

Investing in Artists: Tools & Equipment

2024 Application Preview

For Reference Only

The Investing in Artists: Tools & Equipment Application Preview is for REFERENCE ONLY.

All Investing in Artists: Tools & Equipment 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: Tools & Equipment-related questions (e.g., eligibility, timeline), contact CCI at grants@cciarts.org or call us at 415.713.7650. Deaf applicants and those with hearing loss can 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 matriculating student?
3. Have you presented artistic work in a public context—including online/digital platforms—within the last three years (i.e., since 2021)?
4. Do you live full-time in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wyoming, or one of the U.S. Territories (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands)?
5. Are you an individual, working craft artist?
For the purposes of the Investing in Artists: Tools & Equipment program, eligible “working craft artists” are defined as adults who are self-taught or have received training in an artistic discipline or tradition such as through an apprenticeship, trade school, undergraduate or graduate program, spend ten or more hours a week on their artwork, 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 practice.
6. Are you a recipient of the Maxwell/Hanrahan Award in Craft, administered by United States Artists?

SECTION 1: CONTACT INFORMATION & APPLICATION DETAILS

1. In which eligible State or U.S. Territory are you a full-time resident?
 - Options: Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Northern Mariana Islands, Oklahoma, Oregon, Puerto Rico, South Dakota, Utah, Virgin Islands, Washington, Wyoming
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

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7. State/Territory
8. Zip Code
9. Phone Number
10. Email
11. OPTIONAL: Website URL
12. Amount requested:
Whole numbers only - no symbols, commas, or other punctuation. Applicants may request \$1,000–\$5,000. The requested amount must match the Project Budget. Please note that the amount requested will not be a factor in the application’s review or the panelists’ decision-making. Therefore, you should ask for what you need and not what you think will render your application more competitive.
13. What is your primary artistic discipline?
 - *Options: Craft, Folk & Traditional Arts*
14. What is your primary medium?
 - *Options: Basketry, Book Arts, Ceramic, Fiber, Furniture, Glass, Jewelry, Leather, Metal, Mixed, Paper, Stone, Wood, Write-in Option (25 words)*
15. OPTIONAL: Select any other media with which you work.
 - *Options: Basketry, Book Arts, Ceramic, Fiber, Furniture, Glass, Jewelry, Leather, Metal, Mixed, Paper, Stone, Wood, Write-in Option (25 words)*
16. Provide a brief one-sentence summary of your request. Begin your summary with "To support..."
The request summary will be used to introduce your application to panelists and should briefly describe your project (e.g., the tools/equipment you wish to acquire, what they will be used for, and their prospective impact). 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. 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 tools/equipment you need, their purpose, timeline for acquisition, resources needed to support this request and their status, and any other details that will help to illustrate your project. *(350 words max)*
2. **Impact:** Explain how the proposed project will provide vital, linchpin support to your career and ability to produce work. *(350 words max)*
3. **Applicant Context:** Provide a brief statement about your artistic practice and the nature of your work. *(150 words max)*

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SECTION 3: RÉSUMÉ

Applicants must upload a brief artist’s résumé, not to exceed one (1) page (.pdf, .doc, and .docx files 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 one (1) page version of their project budget. The project budget is a tool for conveying to panelists how funding will support the acquisition/repair of artistic tools and equipment (i.e., tangible assets) and any associated eligible expenses such as labor/installation, storage, and safety training. Note that routine art supplies/materials and fixed costs such as studio rent, insurance, and utilities are ineligible expenses. If you are including ineligible expenses in your project budget, make a note that they will not be supported by Investing in Artists: Tools & Equipment funding.

1. **Upload a 1-page version of your project budget.** If your total expenses are projected to exceed the amount requested (up to \$5,000) from Investing in Artists: Tools & Equipment, list your additional income sources and their status (.xls, .xlsx, .doc, .docx, and .pdf files 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. Panelists will spend up to five minutes total viewing work samples. Generally, it is best to select examples of recent work (2021 or later), arrange/upload samples in the order in which they should be viewed by panelists and, if applicable, share work related to the proposed project.

Requirements

- Submit five (5) high-resolution images of artwork created since 2021; applicants can submit up to ten (10).
- Work sample images must be uploaded individually to the Submittable platform or uploaded in a single document. In either case, the sample must be accompanied by its title, medium, dimensions, and the year created. You may also include up to two sentences of contextual

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information. For example, “Vessel. Monterey pine with epoxy resin. 15x25 in. 2020. This piece is part of my exploration into the perception of flaws in nature.”

- **For work sample images uploaded individually to Submittable**, we will accept .jpg and .png files. Five high-resolution images are required, though you may upload up to ten. Note: the field to enter the work sample description (i.e., title, medium, dimensions, year, and contextual information) will appear AFTER your file is uploaded. It is otherwise not visible.
- **For work sample images uploaded in a single document**, we will accept .doc, .docx, and .pdf files. Five high-resolution images are required, though your document may include up to ten images. Each image and its description (i.e., title, medium, dimensions, year, and contextual information) should be displayed on a letter-size (8.5 x 11 inches) page.
- We will not accept a document that links to an outside platform 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.
- We strongly advise all applicants to test their materials for functionality before uploading and after submitting. Corrupted, password-protected, or otherwise inaccessible work samples will render the application incomplete and ineligible for review.

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: AWARD ADMINISTRATION

If you are recommended and approved for funding, the information requested below will expedite the preparation of your grant contract and the 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. **Bio:** Provide a brief bio that includes your State/Territory of residence and pronouns. (100 words)
3. **Image:** Upload a landscape-oriented photograph (2021 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]

SECTION 7: DEMOGRAPHIC SURVEY

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

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information and may consider it in ensuring that the overall grantee pool is diverse in many ways (projects and demographics of all types), demographics in itself are not being judged as a category of consideration.

The online application will provide response options for the questions below, 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 career stage?
10. Approximate number of years you have been creating art or engaging in cultural practices with the intent to earn income from your work:
11. Estimated percentage of income derived from your art/cultural practice or arts-based business:
12. Select all the ways in which you try or have *tried* to raise money
13. Select all the ways in which you have *succeeded* in raising money.
14. How did you hear about this opportunity?

SECTION 8: CERTIFICATION

I certify I have read and met the eligibility requirements stated in the Investing in Artists: Tools & Equipment 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.