



San José Coronavirus Relief Fund: Artists

APPLICATION FREQUENTLY ASKED QUESTIONS

Applicant Eligibility

Who is eligible to apply for the San José Coronavirus Relief Fund: Artists?

Individual artists who are freelancers (gig and/or contract workers), or sole proprietors are eligible to apply if they meet the following criteria:

- Must be an artist or work in an artistic capacity in the arts sector.
 - Demonstrate Proof: Must provide documentation of applicant's professional role in arts and culture through a website url or uploaded documentation of artistic work.
- Must be a current, full-time resident of the City of San José.
 - Demonstrate Proof: Must upload ONE proof of current residency. Proof is demonstrated by including a legible photo of a current state driver's license or ID; or most-recent utility bill, health insurance statement, bank statement, or other document. The name and address must match that used in the application form.
- Must make the majority (50%+) of income from work as a freelancer or sole proprietor in the arts sector.
- Must provide a detailed explanation of financial losses, or incurred expenses due to COVID-19. While documentation of these losses or expenses will not be required initially, it may be required in the future.
- Must not have a conflict of interest (family or financial relationships) with the boards, staff, or directors of CCI or of the City of San José's elected officials and their employees.

- Can only apply once.

Those who operate commercial businesses (incorporated entities or LLCs) are not eligible to apply for this fund.

Who qualifies as an individual artist?

Applicants who make their primary income as freelancers or sole proprietors in the arts sector are eligible to apply. This includes fine artists, including literary, visual, and performing artists; musicians; teaching artists; culture bearers; artist members of collective-based or cooperative creative social enterprises; and specialized artist workers (e.g., lighting or sound designers, fabricators).

Language

Is the application available in other languages besides English?

We are only able to accept applications in English, however non-English speakers are encouraged to apply. The application is brief and simple and we encourage you to find a friend, neighbor, or family member who can help you to help you complete it.

How to Apply

How do I complete my application?

All applications must be completed and submitted online here: <https://ccigrants.gosmart.org/>. First, you must create an account. After you have created an account, then you will be able to access the application. You MUST apply online.

You may preview a PDF version of the application here:

https://www.cciarts.org/_Library/docs/Application_Preview_San_Jose_Fund_Artists.pdf

Proof of Residency

Application question:

Upload ONE document that shows your NAME and ADDRESS as proof of San José Residency.

[Only full-time, current residents of the City of San José are eligible to apply.]

1. What types of documents can I provide for my proof of San José Residency?

You may submit any document from a third party that clearly shows your NAME and CURRENT ADDRESS.

We will accept the following documents as proof of residency:

- Driver's license or government-issued ID card
- Utility bill (electricity, water, gas, internet service or phone bill)
- Health insurance statement or medical bill
- Bank or credit card statement
- Statement of government benefits (this could include SSI, SSDI, SNAP, etc)

Please note: We only need to see the NAME and ADDRESS on your document. You do not need to upload the entire document. Please cover up sensitive information like your Social Security and account numbers.

2. Which file types are acceptable for Proof of Residency?

You may upload JPEG, PDF, PNG, DOC, DOCX or XLS files to the system. Files must be less than 1000 x 1000 pixels.

3. My JPEG/PNG file is too large. How do I resize my Proof of Residency photo?

If you are uploading a JPEG or PNG file, our online system will only accept files that are 1000 x 1000 pixels or less. If you have a newer cell phone, your camera settings may be set to take the highest quality photo, which may be too large to upload.

Here are some ways to make your file smaller so you are able to upload it:

- **Crop your image:** Take a picture of the document from about two or three feet away, then crop the photo by using the “edit” feature in your pictures/gallery app. You can drag the corners of the edit box to crop out everything but the document, which makes the file size substantially smaller. The following links provide more detailed instructions of how to crop your photos in both iPhone and Android.
[How to crop photos for iPhone and iPad](#)
[How to crop photos using Google Photos \(for Android phones\)](#)
- **Use a re-sizing app:** You can download apps that help you resize your photos.
[List of apps to resize photos for Android phones](#)
[List of apps to resize photos for iPhone](#)
- **Save the image as a PDF:** Generally, PDFs are smaller size than JPEG/PNG (picture) files. If most phones, you can take a photo, then select the option to print your picture. When you do this, you can select to save the file as a PDF.
[How to save images as PDF on Windows, Mac, iPhone, and Android](#)

Request Amount

How much funding can I request?

Individuals can request up to \$2,000.

Applicants will be asked to describe their financial needs in detail, and are requested to apply only if facing an immediate financial emergency. This is meant to reserve as much of the San

José Fund as possible for those facing significant financial threats to affording their arts business and/or remaining operational.

Eligible Expenses for Reimbursement

Application question:

List the reimbursable expenses incurred since March 1, 2020 that were incurred as a result of COVID-19's medical and economic crises.

Which expenses are eligible for reimbursement?

The San José Coronavirus Relief Fund: Artists will provide reimbursement funds for expenses that have already occurred. Funds will cover necessary expenses incurred between March 1, 2020 and September 29, 2020. Future expenses *are not* eligible.

Examples of eligible expenses are in two categories:

1. **Expenses that the applicant is unable to afford due to lost income due to the COVID-19 economic shutdown.** Examples of such expenses include overdue rent or mortgage payments that create a risk of eviction or foreclosure; overdue utility payments that threaten service disruption; food; increased health care costs due to the loss of full-time employment benefits; accounts payable; repayment of loans, and overall costs to keep the artist in business in the City of San José.
2. **Expenses incurred to deal with COVID-19.** Examples of such expenses include COVID-19 medical expenses; caring for family members who have been displaced or infected by COVID-19; teleworking costs; educational or daycare costs to enable working from home; purchase of PPE or other measures for COVID-19 prevention; and/or purchase of technology or other goods or services to shift business practices due to the COVID-19 shutdown.

Which expenses are ineligible for reimbursement?

Ineligible expenses include lobbying; legal settlements; severance pay; purchasing property; providing bonuses; taxes (unless nonpayment would cause eviction or foreclosure); or improving one's property. We will not reimburse CARES ineligible expenses.

May I list more reimbursable expenses than the amount of funding I am requesting?

Yes. The reimbursable expenses you list can exceed your request amount to ensure that you list enough eligible expenses; however, we suggest only listing no more than five major expense items.

What information do I need to provide when I list my reimbursable expenses?

You must provide the following information:

1. The date(s) of the expense. Note: the expense must have occurred between March 1 and September 29, 2020.
2. A detailed description of the type of expense. For example: past due PG&E utility bills; additional Kaiser health insurance coverage after job loss; past due rent on my

apartment; professional Zoom subscription to work from home; upgraded internet service from Comcast to enable work from home.

3. The amount of the expense, rounded to the nearest hundredth. For example: if your expense is \$438.54, list the amount as \$440.

Do I need to provide proof of my expenses when I apply?

We will not require receipts for these expenses at this time; however you may be asked to provide receipts or proof of your COVID-19-related expenses at a later time. In accordance with the CARES Act, Fund recipients should maintain records of the expenses they claimed for a period of three years.