



Frequently Asked Questions

(effective January 16, 2022)

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 individual grantees.

Nonprofit Arts Organization Staff

- Staff of a nonprofit, tax-exempt arts organization located in the city 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 staff from an organization, how many staff members can apply and how often?

For staff members of nonprofit arts organizations, Quick Grants are awarded through the organization. Organizations may submit applications for up to two staff members per fiscal year (July 1-June 30). Only one staff member can apply per online application. Staff members should also apply through their individual online account and not through the account of a colleague or supervisor.

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

Applications are processed on a monthly cycle and are due on the 15th of every month with a one-month turn around. For example, if you submit an application by the September 15 deadline, you will receive notification of your award status by October 15.

4. 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 processed to the grantee upon completion of the approved activity.* Individual applicants may request up to \$600. 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 #14 for San Francisco grantee reimbursement policy.*

5. What type of activities does the Quick Grant program fund?

Quick Grants are for professional development or technical assistance activities such as workshops, conferences, festivals, seminars, or consultations that demonstrate a direct impact on the applicant's administrative or business capacity. Examples might 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 career as an artist, creative, cultural practitioner, cultural producer, or arts administrator; or participating in a workshop or training that builds administrative or business skills as they relate to your artistic, creative, or cultural practice, or nonprofit arts organization.

Note: In response to the continued disruptions brought about by COVID-19, applicants outside of Los Angeles County may request to work with a technical consultant to support the acquisition of the skills necessary to bring their practice or programming online. In order for a proposed activity to be competitive, it must be made clear that the applicant will be actively engaged in enhanced learning or receiving portable skills. Examples include live webinar training, website development, SEO-optimization, and digital sale strategies. Please be advised that activities wherein the applicant is proposing 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.*

6. 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 sustainability of a nonprofit arts organization, arts practice, or area of cultural production. In addition, it is important that the activity budget is 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 or art teaching methods/techniques. Examples of ineligible activities may include: craft technique classes; art theory/history courses; presenting projects, papers, or performances in a gallery or at a festival or conference; residencies; creating or completing an existing art project, etc. In addition,

capacity building activities proposed by artists, creatives, cultural practitioners, or 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 art or cultural practice. 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, reimbursement for activities you have participated in prior to applying, and funding to offset costs associated with college tuition or for college credit activities.

7. Can I still submit an application 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. However, we review applications monthly. If you are unable to submit your complete application for the current deadline, we encourage you to reapply next month!

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

Applicants—whether applying as an artist, creative, cultural practitioner, cultural producer, or staff member—may only receive one reimbursement award per fiscal year. Organizations applying on behalf of staff members may receive up to two Quick Grant awards per CCI fiscal year. CCI’s fiscal year is July 1 through June 30. For this reason, we encourage you to plan and apply for your professional development activity well in advance. In order to meet the demand for funds and to support the maximum number of applicants, partial funding will likely be awarded.

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

We encourage applicants to think strategically about their professional development needs. For this reason, applicants are encouraged to apply for multiple activities in their application since applicants are only able to receive one award per CCI fiscal year (July 1 - June 30).

10. How do I submit an application online?

To submit an application online, you must first register for a new account at cciarts.org, [here](#). Once you are registered, you can complete the online application form. Upon submitting your application, you will be sent an automatic email informing you that your application has been received. You can check the status of your application by logging into your profile 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.

11. 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 stationary. 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.

12. 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 résumé should represent your art-making or cultural practice background 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 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.

13. Where does the “Authorized Signature” need to come from?

The “Authorized Signature” is required for organizational staff applicants and should be from a senior staff member other than yourself who has the authority to make financial decisions on behalf of your organization. If you are the executive director of your organization, the authorized signature must come from a board member, preferably your board chair. If you are applying as a fiscal receiver, the authorized signature must come from a representative of your fiscal sponsor.

When filling out the online application, you (the applicant) will type in the “Authorized Signatory’s” name, title, and email address. Once your application is complete the “Authorized Signatory” will receive an email from CCI informing them that a Quick Grant application has been submitted.

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

In order 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. Reimbursement materials include the signed activity voucher (signed by both the grantee and activity provider), final report narrative, completed Form W-9 for awards of \$600 or more, and copies of invoices, contracts, travel expenses, registration fees, and other specific expenses related to the approved scholarship award.

For grantees who reside or, in the case of organizations, 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.

Reimbursement materials for San Francisco grantees include a signed activity voucher (signed only by the grantee), report narrative, completed Form W-9 for awards of \$600 or more, and

proof of activity payment (e.g., an email confirmation, redacted credit card statement, or other documentation).

15. If I was awarded a grant through another CCI program (e.g., CALI Catalyst, CALI Accelerator, Investing in Artists), am I still eligible 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.

16. 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 us at quickgrant@cciarts.org 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.

17. If I am unable to complete the activity I received reimbursement for, what course of action is required?

Should you be awarded Quick Grant funding and unable to complete the activity as described in your application, you must notify CCI immediately in writing either by email at quickgrant@cciarts.org or by direct mail describing why you were unable to complete the activity. Failure to complete the requested activity may require you to return the grant funds and could disqualify you from future funding consideration.

18. When is the deadline to apply before the end of the fiscal year? What is the first deadline by which I can apply for the next fiscal year?

The last deadline to apply in the current fiscal year is May 15 since award decisions are announced on June 15. The first deadline to be able to apply in the next fiscal year is by the June 15 deadline since award decisions are announced on July 15.