

**Quick Grant Application Preview**  
**FOR REFERENCE ONLY**  
**(as of January 16, 2022)**

**All Quick Grant applications must be submitted online through CCI's website, [here](#). We will not accept applications submitted by mail or email using this form. Responses to all questions/prompts are required unless otherwise noted.**

**QUICK GRANT APPLICATION**

The Quick Grant program provides reimbursement funds to staff at nonprofit arts organizations in the San Francisco Bay Area and to individual artists, creatives, cultural practitioners, and cultural producers throughout the state of California in order to build administrative capacity, hone business skills, and strengthen the financial sustainability of an organization, art practice, or area of cultural production.

Individual artists, creatives, cultural practitioners, cultural producers, and arts organization staff may apply to the Quick Grant program if they meet the eligibility criteria outlined in the Quick Grant Guidelines. **Eligibility criteria may vary slightly by region. Before applying, please review the Quick Grant Guidelines and Frequently Asked Questions.**

Please Note:

- **Applications must be completed in one sitting.** Once you submit your application, you may not be able to retype in the form. We recommend cutting and pasting the answers to the brief narrative questions from a Word document.
- Due to the increasingly competitive nature of the Quick Grant program, partial funding is likely to be awarded.
- Priority is given to activities with a business or administrative training component.
- Artistic development activities are ineligible for Quick Grant funding.
- Activities that begin less than 30 days after the nearest application deadline (applications are due on the 15<sup>th</sup> of each month) are ineligible for Quick Grant funding.

**SECTION I. APPLICANT INFORMATION**

***If awarded funding, the following ensures that we have accurate contact information on file. Note that recipients who receive \$600 or more will need to submit a Form W-9 to CCI.***

- Legal First Name:
- Legal Last Name:
- OPTIONAL--Other Names:
- Address (if applying as organization staff, enter the address for your organization):
- City:
- State:
- Zip Code:

***The information requested below is CONFIDENTIAL and will be used for internal purposes only to better capture and understand the population we serve. As such, the information you provide may be used in summary statistics, but will not impact the evaluation of your application.***

***Response options for the questions below will be available in the online application, including "Prefer Not to State."***

- Applicant Type:
- What is your artistic discipline or area of cultural production?
- County (e.g. Humboldt, Contra Costa, Los Angeles, etc.):
- With which gender(s) do you identify?
- Do you identify as LGBTQIA?
- Do you identify as a person with a disability?
- How do you identify?
- What is your career stage?
- What is the highest degree or level of education you have completed?
- Do you owe any student loans currently?
- How did you hear about this opportunity?

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**If you are applying as an “Artist, Creative, Cultural Practitioner, or Cultural Producer:”**

- Approximate number of years you have been creating art or engaging in cultural practices with the intent to earn income from your work:
- Annual household income:
- Estimated percentage of income derived from your art/cultural practice or arts-based business:
- Do you also identify as an arts administrator?

**All Applicants**

In some geographic areas that this grant supports, rising costs of living have displaced individuals. Has this circumstance affected you?

- If yes, from where did you move?
- Since being displaced, how long have you lived at your current residence?

**SECTION II. ELIGIBILITY VERIFICATION**

You may be eligible to apply for Quick Grant funding if you meet any of the following eligibility verification requirements in ONE of the funding categories listed below. Please check whether you are applying as an Artist, Creative, Cultural Practitioner, or Cultural Producer, or as Nonprofit Arts Organization Staff and indicate your eligibility under that column, as applicable.

**Artist, Creative, Cultural Practitioner, or Cultural Producer** (*check all that apply*):

- Artist, Creative, Cultural Practitioner, or Cultural Producer living and/or working outside of Los Angeles, San Francisco, and Alameda Counties (demonstrated by résumé uploaded to application)
- Artist, Creative, Cultural Practitioner, or Cultural Producer living and/or working in Los Angeles County (demonstrated by résumé uploaded to application)
- Artist, Creative, Cultural Practitioner, or Cultural Producer living in San Francisco, living in Alameda County, or working/living in the City of San José (demonstrated by résumé uploaded to application)
  - Current San Francisco Arts Commission individual grantee  
Last Award Date: YYYY-MM-DD

**SECTION III. PURPOSE OF REQUEST**

If requesting multiple activities, please list in priority order.

**1ST ACTIVITY** [Application will allow up to four activities to be proposed.]

- Activity Name (*If requesting a consultant or independently organized activity, enter “N/A.”*):
- Activity Type (Select one option): Workshop/Training; Conference; Festival; Consultant/Coach/Mentor; Publication; Special Event; Other
- Activity Cost:
- Travel Cost (*if applicable*):
- Location (Select one option): Local; In State; National; International; Virtual
- Activity Dates (*e.g. 4/1/12-5/1/12 or April 1, 2012 – May 1, 2012*):
- Topic (Select one option): Technology Training; Management/Strategic Planning; Networking/Field Learning; Marketing/Communication; Legal Issues; Human Resources/Staff Transition; General: Multiple Topic Business Training; Fundraising; Financial Management and Accounting; Education; Board Development; Audience Development; Leadership; Diversity, Equity, or Inclusion training; Other
- Other Topic (*if applicable*):
- Program Provider:
- Program Provider Website:
- Activity Description (*If requesting a consultant, coach, or mentor, please provide a detailed timeline including both the start and end dates of the project and a description of key lessons/topics that will be covered.*) [300 words max]
- Participant Name (*if applying as an organization staff member*):
- Participant Position (*if applying as an organization staff member*):

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**PROPOSED IMPACT**

**Describe how the proposed activity or activities will impact your career and/or benefit your organization. *Please note that Quick Grant funding has become increasingly competitive. Therefore, your response should provide strong rationale for how the proposed activity or activities will directly enhance your business and administrative capabilities or those of your organization.*** [200 words max]

**SECTION IV. Activity Budget**

- Total cost of proposed activity:
- Total requested from Quick Grant program:
- Provide an itemized budget listing registration fees, airfare costs, accommodation fees, transportation fees or consultant rate/ fee per session/hour. Please also list any additional committed source(s) of funding for your activity, if needed. *When making your plans, note that partial funding is likely to be awarded.*

**SECTION V. Upload File(s)**

**All applicants:**

1. Résumé

**If requesting a consultant, coach, or mentor, please upload:**

1. Professional bio or résumé for consultant, coach, or mentor; and
2. Letter of Commitment

**If applying through a fiscally sponsored organization, please upload:**

1. Copy of fiscal sponsorship agreement between applicant organization and the fiscal sponsor; and
2. A statement from the fiscal sponsor verifying that the majority (i.e., 75% your public activities) of applicant's programming occurs within the City of San Francisco or the City of San José.

**SECTION VI. AUTHORIZATION**

*I verify that the information in this application is true and that I meet all of the eligibility requirements for the Quick Grant program. I also understand that it is my responsibility to enroll in the activity specified in this application and/or to make any necessary contracting agreements with the consultant(s) identified in this application. I further acknowledge that submission of a Quick Grant application does not guarantee a reimbursement will be awarded.*

**Checking here provides your authorized signature.**

**If applying on behalf of an organization:**

*I verify that the activities described in this application have been approved by the applicant's arts organization. As an authorizing official of the organization, we further agree to receive and administer a reimbursement award for the purposes described, if approved.*

*If the applicant is not a senior manager within the organization, the authorizing official must be an executive staff member other than the applicant with the authority to approve financial decisions. If the applicant is a board member, the applicant must receive authorization from an executive staff member. Alternatively, if the applicant is an authorizing official of the organization, authorization must be from a Board member.*

**Checking here provides your authorized signature. (See [Quick Grant FAQs](#) for more information.)**

**Authorization Name**

**Authorization Title**

**Authorization Organization**

**Authorization Email**