



# QUICK GRANT

## Guidelines

*(effective March 16, 2024)*

**We are pleased to announce that, 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.

### AWARDS

**Artists, creatives, cultural practitioners, and cultural producers** meeting eligibility requirements may receive one award per CCI fiscal year of up to **\$600** to participate in approved professional development activities.

**Nonprofit arts organization staff members**, including board and key volunteers, meeting eligibility requirements may receive one award, per CCI fiscal year, of up to **\$600** to participate in approved professional development activities. Up to two individual staff members may receive funding per organization per CCI fiscal year.

Grant requests will be awarded on a competitive basis as long as funds are available for a given month. While not required, priority will be given to applicants who:

- Have not already received support through the Quick Grant program
- Are requesting support for activities that are more time-sensitive (i.e., the activity has a fixed date and is only eligible for review in the current round)
- Have budgets of \$500,000 or less, in the case of organizations

### ELIGIBILITY

The Quick Grant program is supported by a joint consortium of California arts funders. Eligibility criteria may therefore vary slightly by region. Artists, creatives, cultural practitioners, cultural producers, and nonprofit arts organizations may apply if they meet the eligibility criteria for any of the Quick Grant program's funding partners as follows:

### **Artists, Creatives, Cultural Practitioners, & Cultural Producers**

- Artists, creatives, cultural practitioners, and cultural producers living in the State of California (demonstrated by résumé)

### **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

### **ELIGIBLE ACTIVITIES**

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. (Please see the [Frequently Asked Questions](#) for examples of eligible activities.)

### **ELIGIBLE EXPENSES**

Funding may be used to support part or all of the following expenses after Quick Grant approval:

- Travel and hotel expenses, if the workshop, festival, or conference occurs outside a 60-mile radius of the applicant's primary address
- Registration fees for conferences, festivals, workshops, and trainings
- Memberships or subscriptions that offer opportunities for professional networking, business or administrative skill development, and/or field knowledge
- Fees to engage a facilitator, executive coach, mentor, career counselor, or consultant to build administrative and business skills
  - Regarding consultant support, 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. In other words, proposed activities **MUST** have an educational benefit or result in skill acquisition. Consequentially, applications wherein sub-contract activities are proposed (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.
  - **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.

### **INELIGIBLE EXPENSES**

Ineligible expenses include:

- Activities focused primarily on creative or artistic skill development, art teaching/teaching artist methods and techniques, or artistic presentation/production (please see the [Frequently Asked Questions](#) for more information)

- Activities that support an applicant’s adjacent enterprise (please see the [Frequently Asked Questions](#) for more information)
- Funding to offset applicant’s regular salary or wages or fees for temporary/contract employees
- Funding to support overhead expenses
- Funding to purchase art supplies, materials, or advance inventory
- Activities proposed by artists, creatives, cultural practitioners, or cultural producers to support the operations of a nonprofit organization or a role in arts administration, and vice versa, activities proposed by organizational staff to support an individual art or cultural practice (please see the [Frequently Asked Questions](#) for more information)
- Activities that begin less than one month after the nearest application deadline (applications are due on the 15<sup>th</sup> 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
- Funding to offset fees associated with college tuition or college credit activities

## HOW TO APPLY

Applications are due on the 15<sup>th</sup> of the month before 12 p.m. (Noon) PT with a one-month turnaround. Applications for each cycle will open on the 16<sup>th</sup> of every month at 9 a.m. PT.

Applications will be accepted online ONLY through CCI’s Submittable platform, and applicants MUST create an account in Submittable before they will be able to access the grant application.

**The online grant application can be accessed at:**  
<https://centerforculturalinnovation.submittable.com/submit>

The online application (a complete application preview is available [here](#)) collects:

- Eligibility questions
- Information about the proposed activity
- Narrative statement about the activity’s proposed impact
- Project budget
- One to three-page résumé (.doc, .docx, .pdf file types accepted) that references the applicant’s professional role in the arts and culture sector and California residence.
- *Consultant Requests Only:* Applicants who request a consultant/coach/mentor must also provide a letter of commitment from the proposed consultant/coach/mentor and the consultant, et al.’s bio or résumé.
- *Fiscally Sponsored Organization Requests Only:* Applicants applying as 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 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.

## IMPORTANT INFORMATION

- Applicants requesting funds to hire a consultant, coach, or mentor must upload a Letter

of Commitment from the proposed individual, along with a copy of their bio or résumé. **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.

- **Activities beginning before the notification date will not be considered.** Applications are due on the 15<sup>th</sup> of the month by 12 p.m. (Noon) PT with a one-month turnaround.
- Due to the high volume of requests received each month, **partial funding** may be awarded.
- It is the applicant's responsibility to enroll in the activity specified in their application and to make any necessary contracting agreements with the proposed consultant, coach, or mentor. **Payment will need to be made by the applicant as required by the organization(s) or consultant(s) providing the proposed professional development activity. In other words, CCI will not distribute payment to the activity provider.**
- Awarded funds are disbursed after the grantee signs and returns their award letter and provides any required information, such as completing the provided Form W-9 for awards of \$600 or more.

## QUESTIONS?

For questions related to the grant guidelines or application, email us at [quickgrant@cciarts.org](mailto:quickgrant@cciarts.org) or call 415.288.0530 for assistance. You may also schedule a time to speak [here](#).

For Deaf applicants and those with hearing loss, contact CCI using the [California Relay Service](#)—our staff are trained in making and receiving these calls.

For technical assistance (e.g., password or upload issues) regarding the online application, request support at: <https://www.submittable.com/help/submitter/>. Submittable's business hours are 9 a.m. – 5 p.m. MT. They aim to respond within 24 business hours.

## ACKNOWLEDGEMENT

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