



City of San José Coronavirus Relief Fund: Artists

Guidelines

Aceptamos aplicaciones para el Fondo de Alivio para el Coronavirus de la Ciudad de San Jose: Artistas. La aplicación es breve y fácil. Por favor busque a un amigo/a/x que le pueda ayudar a traducir y entregar su aplicación para la fecha límite de 29 de septiembre

Chúng tôi hoan nghênh các đơn ghi danh cho Quỹ Cứu Trợ San Jose dành cho những cá nhân hoạt động trong lãnh vực nghệ thuật. Đơn rất ngắn gọn và đơn giản. Xin quý vị vui lòng tìm một người bạn có thể giúp thông dịch và gửi đơn xin trước ngày 29 tháng 9.

The City of San José Office of Cultural Affairs has launched the **City of San José Coronavirus Relief Fund: Artists** [the “San José Fund”]. This is a reimbursement-based fund to mitigate COVID-19 related financial impacts suffered by individual artists (as defined in the “Program” section below). The San José Fund is distributing \$208,000 to help with costs related to COVID-19, and to prevent displacement among artists who are the backbone to the City’s diversity and vibrancy of cultural identity and expression. The City of San José Coronavirus Relief Fund: Artists is made possible by federal funding resulting from the United States CARES Act, which was allocated by the State of California to the City of San José. Distribution of the San José Fund is through a partnership between the City of San José Office of Cultural Affairs and the Center for Cultural Innovation (CCI). CCI, a trusted intermediary focused on the economic security of people in the arts, is administering the San José Fund.

Given the widespread financial consequences of the COVID-19 economic shutdown, the San José Fund welcomes additional support. Please contact Laura Poppiti, CCI Grants Program Director, at laura@cciarts.org if you would like to help with a tax-deductible contribution.

BACKGROUND

The City of San José Coronavirus Relief Fund: Artists is a response to the financial impact on professional artists caused by the COVID-19 economic shutdown. The large-scale shutdown has been needed to slow the spread of COVID-19, and it has continued to put the entire arts sector on hold. Artists' ability to earn income to pay necessary expenses has been disrupted, and their ability to survive financially is threatened.

The San José Fund will distribute support to reflect the cultural and geographic diversity of the City of San José—including those who are of historically underserved communities, and are especially vulnerable financially due to this economic crisis. Although not factors in grant decisions, we strongly encourage the following with financial needs to apply: individual applicants of historically marginalized communities, which may include, but are not limited to, African and African American, Arab, Asian and Asian American, Latinx, Middle Eastern, Native American and Indigenous, Pacific Islander; Lesbian, Gay, Bisexual, Queer, Transgender and Gender-Variant people; people with disabilities; women; and those who are low-income, have high debts, have difficulty obtaining or retaining sources of income, or live in immigrant and refugee communities. The City of San José will focus targeted outreach on artists and creatives from areas in San José most hard hit by the COVID-19 pandemic.

Applicants to the San José Fund will be invited to join the Bay Area Artists Relief Exchange Google Group (i.e., a listserv) which facilitates the exchange of expertise, advice, and resources (e.g., negotiating lower credit card interest rates, managing student loan debt, sharing job or space opportunities). In this time of physical isolation, the Google Group helps foster social connections, builds a shared sense of community, and creates a cooperative exchange of useful information and resources. Participation is optional.

PROGRAM

The City of San José Coronavirus Relief Fund: Artists makes available a total of \$208,000 in the form of grants up to \$2,000 to individual artists and sole proprietor arts businesses who make their primary income as freelancers or sole proprietor business owners in the arts sector. This includes fine artists, including literary, visual, and performing artists; musicians; teaching artists; culture bearers; art-making enterprises such as jewelry makers; artist members of collective-based or cooperative creative social enterprises; and specialized artist workers (e.g., lighting or sound designers, fabricators). Incorporated businesses such as for-profit corporations and LLCs are not eligible to apply.

Individuals must be current, full-time residents of the city of San José. Applicants do not need to be a current or previous City of San José applicant or grantee, and being a former or current grantee of the City of San José does not have any bearing on whether or not you receive support from the San José Fund. Although grantees of other Relief Fund Programs are eligible to apply, priority consideration will be given to individual applicants who did not receive

funding through the California Arts Council's California Relief Fund for Artists and Cultural Practitioners.

The San José Fund will help individual artists who have lost income or incurred expenses due to COVID-19 and are facing an emergency regarding the payment of necessary expenses. Awards will be reimbursement-based to cover necessary costs incurred between March 1, 2020 and September 29, 2020. Applicants must describe the financial costs they have incurred due to COVID-19. Only "necessary" expenses are reimbursable, and these eligible, reimbursable expenses are divided into 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.

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.

Individuals may apply for up to \$2,000. Applicants will be asked to describe their financial needs in detail, and are asked 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.

The San José Fund will distribute support as broadly and widely as possible throughout the City of San José. When awarding funding, The San José Fund will prioritize both geographic diversity throughout San José, and applicants living in historically vulnerable communities. These communities are determined based on U.S. census tract data that have collective characteristics of historically vulnerable communities. The geographic factors are areas of lower-than-median income; populations primarily composed of African and African American, Latinx, Asian and Asian American, Native American and Indigenous, or Pacific Islanders; populations with concentrations of people with disabilities; or populations primarily composed of immigrant communities. The combination of these factors enable us to support those communities that will be made even more vulnerable in this economic recession.

The San José Fund will accept applications from September 15 until September 29, 2020. Applicants will be notified about their award status on October 16, 2020. If the San José Fund

receives more application requests than funding allows, CCI will use a lottery system that is weighted to prioritize applicants who live in U.S. census tracts that predominantly have the aforementioned characteristics.

Receiving support does not require that the recipient is contracted or obligated to perform any work for CCI or the City of San José. Rather than a final report, grantees will receive an online survey about the impact and use of the funds. The survey responses will provide important information about how to help those in the arts.

OPERATING PRINCIPLES

CCI will operate the program with the following ethos:

- *Trust:* We intend to operate the San José Fund in a way that provides some relief from stress, anxieties, and isolation. We trust that those who apply have met the criteria and that your artistic and cultural practices or professional role have been contributing to the City of San Jose's rich and varied cultural vitality.
- *Generosity:* No funder can fully address the financial impacts of the coronavirus pandemic. Before applying, we ask individuals to self-assess their financial state of need. This way, we can stretch the San José Fund's resources and help those with the most urgent needs.
- *Community:* We know that the arts community is resourceful, and we encourage applicants of the program to share what they need and what they can offer, particularly when it comes to advice, expertise, and resources by participating in our Google Group. If you've successfully re-negotiated student loan debt, pay this opportunity forward by helping someone else realize the same positive outcome. The Google Group will be porously managed, and can be open to anyone applicants of the program wish to invite.

ELIGIBILITY REQUIREMENTS

Individuals who apply:

- Must be a freelance artist (as defined above) or sole proprietor of an arts business; and must provide documentation that demonstrates applicant's professional role in arts and culture.
- Must be a current, full-time resident 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 the arts sector—any combination of sales of art, freelance work, and/or employment.
- 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.

- o *TIP:* Before you begin your application, we suggest you make a list of eligible expenses (including the Date, Expense Activity [e.g., rent, car payment, hospital bill, Zoom subscription], and Amount) for which you are seeking reimbursement.
- Can only apply once.

The following applicants are ineligible:

- Applicants, and employees or board members of applicant organizations, who have a conflict of interest (family or financial relationships) with the boards, staff, or directors of CCI or of City of San José's elected officials and their employees.
- Commercial businesses (LLCs and other incorporated entities). [Please refer to this resource for support and resources available for small businesses.](#)
- Nonprofit arts organizations or arts entities with or without fiscal sponsorship. [Please refer to this resource for CARES Act funding for San Jose Nonprofit Arts Organizations.](#)

ABOUT THE PROPOSAL

Applicants will need to:

- Describe and provide a financial accounting (itemized by dates, expense activities, and amounts) of the economic injury you as an individual artist have suffered due to COVID-19 and the related economic shutdown, including the kinds of expenses that cannot be paid due to loss of arts business-related income and/or financial expenses incurred due to the pandemic.
- Provide proof of residency.
- Provide proof of artistic employment as a freelancer or sole proprietor by providing a website url that verifies your arts-related source of income.

TURN-AROUND & PAYMENT PROCESS

All applicants will be notified about their status. Grantees will need to complete CCI's grant agreement, and the online payment processing form through Tipalti.com. Payments will be made via direct deposit and may take three to five business days. Checks are available in lieu of direct deposit, if preferred. As a charitable disaster-relief grant, the San José Fund's support to freelancers is not considered taxable; and support to sole proprietors is taxable. CCI does not offer tax advice so all applicants should check with a tax expert about their specific circumstances.

- September 15, 2020, 9:00 am PDT– Application Cycle Opens
- September 29, 5:00 pm PDT– Application Cycle Closes
- October 16, 2020 by 5:00 pm PDT– Notifications Made

Note: Applications and personal information of individuals who apply and/or receive support will be kept confidential. We recognize the sensitivity in applying for financial support.

HOW TO APPLY

Applications will be accepted beginning September 15, 2020 at 9:00 am PDT and accepted until September 29, 2020 at 5:00 p.m. PDT.

Completed applications must be submitted by the deadline—no exceptions will be made.

The City of San José Coronavirus Relief Fund: Artists online application can be accessed at: <https://ccigrants.gosmart.org/>

Applications will be accepted in English only. Applications must be submitted online through CCI's GO Smart™ system. All new applicants MUST register for an account with the GO Smart™ system BEFORE they will be able to access the grant application.

QUESTIONS

If you have questions about the San José Fund or the application process, contact CCI at grants@cciarts.org with the subject line: "San José Fund," your full name, email address, and your best contact number. Because our physical offices are closed, sending an email is the best way to reach us. [You can also read our Frequently Asked Questions \(FAQ\) about the application here.](#)

CCI STAFF ARE HERE TO SUPPORT APPLICANTS WITH TECHNICAL QUESTIONS.

Contact grants@cciarts.org with the subject line "San José Fund Tech Support" for assistance. We will try to respond as quickly as possible, but we may need a full business day to respond.

CONTACT US FOR SUPPORT!