



## Guidelines

*(effective November 16, 2022)*

The Quick Grant program provides professional development funds to San Francisco Bay Area arts organizations and artists, creatives, cultural practitioners, and cultural producers in the state of California 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 sustainability of an organization, arts practice, or area of cultural production.

### AWARDS

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

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

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
- 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 resume); and/or
- Current San Francisco Arts Commission individual grantees

#### **Nonprofit Arts Organizations**

- Staff at a nonprofit arts organization 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

### **ELIGIBLE/INELIGIBLE COSTS**

Funding may be used to reimburse 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 applicant's primary address
- Registration fees for conferences, festivals, workshops, and trainings
- Fees to engage a facilitator, executive coach, mentor, career counselor or other consultant, in order to build administrative and business skills
  - Regarding consultant support, 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. In other words, proposed activities **MUST** have an educational benefit or result in skill acquisition. Consequentially, 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.
  - **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 include:

- Activities focused primarily on creative or artistic skill development or art teaching methods/techniques (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 offset general operating expenses
- Capacity building 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, capacity building 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 for college credit activities

## HOW TO APPLY

Applications are due on the 15<sup>th</sup> of the month with a one-month turnaround. Applications received after the 15<sup>th</sup> of a given month will be reviewed in the next month's application cycle.

Applications must be submitted through the online application which can be accessed on CCI's website, [available here](#).

The online application collects information about the proposed activity, a narrative statement about the activity's proposed impact, and a project budget, in addition to requiring résumé that references the applicant's professional role in the arts and culture sector. Applicants who request a consultant/coach/mentor must also provide a letter of commitment from the proposed consultant/coach/mentor along with consultant, et al.'s bio or résumé. Finally, applicants applying as organizational staff through a fiscally sponsored organization must contact CCI to discuss their eligibility further. 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.

A full application preview is available by [clicking here](#). We recommend drafting your responses to application's brief narrative questions in a Word Document and then cutting and pasting your answers into the online form where appropriate.

## IMPORTANT INFORMATION TO NOTE

- 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 in the "Attachments" section of the online application. **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 prior to the notification date will not be considered.** Applications are due on the 15<sup>th</sup> of the month with a one-month turnaround.
- In order to meet the demand for reimbursement funds, **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 consultant, coach, or mentor identified. **Payment will need to be made by the applicant as required by the organization(s) or consultant(s) providing the proposed professional development activity.** Quick Grant awards are distributed after the applicant submits documentation verifying that the pre-approved activity has been completed.

## QUESTIONS?

Please see our [Frequently Asked Questions](#) for answers to common application questions or contact us at 415.516.8279 or at [quickgrant@cciarts.org](mailto:quickgrant@cciarts.org). 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.

## ACKNOWLEDGEMENT

The Quick Grant program is made possible through support from:

