

**Investing in Artists
2023 Application Preview
For Reference Only**

The Investing in Artists Application Preview is for REFERENCE ONLY.

All Investing in Artists applications must be submitted online through CCI's Submittable platform, [here](#). We will not accept applications submitted by mail or email using this form.

For 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.

For Investing in Artists-related questions (e.g., eligibility, timeline), contact CCI at grants@cciarts.org or call us at 415.288.0530 during our office hours on Wednesdays and Fridays from 10 am to 2 pm. (Office hour appointments are not required but encouraged! Find a time slot [here](#).) For Deaf applicants and those with hearing loss, contact CCI using the [California Relay Service](#)—our staff are trained in making and receiving these calls.

Responses to all questions/prompts are required unless otherwise noted.

ELIGIBILITY QUIZ

1. Are you 18 years or older?
2. Are you a full-time or matriculated student?
3. Have you performed or presented artistic work in a public context—including online/digital platforms—within the last three years?
4. Do you live full-time in Marin, Napa, Solano, or Sonoma County?

SECTION 1: CONTACT INFORMATION & APPLICATION DETAILS

1. In which Bay Area county are you a full-time resident?
 - *Options: Marin, Napa, Solano, Sonoma*
2. Legal First Name
3. Legal Last Name
4. OPTIONAL: Other Names (e.g., Stage, Artist, Preferred, or Chosen Name)
5. Home Address
6. City
7. State
8. Zip Code
9. Phone Number
10. Email
11. OPTIONAL: Website URL
12. Are you a past Investing in Artists-Artistic Innovation grant recipient?
 - *Options: Yes, No, I don't know*
 - *If yes, in which year(s) did you receive an Investing in Artists-Artistic Innovation grant?*
13. Amount requested (*Whole numbers only - no symbols, commas, or other punctuation. Applicants may request up to \$8,250. The requested amount must match the Project*)

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Budget. In addition, we recommend asking for the full amount - asking for less will not render your application more competitive.):

14. Which discipline(s) best describes the proposed new work? (Select at least one option and no more than three.)
- *Options: Animation, Computer/Digital Arts, Dance, Film, Music, Musical Theatre, Opera, Other Emerging Technologies (Please elaborate in write-in option), Sound, Theatre, Video, XR (AR, MR, VR), Write-in Option*
15. Provide a brief one-sentence summary of your request. Begin your summary with "To support..." [The request summary will be used to introduce your proposal to panelists and should briefly describe your project. Should you be awarded funding, this summary may be used in your grant contract and public-facing announcements.] (65 words max)

SECTION 2: NARRATIVE

The narrative provides panelists with fundamental details about your project and its alignment with the review criteria, and you are strongly encouraged to consider the review criteria in the Guidelines when composing your responses. Per word limits, 350 words amount to roughly three paragraphs, and 150 words amount to approximately one paragraph.

Note: We have enabled rich text formatting, which allows applicants to add bold, underlined, or italicized font and numbered or bulleted lists. However, we will not accept hyperlinks in lieu of narrative details. Additionally, do not use hyphens/dashes ("- " or "-- ") to begin a paragraph—using these will cause Submittable to reject your response.

1. **Project Description:** Describe the artistic innovation project for which you are seeking funding, providing details with regards to your concept, stage of development, timeline, required resources, and collaborators, if any. (350 words max)
2. **Collaborators (OPTIONAL):** If applicable, include up to three brief bios for key collaborators and describe how they are supporting the project. (350 words max)
3. **Why Now?:** 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. (350 words max)
4. **Applicant Context:** Provide a brief statement about your artistic practice and the nature of your work. (150 words max)

SECTION 3: RÉSUMÉ

Applicants must upload a brief artist's résumé, not to exceed one (1) page (.pdf, .doc, and .docx formats accepted). The résumé is a helpful, at-a-glance reference for panelists to familiarize themselves with your experience and activities in the field.

SECTION 4: PROJECT BUDGET

Applicants must upload a 1-page version of the project budget. The project budget is a tool for conveying to panelists what you need to *fully* realize your proposed new work. Labor, materials, equipment, research, and travel are examples of items that may need to be reflected in the

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project budget. In addition, note that Investing in Artists' funding can be used in any way that supports the development of the new work.

In addition, we encourage applicants to compensate themselves, as well as any collaborating artists, staff, designers, contractors, et al., with a fair living wage. Wages should be compliant with State, local, and federal laws. Resources for considering appropriate rates and ranges are available at the [Teaching Artists Guild Pay Rate Calculator](#), [Working Artists and the Greater Economy \(W.A.G.E\) Fee Calculator](#), and [MIT's Living Wage Calculator](#).

1. **Upload a 1-page version of your project budget.** If your total expenses are projected to exceed the amount requested (up to \$8,250) from Investing in Artists, list your additional income sources and their status (.xls, .xlsx, .doc, .docx, and .pdf file formats accepted).
 - A sample project budget is available [here](#). (Note: The sample project budget is for applicants' reference. You are not required to use this template.)
2. **Enter the total income for your project (including pending and prospective funds):** *(The amount entered should match the income total in your uploaded budget.)*
3. **Enter the total expenses for your project:** *(The amount entered should match the expense total in your uploaded budget.)*
4. **Budget Notes:** Explain any items that need clarification to help panelists interpret your budget. Additionally, if your budget is not balanced (i.e., your income exceeds your expenses or vice versa, your expenses exceed your income), explain your intentions. For example, how will excess income be utilized if there is a net profit? Alternatively, how will you secure the funds needed if there is a deficit where your income sources fall short of your expenses? It's OK if your budget is not balanced; however, you will want to explain any discrepancies so that panelists can understand your plans.

Budget notes can be bulleted or in a narrative format—whichever is easier, so long as the concept is clear and easy to understand. We strongly encourage each applicant to provide budget notes; however, if you have none, enter "Not applicable." (150 words)

SECTION 5: WORK SAMPLES

Work samples are required and are critical in helping panelists acquaint themselves with your work. Generally, it is best to select examples of recent work (2020 or later) and, if applicable, work related to the proposed project. Additionally, we recommend avoiding samples that have poor visibility or audio quality.

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. If you are uploading a manuscript, ten pages equate to 5 minutes.

Requirements

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- Only one work sample is required; applicants can submit up to three. **We strongly recommend at least one video work sample.**
- Work samples must be uploaded directly to the Submittable platform. We will not accept a document that links to an outside platform such as Vimeo, YouTube, Issuu, etc., nor will we review password-protected samples. **Failure to upload work samples directly to Submittable will result in your application being marked as incomplete and, therefore, ineligible for funding consideration.**
- There is a size limit of 400 MB per uploaded file and 800 MB for the complete application submission. If uploading a video or audio sample, cue the sample to the desired start time or include playback instructions in the work sample description, if applicable.
- We strongly advise all applicants to test their materials for functionality before uploading. Corrupted, password-protected, or otherwise inaccessible work samples will render the application incomplete and ineligible for review.
- Each uploaded work sample must be accompanied by a one- to two-sentence description that includes contextual information and viewing/playback instructions if applicable. For example, “Recording of my one-woman show, SOLO, presented in February 2022 as part of the XYZ Festival. Start sample at 00:05:03 and play until 00:08:18.” Note: the field to enter the work sample description will appear AFTER your file is uploaded. It is otherwise not visible.

The following file formats will be accepted:

- **Video:** .avi, .mp4, .mov, and .mpg files accepted. If your sample is more than 5 minutes, include the desired start/end times in the work sample description. We recommend the MPEG4 (H.264) format with a minimum 640x480 resolution and MP3 audio. Resizing your video to these specifications before uploading will help your samples look better. **Uploading at least one video work sample is strongly encouraged.**
- **Audio:** .aiff, .wav, .m4a, and .mp3 files accepted. If your sample is more than 5 minutes, include the desired start/end times in the work sample description.
- **Manuscripts:** .doc, .docx, and .pdf files accepted. For theatre artists applying as playwrights only—although we strongly prefer receiving video samples from all Investing in Artists 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. Up to ten (10) letter size (8.5 x 11 inches) pages may be uploaded.

For 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.

SECTION 6: DEMOGRAPHICS

CCI is committed to distributing resources equally, equitably, and fairly in ways that reflect the diversity of application pools and populations. To that end, we ask you to fill out demographic data, so we better understand the communities we are trying to serve. Please note that while the panelists will see this information and may consider it in ensuring that the overall grantee

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pool is diverse in many ways (projects and demographics of all types), demographics in itself are not being judged as a category of consideration.

Response options for the questions below will be available in the online application, including "Prefer Not to State."

1. With which gender(s) do you identify?
2. Do you identify as LGBTQIA?
3. Do you identify as a person with a disability?
4. How do you identify?
5. What is your age range?
6. What is the highest degree or level of education you have completed?
7. Do you owe any student loans currently?
8. Annual household income:
9. What is your artistic discipline or area of cultural production?
10. What is your career stage?
11. Approximate number of years you have been creating art or engaging in cultural practices with the intent to earn income from your work:
12. Estimated percentage of income derived from your art/cultural practice or arts-based business:
13. Select all the ways in which you try or have *tried* to raise money
14. Select all the ways in which you have *succeeded* in raising money.
15. How did you hear about this opportunity?

SECTION 7: AWARD ADMINISTRATION

If you are recommended and approved for funding, the information requested below will expedite the preparation of your grant contract and processing of your award payment. We appreciate your support.

1. Who will receive the funds if you are awarded a grant?

Options:

- *I will receive the funds.*
 - *I will use a business, nonprofit, or fiscal sponsor.*
 - Provide the business, nonprofit, or fiscal sponsor's name and mailing address. If the authorized contract signatory is someone other than yourself, enter their first and last name, title, email, and phone number.
 - *I'm not sure; please contact me.*
2. **Image:** Upload a landscape-oriented photograph (2019 or later) of you or an image that is representative of your work with a description that includes the names of any individuals in the photo (L to R), location, photographer credit, and year. [.jpg, .png, and .pdf file formats accepted]

Note: the field to enter your image description will appear AFTER your image is uploaded. It is otherwise not visible.

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SECTION 8: CERTIFICATION

I certify 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.

[check box] By checking this box, I certify the above to be true.