



CA\$H Creates and CA\$H Performs:

WHAT'S ON THE APPLICATION FOR INDIVIDUALS?

All the questions on the CA\$H Creates and CA\$H Performs applications are below in **bold green**. All questions are required unless labeled as optional.

The application is divided into NUMBERED sections:

1. [Organization or Individual Artist Information](#)
2. [Project Description](#)
3. [Work Samples](#) (optional)
4. [Budget and Financial Information](#)
5. [Application Certifications](#)
6. [Demographic Information](#) (optional)
7. [Review and Submit](#)

[Links to the applications](#) are at the end of this document.

SECTION ONE: ORGANIZATION OR INDIVIDUAL ARTIST INFORMATION

Are you applying as an organization or individual?

- ☐ 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.



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Do you have a fiscal sponsor?

- ☐ Yes
- ☐ No

(If you clicked “Yes” to the previous question) **Fiscal sponsor**

Have you received a CA\$H Theatre Grant in the past three years?

- ☐ Yes
- ☐ No

(If you clicked “Yes” to the previous question) **When were you awarded a CA\$H Theatre grant? Check all that apply.**

- ☐ Spring 2025
- ☐ Fall 2024
- ☐ Spring 2024
- ☐ Fall 2023
- ☐ Spring 2023
- ☐ Fall 2022
- ☐ Spring 2022

(If you clicked “Yes,” you have received a CA\$H Theatre grant in the past three years) **Are all your past CA\$H Theatre grants closed?**

For a grant to be closed, the funded project (Creates and Performs) or season (Sustains) must be complete, one year has passed, and the Impact Assessment Report has been filed. If you were awarded CA\$H Creates or Performs in a Spring round, the “one year has passed” requirement is waived if you are applying for CA\$H Sustains, but the Spring-funded CA\$H Creates or Performs project must be complete and the Impact Assessment Report must be filed. Please note that the “one year has passed” does not need to be



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exact; if you were awarded in Fall 2024, receiving notification in December 2024, you are eligible to apply in Fall 2025 as long as your 2024 grant is closed.

- ☐ Yes
- ☐ No
- ☐ Uncertain

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. If you don't have a website, you may include your Instagram if it's a professional account with videos of your work. Please do not include personal social media accounts.

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. If you are uncertain about the difference, please reach out to me at Melissa@TheatreBayArea.Org.

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.



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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.



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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

Demographic information is not used by the panel to make decisions. It's only used internally and in the aggregate to ensure that we are reaching the full spectrum of Bay Area theatremakers with our programming.

It's important for Theatre Bay Area to gather this data to hold ourselves accountable to our goal of equitably serving the Bay Area theatre community. If you'd like to see the aggregated data after grantees are announced, just contact Melissa Hillman at melissa@theatrebayarea.org.

If you are applying as an individual, do you identify as BIPOC? If you're applying as a company, does anyone currently in your top-tier leadership identify as BIPOC?

☐ Yes

☐ No

☐ Prefer not to answer



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If you are applying as an individual, do you identify as disabled? If you're applying as a company, does anyone currently in your top-tier leadership identify as disabled?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

If you are applying as an individual, do you identify as gay, lesbian, bisexual, pansexual, asexual, or other marginalized sexual identity? If you're applying as a company, does anyone currently in your top-tier leadership identify as gay, lesbian, bisexual, pansexual, asexual, or other marginalized sexual identity?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

If you are applying as an individual, do you identify as trans, non-binary, genderqueer, agender, or other marginalized gender identity? If you're applying as a company, does anyone currently in your top-tier leadership identify as trans, non-binary, genderqueer, agender, or other marginalized gender identity?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

If you are applying as an individual artist, what is the highest level of education you've achieved? If you are applying as an organization, what is the highest level of education achieved by the person completing this application?

- ☐ Some high school
- ☐ High school diploma or GED
- ☐ Trade/technical/vocational training
- ☐ Some undergraduate education



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- ☐ Undergraduate degree
- ☐ Some graduate education
- ☐ Masters Degree
- ☐ Doctorate
- ☐ Prefer not to answer

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!

LINKS TO THE APPLICATIONS

<p><u>CA\$H Creates Application Fall 2025</u> <u>CA\$H Performs Application Fall 2025</u></p>
