

East Bay Fund for Artists Frequently Asked Questions (FAQ's)

In order to assist with the application and fundraising planning process, we have provided answers to some frequently asked questions about the East Bay Fund for Artists. If you'd like further clarification on a question or have a question not included below, please contact us at ebfa@eastbaycf.org.

Eligibility

Q: I received an EBFA grant during last year's round. Am I eligible to apply again?

You are not eligible for the 2016 deadline, but you will be able to apply again in future rounds.

Q: I received an EBFA grant for a project that I'll be restaging or creating a second stage of the work. Am I eligible to apply for additional funding for this project?

No, grants are only available for new works that have not yet premiered.

Q: We are an organization commissioning an artist that resides in the Bay Area, but not in Alameda or Contra Costa counties. Are we eligible to apply?

Artists commissioned by organizations are eligible if they live in one of the nine Bay Area counties (Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano or Sonoma County). However, one of the primary purposes of the EBFA grant is to support engagement of East Bay audiences from Alameda and/or Contra Costa counties. Thus, the selection panel will be looking for content in your narrative that explains how the artist will be able to connect with your organization's audience in the East Bay.

Q: I am an individual artist looking to self-commission a work, but I live in San Francisco. Am I eligible to apply?

No, individual artists are only eligible to apply if they reside in Alameda or Contra Costa counties.

Q: I am an individual artist co-commissioning a new work with two other artists. Do we all have to live in the East Bay to be eligible?

Yes, all leading artists who are receiving grant funds for the commission must live in Alameda or Contra Costa counties. Supporting artists who are not directly receiving EBFA funds (e.g. company dancers, chorus members, event photographers) do not need to live in these two counties.

Q: I am an individual artist without a fiscal sponsor. Am I eligible to apply?

No, all individual artists and organizations without 501c3 status must apply with a fiscal sponsor in place. We have resources to recommend if you need assistance with finding a sponsor. Please email us at ebfa@eastbaycf.org if you're interested in receiving more information.

Q: I am an individual film artist looking to self-commission a new work. I see that you have a requirement that project budgets either be under \$50,000 or show significant, committed support for the work. Can you provide further explanation of this requirement?

Our intention is that works commissioned by EBFA should premiere within one year of notification of the grant. Thus, we prefer to support small-budget projects (such as works-in-progress or short films) or projects that are in the post-production phase. If you are unsure whether your film project will fit within the one-year timeline or would like to discuss this requirement in more detail, please contact us at ebfa@eastbaycf.org.

Q: We are a very small arts organization. Is there a minimum budget requirement to apply?

No, there is no minimum annual budget requirement to apply – we welcome applications from emerging and small organizations.

Application Requirements

Q: I see that grants range from \$2,000 - \$8,000. How is the grant amount determined?

Grants from EBFA are exclusively to support the lead artist(s) fee for the commission. The funding amount you request should match the amount listed in your project budget for the lead artist fee(s).

Q: Are the matching funds we are required to raise also restricted to the lead artist fee(s)?

No, matching funds may be used to cover any portion of the project budget.

Q: Are there any font or margin requirements for the narrative document?

No, we don't have restrictions on font size or margins, but we do ask that narrative documents be limited in length to two pages.

Q: Do you have a required template we should use for the project budget?

We don't require using our standard project budget template; you may submit an existing project budget in another format. However, we can provide an Excel template to use in formatting your project budget if preferred. You can download the template under the [Application Requirements website](#) page or you may email us at ebfa@eastbaycf.org to request a copy of the template.

Q: For organization applicants, should work samples be from the commissioning artist only? Or should the organization also submit a work sample?

We require at least one work sample (but no more than two) from the artist being commissioned, but organizations may also submit 1-2 work samples representing previous work that is relevant to the project being commissioned.

Q: Do you accept URL links for work samples?

No, we require submission of the work sample files themselves, via email, Dropbox, Google Drive or another electronic method. If you are submitting photos, please insert them into a Powerpoint presentation, with one photo per slide, and submit them via email.

Q: Can we mail work samples to you?

Yes, we will accept work samples via a mailed CD or USB. Mailed work samples should be sent *before* the deadline, as we must receive them in our office no later than the deadline date.

Match Fundraising

Q: Can you explain how the match fundraising process works?

If you're approved for a grant by the selection panel, you'll receive notification from a staff member at the East Bay Community Foundation. Once you receive notification, you will have 90 days (if an organization) or 120 days (if an individual artist) to raise a 1:1 match in donations. For example, if you are approved for a \$5,000 grant, you will be required to raise \$5,000 in funds from individual donors or small business donors *after the date of the notification*.

Q: If we start raising funds for the project before we receive notification about the grant, can we count those funds towards the match?

No, funds can only be counted if they are raised after notification of the grant so you can accurately advertise them as matching funds to your donors.

Q: Can we count corporate, foundation or government grants towards the match?

No, you can only count donations from individuals. We may also accept small business contributions on a case-by-case basis.

Q: Once we finish fundraising for our match, what do we have to do to receive the grant check?

At the end of your fundraising period, or by the 90 or 120-day deadline, you will need to submit three things to ebfa@eastbaycf.org:

- Matching donation spreadsheet including names and contact information for your donors and donation amounts. EBCF will provide you with a template to collect this information.
- Completion of an interim survey; a link will be provided by EBCF.
- Confirmation of premiere date and location information.

Once you submit these three materials and EBCF has reviewed them for completion, we may then begin the approval process for releasing the grant payment.

Q: Why do you need contact information of our donors for the match spreadsheet?

EBCF will send a letter acknowledging our match of their donation by mail or email.