

Creative Capacity Fund Professional Development Program



Revised Guidelines (effective July 1, 2009)

Purpose:

The Professional Development Program provides reimbursement funds to Bay Area arts administrators and individual artists to enroll in workshops, attend conferences locally and nationally, and to work with consultants and coaches in order to build their administrative capacity, hone business skills and strengthen the economic sustainability of their organization or arts practice.

Eligibility:

Individual artists or arts organizations may apply to the Professional Development Program if they are:

- Current organizational or individual artist grantees of the San Francisco Arts Commission's Cultural Equity Grants Program; or
- Current grantees of Grants for the Arts/San Francisco Hotel Tax Fund (GFTA) receiving general operating support*; or
- Current organizational or individual artist grantees of The San Francisco Foundation's Arts & Culture Program in Alameda, Contra Costa, Marin, San Francisco, and San Mateo counties; or
- Individual artists living and/or working in the City of San Jose, or Nonprofit, tax-exempt arts organizations located in the City of San Jose.

*(*GFTA "Annual Festivals and Parades", "Voluntary Arts Contribution Fund" and "Nonrecurring Event Fund" grantees are not currently eligible)*

Awards:

Arts organizations meeting eligibility requirements may receive up to \$1,000 per calendar year in professional development reimbursements for staff, board members and key volunteers to participate in approved programs.

Individual artists meeting eligibility requirements may receive up to \$500 per calendar year in professional development reimbursements to participate in approved programs.

Applicants in each category may re-apply for additional funding during the calendar year until their annual award limit is reached (\$1,000 for organizations and \$500 for individual artists), or the funding pool available that year for the Professional Development Program is fully expended, whichever comes first.

Eligible Costs:

Funding awards may be used to reimburse part or all the following expenses:

- Tuition or registration fees for classes, workshops or conferences;
- Travel and hotel expenses, if workshop or conference occurs outside the 9-county Bay Area;
- Fees to engage an outside consultant, facilitator, executive coach or career counselor.

Eligible Programs:

Applicants may request reimbursement funding for a wide range of professional development and administrative capacity-building activities that are taking place in the Bay Area, or elsewhere. You can begin your search for available workshops, conferences, consultants or other potential program activities by going to our suggested list of providers which can be found on the Creative Capacity Fund website at: www.creativecapacityfund.org.





Creative Capacity Fund

How to Apply:

Applications can be submitted in one of three ways:

Online: Obtain and submit an Application Form electronically at: www.creativecapacityfund.org

By Fax: (415) 288-0529

By Mail: Creative Capacity Fund at Center for Cultural Innovation
870 Market Street, Suite 490 San Francisco, CA 94102

Applications will be accepted on an ongoing basis, and are due by the 15th of each month for decisions announced on the 15th of the following month. For example, an organization or artist applying on August 15th will be notified of approval by September 15th. Please be aware of this timeline when applying for a given program.

Professional development reimbursement requests fitting the eligibility requirements will be awarded on a first come first serve basis as long as funds are available.

QUESTIONS?

Contact Emily Sevier, Director of Bay Area Initiatives, Center for Cultural Innovation at (415) 288-0530 or emily@cciarts.org

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Please Note: Applications must be completed in one sitting. Once you save your application, you may not be able to retype in the form. We recommend cutting and pasting the answer to the brief narrative question from a Word document. Don't forget to print a completed copy of your application for your files.

I. Applicant Information (check one):

■ Individual Artist application

Name: _____
Home Address: _____
Day phone: _____ Secondary phone: _____
Email: _____ Website: _____

■ Arts Organization application

Organizational Name: _____
Contact Person Name and Title: _____
Business Address: _____
Day phone: _____ Secondary phone: _____
Email: _____ Website: _____

II. Eligibility Information

Please check and complete all that apply:

- San Francisco Arts Commission organizational or individual artist grantee:
Date of Last Award: (mm/yy) _____ Program: _____
- San Francisco Grants for the Arts:
Date of Last Award: (mm/yy) _____ Program: _____
- The San Francisco Foundation organizational or individual artist grantee:
Date of Last Award: (mm/yy) _____ Program: _____
- Nonprofit Arts Organization in City of San Jose, Tax ID #: _____
- Individual Artist living or working in the City of San Jose. If you work in the City of San Jose but live elsewhere, please provide the street address of your work:

Continued

III. Purpose of Request

Brief description and expected benefit from the professional development activity or activities you wish to undertake. Include specific information on program provider, name and title of program participant(s), date, time(s), location, cost, etc. for each activity requested. 200 word maximum.

If requesting a consultant, please attach a Scope of Work and Professional Resume from the technical assistance provider. Attachments submitted electronically should be emailed to ccf@cciarts.org.

Total reimbursement requested for this activity: \$ _____

IV. Authorization

I verify that the information in this application is true and that I meet all of the eligibility requirements for this professional development reimbursement. I also understand that it is my responsibility to enroll in the class specified in this application and to make any necessary contracting agreements with the consultant(s) identified in this application. I further acknowledge that submission of a professional development reimbursement application does not guarantee a reimbursement will be awarded.

Signature of Applicant or Authorizing Official

Print Name

Date

■ Checking here provides your authorized signature, if submitting online.

Three ways to send your application:

1. **SUBMIT THIS FORM ELECTRONICALLY** as PDF attachment to ccf@cciarts.org.
2. **FAX YOUR APPLICATION TO:** Creative Capacity Fund c/o Center for Cultural Innovation at:
(415) 288-0529
3. **MAIL YOUR APPLICATION TO:**
Creative Capacity Fund at Center for Cultural Innovation
870 Market Street, Suite 490
San Francisco, CA 94102

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