

**Quick Grant Application Preview
FOR REFERENCE ONLY
(as of February 16, 2023)**

Quick Grant applications must be submitted online through CCI's website, [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

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:

- **Applications must be completed in one sitting.** Once you submit your application, you cannot make additional changes or edits. We recommend drafting your responses to the application's brief narrative questions in a separate document and then cutting and pasting your answers into the online form where appropriate.
- 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 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.

SECTION I. APPLICANT INFORMATION

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

- Legal First Name:
- Legal Last Name:
- OPTIONAL--Other Names:
- E-mail address:
- Address (if applying as organization staff, enter the address for your organization):
- City:
- State:
- Zip Code:

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*The information requested below is **CONFIDENTIAL** and will be used for internal purposes only to better understand the communities we serve. As such, the information you provide 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.”

- Applicant Type (i.e., Artist, Creative, Cultural Practitioner, Cultural Producer, or Organization Staff*):
- What is your artistic discipline or area of cultural production?
- County (e.g. Humboldt, Contra Costa, Los Angeles):
- 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 career stage?
- What is the highest degree or level of education you have completed?
- Do you owe any student loans currently?
- How did you hear about this opportunity?

Organization Staff: If applying as organization staff, your organization **MUST be located in the City of San Jose or the City and County of San Francisco.*

If you are applying as an “Artist, Creative, Cultural Practitioner, or Cultural Producer:”

- Approximate number of years you have been creating art or engaging in cultural practices with the intent to earn income from your work:
- Annual household income:
- Estimated percentage of income derived from your art/cultural practice or arts-based business:
- Do you also identify as an arts administrator?

If you are applying as “Organization Staff:”

- Tax Id:
- Operating budget (*most recently completed fiscal year*):
- Is your organization fiscally sponsored?
- Have staff at your organization received a Quick Grant in the past 12 months?
- Do you also identify as an artist, creative, cultural practitioner, or cultural producer?

All Applicants

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?
- Since being displaced, how long have you lived at your current residence?

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SECTION II. ELIGIBILITY VERIFICATION

You may be eligible to apply for Quick Grant funding if you meet any of the following eligibility verification requirements in ONE of the funding categories listed below. Please check whether you are applying as an Artist, Creative, Cultural Practitioner, Cultural Producer, or as Nonprofit Arts Organization Staff and indicate your eligibility under that column, as applicable.

Artist, Creative, Cultural Practitioner, or Cultural Producer (*check all that apply*):

- Artist, Creative, Cultural Practitioner, or Cultural Producer living and/or working outside of Los Angeles, San Francisco, and Alameda Counties (demonstrated by résumé uploaded to application)
- Artist, Creative, Cultural Practitioner, or Cultural Producer living and/or working in Los Angeles County (demonstrated by résumé uploaded to application)
- Artist, Creative, Cultural Practitioner, or Cultural Producer living in San Francisco, living in Alameda County, or working/living in the City of San José (demonstrated by résumé uploaded to application)
- Current San Francisco Arts Commission individual grantee
 - Last Award Date: YYYY-MM-DD
- California Community Foundation Visual Arts Fellowship applicant (2012 or after)
 - Last Award Date: YYYY-MM-DD

Nonprofit Arts Organization Staff (*check all that apply*):

- Staff at a nonprofit arts organization located in the City of San Francisco or San José
- Staff of a current San Francisco Arts Commission organizational grantee
 - Date of Last Award: YYYY-MM-DD
- Staff of a current San Francisco Grants for the Arts organizational grantee
 - Date of Last Award: YYYY-MM-DD

SECTION III. PURPOSE OF REQUEST

If requesting multiple activities, please list them in priority order.

1ST ACTIVITY [Application will allow up to four activities to be proposed.]

- Activity Name (*If requesting a consultant or independently organized activity, enter "N/A."*):
- Activity Type (Select one option): Workshop/Training; Conference; Festival; Consultant/Coach/Mentor; Publication; Special Event; Other
- Activity Cost:
- Travel Cost (*if applicable*):
- Location (Select one option): Local; In State; National; International; Virtual
- Activity Dates (*e.g. 4/1/12-5/1/12 or April 1, 2012 – May 1, 2012*):
- 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;

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Financial Management and Accounting; Education; Board Development; Audience Development; Leadership; Diversity, Equity, or Inclusion training; Other

- Other Topic (*if applicable*):
- Program Provider:
- Program Provider Website:
- Activity Description (*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.*) [300 words max]
- Participant Name (*if applying as an organization staff member*):
- Participant Position (*if applying as an organization staff member*):

PROPOSED IMPACT

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

SECTION IV. ACTIVITY BUDGET

- Total cost of proposed activity:
- Total requested from Quick Grant program:
- Provide an itemized budget listing 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. *When making your plans, note that partial funding is likely to be awarded.*

SECTION V. UPLOAD FILE(S)

All applicants:

1. One to three-page résumé (.doc, .docx, .pdf file types accepted)

If requesting a consultant, coach, or mentor, please upload:

1. Professional bio or résumé for consultant, coach, or mentor; and
2. Letter of Commitment

If applying through a fiscally sponsored organization, please upload:

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 applicant's programming occurs within the City and County of San Francisco or the City of San José.

SECTION VI. AUTHORIZATION

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I verify 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 a reimbursement will be awarded.

Checking here provides your authorized signature.

If applying on behalf of an organization:

I verify that the activities described in this application have been approved by the applicant's arts organization. As an authorizing official of the organization, we further agree to receive and administer a reimbursement award for the purposes described, if approved.

If the applicant is not a senior manager within the organization, the authorizing official must be an executive staff member other than the applicant with the authority to approve financial decisions. If the applicant is a board member, the applicant must receive authorization from an executive staff member. Alternatively, if the applicant is an authorized official of the organization, authorization must be from a Board member.

Checking here provides your authorized signature. (See [Quick Grant FAQs](#) for more information.)

Authorization Name

Authorization Title

Authorization Organization

Authorization Email