

COMMON APPLICATION FOR THE ARTS BAY AREA: 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 a consortium of Bay Area arts funders. The histories and goals of our organizations are different, but we share the belief that the grant application process should be simpler. Our goal with this initiative 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 their websites:

- [Fleishhacker Foundation](#)
- [Gerbode Foundation](#)
- [InterMusic SF](#)
- [Theatre Bay Area](#)
- [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 from the funders listed above.

To learn more about The Common App and how to use it when applying for upcoming grants, [read the FAQ](#).

INSTRUCTIONS

There are 4 sections to this application:

- **Part 1:** Organization or Individual Artist Information
- **Part 2:** Project Description or General Support Information
- **Part 3:** Budget & Financial Information
- **Part 4:** Demographic Information

You may access and complete the Common Application at any time. Once completed, you can enter your responses into the application forms on the participating funders' grantee portals, as eligible and 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).**
- **Further clarification of the application requirements may be found in the Resources section of the Common App website.**

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, recent key accomplishments:

4a-4: A description of the communities your organization is rooted in, 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 participating funder provides support 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](#)
- [Gerbode Foundation](#)
- [InterMusic SF](#)
- [Theatre Bay Area](#)
- [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 are rooted in or 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 totaling 5 minutes of material to review. 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.

PART 4: DEMOGRAPHIC SURVEY

Why are we asking for demographic information?

We are requesting applicants provide us with demographic information about collaborating artists, organizational staff, and Board because we believe that it is a critical step in advancing equity in our work as funders.

It is important that you know that:

The data collected in this survey will be used by funders to help understand who they are reaching. It will not be used to determine eligibility, and no applicant will be excluded from consideration based on its responses.

The aggregated data will be studied by foundation staff to:

- understand who is in the broader arts community
- understand who our grants serve
- uncover bias and access barriers in our programs and processes
- respond to gaps in outreach and support

This data will also help to build foundations' capacity and improve their technical assistance support. The demographic questions in this application were [developed by the Kenneth Rainin Foundation](#). Demographic information will only be shared between funders in anonymized, aggregate form.

Ultimately, this information will help us as we seek to ensure that philanthropic resources are allocated more equitably in the future than they have been in the past.

If you don't have accurate information to answer these questions, please indicate by marking the "don't collect" boxes.

Definitions:

People of Color (POC)/global majorities

This includes African descent/African diaspora, First Nations, American Indian, Indigenous, Native Hawaiian and Pacific Islander, Asian, Southwest Asian, Latinx, North African, Arab, Middle Eastern, Muslim, and multi-ethnic people of color.

Transgender, Non-binary, Gender Nonconforming, Two Spirit

This includes people whose gender identity and expression is different from the sex they were assigned at birth, people who do not identify exclusively as a man or a woman, people whose gender expression does not fit neatly into a category, and/or people who identify as having both a masculine and feminine spirit.

Lesbian, Gay, Bisexual, Queer

This includes people who are emotionally, sexually and/or romantically attracted to members of the same

gender, more than one gender, and/or people who identify as among a spectrum of identities and orientations that are expansively defined.

Women A person who, regardless of their sex assigned at birth, identifies as a woman.

People with disabilities

According to Sins Invalid, includes: “people with physical impairments, people who belong to a sensory minority, people with emotional disabilities, people with cognitive challenges, and those with chronic/severe illness. We understand the experience of disability to occur within any and all walks of life, with deeply felt connections to all communities impacted by the medicalization of their bodies, including trans, gender variant and intersex people, and others whose bodies do not conform to our culture(s)' notions of ‘normal’ or ‘functional.’”

Board of Directors

Any governing or advisory body that provides ongoing guidance for your work can be included in the "Board of Directors" category.

Leadership Team

Any organizational members with substantial decision-making power in your organization can be included in the 'Leadership Team' category.

Consent Statement:

Selecting “Agree” indicates that you have read the information above and agree to participate in this survey. If you do not wish to participate in this survey, please decline participation by selecting “Disagree.”

Agree

Disagree

What percentage of your....

Board of Directors identify as People of Color/global majority?

Leadership Team identify as People of Color/global majority?

Staff identify as People of Color/global majority?

Artistic Team identify as People of Color/global majority?

What percentage of your....

Board of Directors identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

Leadership Team identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

Staff identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

Artistic Team identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

What percentage of your....

Board of Directors identify as Lesbian, Gay, Bisexual, Queer?

Leadership Team identify as Lesbian, Gay, Bisexual, Queer?

Staff identify as Lesbian, Gay, Bisexual, Queer?

Artistic Team identify as Lesbian, Gay, Bisexual, Queer?

What percentage of your....

Board of Directors identify as Women?

Leadership Team identify as Women?

Staff identify as People with Women?

Artistic Team identify as Women?

What percentage of your....

Board of Directors identify as People with Disabilities?

Leadership Team identify as People with Disabilities?

Staff identify as People with Disabilities?

Artistic Team identify as People with Disabilities?