



Frequently Asked Questions

(effective February 16, 2023)

ELIGIBILITY

1. Who is eligible to apply for a Quick Grant?

Artists, creatives, cultural practitioners, cultural producers, and nonprofit arts organization staff may apply for a Quick Grant if they meet the eligibility criteria as follows:

Artists, Creatives, Cultural Practitioners, & Cultural Producers

- Artists, creatives, cultural practitioners, and cultural producers living in the State of California (demonstrated by résumé); and/or
- Current San Francisco Arts Commission (SFAC) individual grantees

Nonprofit Arts Organization Staff

- Staff of a nonprofit, tax-exempt arts organization located in the City and County of San Francisco or the City of San José; and/or
- Staff of a current Grants for the Arts (GFTA) organizational grantee receiving operational (includes Arts & Parades) and/or Voluntary Arts Contribution Fund support

2. If applying as organization staff, how many staff members can apply and how often?

Organizations may receive funding for up to two staff members, for a total of \$1,200, per CCI fiscal year (July 1-June 30). Only one staff member can apply per online application. Staff can apply during the same funding round or different rounds. Staff members should also apply through their individual online accounts and not through the account of a colleague or supervisor. If a staff member is awarded funding, payment will be made to the sponsoring organization (i.e., the award will be made payable to the organization and not the individual staff member).

Additionally, please note that only staff of a nonprofit, tax-exempt arts organization located in the City and County of San Francisco or the City of San José may apply. Staff whose organizations are outside of San Francisco or San José are not eligible for funding consideration.

3. My arts organization is fiscally sponsored. Do we still qualify for Quick Grant funding?

Fiscally sponsored organizations that are applying for Quick Grant funding are considered on a case-by-case basis. Please contact CCI at quickgrant@cciarts.org or 415.288.0530 to discuss your eligibility further. If eligible, you must provide the fiscal sponsor's tax ID number and a copy of the fiscal sponsorship agreement between your organization and the

fiscal sponsor. In addition, you will need a statement from the fiscal sponsor verifying that the majority (i.e., 75%) of your public programming occurs within the city of San Francisco or the city of San José.

4. What kinds of activities does the Quick Grant program support?

The Quick Grant program supports professional development and technical assistance activities such as workshops, conferences, festivals, seminars, and consultations that demonstrate a direct impact on the applicant's administrative or business capacity. Examples include: attending a festival, gathering, convening, or conference to build knowledge in your field and expand or deepen your network; working with a consultant, coach, or mentor* to strengthen your administrative capacity as an artist, creative, cultural practitioner, cultural producer, or arts administrator; and participating in a workshop or training that builds business skills as they relate to your artistic, creative, or cultural practice, or nonprofit arts organization.

In addition, Quick Grant supports the acquisition of skills necessary to bring or sustain an art practice or organization's programming online such as trainings in or consultant support around live webinar/streaming, website development, SEO optimization, and digital sales and marketing strategies. Please be advised that applicants who propose sub-contract work (e.g. hiring someone to moderate a webinar series, design a website on the applicant's behalf, or facilitate online sales) will not be competitive. In other words, proposed activities **MUST** have an educational benefit or result in skill acquisition.

Note regarding Los Angeles County applicants: As of May 16, 2019, Los Angeles County applicants may request to work with a consultant, coach, or mentor around a learning topic that supports administrative and/or business skill-building, and should make a case for how this learning cannot be attained in any other way. Funding for these types of requests is **very limited, however, and priority will go to applicants seeking to attend public workshops, trainings, conferences, or festivals.*

5. What types of activities or costs are NOT eligible?

We are open to considering a wide range of professional development activities as long as a strong case is made for how the activity will strategically build administrative capacity, hone business skills, and/or strengthen the financial resilience of a nonprofit arts organization, artistic practice, or area of cultural production. In addition, the activity budget must be well documented, including other committed sources of income if the total activity cost exceeds the grant maximum.

Ineligible activities are those focused on artistic development, presentation/production, and art teaching/teaching artist methods and techniques, as well as activities that support an applicant's adjacent enterprise. Examples of ineligible activities include craft technique classes; art theory/history courses; teaching artist workshops/conferences; presenting projects, papers, or performances in a gallery or at a festival or conference; residencies with an exclusive focus on craft or project development; and creating or completing an existing

art project. In addition, activities proposed by artists, creatives, cultural practitioners, and cultural producers to support the operations of a nonprofit organization or arts administrative role are ineligible. Likewise, organizational staff should not discuss how the proposed activity will support their individual artistic or cultural practice. Applicants who propose activities in support of an enterprise or industry outside of their artistic or cultural practice will not be considered for funding. Finally, we cannot fund activities that begin less than 30 days after the application deadline.

Ineligible expenses are 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.

6. What do you mean by “reimbursement funds?” How much will I be awarded and when can the activities for which I am applying begin?

Quick Grant payments are disbursed to the grantee upon completion of the approved activity* and submission of the required method of reimbursement form, signed reimbursement voucher, and final report.

Applicants may request up to \$600. However, to meet the demand for reimbursement funds, partial funding may be awarded.

The start date for your activity or activities must begin after the following month’s application deadline. For example, for an application received by the September 15 deadline, the activity must begin on or after October 16. Or, for an application received by the February 15 deadline, the activity must begin on or after March 16.

**See FAQ #17 for San Francisco grantee reimbursement policy.*

7. If I was awarded a grant through another CCI program (e.g., CALI Catalyst, CALI Accelerator, Investing in Artists), am I eligible to apply for Quick Grant funding?

If you have received a grant through another CCI program, you are still eligible to apply for Quick Grant funding as long as you meet the eligibility requirements described above.

HOW TO APPLY

8. How do I apply?

Applications will only be accepted through CCI’s website. To apply, you must first register for a new account at cciarts.org, [here](#). Once you are registered, you can access the online application form. Upon submitting your application, you will be sent an automatic email informing you that your application has been received. To ensure the timely delivery of all Quick Grant communications, we encourage you to add quickgrant@cciarts.org to your address book or include quickgrant@cciarts.org in your Allowlist. In addition, you can check

the status of your application by logging into your account on the CCI website.

Note: Applications must be completed in one sitting. Once you submit your application you cannot update the form. We will only accept applications through our website. If you submit your application and realize an edit or addition is needed, contact CCI at quickgrant@cciarts.org so that we can apply the requested changes on your behalf.

9. When are applications due? When will I find out if I have been awarded a Quick Grant?

Applications are reviewed on a monthly cycle and are due on the 15th of every month with a one-month turnaround. For example, if you apply by the September 15 deadline, you will receive notification of your award status by October 15.

All applicants will be notified regarding their application status. To ensure the timely delivery of all Quick Grant communications, we encourage you to add quickgrant@cciarts.org to your address book or include quickgrant@cciarts.org in your Allowlist. You can also check the status of your application by logging into your account on the CCI website. If you haven't heard from CCI by the 15th of the month, check your spam folder before contacting staff.

10. Can I apply for an upcoming deadline if some of my information is incomplete or as of yet, unconfirmed?

We cannot review incomplete applications or applications missing support materials (e.g. résumé, letter of commitment). However, we review applications monthly. If you are unable to submit your complete application by the current deadline, we encourage you to reapply next month!

11. How often can I apply? How often can I receive funding?

There is no limit to the number of times one may apply for Quick Grant funding however individuals—whether applying as an artist, creative, cultural practitioner, cultural producer, or staff member—may receive **only one award** per CCI fiscal year (July 1-June 30). Up to two individual staff members may receive funding on their organization's behalf per CCI fiscal year.

To meet the demand for funds and to support the maximum number of applicants, partial funding will likely be awarded. In addition, we encourage you to apply for your professional development activity well in advance of its start date.

12. If I am a current grantee, when can I apply for funding again? What is the first deadline by which I can apply for the next fiscal year?

CCI's fiscal year is from July 1-June 30. The last deadline to apply for Quick Grant funding in CCI's current fiscal year is May 15 since award decisions are announced on June 15. Applications received from May 16 – June 15 will be reviewed in the new fiscal year, with decisions announced on July 15.

If you received a Quick Grant in the current fiscal year, you must wait until May 16 or later to apply for funding again. Your current award's reimbursement materials and final report must also be received and approved by CCI before any new requests will be reviewed.

13. Can I apply for Quick Grant funding for multiple activities?

Since individuals may receive only one award per CCI fiscal year (July 1 - June 30), we encourage applicants to think strategically about their professional development needs and, if applicable, to propose multiple activities in their application.

14. What materials are required if I am requesting funds to hire a consultant, coach, or mentor?

If you are applying to hire a consultant, coach, or mentor you are required to submit the individual's bio or résumé along with a *Letter of Commitment* addressed to the Quick Grant program and signed by the proposed consultant, coach, or mentor on their letterhead or professional stationery. These materials are uploaded as attachments through the online application form. The *Letter of Commitment* should confirm that the consultant, coach, or mentor is prepared to engage in the services and timeline proposed in your Quick Grant application, pending approval of funding.

15. Why do I need to submit a résumé and what should it include?

If you are applying as an artist, creative, cultural practitioner, or cultural producer, your one to three-page résumé (.doc, .docx, .pdf file types accepted) should represent your art-making 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 you are applying as a staff member of a nonprofit organization, your résumé (see page limit and accepted file types above) 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.

16. The application requests an "Authorized Signature." What is this?

The "Authorized Signature" is required for nonprofit arts organization staff applicants and should be from a senior staff member other than the applicant who has the authority to make financial decisions on behalf of the organization. If the applicant is the executive director of the organization, the authorized signature must come from a board member, preferably the board chair. If applying as staff of a fiscally sponsored organization, the authorized signature must come from a representative of the fiscal sponsor.

When filling out the online application, the applicant will enter the "Authorized Signatory's" name, title, and email address. Once the application is submitted, the "Authorized Signatory" will be notified by email that a Quick Grant application has been received by CCI.

AWARDS & PAYMENTS

17. Who supports the Quick Grant program?

A consortium of California arts funders supports the Quick Grant program. Together, they pool their resources to reach the maximum number of diverse artists, creatives, cultural practitioners and producers, and arts administrators throughout the State of California seeking professional development.

18. How are funding decisions made?

A diverse team of CCI staff reviews applicants for eligibility based on the Quick Grant program’s published eligibility requirements. Staff also conduct due diligence on all applications. This includes, but is not limited to, researching conferences, workshops, festivals, events, classes, consultations, and other activities to determine if said content meets the professional development scope outlined in the Quick Grant guidelines (i.e., activities that build administrative capacity, strengthen business skills, and support financial resilience). For competitive funding rounds—when the number of applicants exceeds the amount of resources available—and per guidelines, priority is given to applicants who have not already received support through the Quick Grant program and who provide a strong rationale for how the proposed activity will directly enhance the business and administrative capabilities of an individual or organization. Priority is also given to organizations with budgets of \$500,000 or under.

19. I requested \$600 but was awarded \$450. Why?

To meet the demand for reimbursement funds over the course of the entire fiscal year and to support a maximum number of eligible applications, partial funding may be awarded. This ensures that the Quick Grant program is not “first come, first served,” such that applicants are not penalized for applying for a grant award in the last quarter.

20. If I am awarded a Quick Grant, how do I receive my reimbursement?

To receive reimbursement, grantees who are based outside of the City and County of San Francisco must submit all reimbursement materials **within 30 days of completing their approved activity** to CCI by email at quickgrant@cciarts.org or via mail to the San Francisco office (1446 Market Street, San Francisco, CA 94102*). Reimbursement materials include a completed “method of reimbursement” form, signed reimbursement voucher (signed by both the grantee and activity provider), final report narrative, and copies of invoices, contracts, travel expenses, registration fees, or other specific expenses related to the approved award.

For grantees who reside or, in the case of organization staff, are based in the City and County of San Francisco, reimbursement materials must be submitted to CCI **within 30 days of award notification** by email at quickgrant@cciarts.org or via mail to CCI’s San Francisco office (1446 Market Street, San Francisco, CA 94102*). Reimbursement materials for San Francisco grantees include a completed “method of reimbursement” form, signed activity voucher (signed only by the grantee), report narrative, and proof of activity payment (e.g., an email confirmation, redacted credit card statement, or other documentation).

**CCI mail is currently being forwarded as staff work remotely. This may delay your reimbursement processing.*

21. My approved activity will take place virtually. Who should sign the reimbursement voucher?

For activities taking place virtually, you're welcome to submit an email confirmation or other documentation that verifies your participation. Alternatively, you may reach out to the program provider to confirm your participation and submit the resulting e-correspondence or request an electronic signature from the provider for your reimbursement voucher.

22. How will I receive payment?

Grantees can choose to receive their reimbursement via ACH payment (i.e., direct deposit) or by check.

- **ACH (Direct Deposit):** 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:** 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.

23. I'm unable to pay for my approved activity. Is it possible to receive the funds in advance?

If you are experiencing financial hardship and cannot pay for your approved activity, please contact CCI at quickgrant@cciarts.org or call 415.288.0530 to request an advance reimbursement. You do not need to share any personal details—simply request payment in advance and we will accommodate you.

To process your advance reimbursement, you must submit a completed "method of reimbursement" form and a signed voucher (only your signature is needed). Payment will then be released. Following the completion of the activity, we ask that you submit your final report.

24. The activity I was approved for was canceled. What should I do?

If the approved activity is canceled, notify CCI immediately by email at quickgrant@cciarts.org or call 415.288.0530. In this case, we are open to (and encourage!) applying your award to a different professional development activity. If this is of interest, grantees should provide CCI with the proposed activity's direct URL, title, date(s), and cost, and a brief description (one to two sentences) of the hoped-for administrative or business

skills/benefits. Once approved, CCI will generate a new award packet.

25. I'm no longer able to participate in the activity for which I was awarded funding. What should I do?

If you are no longer able to participate in the approved activity, notify CCI immediately by email at quickgrant@cciarts.org or call 415.288.0530. We know that plans can change and will not penalize grantees under these circumstances. Additionally, we are open to (and encourage!) applying your award to a different professional development activity. If this is of interest, grantees should provide CCI with the proposed activity's direct URL, title, date(s), and cost, and a brief description (one to two sentences) of the hoped-for administrative or business skills/benefits. Once approved, CCI will generate a new award packet.