

CREATIVE WORK FUND

April 20, 2012 - Application Cover Sheet

Application in: Media Arts Performing Arts

Organization: _____

Address: _____

_____ County _____

Organization Contact(s): _____

Telephone: _____ E-mail address: _____

Organization Contact Signature _____ Date _____

Lead Artist's Name & Address: _____

Artist's Telephone Number: _____

E-mail address: _____

Lead Artist's Signature _____ Date _____

Fiscal Sponsor (if used): _____

Address: _____

Fiscal Sponsor Contact: _____

Telephone: _____ E-mail address: _____

Fiscal Sponsor Contact Signature _____ Date _____

Please respond in the space provided: Brief project summary (25 words or less):

Format of completed work (including length): _____

How, where, and when will the work be presented (if known)?: _____

Amount Requested: _____ Project Budget: _____

Project Starting Date: _____ Project Ending Date: _____

Annual Organization Budget* (current fiscal year): _____

Total Organization Expenses* (from most recent year-end financial statement): _____

*Budget and expenses should come from the fiscal sponsor if one is used.

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Application Checklist

1. Please submit the following:

- Cover Sheet with Description of Organization and Project Summary
- Proposal Narrative
- Artist's Statement
- Project Budget
- Artist(s) Resume(s) (2 page limit per artist)
- Documentation Information sheet

2. Optional submissions: If included, collate them into items listed in #1 above to follow the artists' resumes and come before the project budget:

- Up to three reviews of previous works by the artist(s) or the organization
- Letters substantiating the viability of the project (NOT letters of recommendation)
- Project site information

3. Please submit one (1) copy of each of the following attachments:

- IRS Tax Exemption Letter
- List of Board of Directors
- Organization's Annual Budget
- Most Recent Year-End Financial Statement (audited if available), including a statement of activities and statement of financial position
- Walter and Elise Haas Fund/Creative Work Fund version of a California Cultural Data Project profile (requested, but not required)

4. Documentation representing quality of the artists' past work. Submit at least one and no more than two items of the following (not to exceed ten minutes):

- Labeled compact disc(s) or DVD(s) of recent work
- Labeled CD-ROM(s) (IBM/Windows-compatible) of recent work
- Labeled 1/2" VHS cassette videotape of recent work
- Labeled cassette audiotape(s) of recent work
- Up to 20 slides of recently completed work or 20 JPEG images on an IBM/Windows-compatible CD ROM
- Ten copies of up to 15 pages of a recently written text

*These items should come from your fiscal sponsor if one is used.

Completed applications must be received by 5:00 p.m. PST, April 20, 2012

Deliver to: Creative Work Fund, One Lombard Street, Suite 305, San Francisco, CA 94111