

CREATIVEWORKFUND



A Fund for New Work

Responding to several years of declining support for artists and new art works, four Bay Area foundations launched the Creative Work Fund in September 1994. Today, the Fund is a program of the Walter and Elise Haas Fund that also receives generous support from The William and Flora Hewlett Foundation. Since its inception, the Creative Work Fund has awarded \$13.5 million in grants.

The Fund awards grants for artists and nonprofit organizations to create art works through collaborations. It celebrates the role of artists as problem-solvers and the making of art as a profound contribution to intellectual inquiry and to the strengthening of communities. Artists are encouraged to collaborate with nonprofit organizations of all kinds.

Four principles guide the Fund:

- Artists' creativity merits philanthropic support.
- Individual creativity is the source of cultural richness and diversity.
- The arts can be a powerful vehicle for problem-solving and community renewal.
- Collaborative efforts among artists, organizations, and their constituents can generate a productive exchange of ideas and bring the arts to new audiences.

In September 2020, the Fund will award approximately \$620,000 in grants to nonprofit organizations and collaborating artists. Grants will range from \$15,000 to \$45,000. Projects are expected to be completed within two or three years, but those of longer duration will be considered.

Who Is Invited in 2019-20?

Creative Work Fund projects feature one or more artists collaborating with 501(c)(3) nonprofit organizations. The Fund encourages the artists and organizations to “come together” for the sake of this collaboration: An artist should not submit a request to collaborate with an organization if he or she is a member of its paid staff or serves on its board of directors.

The principal collaborating artists must live in Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, or Sonoma County, and have lived there for at least two years. Collaborating organizations also must be based in one of the 11 counties.

In honor of the Fund’s 25th anniversary and unlike prior years, artists from **all** artistic disciplines are welcome to apply.

Lead artists will be asked to identify primary and secondary artistic disciplines in which they have strong track records of accomplishment. For a list of disciplines and their short definitions, visit:

creativeworkfund.org/grant-guidelines.



Artists and organizations should jointly plan their projects and prepare and authorize their letters of inquiry together. If a project will use a fiscal sponsor, that sponsor also must review and authorize submission of the letter.

Artists and organizations may submit one proposal per deadline and may receive no more than one Creative Work Fund grant every three years. Before submitting new letters of inquiry, prior Creative Work Fund grant recipients must have finished their projects, submitted their final reports, and had those reports approved.

The Fund seeks

- Projects in which the creation of an artwork is central
- Projects in which the artist functions primarily as an artist, not as a teacher, an art therapist, or in another capacity
- Projects in which an active, authentic working partnership between the artist or artists and the organization is central to the work’s development
- Projects that engage the organization’s constituents in the artist’s work
- Projects that draw upon artists’ creativity and problem-solving abilities
- Projects through which the making of art can strengthen a community, draw attention to an important issue, or engage audiences in new ways
- Projects that challenge artistic imagination and organizational thinking

- Projects that will be presented in Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, or Sonoma County
- Projects that designate at least two-thirds of the grant funds to the principal artists and their direct expenses for creating the work.

The Fund will not consider

- Commissions of new works by artists in which the applicant organization and artists are not collaboratively engaged in creating those works
- Projects in which the specified lead artist is an employee of or board member for the applying nonprofit organization
- Multiple letters of inquiry for projects featuring the same artist or submitted by the same collaborating organization
- Projects in which the lead artists and collaborating organizations are not based in the eligible counties or those with multiple artists, most of whom are based outside of the 11 counties
- Projects that do not feature the artist(s) centrally as demonstrated by the project descriptions and budget allocations
- Projects from lead artists or organizations that were awarded Creative Work Fund grants in 2017, 2018, or 2019
- Projects from artists or organizations that have not completed projects and final reports for previously awarded Creative Work Fund grants.

Further consideration

- Applicants receiving a Hewlett 50 Arts Commission or a Wallace Alexander Gerbode Special Award in the Arts *for the very same project* are unlikely to be supported.
- Applicant artists may apply with a nonprofit entity that uses a fiscal sponsor, and a fiscal sponsor may be part of more than one letter of inquiry.

Overview of application and awards process

Days or weeks before beginning your letter of inquiry, complete a brief eligibility quiz and set up a Grantseeker Account at creativeworkfund.org/apply. If you are eligible to apply, the Creative Work Fund will respond with your username and password within a day or two.

Organizations and artists should jointly prepare and approve submission of a letter of inquiry of no more than 10,500 characters and complete a summarized budget form that is part of the letter of inquiry form. Your project team members may begin drafting the proposal within your Grantseeker Account at creativeworkfund.org/apply and save it as a draft to complete later.

The lead artist prepares a professional resume or brief biographical statement of no more than two pages to include with the inquiry.

Once received (no later than December 6, 2019, at 5 p.m.), letters are screened by between two and four readers. Based on their feedback, the Creative Work Fund will select approximately 50 finalists for further consideration.

After letters are reviewed, invited projects receive a summary of the readers' comments and detailed guidelines for preparing full proposals. Full proposals restate and expand upon the ideas presented in the letter of inquiry, incorporate responses to the reader comments, and include an artist's statement, documentation illustrating the quality of the artists' work, detailed budgets, and additional background information about the organizations.

Because some artists may not have recent documentation of their work, invited finalists in will receive a simple form they may use to request a \$500 documentation grant.

A multidisciplinary panel, composed of artists and other arts professionals, review the finalists' proposals and recommend projects to be funded. Representatives of the foundations that support the Creative Work Fund then consider and sign off on the final awards.

How to Apply: Steps to Take and Key Dates

SEPTEMBER 2019-NOVEMBER 2019

Well before the deadline, avoid the rush, complete a brief applicant eligibility quiz, and request a Grantseeker Account at the Creative Work Fund application portal (creativeworkfund.org/apply). These steps are easy to complete, but it takes the Fund a day or two to approve your status and assign your user name and password. Don't wait until the last minute.

If you are not able to submit your letter of inquiry online for technical reasons, call (415) 402-2793 well in advance of the deadline to make other arrangements.

A lead artist and a collaborating nonprofit apply to the Creative Work Fund as a team. Both parties need to complete an eligibility quiz, enter the application portal, prepare and review the letter, and authorize its submission.

Once you have your user name and password, you can enter the letter of inquiry platform and begin to prepare your request. You may start your letter of inquiry online, save it as a draft, then return later to finish and submit it. **Do not** embed web links or images of your work in the letter of inquiry.

FREQUENTLY ASKED QUESTIONS ABOUT GRANTSEEKER ACCOUNTS	
What if I am an artist who previously applied to the Creative Work Fund and already has a Grantseeker Account?	Please contact grantsmanager@haassr.org to confirm access to your Grantseeker Account and to connect you to your collaborating organization.
What if I work at a nonprofit that receives grants from the Walter & Elise Haas Fund and I already have credentials for entry into the application portal?	That's fine. If you are representing the nonprofit partner, complete the eligibility quiz with your nonprofit account email and we'll tie your accounts together. If you are the lead artist, complete the eligibility quiz with your individual email.
What if I am an artist or a nonprofit organization leader who does not yet know who my collaborating partner will be?	No problem. Apply for a Grantseeker Account at any time. When you know who your collaborating partner will be, that partner also must complete the eligibility quiz. Both of you should contact grantsmanager@haassr.org for help with connecting you to one another in the application portal.
What if I change my mind about the artist or the organization with whom I want to collaborate?	It happens. Ask your new partner to complete the eligibility quiz, and contact grantsmanager@haassr.org for help with connecting you to one another in the application portal and voiding your previous letter.
Caution: Wrong Turn!	The Creative Work Fund is a program of the Walter & Elise Haas Fund, but make sure that you are requesting applicant credentials and registering your project idea through creativeworkfund.org not haassr.org .

DECEMBER 6, 2019

Letters of inquiry must be submitted by 5 p.m. through the grantseeker portal at creativeworkfund.org/apply. Be sure to indicate that both the lead artist and the collaborating nonprofit organization have authorized the letter's submission.

PRESS SUBMIT!

If your letter is in the grantseeker portal in draft form, the Creative Work Fund cannot review it.

You will receive an email confirming that your letter was received. If you do not receive confirmation, check your email spam and junk filters. If it's not there, call (415) 402-2793.

FEBRUARY 28, 2020

Organizations and artists invited to submit full proposals are notified by email. Notifications include detailed instructions for preparing full proposals.

Applicants who were not selected to submit full proposals also are notified by email.

APRIL 15, 2020

If requesting a documentation grant, invited applicants must submit their applications by 5 p.m. PDT on April 15.

NEW DEADLINE: JUNE 1, 2020

Full proposals from invited artists and organizations must be received online by the Creative Work Fund by 5 p.m. PDT.

SEPTEMBER 1, 2020

The Creative Work Fund Grant emails announcements and award letters.

DECEMBER 1, 2020

Before undertaking a Creative Work Fund project, artists and organizations should agree to shared responsibilities, copyright assignment, distribution rights, and royalty payments for the new work. Key participants in each selected project must prepare and sign off on a memorandum of understanding. Grants are paid to the collaborating 501(c)(3) organizations as soon as signed paperwork is received. Memoranda of understanding must be received from 2020 grant recipients by early December and must be submitted online.

Other Considerations

PROJECT DURATION

Ideally, a Creative Work Fund project will be completed in two or three years, but the Fund is willing to support longer and shorter collaborations.

FINAL REPORTS

Final reports are due three months after the project's projected ending date. Grantees must submit two final reports (one prepared by the artist and one by the organization) describing the project and how they collaborated. Final reports should include documentation of the finished projects.



Letter of Inquiry Instructions

The letter of inquiry narrative, no longer than 10,500 characters (including spaces), should include:

- Project description including discussion of how you will collaborate
- Description of the organization
- Information demonstrating the range and quality of the artist's work
- Description of how the artist's work relates to this project. If you believe it would be helpful to the reviewers, include information about the tradition or discipline in which the artist is working.
- Rationale for the collaboration between the artist and organization, and a brief explanation of why the project is appropriate now
- Discussion of how the work will reach audiences

Use the online budget form to show:

- Amount requested and total project budget filled into the summary budget form.
- A summary of your primary sources of income, both pending and committed. Please note that the Creative Work Fund grant may be part of a larger budget, but the Fund does not require applicants to secure other funding.)
- A summary of your primary expenses for the project, including evidence that a minimum of 2/3rds of the Creative Work Fund grant is intended to be spent on artists' fees and direct expenses. The Fund is particularly interested in what artists are being paid.

The letter of inquiry screening and proposal-award decisions will be based on:

- Evidence of the range and quality of the artist’s work
- Evidence that the project is an authentic collaboration between the artist and the organization
- Evidence that the project is challenging and that it addresses goals shared by the artist and the organization
- Demonstrated capability of the organization in its field
- Evidence of fiscal responsibility and sound organizational management
- Feasibility of the proposed project, based on required materials, timeline, and summary budget.

Letter of Inquiry Checklist

- Complete a brief grantseeker eligibility quiz and request a grantseeker account at creativeworkfund.org/apply.
- Receive your credentials from the online portal (check spam and junk folders!).
- Enter your credentials in the online portal and start a Letter of Inquiry.
- Complete identifying information about the lead artist, nonprofit partner, and fiscal sponsor (if applicable).
- Write a narrative of up to 10,500 characters (including spaces as characters) with a completed summary budget form and, optionally, a short (two-page maximum) bio or vita for the lead artist. *Save frequently in the online portal.*
- Please **do not** upload images, manuscripts, music files, or other documentation. Please **do not** cut and paste illustrations or Web links into the body of your letter.
- Double-check your letter. Both the artist and the nonprofit representative must indicate that they authorize the submission.
- Press submit by 5 p.m., PST, Friday, December 6, 2019.
- Watch for your confirming email to arrive. Call (415) 402-2793 if it is not received.

Additional Information

WEBSITE

In addition to the application information provided in these guidelines, **creativeworkfund.org** includes descriptions of previously funded projects and frequently asked questions. To receive announcements and reminders about webinar and seminar dates and future deadlines, register your information on the Website's contact page and "like" the Creative Work Fund's **Facebook page**.

WEBINARS

To assist applicants, Candid and the Creative Work Fund are presenting two one-hour informative webinars. The first of these is an overview of the Fund and how to apply to it. It will be available as a podcast on the Fund's Website after the presentation. The second webinar will be conducted as a forum for answering prospective applicants' questions that may be submitted in advance or during the webinar.

- **Webinar: Overview of the Creative Work Fund**
October 2, 2019 at 11 a.m. PT
- **Online Forum for Applicant Questions**
November 6, 2019, at 11 a.m. PT

To register for these programs, visit <https://creativeworkfund.org/applicant-seminars>

APPLICANT SEMINARS

Annually, the Creative Work Fund hosts seminars for potential applicants. These seminars will take place from September through early November 2019. Some of them will feature the Creative Work Fund alongside information about other funding programs for commissioning new work or supporting artists' projects. Find details about these opportunities — in locations ranging from Sonoma to San Jose — on the Website at creativeworkfund.org/applicant-seminars.

GENERAL INFORMATION

For additional information about the Creative Work Fund, call Frances Phillips, Program Director, or Faiza Bukhari, Program Associate, The Creative Work Fund, (415) 402-2793.

PHOTO CREDITS

Page 1: From "Día de los Muertos" a collaboration between Russell Rodriguez and Teatro Visión de San José (Photo by Roberto Padilla)

Page 2: From "The Odyssey: From Vietnam to America", a collaboration between Van-Anh Vo and Asian Americans for Community Involvement of Santa Clara County (Photo by Christine Jade)

Page 7: From "Vital Current – Seeking the San Lorenzo," a collaboration between Camille Utterback and Santa Cruz Museum of Art & History (Photo by Camille Utterback)

Page 9: From *The Parting*, a collaboration between Farah Yasmeen Shaikh and EnActe Arts (Photo by Margo Moritz)