CA$H Theatre GRANT

CA$H: Creative Assistance for the Small (Organization) and Hungry (Artist)

SPRING 2024 GUIDELINES

CA$H THEATRE is a program of Theatre Bay Area and is funded by The William and Flora Hewlett Foundation.

SECTIONS

OVERVIEW

CA$H Theatre Basics

There are two rounds of CA$H each year: Spring and Fall. Each round, approximately 15-20% of applicants are awarded. **Please note: CA$H Theatre Applications have changed. They now conform to the Common App. See "CA$H Creates and CA$H Performs: What's on the Application?" below.**

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What Does CA$H Theatre Fund?

CA$H Theatre funds <u>the development and production of live theatre</u>, as well as <u>capacity-building projects that increase your ability to develop and produce live theatre</u>. CA$H Theatre funding is specifically for individual artists, collaborative groups of artists, and companies with annual budgets no larger than $100,000.

CA$H does not fund film, education programs, journalism, podcasts, theatre venues that don't produce theatre of their own, music performances unrelated to musical theatre, religious organizations, or political campaigns. CA$H funds dance theatre, but does not fund dance. Dancers Group administers CA$H Dance.

There are two CA$H Theatre funds available: Creates and Performs.

- **CA$H Creates supports <u>development projects</u> and <u>capacity-building projects</u>.**
  - <u>Development projects</u> are projects that develop material for performance. Examples include script development, workshops, staged readings, development work with a dramaturg, and/or a devising process.
  - <u>Capacity-building projects</u> improve the applicant's ability to create or present theatre, but aren't tied to developing a specific production. Examples include professional development, updating your computer or lighting equipment, EDI training for your staff and board, hiring a consultant to help you start a new theatre company, and improving disability access for your space and/or website.
  - These grants are for $2,500.

- **CA$H PERFORMS** supports **fully-produced performances** of theatre projects open to the public.
  - This can be a traditional staged theatre production, a festival of several plays, an immersive theatre/dance/film hybrid experience, or any other theatre work that is fully produced and open to the public.
  - **Yes, we support improv, musicals, and operas!**
  - These grants are for $5,000.

DEADLINE

ALL PROPOSALS MUST BE SUBMITTED ONLINE by **5 PM PST, Monday, April 29, 2024**. We apologize, but we are unable to grant extensions.

ELIGIBILITY

CA$H is open to Bay Area theatre artists and small organizations that CREATE and PERFORM theatre.

- **Applicants may submit only one proposal in each granting round.** Submitting multiple applications for the same project, individual, or company will result in all applications being disqualified.
- CA$H Theatre **does not** support dance, film, radio, podcasts, static art installations, theatre journalism, debt payments, or musical performances outside of opera or musical theratre. Educational institutions, religious orgs, and political campiagns are also ineligible for CA$H funding.
- Projects that are being developed, produced, featured, or presented by ineligible organizations do not qualify for CA$H, even if an individual artist submits the application. For example, a playwright cannot apply for a grant to develop a play that is scheduled for production by an ineligible theatre.
- Individuals and organizations are eligible to apply for either CA$H Creates or CA$H Performs. If you have applied as a collaborative team in the past, apply as an individual and provide details about your collaborators in the space provided on the application.
- Your organization does not need to be a 501c3 or have a fiscal sponsor to qualify.
- You are not required to be a TBA member to apply. (Curious about TBA Membership for yourself or your organization? Email Meghan with questions at Meghan@TheatreBayArea.org!)

YOUR COMPANY IS ELIGIBLE TO APPLY FOR A CA$H GRANT IF:

- Its annual budget does not exceed $100,000 in the most recently completed fiscal year and in the current year at the time the application is submitted.
- It has a documented history of at least two professionally-oriented works that were presented publicly this year or in the three years prior. Staged readings and streaming productions definitely count!
- It is located in any of the counties within Theatre Bay Area's Northern California service area: Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma counties.
- It creates and performs theatre performances for the public, and is not primarily a performance venue or presenter.

- Your company or the project for which you are seeking funding is not an education program, religious organization, or political campaign, part of an education program, religious organization, or political campaign, or primarily funded by an education program, religious organization, or political campaign.
- It has closed any past CA$H Grants it has received, meaning the CA$H-supported project has been completed and the [CA$H Impact Assessment form](#) has been filed.
- No one currently employed by your company or under contract with your company is serving on the CA$H panel for that round.
- It was NOT a CA$H grantee from the previous CA$H round.
- Your project does NOT have a current TBA staff member or board member as attached personnel.

YOU ARE ELIGIBLE AS AN INDIVIDUAL IF YOU:
- Are at least 18 years old.
- Are a professionally-oriented theatre worker.
- Are able to document at least one professionally-oriented production featuring your work as an actor, director, playwright, designer, dramaturg, or technician, or one professionally-oriented production that you produced that was presented earlier this year or within the three years prior. Professional workshops, staged readings, and streaming productions definitely count!
- Are NOT applying for a project scheduled to be produced or co-produced by an ineligible organization (for example, an org with a budget over $100,000).
- Are NOT currently enrolled as a full-time high school or university student.
- Are NOT applying for a project that takes place within a school, university, or other arts education program. Renting a venue from an educational institution is OK.
- Are NOT applying for a project produced by a religious organization or political campaign. Renting a venue from a religious organization or political campaign is OK.
- Are NOT on the CA$H panel for this round.
- Are NOT a current TBA employee or board member.

- Have closed any past CA$H Grants you have received, meaning the CA$H-supported project has been completed and the [CA$H Impact Assessment form](#) has been filed.

A NOTE ABOUT TAXES

While we wish our grants could be considered tax-exempt income, all grants disbursed by Theatre Bay Area (including CA$H grants) are considered taxable payments by the IRS, and it is our responsibility to report the funds accordingly. If Theatre Bay Area disburses funds to you that meet or exceed the IRS reporting threshold of $600, we are required by law to collect an IRS Form W-9 from you (reflecting your name, address, and identification number, which is your SSN for individuals and your EIN for organizations), and to issue the organization or individual named on the W-9 with a Form 1099-NEC after the end of the year. We want to make sure all of our potential grant recipients are aware of this so it doesn't come as an unpleasant surprise. If you have questions about this, please don't hesitate to let us know!

HOW DECISIONS ARE MADE

CA$H Theatre is designed to be an entirely artist-driven program. TBA forms the decision-making panel by assembling a panel of theatremakers, all of whom are either individual artists or company members at organizations with annual operating budgets under $100,000, to ensure each application is reviewed by peers. It is our commitment to gather a group that is diverse in all aspects (identity, discipline, geography, and experience). Every panelist is given training on the panel process. All panelists are empowered to interpret the priority criteria through the filter of their own personal experiences and artistic views, while always staying true to the guiding principles on which the program was founded.

Priority for CA$H Performs and CA$H Creates will go to work that:
- has an impact on the artist, the organization, the community, or the field
- is innovative, takes creative risks, and has the potential for excellence
- will result in some kind of tangible theatre-related activity

TIMELINE

We do our best to ensure that all applicants will receive notice of the panel's decision within eight weeks of the application deadline. All applicants will be notified by email.

While there is no specific grant period in which the funds must be used, grantees will begin receiving requests for a final report approximately six months after receiving a grant, and you are ineligible to apply for another CA$H Theatre grant until the Impact Assessment report has been received

THE APPLICATION PROCESS

The online applications are available here:
[CA$H Creates Application, Spring 2024](#)
[CA$H Performs Application, Spring 2024](#)

Incomplete or late applications will not be accepted. We can't be responsible for technical issues that prevent applications from being submitted on time, so plan on submitting early.

You can't edit the form once submitted, but if you submit early enough, we can delete your application to enable you to submit another one before the deadline. Unfortunately, the software won't allow you to save your progress and return to the application; you must complete the form in one sitting. TBA's recommendation is to review the application carefully before assembling the materials needed.

If there was a problem with your application, your form will not submit and you will receive an error message. After successfully submitting your application, you will see a confirmation message on your screen, and you will receive an email confirmation. If you do not receive this email confirmation, check your spam filter! If you still don't see it, contact Melissa Hillman at melissa@theatrebayarea.org to confirm that your application is in our system, and to double check the accuracy of the email address provided in the application..

GET MORE SUPPORT

Our grantseeker support is robust! This year, we have three free webinars scheduled to support grantseekers, and an additional webinar available at a modest fee that can support your grantwriting work in general. Our webinars are:
- **[What's New About the 2024 CA$H Theatre Grant Application? With TBA Programs Officer, Tuesday March 26, 6:00-7:30pm, FREE](#)**
  - This Zoom webinar will be a deep dive into the new Common App-compliant CA$H Theatre application. There will be a brief Q&A period, but this webinar will mostly be a walkthrough.

- **CA$H Theatre Grant Walkthrough and Q&A with TBA Programs Officer Melissa Hillman, Saturday April 6, 12:00-1:30pm, FREE**
  - This Zoom webinar is our standard brief walkthrough and Q&A. There will be an extensive Q&A period, so bring your questions, or feel free to attend and just listen to the questions others ask.
- **CA$H Theatre Grant Walkthrough and Q&A with TBA Programs Officer Melissa Hillman, Monday April 16, 6:00-7:30pm, FREE**
  - This Zoom webinar is our standard brief walkthrough and Q&A. There will be an extensive Q&A period, so bring your questions, or feel free to attend and just listen to the questions others ask.
- **Gear Up for Grants: Budget Building for Grant Applications with accountant Jericha Senyak, Monday April 8, 6:00-7:30pm, $10 TBA members, $20 nonmembers**
  - This Zoom webinar will give you tools to create project budgets that you can use for grant applications at TBA and elsewhere

IMPACT ASSESSMENT

Grantees must complete the **CA$H Creates/Performs Impact Assessment form** after the project is complete. We use this information to show funders how impactful their support of the CA$H grant has been (or could be, for new funders), not to make sure you did it "right." You have nothing to prove– all we want to see is that the grant truly helped you, and that you were able to do some awesome things with it. You won't be judged or evaluated, and the information you provide on your impact assessment form has precisely zero impact on your future ability to get CA$H funding.

MORE INFORMATION/GET INVOLVED

Questions? Come to our application Q&A, which is free and open to the public. You do not need to attend the workshop to apply, although attendance is recommended, especially for first-time applicants. Even if you don't have a specific question, you can learn a lot by sitting in and listening to others' questions. To sign up for a Q&A, visit the CA$H page on our website. If you still have questions after your Q&A, contact Melissa Hillman at melissa@theatrebayarea.org.

Interested in being a panelist? If you're eligible to apply for CA$H, you're eligible to be a panelist! It's a great way to get an insight into the workings of the program, strengthen your future applications, and contribute to your community! Remember, you can't serve on a panel if you're applying for this round, but if you're planning to wait this one out and

apply in future rounds, or if you're interested in serving on a panel in future rounds, register as a panelist! We have other grants in addition to CA$H that need panelists, too. Click here to read more about the kinds of grant panels we have, what each one pays, and how to register as a TBA grant panelist.

CA$H Creates and CA$H Performs:
WHAT'S ON THE APPLICATION FOR ORGANIZATIONS?

All the questions on the CA$H Creates and CA$H Performs applications are below in **bold**. You can download a Word doc version of this section of the guidelines to use as a worksheet for your application. Use the Word doc to prepare your answers in advance, then copy and paste your answers to the narrative questions into the application. **Get the Word doc by clicking here.**

SECTION ONE: ORGANIZATION OR INDIVIDUAL ARTIST INFORMATION

Are you applying as an organization or individual? (If you previously applied as a collaborative team, apply as an individual. You will have the opportunity to discuss your collaborators below.)
   ▢ Organization
   ▢ Individual

Company Name

Contact Person

Contact Person Title

Phone Number

Email
Please enter your email address carefully and proofread it before you submit. Make sure it's an address you check regularly. All communications about your application will be sent to the email address you provide.

Have you received a CA$H Theatre Grant in the past three years?
  ▢ Yes
  ▢ No

(If you clicked "Yes" to the previous question) **Please provide the month/year the grant was awarded (MM/YY).**

(If you clicked "Yes," you have received a CA$H Theatre grant in the past three years) **Has your final impact assessment report been submitted? (Final reports for previous grants MUST be received before your application will be considered.)**
  ▢ Yes
  ▢ No

Please enter your Mission Statement below. (Word count limit: 400)

Brief organization history (Word count limit: 400)
Feel free to copy and paste this from your website.

A list or summary of current artistic programs, activities, recent key accomplishments (Word count limit: 400)

A description of the communities your organization is rooted in, engages, and/or serves. (Word count limit: 400)

(OPTIONAL) **Include a link to your website here.**
Although this question is optional, we strongly encourage you to include a link to your website if you have one.

SECTION TWO: PROJECT DESCRIPTION

Project Title
A working title is fine. For CA$H Creates, you also have the option to use a one-sentence description if your capacity-building project doesn't have a title.

Timing: When will the project be developed/presented? Please indicate if there are public performance dates already known. (Word count limit: 250)

In which of the following counties will the project take place? (Check all that apply.)
- ▢ Alameda
- ▢ Contra COsta
- ▢ Marin
- ▢ Monterey
- ▢ Napa
- ▢ San Francisco
- ▢ San Mateo
- ▢ Santa Clara
- ▢ Santa Cruz
- ▢ Solano
- ▢ Sonoma

CA$H PERFORMS ONLY: **If you have venue information secured, where will the work be presented?**
If venue information has not yet been secured, please type "N/A."

Project summary and concept. Include your artistic vision, goals, and decision to undertake this project at this time. (Word count limit: 400)

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. (Word count limit: 400).
If this is a solo project, please indicate that here.

SECTION THREE: WORK SAMPLES

You may provide up to THREE work samples totaling five minutes of review. Work samples can be provided by using online links (video or audio), or uploading JPEGs (images) and PDFs (documents). If you are including a script sample, please limit it to one ten-page excerpt.
This ENTIRE SECTION is optional. You may provide work samples as a pdf, jpeg, or online link ONLY. The five minute review limit is a guideline, not a hard limit. You will not be penalized if it takes panelists longer than five minutes to review your samples, but panelists will be told that five minutes is the average time they should be spending reviewing this section.

You are now no longer limited to one video work sample in the CA$H application, but remember that all three work samples *combined* should take about five minutes (or fewer) to review, and choose your video clips accordingly.

The only exception to the five minute guideline is the script sample. You are *strongly encouraged* to include an excerpt if you are applying for funding to support new work. The excerpt should be no longer than 10 pages. If you are including a script sample, ensure that any video clips you include for your other two work samples are two minutes or fewer.

Work Sample 1:
  ▢ I will provide an online link
  ▢ I will upload a JPEG or PDF

(If you click "I will provide an online link") **Work Sample 1: Video or Audio Link**
(If you click "I will upload a JPEG or PDF") **Work Sample 1: JPEG or PDF**

The questions for Work Sample 2 and Work Sample 3 are identical.

Describe how your work samples relate to the proposed project. If submitting videos, please indicate necessary user/password info and cueing instructions. (Word count limit: 250)

SECTION FOUR: BUDGET AND FINANCIAL INFORMATION

What is your total project budget?

Upload your project budget as a PDF.
Make sure your budget reflects compliance with AB5. Panelists will want to see that all personnel are being paid at least minimum wage or are volunteers. Stipends that reflect an hourly rate under the minimum wage for your municipality are NOT compliant with AB5. [Click here](#) to learn more about AB5.

Your budget should be complete, showing projected expenses, projected income, and funding sources already secured or in process. Be sure to include the potential CA$H grant and all potential funding in your income, with appropriate notes (applied, pending, or received).

We have a budget template available on the CA$H page on our website. You can use this template or create your own. You DO NOT need to use our budget template.Don't be intimidated by its complexity! If it doesn't work for you for this application, download it for future use and use whatever format works best for you.

The budget should demonstrate the need for the grant. In the world of grant writing, it's important that project budgets don't show a significant surplus (especially near the amount of or in excess of the grant that you are requesting). Grant panels want to see demonstrated need for the grant money.

Include in-kind budget items. These items would appear on both the income and expense lines, therefore showing a zero net effect. An example would be: $4000 for space rental in your expense section and a $4000 in-kind donation of performance space in your income section.

SECTION FIVE: APPLICATION CERTIFICATIONS

I understand that all grantees are required to complete a brief impact assessment report at the end of the granting period.
▢ Yes

I understand that all grantees are required to include acknowledgment of the TBA CA$H Grant in all official materials surrounding the funded project like programs, flyers, posters, press releases, and ads.
▢ Yes

I certify that my organization's annual operating budget is no greater than $100,000.
▢ Yes

SECTION SIX: DEMOGRAPHIC INFORMATION

This ENTIRE SECTION is optional with the exception of the first question, "Consent Statement" (see below).

PLEASE NOTE: The language below and the questions in this section are used by all organizations using the Common App. The purpose is to enable us to aggregate this data to get a much clearer picture of the arts funding scene regionally, rather than just within one organization. Understanding who is– and is not– getting funding keeps us accountable to our communities.

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.

IF YOU ARE APPLYING AS AN INDIVIDUAL, you only need to answer questions about your Artistic Team. Skip all the other questions. If your project is a solo project, your "Artistic Team" is yourself, and every answer would either be 0% (<25%) or 100% (>75%).

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?
▢ <25%
▢ 25-50%
▢ 51-75%
▢ >75%
▢ Don't collect

What percentage of your Leadership Team as People of Color/global majority?
▢ <25%
▢ 25-50%
▢ 51-75%
▢ >75%
▢ Don't collect

What percentage of your Staff identify as People of Color/global majority?
▢ <25%
▢ 25-50%
▢ 51-75%
▢ >75%
▢ Don't collect

What percentage of your Artistic Team identify as People of Color/global majority?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

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

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Leadership Team identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Staff identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Artistic Team identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Board of Directors identify as Lesbian, Gay, Bisexual, Queer?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Leadership Team identify as Lesbian, Gay, Bisexual, Queer?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Staff identify as Lesbian, Gay, Bisexual, Queer?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Artistic Team identify as Lesbian, Gay, Bisexual, Queer?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Board of Directors identify as Women?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Leadership Team identify as Women?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Staff identify as Women?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Artistic Team identify as Women?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Board of Directors identify as People with Disabilities?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Leadership Team identify as People with Disabilities?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Staff identify as People with Disabilities?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Artistic Team identify as People with Disabilities?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

SECTION SEVEN: REVIEW AND SUBMIT

Congratulations! You're almost done! Once you submit your application, you cannot edit it, so please be sure to review your application carefully before hitting "submit."

If you hit "submit" and you see a notice that says, "Thank you for applying for CA$H Creates!" (or "Thank you for applying for CA$H Performs!") then you have submitted successfully and we have received your application.

If you hit "submit" and you still see your application with some areas highlighted in red, then your application was not complete. Please check each question carefully before hitting "submit" again. If your application is rejected by our system for incompleteness, all uploaded files will be deleted, and you must upload them again.

You can take as long as you like to review your application; you will not time out.

When you're ready, hit the "submit" button below!

<div align="center">

CA$H Creates and CA$H Performs:
WHAT'S ON THE APPLICATION FOR INDIVIDUALS?

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All the questions on the CA$H Creates and CA$H Performs applications are below in **bold**. You can download a Word doc version of this section of the guidelines to use as a worksheet for your application. Use the Word doc to prepare your answers in advance, then copy and paste your answers to the narrative questions into the application. **Get the Word doc by [clicking here](#)**.

<div align="center">

SECTION ONE: ORGANIZATION OR INDIVIDUAL ARTIST INFORMATION

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Are you applying as an organization or individual? (If you previously applied as a collaborative team, apply as an individual. You will have the opportunity to discuss your collaborators below.)
- ▢ Organization
- ▢ Individual

What is the name of the artist applying for funding?
If you use a stage name, feel free to use it here.

Phone Number

Email
Please enter your email address carefully and proofread it before you submit. Make sure it's an address you check regularly. All communications about your application will be sent to the email address you provide.

Have you received a CA$H Theatre Grant in the past three years?
- ▢ Yes
- ▢ No

(If you clicked "Yes" to the previous question) **Please provide the month/year the grant was awarded (MM/YY).**

(If you clicked "Yes," you have received a CA$H Theatre grant in the past three years) **Has your final impact assessment report been submitted? (Final reports for previous grants MUST be received before your application will be considered.)**
- ▢ Yes
- ▢ No

Please enter your Artist Statement here. (Word count limit: 400)
If you've never written an artist statement before, this article will help! It's written for visual artists, but it works for theatre artists as well. Here are some examples of artist statements of varying lengths. Another example: Playwright Jacqueline Lawton has a great artist statement on her website.

A description of the audiences you have presented to, communities you are deeply rooted in, or communities you have engaged in the last two years. (Word count limit: 250)

(OPTIONAL) **Include a link to your website here.**
Although this question is optional, we strongly encourage you to include a link to your website if you have one.

Attach your theatre resume here as a PDF.
DO NOT attach your resume as a .docx, .notes, .pages, .jpeg, or anything other than a .pdf. Please make sure that you are attaching your theatre resume, not your business resume.

SECTION TWO: PROJECT DESCRIPTION

Project Title
A working title is fine. For CA$H Creates, you also have the option to use a one-sentence description if your capacity-building project doesn't have a title.

Timing: When will the project be developed/presented? Please indicate if there are public performance dates already known. (Word count limit: 250)

In which of the following counties will the project take place? (Check all that apply.)
- Alameda
- Contra COsta
- Marin
- Monterey
- Napa
- San Francisco
- San Mateo
- Santa Clara
- Santa Cruz
- Solano
- Sonoma

CA$H PERFORMS ONLY: **If you have venue information secured, where will the work be presented?**
If venue information has not yet been secured, please type "N/A."

Project summary and concept. Include your artistic vision, goals, and decision to undertake this project at this time. (Word count limit: 400)

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. (Word count limit: 400).
If this is a solo project, please indicate that here.

<u>SECTION THREE: WORK SAMPLES</u>

You may provide up to THREE work samples totaling five minutes of review. Work samples can be provided by using online links (video or audio), or uploading JPEGs (images) and PDFs (documents). If you are including a script sample, please limit it to one ten-page excerpt.
This ENTIRE SECTION is optional. You may provide work samples as a pdf, jpeg, or online link ONLY. The five minute review limit is a guideline, not a hard limit. You will not be penalized if it takes panelists longer than five minutes to review your samples, but panelists will be told that five minutes is the average time they should be spending reviewing this section.

You are now no longer limited to one video work sample in the CA$H application, but remember that all three work samples *combined* should take about five minutes (or fewer) to review, and choose your video clips accordingly.

The only exception to the five minute guideline is the script sample. You are *strongly encouraged* to include an excerpt if you are applying for funding to support new work. The excerpt should be no longer than 10 pages. If you are including a script sample, ensure that any video clips you include for your other two work samples are two minutes or fewer.

Work Sample 1:
        ▢ I will provide an online link
        ▢ I will upload a JPEG or PDF

(If you click "I will provide an online link") **Work Sample 1: Video or Audio Link**
(If you click "I will upload a JPEG or PDF") **Work Sample 1: JPEG or PDF**

The questions for Work Sample 2 and Work Sample 3 are identical.

Describe how your work samples relate to the proposed project. If submitting videos, please indicate necessary user/password info and cueing instructions. (Word count limit: 250)

<div align="center">

SECTION FOUR: BUDGET AND FINANCIAL INFORMATION

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What is your total project budget?

Upload your project budget as a PDF.
Make sure your budget reflects compliance with AB5. Panelists will want to see that all personnel are being paid at least minimum wage or are volunteers. Stipends that reflect an hourly rate under the minimum wage for your municipality are NOT compliant with AB5. Click here to learn more about AB5.

Your budget should be complete, showing projected expenses, projected income, and funding sources already secured or in process. Be sure to include the potential CA$H grant and all potential funding in your income, with appropriate notes (applied, pending, or received).

We have a budget template available on the CA$H page on our website. You can use this template or create your own. You DO NOT need to use our budget template.Don't be intimidated by its complexity! If it doesn't work for you for this application, download it for future use and use whatever format works best for you.

The budget should demonstrate the need for the grant. In the world of grant writing, it's important that project budgets don't show a significant surplus (especially near the amount of or in excess of the grant that you are requesting). Grant panels want to see demonstrated need for the grant money.

Include in-kind budget items. These items would appear on both the income and expense lines, therefore showing a zero net effect. An example would be: $4000 for space rental in your expense section and a $4000 in-kind donation of performance space in your income section.

SECTION FIVE: APPLICATION CERTIFICATIONS

I understand that all grantees are required to complete a brief impact assessment report at the end of the granting period.
▢ Yes

I understand that all grantees are required to include acknowledgment of the TBA CA$H Grant in all official materials surrounding the funded project like programs, flyers, posters, press releases, and ads.
▢ Yes

I certify that I'm not enrolled as a full-time student.
▢ Yes

SECTION SIX: DEMOGRAPHIC INFORMATION

This ENTIRE SECTION is optional with the exception of the first question, "Consent Statement" (see below).

PLEASE NOTE: The language below and the questions in this section are used by all organizations using the Common App. The purpose is to enable us to aggregate this data to get a much clearer picture of the arts funding scene regionally, rather than just within one organization. Understanding who is– and is not– getting funding keeps us accountable to our communities.

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.

IF YOU ARE APPLYING AS AN INDIVIDUAL, you only need to answer questions about your Artistic Team. Skip all the other questions. If your project is a solo project, your "Artistic Team" is yourself, and every answer would either be 0% (<25%) or 100% (>75%).

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?
▢ <25%
▢ 25-50%
▢ 51-75%
▢ >75%
▢ Don't collect

What percentage of your Leadership Team as People of Color/global majority?
▢ <25%
▢ 25-50%
▢ 51-75%
▢ >75%
▢ Don't collect

What percentage of your Staff identify as People of Color/global majority?
▢ <25%
▢ 25-50%
▢ 51-75%
▢ >75%
▢ Don't collect

What percentage of your Artistic Team identify as People of Color/global majority?

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

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

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

What percentage of your Leadership Team identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

What percentage of your Staff identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

What percentage of your Artistic Team identify as Transgender, Nonbinary, Gender-nonconforming, Two Spirit?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Board of Directors identify as Lesbian, Gay, Bisexual, Queer?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Leadership Team identify as Lesbian, Gay, Bisexual, Queer?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Staff identify as Lesbian, Gay, Bisexual, Queer?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Artistic Team identify as Lesbian, Gay, Bisexual, Queer?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Board of Directors identify as Women?

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

What percentage of your Leadership Team identify as Women?

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

What percentage of your Staff identify as Women?

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

What percentage of your Artistic Team identify as Women?

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

What percentage of your Board of Directors identify as People with Disabilities?

▫ <25%

▫ 25-50%

▫ 51-75%

▫ >75%

▫ Don't collect

What percentage of your Leadership Team identify as People with Disabilities?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Staff identify as People with Disabilities?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

What percentage of your Artistic Team identify as People with Disabilities?

▢ <25%

▢ 25-50%

▢ 51-75%

▢ >75%

▢ Don't collect

<u>SECTION SEVEN: REVIEW AND SUBMIT</u>

Congratulations! You're almost done! Once you submit your application, you cannot edit it, so please be sure to review your application carefully before hitting "submit."

If you hit "submit" and you see a notice that says, "Thank you for applying for CA$H Creates!" (or "Thank you for applying for CA$H Performs!") then you have submitted successfully and we have received your application.

If you hit "submit" and you still see your application with some areas highlighted in red, then your application was not complete. Please check each question carefully before hitting "submit" again. If your application is rejected by our system for incompleteness, all uploaded files will be deleted, and you must upload them again.

You can take as long as you like to review your application; you will not time out.

When you're ready, hit the "submit" button below!