



## Creative Capacity Fund Quick Grant Program

**Guidelines** (effective May 16, 2017)

### **Purpose:**

The Creative Capacity Fund (CCF) Quick Grant Program provides professional development funds to arts organizations and individual artists in the Bay Area and in Los Angeles, to enroll in workshops, attend conferences, and to work with consultants and coaches in order to build administrative capacity, hone business skills and strengthen the economic sustainability of an organization or arts practice.

### **Awards:**

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

**Individual artists** meeting eligibility requirements may receive one annual award of up to **\$600\*** in professional development funds to participate in approved\* professional development programs.

*\*Please note that due to the increasingly competitive nature of the Quick Grant Program, partial funding is likely to be awarded.*

### **Eligibility:**

The Creative Capacity Fund is a joint effort of multiple California arts funders and eligibility criteria may vary slightly by region. Individual artists or arts organizations may apply to the Quick Grant Program if they meet the eligibility criteria for any of CCF's funding partners as follows:

#### **Individual Artists**

- Individual artists living in Alameda, Contra Costa, Marin, San Francisco, San Mateo counties; or working/living in the City of San Jose (demonstrated by resume).
- Individual artists living/working in Los Angeles County (demonstrated by resume).
- Individuals who have applied to the **California Community Foundation Visual Arts Fellowship** in the past four years (beginning July 2012).

#### **Organizations**

- Staff at a Nonprofit Arts Organization in the City of San Francisco and the City of San Jose.

### **Eligible Costs:**

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

- Travel and hotel expenses, if workshop or conference occurs outside a 60-mile radius of applicant's primary address.
- Registration fees for conferences and workshops.
- Fees to engage a facilitator, executive coach, career counselor or other consultant, in order to build administrative and business skills.

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The Quick Grant program is made possible through support from · City of Los Angeles Department of Cultural Affairs · Los Angeles County Arts Commission · California Community Foundation · San Francisco Arts Commission · San Francisco Grants for the Arts/Hotel Tax Fund · San Jose Office of Cultural Affairs · Center for Cultural Innovation

Ineligible expenses include:

- Funding to offset applicant's regular salary or wages or fees for temporary/contract employees.
- Funding to offset general operating expenses.
- Activities focused primarily on creative or artistic development or art teaching methods/techniques (Please see the online Quick Grant FAQs 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). i.e. If you apply for the May 15<sup>th</sup> deadline -between April 16<sup>th</sup> – May 15<sup>th</sup> - the activity cannot begin until after June 15<sup>th</sup>.
- Capacity building activities proposed by individual artists to support the operations of a nonprofit organization (Please see the online Quick Grant FAQs for more information).
- Funding to offset fees associated with college tuition or for college credit activities.

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 giving to applicants that:

- Have not already received support through the CCF Quick Grant Program.
- Have budgets of \$500,000 or under, in the case of organizations.

*\*Note for Los Angeles applicants: Proposals to work one-on-one with consultants are becoming increasingly competitive in this region, and as a result, a greater portion of available funds are being awarded to attend workshops and conferences.*

### **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 online through the online application which can be accessed here [http://www.cciarts.org/quick\\_grant.htm](http://www.cciarts.org/quick_grant.htm). Because applications must be completed in one sitting, the questions below are only a reference for drafting your proposal and do not include all of the information that will be required from you upon applying. We recommend drafting your responses to these brief narrative questions in a Word Document and then cutting and pasting the answers into the online form where appropriate. Please see the online Quick Grant FAQs for answers to common application questions or contact us at [ccf@cciarts.org](mailto:ccf@cciarts.org).

#### **1. Activity Description**

Please provide a brief description of each professional development activity you wish to undertake. *Include specific information on service providers, name and title of program participants, program website, dates, times, locations, etc. for each activity requested. Please also provide specific budget information for the requested activity or activities such as anticipated expenses for the workshop/conference, consultant, flight, ground transportation, accommodations, etc. as relevant. If requesting a consultant, please provide a detailed timeline including both the start and end dates of the project and expected dates for key lessons/topics covered. If requesting multiple activities, please list in priority order.* [100 word maximum for each activity description field. The online application provides four "Activity Description" fields.]

#### **2. Proposed Impact**

Please describe how the proposed activity or activities will impact your career and/or benefit your organization. [200 word maximum]

### 3. Activity Budget

- Total cost of proposed activity.
- Total travel costs.
- Total requested from Creative Capacity Fund.
- Additional committed source(s) of funding for your activity, if needed.

#### Required Attachment Checklist:

- Applicant's resume

#### If requesting a consultant:

- Consultant's professional bio or resume
- Signed Letter of Commitment on letterhead from proposed consultant (Please see the online FAQs for more information).

#### If applying through a fiscally sponsored organization:

- Fiscal sponsor's tax ID number.
- Copy of fiscal sponsorship agreement between applicant organization and the fiscal sponsor.

#### Important Information to Note:

- Applicants requesting funds to hire a consultant or coach must upload a Letter of Commitment from the proposed consultant and the consultant's bio or resume to the "Attachments" section of the online application (Please see the online Quick Grant FAQs).
- **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(s) identified in their application. 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 to CCF verifying that the pre-approved activity has been completed.
- The Creative Capacity Fund and the Quick Grant Program operate on a fiscal year beginning July 1.

#### QUESTIONS?

Contact the Creative Capacity Fund toll-free at (415) 288-0530, or by email at [ccf@cciarts.org](mailto:ccf@cciarts.org).