**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.

**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](https://www.calawyersforthearts.org/resources/Documents/AB5%20ToolKit%20092020%20v4%20revised%2011.03.20.pdf) 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!**