

# Oakland CARES Fund for Artists and Arts Nonprofits

Aceptamos solicitudes del Fondo de Reembolso Oakland CARES para Artistas y Organizaciones artísticas sin fines de lucro. La solicitud es breve y sencilla, y promovemos la solicitud de personas cuyo idioma no sea el inglés. La fecha límite de entrega de solicitudes es el 23 de octubre de 2020.

Visite [www.cciarts.org/Oakland\\_CARES\\_Fund.html](http://www.cciarts.org/Oakland_CARES_Fund.html) para obtener las directrices, preguntas frecuentes y la solicitud en español.

我們現正受理屋崙 (奧克蘭) 市藝術工作者和藝術非營利組織 CARES 償付制基金的申請。申請表簡短易填，我們鼓勵非英語人士申請。受理截止日期為 2020 年 10 月 23 日。

如需中文版本的申請指南、常見問題和申請表，請瀏覽 [www.cciarts.org/Oakland\\_CARES\\_Fund.html](http://www.cciarts.org/Oakland_CARES_Fund.html)。

Chúng tôi đang nhận đơn đăng ký cho Quỹ Bồi hoàn CARES của Oakland dành cho Nghệ sĩ và Các tổ chức Nghệ thuật Phi lợi nhuận. Đơn đăng ký nên ngắn gọn và đơn giản, và chúng tôi khuyến khích những người không nói tiếng Anh đăng ký. Hạn nộp cho đơn đăng ký là ngày 23 Tháng Mười, 2020.

Vui lòng truy cập [www.cciarts.org/Oakland\\_CARES\\_Fund.html](http://www.cciarts.org/Oakland_CARES_Fund.html) để biết thêm thông tin về các hướng dẫn, những câu hỏi thường gặp, và đơn đăng ký bằng Tiếng Việt.

The City of Oakland has launched the **Oakland CARES Fund for Artists and Arts Nonprofits** [CARES Arts 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) and small nonprofit arts and culture organizations. The Fund is distributing \$1,425,000 to help with costs related to COVID-19, and to prevent displacement among artists and closures of arts nonprofits. Artists and public-benefiting arts organizations are the backbone of the City’s diversity and vibrancy of cultural identity and expression. The CARES Arts Fund is made possible by federal funding from the United States CARES Act, which was allocated by the State of California to the City of Oakland. Distribution of this Fund is through a partnership between the City of Oakland’s Economic & Workforce Development Department, Cultural Affairs Division and the Center for Cultural Innovation (CCI). CCI, a trusted intermediary focused on the economic security of people in the arts, is administering the CARES Arts Fund.

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

## **BACKGROUND**

The Oakland CARES Fund for Artists and Arts Nonprofits is a response to the financial impact on professional artists and nonprofit arts organizations 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 arts organizations’ ability to survive financially is threatened. The CARES Arts Fund is the second effort by the City of Oakland and its Cultural Affairs Department to continue helping the arts community. The East Bay/Oakland Relief Fund for Individuals in the Arts has been depleted and closed on June 5. The purpose for this new CARES Arts Fund is different, so please carefully review these guidelines.

The CARES Arts Fund will distribute support to reflect the cultural and geographic diversity of the city of Oakland—including those in historically underserved communities that 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, or organizations that primarily serve, 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.

Individual (non-organizational) applicants to the CARES Arts Fund will be invited to join the Bay Area Artists Relief Exchange Google Group (i.e., a listserv) that 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 Oakland CARES Fund for Artists and Arts Nonprofits makes available a total of \$1,425,000 to artists and arts organizations. The Fund offers two categories of support:

- **Individual Artists:** Those who make their primary income as freelancers or employees in the arts sector. 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, and the like).
- **Arts Organizations:** Organizations that are 501(c)3 arts nonprofits; fiscally sponsored arts organizations; and 501(c)3 incorporated cultural land trusts. Arts and/or culture activities and services must be the primary function of the organization. Eligible organizations must have a yearly budget under \$2.5 million based on the most recently completed fiscal year that ended before March 1, 2020.

Individuals must be current, full-time residents of Oakland, California. Arts organizations must meet two conditions: Their primary business address must be located in Oakland and they must primarily serve residents of Oakland. (If fiscally sponsored, 75% or more of your activities must be in Oakland.) Applicants do not need to be a current or previous City of Oakland applicant or grantee, and being a former or current grantee of City of Oakland does not have any bearing on whether or not you receive support from this CARES Arts Fund. Priority consideration will be given to individual applicants who did not receive funding through the East Bay/Oakland Relief Fund for Individuals in the Arts and/or the California Relief Fund for Artists and Cultural Practitioners.

The Fund will help individual artists and arts organizations that 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 October 23, 2020. Applicants must describe the financial costs they have incurred due to COVID-19. Only “necessary” expenses are reimbursable, and these reimbursable expenses are divided into two eligibility categories:

1. **Expenses that the applicant is unable to afford as a result of 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; employee salaries; repayment of loans, and overall costs to keep the artist or organization in business in the City of Oakland.
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.

Awards to individuals may be up to \$3,000 and awards to organizations will range up to \$20,000. The number awarded and the amount of relief grant sizes will be based on the number of applications received and, for organizations, will be scaled according to budget size. Organizations with budgets of up to \$2.5 million in their FY'19 are eligible to apply.

Both individual artists and organizational 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 CARES Arts Fund as possible for those facing significant financial threats to affording their arts business and/or remaining operational.

The CARES Arts Fund will distribute support as broadly and widely as possible throughout Oakland. When awarding funding, the CARES Arts Fund will prioritize both geographic diversity throughout Oakland, and individual applicants living in, and organizations located or performing the majority of their activities 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 CARES Arts Fund will accept applications from September 21, 2020 until October 23, 2020. We will make every effort to notify applicants about their award status by November 13, 2020. If the Fund receives more application requests than funding allows, CCI will use a lottery system that is weighted to prioritize applicants based in (and, for organizations, serving those 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 Oakland. 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 this 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, professional role, or organizational mission have been contributing to the City of Oakland's rich and varied cultural vitality.

- *Generosity*: No funder can fully address the financial impacts of the coronavirus pandemic. Before applying, we ask individuals and arts organizations to self-assess their financial state of need. This way, we can stretch the 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. Individual artist applicants will be invited to participate, if they so choose.

## ELIGIBILITY REQUIREMENTS

### Individuals

- Must be an artist (as defined above); and must provide documentation that demonstrates applicant's professional role in arts and culture.
- Must be a current, full-time resident of Oakland.
  - 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 similar type of document. The name and address must match that used in the application form.
- Must make the majority (50%+) of individual 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. (Refer to examples of eligible expenses above.)

*TIP*: Before you begin your application, we suggest you make a list of eligible expenses (Date, Expense Activity [e.g., rent, car payment, hospital bill, Zoom subscription], and Amount) for which you are seeking reimbursement.
- Must not have received funding from any other City of Oakland CARES-funded grants program.
- Can only apply once.

### Organizations

- Must demonstrate proof of 501(c)3 nonprofit status by providing one of the following:
  - 501(c)3 Tax Determination letter;
  - Form 1023 Application for 501(c)3 status; or
  - 990 Federal Tax Return from either FY'18, FY'19, or most recent fiscal year that ends before March 1, 2020--whichever is most recently completed.

- If fiscally sponsored (fiscal sponsor can be non-local), organization must be based in and primarily serving Oakland. A sponsorship agreement letter on letterhead, including verification from the fiscal sponsor that 75% or more of the sponsored organization's activities benefit Oakland, with an Oakland address of the primary location in which organizational activities are performed, is required.
- Must be located in and primarily benefit the residents in Oakland. There are no residency requirements for employees.
- Must have a business address within the City (P.O. Box does not qualify).
- Must identify an address, if not the business address, where the nonprofit, or fiscally sponsored entity, locates the majority of its public-facing services. (Examples include using the address of the rental venue most commonly used, an address on the street where the organization produces its annual street fair, the address of a cultural center most used for providing programming that reaches diverse audiences, or your primary business address if that is where the organization provides services.)
- Must have an annual operating budget not exceeding \$2.5 million. (Funding amounts will be based on the actual budget size of the most recently completed fiscal year using the following tiers: For budgets up to \$999,999, grants will be up to \$10,000; for budgets of \$1million - \$1,499,999, grants will be up to \$15,000; and for budgets of \$1.5-\$2.5 million, grants will be up to \$20,000.) Organizational applicants must provide proof of budget size by providing an income and expense statement for the most recently completed fiscal year that ended prior to March 1, 2020. (Entities that are fiscally sponsored must provide their own budget and not that of the fiscal sponsor.)
- Organizations that received support through the Paycheck Protection Program, a National Endowment for the Arts (CARES) award, or an award from any other City of Oakland CARES funded grant program are eligible to apply. However, applicants that received \$20,000 or less from the Paycheck Protection Program and have not received these other sources of support will be given priority consideration.
- 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 Oakland's elected officials and their employees.
- Commercial businesses. For general business support, visit [www.oaklandbusinesscenter.com](http://www.oaklandbusinesscenter.com) or call the Business Assistance Center at (510) 238-7398.

## **ABOUT THE PROPOSAL**

Applicants will need to:

- Describe and provide a financial accounting (itemized by dates, expense activities, amounts) of the economic injury you as an individual artist, or your arts organization, has 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 (both individuals and organizations)

- Provide proof of residency (individuals) or 501(c)3 status (organizations only)
- Provide a location in Oakland that demonstrates primarily serving historically vulnerable communities (organizations only)
- Provide proof of artistic employment by providing a website url that verifies your arts-related source of income (individuals only)
- Provide proof of budget size (organizations only)

### **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. If awarded funding, please note that due to payment processing and mail delivery, grant payments may take until November 30 to arrive.

As a charitable disaster-relief grant, the CARES Arts Fund's support to freelancers is not considered taxable; support to nonprofits is not 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.

- Monday, September 21, 2020 at 9:00 a.m. PDT– Application Cycle Opens
- Friday, October 23, 2020 at 1:00 p.m. PDT– Application DEADLINE
- Friday November 13, by 5:00 p.m. PDT– Notifications Made

Note: The applications and personal information of individuals who apply and/or receive support will be kept confidential. (Because multiple parties, including City of Oakland and Equal Access will be providing translation services, those applicants' identities will be known beyond CCI.) We recognize the sensitivity in applying for financial support. However, organizations' applications and award status may not be kept confidential.

### **HOW TO APPLY**

Applications will open and be accepted beginning Monday, September 21 at 9:00 a.m. PDT and accepted until Friday, October 23 at 1:00 p.m. PDT.

Completed applications must be submitted by the deadline—no exceptions will be made. As we have a tight turnaround to process applications, we are unable to accommodate late entries.

The Oakland CARES Reimbursement Fund for Artists and Arts Nonprofits online application can be accessed at: <https://ccigrants.gosmart.org/>

Applications in English will be accepted online ONLY 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.

Applications will also be accepted in Spanish, Chinese (Traditional), and Vietnamese, and can be submitted through this link.

## QUESTIONS

If you have questions about the CARES Arts Fund or the application process, contact CCI at [grants@cciarts.org](mailto:grants@cciarts.org) with the subject line: "Oakland CARES Fund," your 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 for [individuals here](#), and for [arts nonprofits here](#).

### **CCI STAFF ARE HERE TO SUPPORT APPLICANTS WITH TECHNICAL QUESTIONS.**

For English-speaking applicants, contact [grants@cciarts.org](mailto:grants@cciarts.org) with the subject line "Oakland CARES Fund Tech Support" and provide your full name and telephone number for assistance. We will try to respond as quickly as possible, but we may need a full business day to respond.

For those completing applications in Spanish, Chinese (Traditional), or Vietnamese, contact [nbalram@oaklandca.gov](mailto:nbalram@oaklandca.gov) and we will try to respond to you within 48 hours.

Para quienes llenen las solicitudes en español, chino (tradicional), o vietnamita, comuníquese con [nbalram@oaklandca.gov](mailto:nbalram@oaklandca.gov) e intentaremos responderle dentro de las 48 horas.

若是以西班牙文、中文（繁體）或越南文填寫申請表，請聯絡 [nbalram@oaklandca.gov](mailto:nbalram@oaklandca.gov)，我們將在48小時內嘗試回覆你。

Với những người hoàn thành đơn đăng ký bằng Tiếng Tây Ban Nha, Tiếng Trung (Phồn thể) hoặc Tiếng Việt, vui lòng liên hệ [nbalram@oaklandca.gov](mailto:nbalram@oaklandca.gov) và chúng tôi sẽ cố gắng trả lời quý vị trong vòng 48 giờ.

**CONTACT US FOR SUPPORT!**