

### About Your Application

Applicants to the Creative Work Fund submit their proposals [online](#) and are encouraged to provide web links to work sample documentation. Applicants also have the option to submit work samples as physical media.

Whether you submit your work samples online or as physical media, everything must be uploaded or received by 5:00 p.m. PDT on June 11, 2021.

A few key things we recommend in advance:

- Your invitation to apply includes links to online information about all sections of your Creative Work Fund application. We recommend that you visit each link so you understand what's required and gather everything you need to complete your proposal. For convenience, you can download all of the information as a single folder [here](#).
- When you prepared your letter of inquiry, both the lead artist and the applicant organization received a username and password required for access to the [grantseeker portal](#). You will use those same usernames and passwords to gain access to the portal and prepare your full proposal. If a new team member will be working on your proposal, that person needs individual login credentials to gain access to the proposal; and that step should be completed soon by sending a request to [grantsmanager@haassr.org](mailto:grantsmanager@haassr.org).
- The application system is set up so that a nonprofit organization, artist, and fiscal sponsor (if one is used) can collaborate on preparing the proposal. We encourage you to take advantage of this opportunity. Further, everyone involved – the lead artist, the appropriate contact at the nonprofit organization, and fiscal sponsor (if used) – must log in to authorize the proposal's submission.
- The Fund's system permits you to save your application in progress. We encourage you to save your work often while drafting it.
- All applications are limited to presenting 10 minutes of documentation of the artist's work, which panelists will focus on and discuss at the panel meeting. You are encouraged to provide web links to work sample documentation in the Work Sample Documentation section of the proposal. Please do NOT embed images or web links to the artist's or nonprofit's work in the proposal narrative, in the lead artist's statement, or in any additional artist resume / biographical materials.
- The materials you submit online will be compatible with PDF and Excel formats. If your computer does not support these software formats, please contact us to arrange an alternative.

While we have tested our system, we understand that technical glitches can occur during the application process. We appreciate your patience and look forward to receiving your feedback. Send email to [grantsmanager@haassr.org](mailto:grantsmanager@haassr.org) for assistance with your technical questions.

### At a Glance: Required Parts of Your Proposal

- Project start and end date
- How and where the work will be presented
- Project budget
- Proposal narrative
- Lead artist statement
- Lead artist resume (if not already provided with Letter of Inquiry)
- Work sample documentation with explanatory notes
- Organization's (or fiscal sponsor's, if applicable) board roster
- Organization's (or fiscal sponsor's, if applicable) current year operating budget
- Organization's (or fiscal sponsor's, if applicable) most recent year-end financial statement that includes both a statement of financial position (or balance sheet), and statement of activities (or profit and loss statement)

### At a Glance: Optional Proposal Materials

- [SMU DataArts](#) (formerly California Cultural Data Project) profile (if available)
- Additional artist resumes
- Reviews of previous works by the artist(s) or the organization (*No more than three reviews.*)
- Permission letters from sites, public agencies, copyright holders, etc. (*Not letters of recommendation*)
- Presenting location/site information

### Resources to Assist You in Completion of the Proposal

- These instructions you are reading
- Notes from readers who reviewed your letter of inquiry. (None of those readers will review your full proposal, but their feedback may be helpful.)
- Creative Work Fund Call for Proposals, containing guidelines. Prior to completing the application, we recommend that you review the Call for Proposals.
- Memorandum of understanding guidelines. **You do not need to prepare a memorandum of understanding as part of your proposal**, but it will be required later if your project is selected for a grant.

### Completing the Proposal

**Format:** All materials must be entered via the online portal at <https://haassr.fluxx.io>.

**Drawing from your letter of inquiry:** Grants Review Panel members will **not** be able to see your letter of inquiry during their review, so it is likely that you will draw from it extensively in writing your proposal. Please answer all questions within the length restrictions. It is not necessary to use the entire length allowed. Brevity is appreciated.

**Role of the lead artist:** Creative Work Fund grants are awarded for collaborative partnerships between artists and 501(c)(3) nonprofit organizations for the creation of a new work. While the applicant organization may include artists whose efforts are critical to the making of the work, the “Lead Artist” identified in this proposal should not be part of the applying nonprofit organization. (Some exceptions may be made when the artist’s work within the nonprofit is very limited. Such exceptions must be discussed with the Creative Work Fund staff and should be explained in the proposal.)

**Changes to project since the Letter of Intent was submitted:** We understand that there may be shifts in project design since your Letter of Inquiry was submitted. However, two elements of your proposal should not change:

- **Core Partners:** Any change of an applicant organization or lead artist must be discussed and approved by the Creative Work Fund Program Director. Such changes are rarely permitted.
- **Budget changes:** The amount of money you planned to request was one of the factors considered in the review of your letter of inquiry. As you prepare a more detailed budget you may find that some costs have changed. However, you may not increase the amount of your request to the Creative Work Fund by more than 10% without seeking prior approval. The maximum grant size is \$45,000.

### Required Parts of Your Proposal

- **Project Details**

You already have provided a brief description of your project and a few key facts about your collaborating artist and organization. Please add project start and end dates, and information about how and where the work will be shared with the public.

- **Proposal Narrative**

Describe the project, why the partners want to work together, and who will create and manage the project through the collaboration.

- **Artist's Statement**

Here lead artists may tell the Fund about how they approach the project and what it would mean to them to undertake it. If someone other than the artist writes this section, please represent the artist's voice as clearly and authentically as possible. Do not repeat this text in the proposal narrative.

- **Budget**

Using the template provided, estimate the income and costs for this project, including how a Creative Work Fund grant would be spent if it were awarded. Separate the part of the budget that would be paid to artists or cover their direct expenses from the part that will cover the organization's costs for collaborating with the artist.

- **Lead Artist Resume (if not already provided with Letter of Inquiry)**

This need not be a formal resume, but a brief description of the artist's previous works and accomplishments. Resumes help the panel understand how the proposed project relates to what applicant artists have done in the past. Resumes may not be longer than two pages and should not include links to online work samples.

Please note that if you want to update the resume you submitted with your letter, the application system will not permit you to remove the earlier version. Contact the Creative Work Fund staff by phone or e-mail and we will be glad to delete the previously submitted resume for you.

- **Documentation**

The grants review panel will care deeply about the quality of the artists' work, so this part of your proposal is important. Providing explanatory notes per the instructions tells the panel what it is looking at, hearing, or reading.

- **The Required Attachments**

The board list, organization budget, and organization financial statement let the Fund know that the agency is qualified to receive a grant and stable enough to manage the money if a grant were awarded. If an organization is using a fiscal sponsor, all of these items should come from that fiscal sponsor.

### Optional Proposal Materials

We accept the items on the optional additions list because past applicants have felt that they would make their proposals clearer. They are not required: Only add them if you feel they make your case stronger.

- **SMU DataArts Profile.** If your organization participates in SMU DataArts (previously known as the California Cultural Data Project), your SMU DataArts profile for the Walter & Elise Haas Fund / Creative Work Fund also is requested. To submit the profile:
  - Log into [SMU/DataArts](#)
  - Select **Funder Reports**
  - Select **The Walter & Elise Haas Fund: Creative Work Fund** from the list and click **Submit**
  - Pick the most recent report year from the list. (The report automatically sends three years of data.)
  - Click **Continue**, then click **Generate Report**The profile will be visible to Creative Work Fund staff.
- **Additional Artists' Resumes** (Optional, PDF format only)  
These need not be formal resumes. Brief descriptions of additional collaborating artists' previous works and accomplishments may be substituted. Resumes may not exceed two pages each or six pages in total if there are more than three key artists. They should not include online links to artists' work samples.
- **Reviews** (Optional, PDF format only)  
Up to three reviews (total) substantiating the quality of the applicant organization's or artists' work. Please do not include articles about or interviews with your artists – only reviews.
- **Letters/permits granting permission to use sites, venues, or copyrighted material** (Optional, PDF format only). If your project would require special permissions or agreements to use intellectual property, equipment, facilities, etc., letters demonstrating these permissions or the likelihood of your securing such permissions may strengthen your proposal. **(Do not upload letters of support or letters of recommendation. They will be removed.)**
- **Presenting Location/Site Information** (Optional, PDF format only)  
If the site where your project will be developed or presented is specific and important to the understanding of your project, you may upload a map, drawing, photograph or brief description that will help the panel to understand that location. Present the information as an 8 ½" x 11" PDF attachment or a Web link.

# CREATIVEWORKFUND

GENERAL APPLICATION INSTRUCTIONS ♦ DUE JUNE 11, 2021

## Final Thoughts

See [this application checklist](#) to double-check the full list of required materials.

**Applications must be received by 5:00 p.m. PDT on June 11, 2021.**

Do not forget to have all key applicants log in to authorize submission of the proposal.

**If you are submitting physical media as work samples**, make sure to provide three copies and that they are received by the due date and time at:

The Creative Work Fund  
One Lombard Street, Suite 305  
San Francisco, CA 94111  
(415) 402-2793

**The Fund does not accept proposals sent by e-mail, nor does it accept late proposals.**

**Questions?** Please feel free to call Frances Phillips or Faiza Bukhari at (415) 402-2793 about the content of your application or Marcel Marania at (415) 402-2784 if you have technical questions about the online application or grantseeker portal.