artistic practice, context, or work settings.

## Deadlines

Guidelines issued: May 1, 2019

Application deadline: June 28, 2019, 12:00 p.m. PST

Project start date: October 1, 2019

## How to Apply

Individual artists who meet the program's eligibility criteria must submit an online application by **June 28, 2019 at 12:00 p.m. PST (noon)**.

The *Investing in Artists* online application can be accessed at: <https://ccigrants.gosmart.org/>

Applications will be accepted online **ONLY** through CCI's GO Smart™ system.

**All applicants MUST register** for an account with the GO Smart™ system before they will be able to access the grant application.

## Narrative Questions

We recommend that you write your answers to the narrative questions in Word, WordPad, or Notepad first, then cut and paste your responses into the online application. Applicants are encouraged to consider the specific review criteria when composing their narrative responses.

NOTE: The GO Smart™ system interprets special characters, like quotes ("), symbols such as "\$", "@", "&", etc., and other formatting like bold, underline, and italics as extraneous spaces. In other words, using special punctuation, symbols, or formatting will unnecessarily increase your character count. For this reason, we recommend using CAPITALS for headings and stylized text, and a capital "X" for bullets.

1. Describe the artistic innovation project for which you are seeking funding, providing details with regards to your timeline, required resources, and collaborators, if any. (Max 2000 characters) *If applicable, you may include up to three brief "Bios of Key Project Collaborators", not to exceed 1000 characters each.*
2. Explain how your artistic innovation project is "pushing the envelope" for your artistic profession or practice, how it may affect your work in the future, and why it is important to undertake this project now. (Max 2000 characters)
3. Provide a brief statement about your artistic practice and the nature of your work (Max 1500 characters)
4. Upload a brief artist's resume, not to exceed one (1) page.

## Budget

The online application will provide expense and income templates for your project. You will enter the expense line items associated with your project, as well as any income you are raising if your budget exceeds the maximum grant award of \$8,000. A "Budget Notes" section will be provided for any expense or income items that need clarification. The "Budget Notes" section is optional and has a maximum count of 2500 characters.

## Work Samples

Work samples will accompany the review of applications and **must** be uploaded to the GO Smart™ system using the "Work Samples" section of the online portal.

Detailed instructions on uploading works samples, required information, and file specifications have been provided under the "**Manage Work Samples**" tab in the GO Smart™ system.

In general, it is best to select examples of recent work and, if applicable, work that relates to your project. Avoid uploading samples that have poor visibility or audio quality.

**Work samples may not be submitted by mail. We strongly recommend that you upload your work samples well in advance of the application deadline, especially if you are submitting video or audio samples.** Please note that formatting video samples to required specifications can be a lengthy process and even very short video samples may take up to an hour or more to upload!

Panelists will review up to 5 minutes **total**. *Please note, if you are submitting more than one type of work sample, then you cannot submit the recommended total for each type. For example: you can submit 2 minutes of audio and 3 minutes of video but **NOT** 5 minutes of audio and 5 minutes of video.*

Work samples may be uploaded in the following formats:

### **1. Audio Samples**

The panel will review up to 5 minutes. We recommend that you use AIF, WAV, WMA, or MP3 files – these are the most common formats and work well with our system. Please note there is a file size limit of 10 MB per upload.

### **2. Video Samples**

The panel will review up to 5 minutes. We recommend that you save your videos as either QuickTime MOV or MPG files – these are the most common formats and they work well with our system. We specifically recommend the MPEG4 (H.264) format with at least a 640x480 resolution and MP3 audio. Resizing your video to these specifications before uploading will help your samples look better. Please note, individual video file samples cannot be more than **100 MB each** (500 MB total).

If you have a large file, you can compress your video for free at <https://clipchamp.com>. Additionally, you can change file formats using this site, <http://www.online-convert.com>.

We will **NOT** accept a document with Vimeo or YouTube links. **Again, we strongly recommend you do not wait until the last day to upload samples as the system may be slow.**

### **3. Written Documents**

**For theatre artists applying as playwrights only:** Although we strongly prefer receiving video samples from all performing arts applicants, if you primarily identify as a playwright and believe that a text sample will show your work in the best context, you may upload a text sample for review. The panel will review up to 10 pages of manuscript (either .doc or .pdf file formats only).

Make sure you preview each of your uploaded work samples. If the panelists are unable to view samples, your application may be disqualified.

An incomplete application that does not include all the required elements in the online Application Form and Work Samples by the established deadline will result in automatic disqualification of the application.

## **Resources**

Applicants can access the program's Frequently Asked Questions on our website at <http://www.cciarts.org/grantsprogram.htm>

If you have additional questions about the program or application process, contact Laura Poppiti, CCI's Grants Program Director, at [grants@cciarts.org](mailto:grants@cciarts.org) or (415) 288-0530.