

# CREATIVE WORK FUND

Visual Arts: May 7, 2010  
Application Cover Sheet

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Contact(s): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Organization Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Lead Artist's Name & Address: \_\_\_\_\_

Artist's Telephone Number: \_\_\_\_\_

Lead Artist's Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Sponsor (if used): \_\_\_\_\_

Address: \_\_\_\_\_

Fiscal Sponsor Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Visual Arts: May 7, 2010

## Application Checklist

1. Please submit the original application (1) and nine (9) collated copies of the following:

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

2. Optional submissions: If desired, please provide ten (10) copies of:

- Up to three reviews of previous works by the artist(s) or the organization
- Letters substantiating the viability of the project—such as permissions to use particular materials or locations (Please, no 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 both a statement of financial position (balance sheet) and statement of activity (income and expenses)
- The Walter and Elise Haas 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 of the following:

- Up to 20 images of recently completed work, presented on a disc as PDF images or a Power-Point presentation or as slides in a plastic slide sheet
- Labeled compact disc(s) or DVD(s) of recent work
- Labeled CD-ROM(s) (PC-compatible) of recent work
- Labeled 1/2" VHS cassette videotape or audio cassette of recent work
- 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 May 7, 2010***