

**Quick Grant Application Preview
FOR REFERENCE ONLY
(effective August 16, 2023)**

The Quick Grant Application Preview is for REFERENCE ONLY.

Quick Grant applications must be submitted online through CCI's Submittable platform, [here](#). We will not accept applications submitted by mail or email using this form. Responses to all questions/prompts are required unless otherwise noted.

QUICK GRANT APPLICATION

Effective June 16, 2023, the Quick Grant program will no longer distribute awarded funds on a reimbursement basis. Instead, approved grantees will now receive their awarded funds upon signing and returning their grant agreement, and providing any required information, if applicable (e.g., for awards of \$600 or more, grantees must complete the provided Form W-9). In addition, applications will now be accepted only through Submittable, CCI's online grants platform.

The Quick Grant program awards professional development funds to San Francisco and San José nonprofit arts organization staff and California artists, creatives, cultural practitioners, and cultural producers to enroll in workshops, attend conferences, and work with consultants, coaches, and mentors in order to build administrative capacity, hone business skills, and strengthen the financial resilience of an organization, artistic practice, or area of cultural production.

Individual artists, creatives, cultural practitioners, cultural producers, and arts organization staff may apply to the Quick Grant program if they meet the eligibility criteria outlined in the Quick Grant Guidelines. **Eligibility criteria may vary slightly by region. Before applying, please review the Quick Grant Guidelines and Frequently Asked Questions [here](#).**

Please Note:

- Due to the increasingly competitive nature of the Quick Grant program, **partial funding is likely to be awarded.**
- Priority is given to activities with a direct business and/or administrative training component.
- Artistic development activities are ineligible for Quick Grant funding.
- Activities that begin less than 30 days after the nearest application deadline (applications are due on the 15th of each month) are ineligible for Quick Grant funding.

ELIGIBILITY QUIZ

- Do you reside full-time in California?
 - Yes [[Proceed to next question](#)]
 - No [You are ineligible for consideration]
- Are you applying as an individual (artist, creative, cultural practitioner, cultural producer) or an arts organization staff member?
 - Individual [[Proceed to next individual eligibility question](#)]
 - Arts Organization Staff Member [[Proceed to Org Staff Member eligibility question](#)]
- Arts Organization Staff: If applying as an arts organization staff member, is your nonprofit arts organization located in the County of San Francisco or the City of San José?

Note: Applicants applying as nonprofit arts organization staff through a fiscally sponsored organization must contact CCI to discuss their eligibility. If eligible, these applicants will need to include the fiscal sponsor's tax ID number, a copy of the fiscal sponsorship agreement letter, and

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a statement from the fiscal sponsor verifying that the majority (i.e., 75%) of the applicant's public programming occurs within the City and County of San Francisco or the City of San José.

- Yes [Proceed to next question]
- No [You are ineligible for consideration]
- **Individual/Org:** Does your activity start after Month 16, 2023?
Note: Activities that begin less than one month after the nearest application deadline (applications are due on the 15th of each month). For example, if you apply by the May 15 deadline—between April 16 and May 15—the activity cannot begin until on or after June 16.
 - Yes [Proceed to next question]
 - No [You are ineligible for consideration]
- **Individual/Org:** Are you requesting funds to produce/coordinate an event or project? *Note: This includes the creation and production of murals, films, gallery exhibitions, workshops, and classes. Activities focused primarily on creative or artistic skill development, art teaching/teaching artist methods and techniques, or artistic presentation/production.*
 - Yes [You are ineligible for consideration]
 - No [Proceed to next question]
- **Individual/Org:** Are you requesting funds to present/sell at a festival/conference/exhibition?
 - Yes [You are ineligible for consideration]
 - No [Proceed to next question]
- **Individual/Org:** Are you a teaching artist/arts educator requesting funds to support your work in this area rather than your own artistic practice?
 - Yes [You are ineligible for consideration]
 - No [Proceed to next question]
- **Individual/Org:** Are you requesting funds to support an adjacent enterprise rather than your own artistic practice? *Note: Quick Grant is currently unable to fund activities that mainly support an applicant's adjacent enterprise (e.g., education, arts education, journalism, art therapy, etc.)*
 - Yes [You are ineligible for consideration]
 - No [Proceed to next question]
- **Individual/Org:** Have you received a Quick Grant in the past?
 - Yes
 - *If yes, have you submitted your signed voucher and final report?*
 - Yes [Proceed to next question]
 - No [You are ineligible for consideration]*Note: If you haven't submitted your voucher and final report, contact CCI staff at quickgrant@cciarts.org to get this matter resolved.*
 - No [Proceed to next question]
- **Individual/Org:** Have you received a Quick Grant during the current fiscal year (July 1, 2023 – June 30, 2024)?
Note: You may receive only one award per CCI fiscal year (July 1-June 30). For arts organization staff members, up to two individual staff members may receive funding on their organization's behalf per CCI fiscal year.
 - Yes [You are ineligible for consideration]
 - No [Proceed to Applicant Type]

APPLICANT TYPE

- **Applicant Type:** From the following, select the one that best fits your request.

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*Note: **If applying as an artist, creative, cultural practitioner, or cultural producer**, your résumé should represent your artmaking or cultural practice outlining any artistic training and education, awards, and grants, relevant community affiliations and activities, exhibitions/performances/ publications/ events, other relevant work experience, and any other information you would like to include.*

***If applying as a staff member of a nonprofit organization**, your résumé should represent your current role/position/ employment status within the organization through which you are applying.*

- Artist [Proceed to Section 1A]
- Creative [Proceed to Section 1A]
- Cultural Practitioner [Proceed to Section 1A]
- Cultural Producer [Proceed to Section 1A]
- Arts Organization Staff Member [Proceed to Section 1B]

SECTION I. APPLICANT INFORMATION

If awarded funding, the following ensures that we have accurate contact information on file. Recipients who receive \$600 or more will need to complete a Form W-9, which will be provided to you by CCI via SignRequest.

1A. Individual (*artist, creative, cultural practitioner, or cultural producer*)

- Legal First Name:
- Legal Last Name:
- OPTIONAL: Other Names Used (Stage, Artist, Preferred or Chosen Name)
- E-mail Address:
- Mailing Address:
- City:
- State:
- Zip Code:
- County:
- What is your artistic discipline or area of cultural production? (Select all that apply)
 - Dance
 - Design
 - Education
 - Folk/Traditional Arts
 - Humanities/Literary Arts
 - Media Arts
 - Multidisciplinary
 - Music
 - Musical Theatre
 - Opera
 - Social Practice
 - Theatre
 - Visual Arts
 - XR (AR/MR/VR)
 - Write-In Option

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- *If you selected "Write-In Option" with regards to your artistic discipline or area of cultural production, please describe.*
- OPTIONAL: Do you also identify as an arts administrator?
 - Yes
 - No

1B. Arts Organization Member

- Legal First Name:
- Legal Last Name:
- OPTIONAL: Other Names Used (Stage, Artist, Preferred or Chosen Name)
- E-mail Address:
- Organization Name:
- Organization Mailing Address:
- Organization City:
- Organization State:
- Organization Zip Code:
- Organization County:
- OPTIONAL: Organization Website
- Organization Tax ID:
- Operating budget (*most recently completed fiscal year*):
- Is your organization fiscally sponsored?
 - Yes [Proceed to upload materials]
 - No [Proceed to next question]

If applying through a fiscally sponsored organization, please upload: (.doc, .docx, .pdf file types accepted)

1. Copy of fiscal sponsorship agreement between applicant organization and the fiscal sponsor; and
 2. A statement from the fiscal sponsor verifying that the majority (i.e., 75% of your public activities) of your organization's programming occurs within the City and County of San Francisco or the City of San José.
- Have staff at your organization received a Quick Grant in the past 12 months?
Note: For arts organization staff members, up to two individual staff members may receive funding on their organization's behalf per CCI fiscal year (July 1 - June 30.)
 - Yes
 - No
 - OPTIONAL: Do you also identify as an artist, creative, cultural practitioner, or cultural producer?
 - What is your artistic discipline or area of cultural production? (Select all that apply)
 - Dance
 - Design
 - Education
 - Folk/Traditional Arts
 - Humanities/Literary Arts
 - Media Arts
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- Music
- Musical Theatre
- Opera
- Social Practice
- Theatre
- Visual Arts
- XR (AR/MR/VR)
- Write-In Option

[Proceed to Sections 2-8]

SECTION II. FUNDING REQUEST

If requesting funding to support multiple activities, please list them in priority order. You may request funding to support up to three activities.

1st Activity

- Are you requesting to work with a consultant/coach/mentor?
Note: Applicants who request a consultant/coach/mentor must also provide a letter of commitment from the proposed consultant/coach/mentor along with the consultant, et al.'s bio or résumé. Applications missing this component will be considered incomplete and ineligible for funding.
 - Yes [proceed to upload bio and letter of commitment + next questions]
 - No [proceed to following questions]

If requesting a consultant, coach, or mentor, please upload: (.doc, .docx, .pdf file types accepted)

- Professional bio or résumé for consultant, coach, or mentor; and
- Letter of Commitment

- Activity Name (*If requesting a consultant or independently organized activity, enter "Consultant or N/A"*):
- Activity Type (Select one option):
 - Workshop/Training
 - Conference
 - Festival
 - Consultant/Coach/Mentor
 - Publication
 - Special Event
 - Other: Write-In Option
 - *If you selected "Other: Write-In Option", please describe.*
- Activity Cost:
- OPTIONAL: Travel Cost (*if applicable*):
Note: Quick Grant does not support travel costs for activities taking place within a 60-mile radius of your home/work.
- Location (Select one option):
 - Local

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- In State
- National
- International
- Virtual
- Activity Dates (*e.g. April 1, 2012 – May 1, 2012*):
Note: Activities that begin less than one month after the nearest application deadline (applications are due on the 15th of each month); for example, if you apply by the May 15 deadline—between April 16 and May 15—the activity cannot begin until on or after June 16.
- Topic (Select one option):
 - Technology Training
 - Management/Strategic Planning
 - Networking
 - Field Learning
 - Marketing/Communication
 - Legal Issues
 - Human Resources/Staff Transition
 - General: Multiple Topic Business Training
 - Fundraising
 - Financial Management and Accounting
 - Board Development
 - Audience Development
 - Leadership
 - Diversity, Equity, or Inclusion training
 - Other: Write-In Option
 - *If you selected "Write-In Option," please describe.*
- Program Provider:
- Activity Website:
Note: Links must lead directly to the proposed activity, broken links/websites that do not mention the proposed activity will render the application incomplete and ineligible for consideration.
- Activity Description: Include a brief description of the activity and the themes covered. (100 words max)
Note: If requesting a consultant, coach, or mentor, please provide a detailed timeline, including both the start and end dates of the project and a description of key lessons/topics that will be covered. Do not include the proposed impact here.
- Are you requesting funding for another activity?
 - Yes [proceed to 2nd activity, 3rd activity]
 - No [proceed to Section 3]

SECTION III. PROPOSED IMPACT

- **Describe how the proposed activity or activities will directly enhance your business and administrative capabilities or those of your organization and impact your career and/or benefit your organization.** (200 words max)

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Note: Please note that Quick Grant funding has become increasingly competitive. Therefore, your response should provide a strong rationale for how the proposed activity or activities will directly impact your/your organization's administrative or business capacity.

Focus on describing how the proposed activity will help build administrative capacity, hone business skills, and/or strengthen the financial resilience of your practice, area of cultural production, or arts organization; and how these skills will support your artistic practice/organizations based on your goals/mission.

SECTION IV. ACTIVITY BUDGET

- Total cost of proposed activity:
- Total requested from the Quick Grant program:
Note: Applicants may request up to \$600. However, to meet the demand for reimbursement funds, partial funding may be awarded.
- Provide an itemized budget: Include registration fees, airfare costs, accommodation fees, transportation fees, or consultant rate/fee per session/hour. Please also list any additional committed source(s) of funding for your activity, if needed. (100 word max)
Note: When making your plans, note that partial funding is likely to be awarded. Ineligible expenses compensation for lost wages, wages for contract/temporary employees; transportation for activities taking place within a 60-mile radius of your home/work; art supplies, art materials, and advance inventory; reimbursement for activities you have participated in before applying or are currently participating in at the time of applying; and funding to offset costs associated with college tuition or for college credit activities.

Sample:

- *Registration Fees: \$250*
- *Flight: \$150*
- *Hotel: \$300*
- *Meals: \$150*
- *Total: \$850*
- *Additional Funding Needed: Out of Pocket*

SECTION V. RESUME

1. **Individual/Org:** Upload a one to three-page copy of your résumé, CV, bio. [.doc, .docx, .pdf file types accepted)
*Note: **If you are applying as an artist, creative, cultural practitioner, or cultural producer,** your résumé should represent your artmaking or cultural practice outlining any artistic training and education, awards, and grants, relevant community affiliations and activities, exhibitions/performances/publications/events, other relevant work experience, and any other information you would like to include.*
*Note: **If you are applying as a staff member of a nonprofit organization,** your résumé should represent your current role/position/ employment status within the organization through which you are applying. We use this information as further background for your application, as well as to illustrate your geographic eligibility*

SECTION VI. AWARD ADMINISTRATION

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If 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.

- Select your preferred method of payment:
 - Note: For Organizational Staff Members, award payments will be made out to the organization.*
 - ACH/Direct Deposit [Proceed to preferred email address for Tipalti Invite]
*Note: **If you choose to receive your reimbursement via ACH**, CCI will invite you to create an account with Tipalti, a third-party accounting software platform, wherein you will enter your banking information. For individuals who receive an award of \$600 and/or organizations receiving an award in support of a staff member, a W-9 will also be required and will be provided on the Tipalti platform. Payment will be disbursed within 3-5 (three to five) business days of receiving your banking information and W-9, if applicable.*
 - Check [Proceed to enter mailing address]
*Note: **If you prefer to receive your reimbursement by check**, and your award is for \$599 or less, payment will be disbursed within 10 (ten) business days. For awards of \$600 and/or organizations receiving an award in support of a staff member, CCI will send a W-9 form through SignRequest, a third-party signing software platform. The W-9 must be completed and submitted before payment is disbursed.*

SECTION VII. DEMOGRAPHICS

The information requested in this section is CONFIDENTIAL and will be used for internal purposes only to better capture and understand the populations of California artists and arts workers whom we serve. As such, your responses may be used in summary statistics, but will not impact the evaluation of your application.

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

- With which gender(s) do you identify?
- Do you identify as LGBTQIA?
- Do you identify as a person with a disability?
- How do you identify?
- What is your age range?
- What is the highest degree or level of education you have completed?
- Do you owe any student loans currently?
- What is your annual household income?
- What is your artistic discipline or area of cultural production?
- What is your career stage?
- Approximate number of years you have been creating art or engaging in cultural practices with the intent to earn income from your work:
- Estimated percentage of income derived from your art/cultural practice or arts-based business:
- In some geographic areas that this grant supports, rising costs of living have displaced individuals. Has this circumstance affected you?
 - If yes, from where did you move and since being displaced, how long have you lived at your current residence?

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- How did you hear about this opportunity?

SECTION VIII. CERTIFICATION

I certify that the information in this application is true and that I meet all of the eligibility requirements for the Quick Grant program. I also understand that it is my responsibility to enroll in the activity specified in this application and/or to make any necessary contracting agreements with the consultant(s) identified in this application. I further acknowledge that submission of a Quick Grant application does not guarantee funding will be awarded.

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