COMMON APPLICATION FOR THE ARTS
BAY AREA PILOT: INTRODUCTION

> **For best results, use Adobe Acrobat when filling out and saving this form.** Certain features including the word and character counter may not be available when using other programs.

What is The Common Application for the Arts Bay Area ("The Common App")?

We represent three Bay Area arts funders. The histories and goals of our foundations are different, but we share the belief that the grant application process should be simpler. Our goal with this pilot is to decrease barriers and increase accessibility, providing more opportunity for grantseekers to enter the process.

While the participating funders will use a shared set of standardized questions, each funder maintains its own priorities, guidelines, eligibility, and review process. This partnership does not combine grant programs or pool funds but seeks efficiencies in information gathering and analysis.

For descriptions of grant programs, eligibility, and guidelines for each funder, please refer to individual funder websites:

- Fleishhacker Foundation
- The Kenneth Rainin Foundation
- Zellerbach Family Foundation Community Arts

Using The Common Application for the Arts

Having completed The Common App once, a grantseeker can use the responses created when applying for arts grants at the Fleishhacker Foundation, Kenneth Rainin Foundation, and the Zellerbach Family Foundation.

To learn more about The Common App and how to use when applying for upcoming grants, read the FAQ.

INSTRUCTIONS

There are 3 sections to this application:

- **Part 1:** Organization or Individual Artist Information
- **Part 2:** Project Description or General Support Information
- **Part 3:** Budget & Financial Information

You may access and complete the Common Application at any time. Once completed, you can insert your responses into the application forms on the Fleishhacker Foundation, Kenneth Rainin Foundation, and Zellerbach Family Foundation grantee portals, per their upcoming grant deadlines.

- **Your responses to the questions can be short.** Word count limits are designed to enable you to write a complete response; simple and straightforward answers to each question are all that is required.

- **You are encouraged to cut and paste answers you've used for other purposes.** For example, on your website, in program notes, or for other grant applications.

- **You may use your own existing budget forms, or you can enter information into the budget forms provided.**

- **Work samples can be provided by using online links (video or audio), JPGs (images), and PDFs (documents).**

- **If you are running into challenges** and find that this is taking you a long time to complete, please get in touch and ask for help from help@commonappartsbayarea.org

PART 1: ORGANIZATION OR INDIVIDUAL ARTIST INFORMATION

Organizational / Individual Artist Information

1. What is the name of the Organization or Artist applying for funding:

Organization/individual:

Street Address:

Contact Person:

Contact Phone:

Contact Email:

Website:

Social Media:

2. Are you applying as a Fiscally Sponsored Project of:

Art Span
Bay Area Video Coalition
Dancers' Group
Fractured Atlas
Independent Arts & Media
Intermusic SF
Intersection for the Arts
Queer Cultural Center
Other

If other, please provide:

Fiscal Sponsor Name:

Fiscal Sponsor Tax ID:

Address:

Contact Person:

Contact Phone:

Contact Email:

If applicable, upload a copy of Letter of Fiscal Sponsorship with your application.

3. If you are applying using your own 9-digit Tax ID, please provide it:

4. Are you applying as an:

Organization (complete section 4a below)
Individual Artist (skip 4a and complete 4b below)

4a. If applying as an ORGANIZATION, please provide:

4a-1: Mission statement:

4a-2: Brief organization history:

4a-3: A list or summary of current artistic programs, activities, key recent accomplishments:

4a-4: A description of the communities your organization engages and/or serves.

4a-5: A description of recent or upcoming changes or challenges (organizational leadership, operations, financial, major shift in programming), if any.

4a-6: Which artistic discipline(s) best fits your organization:

Dance

Film

Folk

Literary

Music

Theater

Spoken Word / Oral Tradition

Visual Art

Multi-disciplinary

Other

Reminder: Not every funder who has partnered to create this Common Application provides funding to artists working in every discipline. Please be sure to check the funder's eligibility guidelines before submitting your proposal. Those guidelines can be found:

- Fleishhacker Foundation
- The Kenneth Rainin Foundation
- Zellerbach Family Foundation Community Arts

4b. If applying as an INDIVIDUAL ARTIST, please provide:

4b-1: Artist statement:

4b-2: A description of the audiences you have presented to, or communities you have engaged in the last two years:

4b-3: Include a link to your artist bio, CV, or website here:

Or you may upload/attach your Artist bio or CV as a PDF to your application.

PART 2: PROJECT SUPPORT OR GENERAL SUPPORT INFO

Project Support: Project support grants are restricted to supporting those expenses associated with a specific project or event, including collaborating personnel compensation, facilities, materials, marketing/communications, reasonable administrative fees and overhead.

General Support: General support grants are flexible and may be used for operations, staffing, facilities, health and safety compliance, artists' compensation, rehearsals, performances, presentations, exhibitions, and other administrative, program, or production costs at the grantee's discretion.

Please refer to individual funder websites for available general operating or project grant opportunities.

Are you applying for:

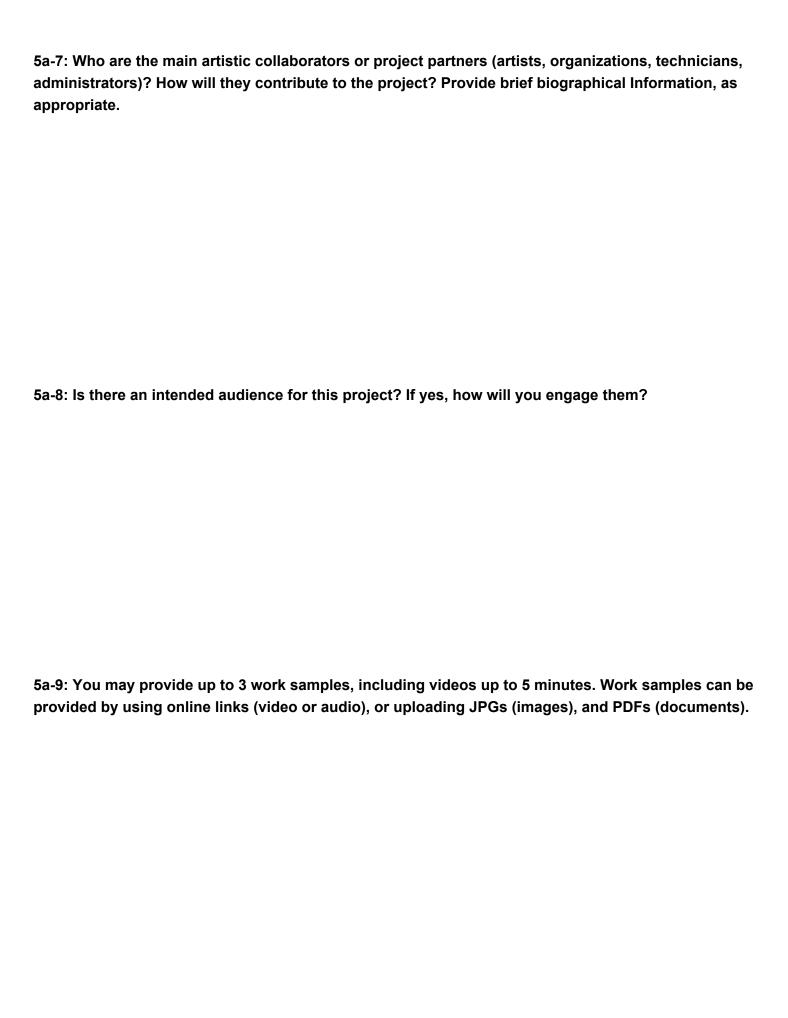   Project Support (section 5a)
    General Support (section 5b)

Complete This Section for Project Support

5a-1: Project Title:

5a-2: Timing: When will the project be developed/presented? Please indicate if there are public performance dates already known.

5a-3: In which of the following counties will the project take place?

Alameda
Contra Costa
Marin
San Francisco
San Mateo
Santa Clara

5a-4: If there will be public presentations, and you have venue information secured, where will the work be presented?:

5a-5: Is there an online/virtual component to the project:

Yes
No
To Be Determined

5a-6 Project summary and concept, inclusive of your artistic vision, goals, and decision to undertake this project at this time:

5a-7: Who are the main artistic collaborators or project partners (artists, organizations, technicians, administrators)? How will they contribute to the project? Provide brief biographical Information, as appropriate.

5a-8: Is there an intended audience for this project? If yes, how will you engage them?

5a-9: You may provide up to 3 work samples, including videos up to 5 minutes. Work samples can be provided by using online links (video or audio), or uploading JPGs (images), and PDFs (documents).

5a-10: Describe how your work samples relate to the proposed project. *If submitting videos, please indicate necessary user/password info and cueing instructions.*

Complete This Section for General Support

5b. General Support Narrative:

For the proposed grant period (please refer to Individual funder guidelines for grant period information), please describe in a few succinct paragraphs, the organization's upcoming:

- Artistic projects
- Community outreach and other programming plans
- Organizational priorities

Where possible, please include specific information about artists, venue(s), timelines, and goals.

Artistic Projects:

Community outreach and other programming plans, if any:

Organizational priorities, not listed above:

PART 3: BUDGET & FINANCIAL INFORMATION

6. If you are applying for Project Support:

What is your total project budget:

What is the Start/End date of your Fiscal Year?
                              (e.g July 1 - June 30 or Jan 1 - Dec 31)

Please EITHER:

- **Upload your own project budget (as PDF)**

  If you upload your own project budget, please clearly separate out payments to artists as a budget line(s).

- **Complete the sample Project Budget template**

  This template is not obligatory, however, if it is useful to you, please use it. It is provided as an example of the level of detail that is generally requested by funders who accept the Common Application.

  Lines may be added, renamed, or omitted, as needed, and the order need not conform to this sample. If you add or omit lines, please double check final sums as formatting may have changed.

7. If you are applying for General Support:

What is your annual organizational budget:

Please EITHER:

- **Upload your own (as PDF)**

    - Previous FY Annual Organization Budget (actual)

    - Current FY Annual Organization Budget (projected)

    - Fiscal Sponsor Actual Budget (if applicable)

- **Complete the sample Annual Organization Budget template**

  This template is not obligatory, however, if it is useful to you, please use it. It is provided as an example of the level of detail that is generally requested by funders who accept the Common Application.

  Lines may be added, renamed, or omitted, as needed, and the order need not conform to this sample. If you add or omit lines, please double check final sums as formatting may have changed.

8. OPTIONAL: If you would like to submit additional materials to support your application, *please upload those materials with your application. Providing any additional documents is entirely optional.*