

CREATIVEWORKFUND

2022 GUIDELINES



House/Full of Black Women
2016 collaboration between Amara Tabor Smith and Chapter 510 Ink
Photo: Robbie Sweeny

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 (CWF) in September 1994. Today, CWF 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, CWF has awarded \$15.6 million in grants.

This program 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 CWF:

- 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 November 2022, CWF will award approximately \$700,000 in grants to nonprofit organizations and collaborating artists. Grants will range from \$15,000 to \$50,000. Projects are expected to be completed within two or three years, but those of longer duration will be considered.

Who Is Invited?

CWF projects feature one or more artists collaborating with 501(c)(3) nonprofit organizations. The program supports 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, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, or Sonoma County, and have lived there for at least two years. (Temporarily relocated by COVID-19? See our FAQ.) Collaborating organizations also must be based in one of the 10 counties.

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.

CWF 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, 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.

CWF 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 10 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 2019, 2020, or 2021
- 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 then jointly draft a brief (two to three page) letter of inquiry (LOI) and complete a high-level budget form available in the grantseeker portal. The portal allows everyone to save their work until ready to submit.

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

Both the lead artist and a representative from the organization each click to submit the LOI.

Once received (no later than May 18, 2022), LOIs are screened by two to four readers. Based on their feedback, the Creative Work Fund will select approximately 45 finalists for further consideration.

Invited LOIs 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 LOI, 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 collaborating organization.

In recognition of the expenses that can be incurred when preparing a proposal, finalists will receive a \$500 application grant. Grant funds go to the collaborating nonprofit, not the lead artist, and are typically used to create recent documentation of lead artist work. Funds can be used for any application-related expense.

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.

2022 Timeline

MONDAY, MARCH 21

Letter of inquiry period opens

WEDNESDAY, MAY 18

Deadline for letters of inquiry

FRIDAY, JULY 1

Invitations to submit a full proposal sent to collaborating artists and organizations. Notifications come via email and contain detailed instructions.

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

THURSDAY, JULY 21

Distribution of \$500 application grants to support costs of documenting the lead artist's work and any other application-related expense.

FRIDAY, AUGUST 19

Deadline for full proposals

TUESDAY, NOVEMBER 1

Grant awards announced via email. Funded collaborations receive award letters to eSign. The lead artist and the head of the collaborating organization sign, as do fiscal sponsors, when used.

TUESDAY, NOVEMBER 8

Grantee workshop on the design of a memorandum of understanding (MOU) between lead artist and organization.

This workshop allows participants to learn how to prepare, sign off, and submit a MOU that allows artists and organizations to spell out shared responsibilities, copyright assignment, distribution rights, and royalty payments for the new work.

WEDNESDAY, NOVEMBER 30

Deadline for MOU

GRANTS ARE PAID TO THE COLLABORATING ORGANIZATIONS (OR THEIR FISCAL SPONSORS) AS SOON AS SIGNED GRANT AGREEMENTS AND MOU ARE RECEIVED.

Other Considerations

PROJECT DURATION

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

FINAL REPORTS

Final reports are due three months after the project's expected end 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 and a financial report.

Letter of Inquiry Instructions

TAKE THE ELIGIBILITY QUIZ & RECEIVE GRANTSEEKER CREDENTIALS

- Both the lead artist and the organization need to complete a brief grantseeker eligibility quiz and request/update grantseeker accounts at creativeworkfund.org/apply.
- If you are eligible to apply, you will receive your username and password via email from "grantsmanager@haassr.org" within one or two business days. If you complete the quiz after hours or on weekends it may take longer to receive your login information. Thanks for your patience.
- Be sure to check your spam and junk filters for this email and add the address to your address book to ensure delivery of future notifications.
- If you encounter difficulties, read the FAQ about grantseeker accounts.

USE THE ONLINE FORM TO SUMMARIZE

- Who is collaborating: lead artist, organization, and any fiscal sponsor
- Location and budget size of the collaborating organization and any fiscal sponsor
- Residency and artistic discipline of the lead artist
- The project at a glance
 - Working title
 - Brief description
 - Project duration and start date
 - The form of the finished project
 - Total project budget amount
 - Amount requested from the Creative Work Fund

CLICK THE PLUS SIGN

- To add the lead artist's professional resume or brief biographical statement. This document can be no more than two pages.

LETTER OF INQUIRY NARRATIVE

Because you've already written a brief description and summarized the project in the online form, the letter of inquiry narrative is brief. Preparing two to three pages of 12-point type on a page with 1" margin all around is an excellent guideline.

Include

- A description of how the artist's work relates to this project and some information about the range and quality of the artist's work.
- A description of the collaborating organization
- The rationale for the collaboration between the artist and organization, and a brief explanation of why the project is appropriate now. Touch on how artist and organization will collaborate.
- Brief information about how the work will reach audiences

Exclude

- Image, manuscript, audio / video files, or other documentation uploads
- Images or web links embedded in the body of your narrative.

When in doubt about what to emphasize, review evaluation criteria for letters of inquiry below.

USE THE ONLINE BUDGET FORM TO SHOW

- Major sources of income, both pending and committed
Please note that the Creative Work Fund grant may be part of a larger budget, but CWF does not require applicants to secure other funding.
- Major expenses for the project
A minimum of two-thirds of the CWF request must be earmarked for artists' fees and direct expenses. The program has a particular interest in what artists are being paid.

LETTER OF INQUIRY SCREENING AND PROPOSAL-AWARD DECISIONS ARE 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

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 open the Letter of Inquiry.
- ☐ Complete identifying information about the lead artist, nonprofit partner, and – if applicable – fiscal sponsor.
- ☐ Upload a short (two-page maximum) bio or vita for the lead artist.
- ☐ Write a brief narrative of no more than three pages of 12-point type using 1” margins all around.
- ☐ Complete the summary budget form.
- ☐ Ensure there are no image, manuscript, audio / video files, or other documentation uploaded and that there are no embedded images or web links in the body of your narrative.
- ☐ Both the artist and the organization representative (and the fiscal sponsor if used) log in to authorize the submission.
- ☐ Press submit by **Wednesday, May 18, 2022**.
- ☐ Watch for your confirming email to arrive.
Call (415) 402-2793 if it is not received.

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, due to COVID-19, I am an artist temporarily relocated outside the 11 counties the Creative Work Fund supports?	We hope you are safe and well. Please register for a grantseeker account answering Yes to the residency question and providing a few details about your relocation. We'll be in touch to confirm your eligibility.
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.

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, sign up on **the contact page**.

WEBINARS & SEMINARS

To assist applicants, CWF presents one-hour webinars and conducts online and (when public health conditions indicate it is safe to do so) in-person seminars allowing prospective applicants to learn about the program, learn how to apply, and ask specific questions.

Applicants are not required to attend a webinar but are encouraged to do so—especially if they are unfamiliar with the program.

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

GENERAL INFORMATION

For additional information email **info@creativeworkfund.org** or call (415) 402-2793.