

# CREATIVE WORK FUND

ArtPlace - 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.

# CREATIVE WORK FUND

ArtPlace - April 20, 2012

## 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. 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