



# Creative Capacity Fund Quick Grant Program

## Frequently Asked Questions (effective July 5, 2018)

### 1. **Who is Eligible to apply for the Quick Grant program?**

Individual artists or arts organization staff may apply for a Quick Grant if they meet the eligibility criteria as follows.

#### **Individual Artists**

- Individual artists living in San Francisco, living in Alameda County or with a living/working relationship with the City of San José as demonstrated by your resume
- Individual artists living and/or working in Los Angeles County as demonstrated by your resume
- Current San Francisco Arts Commission individual grantees

A working relationship is determined based on documented artistic activities/roles within the eligible region/county or with organizations/groups located in the eligible region/county indicated in your application.

#### **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
- 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 organizations, Quick Grants are awarded through the organization. Organizations may submit applications for up to two staff members per fiscal year. Only one staff member can apply per application.

### 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. Applications are due on the 15<sup>th</sup> of every month with a one-month turn around. For example, if you submit an application by the September 15<sup>th</sup> deadline, you will receive notification of your award status by October 15<sup>th</sup>.

### 4. **What do you mean by 'reimbursement funds'? When can the activities for which I am applying begin?**

Quick Grant payments are processed to the applicant upon the completion of the proposed activity. The start date for your proposed activity or activities must occur at least 30 days after the application deadline. For example, for an application received by September 15th the requested activity must take place after October 15th. The applicant is therefore awarded reimbursement funding, once they have demonstrated completion of the approved activity.

### 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, seminars, or consultations that demonstrate a direct impact on the applicant's administrative capacity. Examples might include: attending a national conference, hiring a career coach or consultant\*, or taking a nonprofit management or financial workshop.

**\*Note regarding Los Angeles County:** As of May 16, 2018, CCI will no longer support proposals to work one-on-one with consultants, and Los Angeles County applicants should only apply to attend group workshops or conferences. If applicants and a personal consultant wish to work together, please submit your learning topic to the City of LA Department of Cultural Affairs via the email

[dca.grants@lacity.org](mailto:dca.grants@lacity.org) and it will be considered as an opportunity which the DCA may support and host as a small group workshop for 5-10 artists.

**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 economic sustainability of an organization or arts practice. 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 in a gallery or at a festival, residencies, creating or completing an existing art project, etc. We also 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/or 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?**

Individual artist applicants may only receive one reimbursement award per fiscal year. Organizations applying on behalf of staff members may receive up to two Quick Grants per fiscal year. Additionally, if an individual receives a grant through the Quick Grant Program under the auspices of an organization, the individual is not eligible to apply for a second Quick Grant as an individual artist in the same fiscal year.

The fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>. 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 may also 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 that reason, applicants are encouraged to apply for multiple activities in their application since applicants are only able to receive one grant award per fiscal year.

**10. How do I submit an application online?**

Applications MUST be submitted online through our website. You must register at our site prior to applying. Once you have completed the online form, 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.*

**11. What materials are required if I am requesting funds to hire a consultant?**

If you are applying to hire a consultant, you are required to submit a *Letter of Commitment* addressed to the Quick Grant program signed by the proposed consultant on their letterhead along with the consultant's bio or resume. These materials are uploaded as attachments through the online application form. The *Letter of Commitment* should confirm that the proposed consultant 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 resume and what should it include?**

If you are applying as an individual artist, your resume should represent your artistic background outlining any artistic training and education, exhibitions/performances/publications, awards and grants, relevant community affiliations and activities, 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 resume 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. Who does the “Authorized Signature” need to come from?**

The Authorized Signature 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 person. 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, the lead contact/applicant will type in the ‘Authorized Signatory’s’ name and email address. Once your application is complete the ‘Authorized Signatory’ will receive an email informing them that a Quick Grant application has been submitted on behalf of their organization.

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

After the funded activity is complete, you are required to return a voucher signed by you and the activity provider. The total amount of the reimbursement will be issued within 30 days of receipt of the voucher.

**14. If I was awarded a CALI Grant (formerly NextGen Professional Development Grant), is my organization or myself still eligible for Quick Grant funding?**

Yes. If you received a CALI award, you are still eligible to apply for Quick Grant funding as long as you meet the eligibility requirements described above. Please note that if you apply for Quick Grant funding and CALI funding for the same activity within the same evaluation cycle, you will only be awarded through one program.

**15. 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 [ccf@cciarts.org](mailto:ccf@cciarts.org) to discuss your eligibility further.** If you are applying as a fiscal receiver, 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.

**16. 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 not be able to complete the activity as described in your application, you must notify us immediately in writing either by email to [ccf@cciarts.org](mailto:ccf@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.

**17. 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 15th since award decisions are announced June 15th. The first deadline to be able to apply in the next fiscal year is by the June 15<sup>th</sup> deadline since the award decisions are announced July 15<sup>th</sup>.