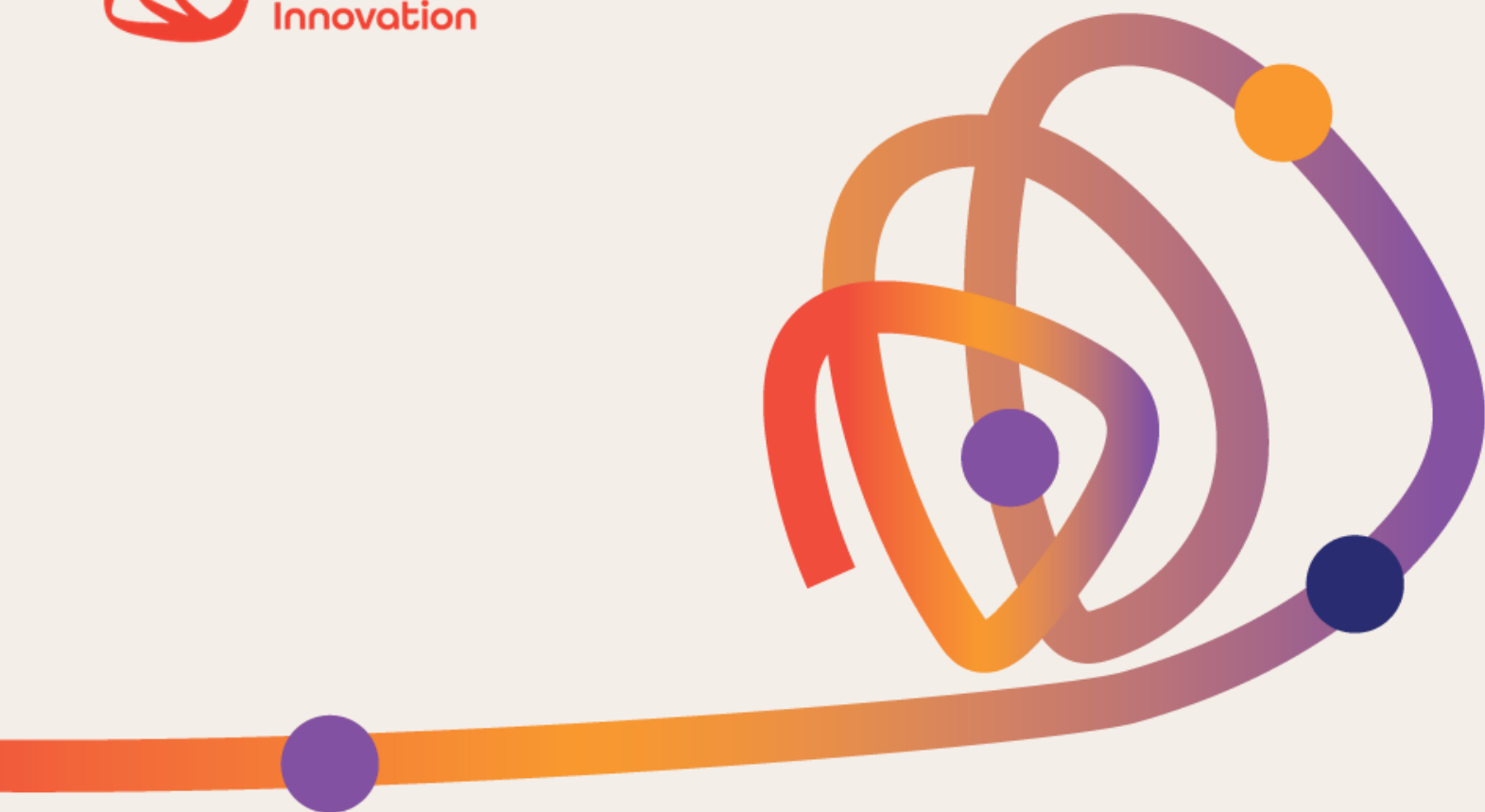




QUICK GRANT

Guidelines & FAQ

Effective November 16, 2025

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INTRODUCTION

The Quick Grant program provides up to \$600 in professional development funds to staff members of nonprofit arts organizations based in San Francisco or San José, as well as to California-based artists, creatives, cultural practitioners, and cultural producers. This program supports artists and arts workers with funding to enroll in workshops, attend conferences, and work with consultants, coaches, and mentors in order to build their administrative capacity, hone business skills, and strengthen the financial resilience of their organization, artistic practice, or area of cultural production.

Announcements

Effective July 16, 2025, the Quick Grant program is expanding its eligibility to include advocacy education and caregiving expenses. CCI understands that artists face growing pressure to self-advocate in the absence of traditional worker protections. We believe that this change supports the essential skill-building in policy engagement and systems change, critical to enhancing the capacity for artists to practice their work. This update reflects our commitment to strengthening the financial resilience and long-term sustainability of individual artists and arts workers.

Effective November 16, 2025, individual applicants (e.g., artists, creatives, cultural practitioners, and cultural producers) will now be required to complete a short identity verification step through Submittable's secure [Identity Verification \(IDV\)](#)¹ process before submitting their Quick Grant application. This verification step helps ensure that funds reach eligible artists. Nonprofit arts organization staff applicants are exempt from this step, as their eligibility is verified through organizational documentation. (Please see the Frequently Asked Questions for additional information on IDV.)

¹ The IDV process requires applicants to upload a valid, unexpired government-issued ID (driver's license, state ID, or passport) and take a quick live photo of themselves using a device (smartphone, tablet, or laptop/computer) with a working camera. CCI does not have access to either documents uploaded; all verification data is encrypted and processed securely by Submittable and its trusted partner, Veriff. See FAQs for additional information.

GUIDELINES

Award Details

Artists, creatives, cultural practitioners, and cultural producers who meet eligibility requirements (see below) may receive one award per CCI fiscal year of up to **\$600** to participate in approved professional development activities.

Nonprofit arts organization staff members, including board members and key volunteers, who meet eligibility requirements (see below), may receive one award per CCI fiscal year of up to **\$600** to participate in approved professional development activities. Up to two individual staff members may receive funding per organization per CCI fiscal year.

Grant requests will be awarded on a competitive basis as long as funds are available for a given month.

- Have not already received support through the Quick Grant program
- Are requesting support for activities that are more time-sensitive (i.e., the activity has a fixed date and is only eligible for review in the current round)
- Have budgets of \$500,000 or less, in the case of organizations

ELIGIBILITY CRITERIA

The Quick Grant program is supported by a pooled group of California arts funders, and eligibility criteria may vary slightly by region. Artists, creatives, cultural practitioners, cultural producers, and nonprofit arts organization staff members may apply for Quick Grant funding if they meet any of the following funding partner-specific eligibility criteria:

Individual Artists, Creatives, Cultural Practitioners, & Cultural Producers²

- Must currently reside full-time within the State of California

²At this time, Quick Grant does not support wellness or healing practitioners whose work is not rooted in a specific cultural practice and clearly reflected in their application. See FAQs for more information.

Eligibility (continued)

Nonprofit Arts Organization Staff Members³

- Staff of a nonprofit, tax-exempt arts organization located in the City and County of San Francisco or the City of San José
- Staff of a fiscally sponsored arts organization with the majority (i.e., 75%) of the organization's public programming occurring within the City and County of San Francisco or the City of San José (see HOW TO APPLY section for additional eligibility requirements)

Eligibility Activities & Expenses

We are open to considering a wide range of professional development activities as long as a strong case is made for how the activity will strategically build administrative capacity, hone business skills, and/or strengthen the financial resilience of a nonprofit arts organization, artistic practice, or area of cultural production.

To be eligible for Quick Grant funding, activities must:

- Build administrative capacity, hone business skills, and/or strengthen the financial resilience of the grantee's practice, area of cultural production, or arts organization.
 - This includes activities with a focus on advocacy education, technology skill-building, and training in areas like copyright registration or other intellectual property protections.
- Begin after the application notification date. For example, for the August 15, 2026, deadline, the proposed activity must start on or after the notification date of September 16, 2026.

³To be eligible, the organization must primarily focus on the arts. This means that the organization's mission and programming must be centered around the arts; it cannot be an extension of the organization's mission or a single/limited offering.

Eligibility Activities & Expenses (continued)

Funding may be used to support part or all of the following eligible expenses:

- Travel and hotel expenses associated with the participation in an eligible activity, regardless of distance from the applicant's primary address or the organization's location (eligible expenses can include meals, gas, parking, tolls, public transportation, etc.)
- Caregiving associated costs (e.g., childcare, daycare, eldercare, etc.) associated with the participation in an eligible activity. Projects that are currently funded through another Office of Cultural Affairs grant program;
- Registration fees for conferences, festivals, workshops, and/or trainings
- Memberships or subscriptions that offer opportunities for professional networking, business or administrative skill development, and/or field knowledge
- Fees to engage a facilitator, executive coach, mentor, career counselor, or consultant to build administrative and business skills⁴
 - Regarding consultant support, for a proposed activity to be competitive, it must be clearly stated that the applicant will be actively engaged in enhanced learning or acquiring portable skills. In other words, proposed activities MUST have an educational benefit or result in skill acquisition. Consequently, applications wherein sub-contract activities are proposed (e.g., hiring someone to moderate a webinar series, design a website on the applicant's behalf, or facilitate online sales) are not eligible.

Note: Please see the Frequently Asked Questions for additional examples of eligible activities.

⁴ Due to limited resources, requests by Los Angeles County applicants to work one-on-one with a consultant are extremely competitive. Priority will instead go to Los Angeles County applicants who propose group activities such as public workshops, conferences, and trainings.

Ineligible Activities & Expenses

At this time, Quick Grant funding cannot support the following:

- Activities focused primarily on creative or artistic skill development, art teaching/teaching artist methods and techniques, or artistic presentation/production
- Activities that support an applicant's adjacent enterprise
- Funding to offset applicant's regular salary or wages or fees for temporary/contract employees
- Funding to support overhead expenses
- Funding to purchase art supplies, materials, or advanced inventory
- Activities proposed by artists, creatives, cultural practitioners, or cultural producers to support the operations of a nonprofit organization or a role in arts administration, and vice versa, activities proposed by organizational staff to support an individual art or cultural practice
- Activities that begin less than one month after the nearest application deadline (applications are due on the 15th of each month); for example, if you apply by the August 15 deadline—between July 16 and August 15—the activity cannot begin until on or after September 16
- Funding to offset fees associated with college tuition or college credit activities

Note: Please see the Frequently Asked Questions for additional information on ineligible activities

How to Apply

Applications are due on the 15th of the month by 11:59 a.m. (morning) PT with a one-month turnaround. Applications for each cycle will open on the 16th of every month at 9:00 a.m. PT.

Applications will be accepted online ONLY through CCI's Submittable platform. Applicants must create an account in Submittable before they can access the grant application.

How to Apply (continued)

Access the Quick Grant online application at:
<https://centerforculturalinnovation.submittable.com/>

The application consists of the following required sections:

- Eligibility Questions
- Information about the proposed activity
- Narrative statement about the activity's proposed impact
- Project budget
- One to three-page résumé (.doc, .docx, .pdf file types accepted) that references the applicant's professional role in the arts and culture sector and California residence.
- *Consultant Requests Only*: Applicants who request a consultant/coach/mentor must also provide a letter of commitment from the proposed consultant/coach/mentor and the consultant, et al.'s bio or résumé.
- *Fiscally Sponsored Organization Requests Only*: Applicants applying as arts organization staff through a fiscally sponsored organization must contact CCI to discuss their eligibility. If eligible, these applicants will need to include the fiscal sponsor's tax ID number, a copy of the fiscal sponsorship agreement letter, and a statement from the fiscal sponsor verifying that the majority (i.e., 75%) of the applicant's public programming occurs within the City and County of San Francisco or the City of San José.

Note: Please see [Application Preview](#) for a complete preview of the questions and materials required for this grant opportunity.

IMPORTANT INFORMATION

- Due to the high volume of requests received each month, CCI may award partial funding and/or prioritize first-time eligible applicants.
- It is the applicant's responsibility to enroll in the activity specified in their application and to make any necessary contracting agreements with the proposed consultant, coach, or mentor. **The applicant must pay the organization(s) or consultant(s) as required for the proposed professional development service or activity provided to them. In other words, CCI will not distribute payment to the activity provider.**

- Awarded funds are disbursed after the grantee signs and returns their award letter and provides any required information, such as completing the provided W-9 form for awards of \$600 or more.

Questions & Support

CCI staff are here to help and listen. For questions related to the grant guidelines or application, email us at quickgrant@cciarts.org or call 415.288.0530 for assistance. You may also schedule a time to speak [here](#). For Deaf applicants and those with hearing loss, contact CCI using the [California Relay Service](#)—our staff is trained in making and receiving these calls.

If you need technical assistance (e.g., password or upload issues), request support at: <https://www.submittable.com/help/submitter>. Submittable's business hours are 9 am – 5 pm MT. They aim to respond within 24 business hours.

Acknowledgement

The Quick Grant program is made possible through support from:

Maxwell | Hanrahan
FOUNDATION

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Hewlett Foundation

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FAQs

Updates

1. WHAT'S NEW WITH THE QUICK GRANT PROGRAM?

Effective July 16, 2025, the Quick Grant program is expanding its eligibility to include advocacy education and caregiving expenses. CCI understands that artists face growing pressure to self-advocate in the absence of traditional worker protections. We believe that this change supports the essential skill-building in policy engagement and systems change, critical to enhancing the capacity for artists to practice their work. This update reflects our commitment to strengthening the financial resilience and long-term sustainability of individual artists and arts workers.

Effective November 16, 2025, individual applicants (e.g., artists, creatives, cultural practitioners, and cultural producers) will now be required to complete a short identity verification step through Submittable's secure [Identity Verification \(IDV\)](#) process before submitting their Quick Grant application. This verification step helps ensure that funds reach eligible artists. Nonprofit arts organization staff applicants are exempt from this step, as their eligibility is verified through organizational documentation.

Regarding caregiving expenses: To better support artists as individuals, CCI decided to support a broader definition of care-related expenses that more fully captures the range of care responsibilities artists often manage, including elder care, disability support, and other family caregiving. CCI understands that these forms of care can significantly impact an artist's ability to pursue professional development opportunities.

2. I'VE RECEIVED PREVIOUS QUICK GRANT AWARDS. WHERE CAN I VIEW MY AWARD HISTORY?

If you received a Quick Grant award on or before June 15, 2023, please log into your account on CCI's website at cciarts.org to see your award history. For any awards received after July 15, 2023, you can review your award history by logging into your [Submittable account](#).

Eligibility

3. WHO IS ELIGIBLE TO APPLY FOR A QUICK GRANT?

FAQs cont'd

Artists, creatives, cultural practitioners, cultural producers, and staff members of nonprofit arts organizations may apply for Quick Grant funding if they meet any of the following funding partner-specific eligibility criteria:

Individual Artists, Creatives, Cultural Practitioners, & Cultural Producers:

- Must currently reside full-time within the State of California

Nonprofit Arts Organization Staff Members:

- Staff of a nonprofit, tax-exempt arts organization located in the City and County of San Francisco or the City of San José
- Staff of a fiscally sponsored arts organization with the majority (i.e., 75%) of the organization's public programming occurring within the City and County of San Francisco or the City of San José (see FAQ #5 for additional eligibility requirements)

4. IF APPLYING AS ORGANIZATION STAFF, HOW MANY STAFF MEMBERS CAN APPLY AND HOW OFTEN?

Organizations may receive funding for up to two staff members, for a total of \$1,200, per CCI fiscal year (July 1-June 30). Only one staff member can apply per online application. Staff can apply during the same funding round or different rounds. Staff members should also apply through their individual online accounts and not through the account of a colleague or supervisor. If a staff member is awarded funding, payment will be made to the sponsoring organization (i.e., the award will be made payable to the organization and not the individual staff member).

Please note that only staff of a nonprofit, tax-exempt arts organization located in the City and County of San Francisco or the City of San José may apply. Staff whose organizations are outside of San Francisco or San José are not eligible for funding consideration. Additionally, the organization must primarily focus on the arts. This means that the organization's mission and programming must be centered around the arts; it cannot be an extension of the organization's mission or a single/limited offering.

5. MY ARTS ORGANIZATION IS FISCALLY SPONSORED. DO WE STILL QUALIFY FOR QUICK GRANT FUNDING?

Fiscally sponsored organizations that are applying for Quick Grant funding are considered on a case-by-case basis. Please contact CCI at quickgrant@cciarts.org or 415.288.0530 to discuss your eligibility further.

FAQs cont'd

If eligible, you must provide the fiscal sponsor's tax ID number and a copy of the fiscal sponsorship agreement between your organization and the fiscal sponsor. In addition, you will need a statement from the fiscal sponsor verifying that the majority (i.e., 75%) of your public programming occurs within the city of San Francisco or the city of San José.

6. MY ARTS ORGANIZATION IS FISCALLY SPONSORED. DO WE STILL QUALIFY FOR QUICK GRANT FUNDING?

At this time, Quick Grant does not support wellness or healing practitioners whose work is not rooted in a specific cultural practice and clearly reflected in their application. You'll need to clearly describe that cultural grounding and experience in your application materials: resume, artistic statement, and proposed impact statement.

Practices that are primarily commercial or not tied to a cultural practice, such as yoga instruction, Reiki, life coaching, sound baths, and meditation, are not eligible.

7. WHAT KINDS OF ACTIVITIES ARE ELIGIBLE FOR QUICK GRANT FUNDING?

The Quick Grant program supports professional development and technical assistance activities such as workshops, conferences, festivals, seminars, and consultations that directly enhance the applicant's administrative or business capacity. Examples include, but are not limited to: attending a festival, gathering, convening, or conference to build knowledge in your field and expand or deepen your network; working with a consultant, coach, or mentor* to strengthen your administrative capacity as an artist, creative, cultural practitioner, cultural producer, or arts administrator; or participating in a workshop or training that builds business skills as they relate to your artistic, creative, or cultural practice, or nonprofit arts organization.

In addition, Quick Grant supports the acquisition of skills necessary to develop or sustain an art practice or organization's online programming, such as training in or consultant support for live webinar/streaming, website development, SEO, and digital marketing and sales strategies. Please be advised that applicants who propose sub-contract work (e.g., hiring someone to moderate a webinar series, design a website on the applicant's behalf, or facilitate online sales) will not be eligible. In other words, proposed activities MUST have an educational benefit or provide a skill-learning opportunity.

As of July 16, 2025, we have expanded eligible activities and expenses to include:

- Advocacy Education (see #8 for more information)

FAQs cont'd

- Transportation: Local and regional travel costs (including within 60 miles of your home or work) are now eligible if related to your approved activity.
- Caregiving: Childcare, eldercare, and other caregiving costs needed to participate in an eligible activity are now eligible.

If you're unsure about a specific expense, please reach out to CCI at quickgrant@cciarts.org before applying.

Note for Los Angeles County applicants: As of May 16, 2019, Los Angeles County applicants may request to work with a consultant, coach, or mentor around a learning topic that supports administrative and/or business skill-building and should make a case for how this learning cannot be attained in any other way. Funding for these types of requests is **very limited, however, and priority will go to applicants seeking to attend public workshops, trainings, conferences, or festivals.*

- Fear-mongering: Question proposal narratives that rely on fear to push for quick technology adoption. Fear is a tool used to expedite the integration of technologies. Do not let this common sales tactic rush your grantmaking decision.
- Accountability: Ensure the proposal clearly states who the tech partner is accountable to and how they protect community data. Look for transparency and consent measures.
- Inclusion and Access: If the grant proposal aims to serve marginalized communities, check that it addresses how the project ensures accessibility and inclusivity. Lack of this consideration may indicate potential harm to the community.

8. WHAT DO YOU MEAN BY ADVOCACY EDUCATION?

CCI understands that artists face growing pressure to self-advocate in the absence of traditional worker protections. We believe that this change supports the essential skill-building in policy engagement and systems change, critical to enhancing the capacity for artists to practice their work. Advocacy education refers to learning activities that will help you build skills to advocate for yourself and the arts sector. Eligible examples include attending advocacy workshops, trainings, or conferences on policy engagement, artists' rights, organizing, or navigating arts funding.

If you're unsure about a specific expense, please reach out to CCI at quickgrant@cciarts.org before applying.

9. WHAT TYPES OF ACTIVITIES ARE NOT ELIGIBLE?

We are open to considering a wide range of professional development activities as long as a strong case is made for how the activity will strategically build administrative capacity, hone business skills, and/or strengthen the financial resilience of a nonprofit arts organization, artistic practice, or area of cultural production. In addition, the activity budget must include line-item expenses and other committed sources of income if the total activity cost exceeds the grant maximum.

FAQs cont'd

At this time, Quick Grant funding cannot support the following:

- Activities focused primarily on creative or artistic skill development, art teaching/teaching artist methods and techniques, or artistic presentation/production
- Activities that support an applicant's adjacent enterprise
- Funding to offset an applicant's regular salary, wages, or fees for temporary or contract employees
- Funding to support overhead expenses
- Funding to purchase art supplies, materials, or advanced inventory
- Activities proposed by artists, creatives, cultural practitioners, or cultural producers to support the operations of a nonprofit organization or a role in arts administration, and vice versa, activities proposed by organizational staff to support an individual art or cultural practice
- Activities that begin less than one month after the nearest application deadline (applications are due on the 15th of each month); for example, if you apply by the August 15 deadline—between July 16 and August 15—the activity cannot begin until on or after September 16
- Funding to offset fees associated with college tuition or college credit activities

10. WHAT DO YOU MEAN BY ACTIVITIES FOCUSED PRIMARILY ON CREATIVE OR ARTISTIC SKILL DEVELOPMENT, ART TEACHING / TEACHING ARTIST METHODS AND TECHNIQUES, OR ARTISTIC PRESENTATION / PRODUCTION?

The Quick Grant program is designed to support professional development activities that build administrative capacity, business skills, and financial resilience.

Examples of ineligible activities include:

- Craft technique classes (like ceramics, painting, or dance technique workshops)
- Art theory or art history courses
- Teaching artist workshops or conferences
- Presenting projects, papers, or performances in a gallery, festival, or conference
- Residencies focused exclusively on art/craft/project development
- Creating or completing an existing art project

If the primary focus is on developing your art practice or teaching techniques, rather than administrative, business, or financial skills, the activity is not eligible for Quick Grant funding.

11. WHAT DO YOU MEAN BY AN "ADJACENT ENTERPRISE"?

An "adjacent enterprise" refers to a side business or activity that is related to, but separate from, your main artistic practice.

FAQs cont'd

For example, if you are a dancer and also teach dance, a class that helps you improve your curriculum or teaching skills for your students would be considered an adjacent enterprise and is not eligible for funding. Quick Grant funding at this time does not support activities that help applicants grow or enhance their “side hustles”, secondary businesses, or teaching enterprises.

12. I AM BOTH AN ARTIST AND AN ARTS ADMINISTRATOR. AM I ELIGIBLE TO APPLY?

If you are an artist, creative, cultural practitioner, or cultural producer, you may apply for activities that support your own business/administrative skills or the financial resilience of your individual practice, but not to support work for a nonprofit organization or arts administration role.

If you are staff (including board or key volunteers) at a nonprofit arts organization in San José or San Francisco, you may apply for activities that strengthen your administrative or business skills in your organizational role, but not to support your personal or outside creative practice.

In other words, only staff of a tax-exempt arts organization in the City and County of San Francisco or the City of San José are eligible to receive Quick Grant funding to support their roles. Artists and arts administrators outside of these areas must only focus on how the activity for which they request funding will support their individual practice and not any role they might hold as an administrator.

13. ARE MEMBERSHIPS TO ONLINE PLATFORMS OR PROFESSIONAL ORGANIZATIONS ELIGIBLE FOR FUNDING?

Yes, memberships are eligible if the platform or organization provides skill-building, field learning, or networking opportunities that directly support your professional development. Examples of eligible memberships include:

- Artist networks, professional associations, or your local chamber of commerce (these offer workshops, events, or networking with peers)
- Online learning platforms like Coursera or Skillshare (these provide access to courses, trainings, and other educational content)

Memberships are NOT eligible if they only provide access to a static service, tool, or product. Examples of ineligible memberships include:

- Zoom (video conferencing service)
- Web hosting platforms (like WordPress, Wix, or Squarespace)
- Adobe Creative Cloud or other software subscriptions

In other words, if the membership is primarily for a tool, platform, or service that does not actively support skill-building, field learning, or professional networking, it is not eligible for Quick Grant funding.

FAQs cont'd

14. CAN I USE QUICK GRANT FUNDS FOR EQUIPMENT, SUPPLIES, OR SOFTWARE?

No. Quick Grant funds cannot be used for purchasing equipment (like computers or cameras), supplies (like art materials), or software (like Adobe Creative Cloud, Microsoft Office, etc.). The focus is on professional development activities that help you build business, administrative, or financial skills in support of your artistic practice.

15. HOW MUCH WILL I BE AWARDED, AND WHEN CAN THE ACTIVITIES FOR WHICH I AM APPLYING BEGIN?

Applicants may request up to \$600. However, partial funding may be awarded to meet the continued increased demand for professional development funds.. The start date for your activity or activities must begin after the following month's application deadline. For example, for an application received by the September 15 deadline, the activity must begin on or after October 16. Or, for an application received by the February 15 deadline, the activity must begin on or after March 16.

16. IF I WAS AWARDED A GRANT THROUGH ANOTHER CCI PROGRAM (E.G., CALI CATALYST, ZOO LABS: FUND, INVESTING IN ARTISTS: ARTISTIC INNOVATION), AM I ELIGIBLE TO APPLY FOR QUICK GRANT FUNDING?

If you have received a grant through another CCI program, you are still eligible to apply for Quick Grant funding as long as you meet the eligibility requirements described in the program guidelines.

Application

17. HOW DO I APPLY?

Applications will ONLY be accepted online through CCI's Submittable platform. Applications sent to CCI via email will not be accepted. Applicants must create an account in Submittable before they can access the grant application.

Access the Creative Economy Fund online application at:
<https://centerforculturalinnovation.submittable.com/>

FAQs cont'd

Upon submitting your application, you will be sent an automatic email from Submittable informing you that your application has been received. To ensure the timely delivery of all communications, please safelist notifications@email.submittable.com. See [here](#) for instructions by email service provider.

A complete application preview is available [here](#).

18. WHEN ARE APPLICATIONS DUE AND WHEN WILL I FIND OUT IF I HAVE BEEN AWARDED A QUICK GRANT?

Applications are due on the 15th of every month at 11:59 p.m. (morning) PT. All applicants will be notified regarding their application status via Submittable by the 15th of the following month (or closest date if the 15th falls on a weekend). For example, if you apply by July 15, you will be notified on August 15 for funding to support your activity that must start on August 16.

If you haven't heard from CCI by the promised notification date and time, check your spam folder. You can also view your application status by logging into your Submittable account.

19. WHY IS THERE A NEW VERIFICATION STEP IN THE APPLICATION?

We've added this step to protect applicants and ensure that Quick Grant funds reach eligible artists. Submittable's secure Identity Verification (IDV) process verifies each individual's identity by asking applicants to upload a valid, unexpired government-issued ID (such as a driver's license, state ID, or passport) and take a quick live photo of themselves. This helps prevent fraudulent applications and safeguards the integrity of the program.

[Learn more about IDV here.](#)

20. WHO NEEDS TO COMPLETE THE IDENTITY VERIFICATION?

Only individual applicants (e.g., artists, creatives, cultural practitioners, and cultural producers) are required to complete the IDV step before submitting their application. Nonprofit arts organization staff are not required to complete this step, as their eligibility is verified through organizational documentation.

FAQs cont'd

21. WHAT DO I NEED TO COMPLETE THE VERIFICATION PROCESS?

In order to complete the IDV process, you will need:

- A valid, non-expired government-issued ID (driver's license, state ID, passport)
- A device (smartphone, tablet, or laptop/computer) with a working camera
- A well-lit space to take your selfie

You can begin the IDV process on your computer and then switch to your smartphone using a QR code or SMS link, or you can complete the process on the same device you are using to complete your application. The process should take no more than a few minutes.

IMPORTANT NOTE: Please ensure that you return to your Submittable application and submit it after completing the IDV process.

22. WILL CCI SEE OR STORE MY ID OR SELFIE?

No. CCI does not have access to your ID image, selfie, or biometric data. All verification data is encrypted and processed only by Submittable and Veriff.

23. WHAT ARE SOME TIPS TO ENSURE THAT I CAN COMPLETE THE IDV PROCESS SMOOTHLY?

For the best results, use a smartphone or a laptop/desktop with a functioning camera. Before capturing your ID or selfie, make sure your camera lens is clean and take photos in bright, indirect light to avoid shadows or glare. Ensure that your entire ID is visible in the frame, including all edges and text.

24. WHAT IF I CAN'T COMPLETE THE IDV PROCESS?

If you are unable to complete the IDV process, contact quickgrant@cciarts.org at least a week prior to the deadline. CCI may provide an alternative way to confirm your identity.

25. CAN I APPLY FOR AN UPCOMING DEADLINE IF SOME OF MY INFORMATION IS INCOMPLETE OR UNCONFIRMED?

There is no limit to the number of times one may apply for Quick Grant funding; however, individuals—whether applying as an artist, creative, cultural practitioner, cultural producer, or staff member—may receive only one award per CCI fiscal year (July 1–June 30). Up to two individual staff members may receive funding on their organization's behalf per CCI fiscal year.

FAQs cont'd

Partial funding will likely be awarded to meet the demand for funds and support the maximum number of applicants. We encourage you to apply for your professional development activity well in advance of its start date.

26. HOW OFTEN CAN I APPLY? HOW OFTEN CAN I RECEIVE FUNDING?

There is no limit to the number of times one may apply for Quick Grant funding; however, individuals—whether applying as an artist, creative, cultural practitioner, cultural producer, or staff member—may receive only one award per CCI fiscal year (July 1–June 30). Up to two individual staff members may receive funding on their organization's behalf per CCI fiscal year.

Partial funding will likely be awarded to meet the demand for funds and support the maximum number of applicants. We encourage you to apply for your professional development activity well in advance of its start date.

27. IF I AM A CURRENT GRANTEE, WHEN CAN I APPLY FOR FUNDING AGAIN? WHAT IS THE FIRST DEADLINE BY WHICH I CAN APPLY FOR THE NEXT FISCAL YEAR?

CCI's fiscal year is from July 1 to June 30. The last deadline to apply for Quick Grant funding in CCI's current fiscal year is May 15, since award decisions are announced on June 15. Applications received from May 16 – June 15 will be reviewed in the new fiscal year, with decisions announced on July 15.

If you received a Quick Grant in the current fiscal year, you must wait until May 16 or later to apply for funding again. You must also ensure that your final report has been completed to be eligible for the next fiscal year's round of funding.

If you received the award on or before June 16, 2023, you must submit the current award's reimbursement materials and final report to CCI for approval before any new requests will be reviewed.

If you're unsure if you submitted all of your grant deliverables, contact CCI at quickgrant@cciarts.org to confirm.

28. CAN I APPLY FOR QUICK GRANT FUNDING FOR MULTIPLE ACTIVITIES?

Since individuals may receive only one award per CCI fiscal year (July 1 – June 30), we encourage applicants to think strategically about their professional development needs and, if applicable, to propose multiple activities in their application. You may apply for funding to support up to three activities for a total of \$600.

FAQs cont'd

29. WHAT MATERIALS ARE REQUIRED IF I AM REQUESTING FUNDS TO HIRE A CONSULTANT, COACH, OR MENTOR?

If you are applying to hire a consultant, coach, or mentor, you are required to submit the individual's bio or résumé along with a *Letter of Commitment* addressed to the Quick Grant program and signed by the proposed consultant, coach, or mentor on their letterhead or professional stationery. These materials are uploaded to Submittable, the online application form, along with your application. The *Letter of Commitment* should confirm that the consultant, coach, or mentor is prepared to engage in the services and timeline proposed in your Quick Grant application, pending approval of funding. The *Letter of Commitment* must include the consultant's contact information (full name, email address, phone number, and website) and the details of the arrangement, including the topics or areas that will be covered during the sessions, the timeline (the dates of the sessions), and the consultant's rate or fee structure.

30. WHY DO I NEED TO SUBMIT A RÉSUMÉ, AND WHAT SHOULD IT INCLUDE?

If you are applying as an artist, creative, cultural practitioner, or cultural producer, your one to three-page résumé (.doc, .docx, .pdf file types accepted) should represent your art-making or cultural practice outlining any artistic training and education, awards, and grants, relevant community affiliations and activities, exhibitions/performances/publications/events, other relevant work experience, and any other information you would like to include. If you are applying as a staff member of a nonprofit organization, your résumé (see page limit and accepted file types above) should list your current role/position within the organization through which you are applying. We use this information as additional background for your application.

Evaluation

31. WHO SUPPORTS THE QUICK GRANT PROGRAM?

The Quick Grant program is supported by a pooled group of California arts funders. These funders pool their resources to reach the maximum number of diverse artists, creatives, cultural practitioners and producers, and arts administrators throughout the State seeking professional development. Thus, eligibility criteria may vary slightly by region.

32. HOW ARE FUNDING DECISIONS MADE?

CCI staff reviews applicants for eligibility based on the Quick Grant program's published eligibility requirements. Staff also conduct due diligence on all applications.

FAQs cont'd

This includes but is not limited to researching conferences, workshops, festivals, events, classes, consultations, and other activities to determine if said content meets the professional development scope outlined in the Quick Grant guidelines (i.e., activities that build administrative capacity, strengthen business skills, and support financial resilience). For competitive funding rounds—when the number of applicants exceeds the amount of resources available—and per guidelines, priority is given to applicants who have not previously received support through the Quick Grant program and who provide a strong rationale for how the proposed activity will directly enhance the business and administrative capabilities of an individual or organization. Priority is also given to organizations with budgets of \$500,000 or under. Lastly, priority is given to applications who are requesting support for activities that are more time-sensitive (i.e., the activity has a fixed date and is only eligible for review in the current round.)

33. I REQUESTED \$600 BUT WAS AWARDED \$450. WHY?

Partial funding may be awarded to meet the demand for professional development support throughout the entire fiscal year and to support a maximum number of eligible applications. This ensures that the Quick Grant program is not “first come, first served” and that funds can support applicants throughout the entire fiscal year.

Awards And Payment

34. IF I AM AWARDED A QUICK GRANT, HOW WILL I RECEIVE THE FUNDS?

Grantees must sign and submit their grant agreement via Submittable and provide any required information, such as a W-9 form for awards of \$600 or more.

In addition, if awarded a grant, individual applicants will be required to submit proof of identity and California residency. The documentation provided should have your name and the provided address in **your applications**. Any of the following documents will be accepted:

- Current (i.e., non-expired) Government-issued Identification (such as a Driver's license, Passport, State ID, employment card, etc.)

If a valid CA address is not included in the submitted documentation, one or more additional documents from the following list will be required:

- Most recent utility bill (within the last six months)
- Two most recent pay stubs (within the last three months)
- Current (i.e., unexpired) vehicle registration (within one year)

FAQs cont'd

- Current (i.e., unexpired) vehicle insurance card (within the last six months)
- Current (i.e., unexpired) home or renters insurance policy, or other similar materials (within the past year)
- Current statement of government benefits, such as SSI, SSDI, SNAP, etc. (dated within the last six months to one year)
- Current (i.e., unexpired) rental or lease agreement with countersignature from landlord and contact information of the management company
- Current (i.e., unexpired) mortgage statement (dated within the last six months to one year)
- Other verification of residency (must be cleared with CCI staff)

Lastly, grantees will select their preferred method of payment, choosing either ACH (i.e., direct deposit) or check.

- If you choose to receive your payment via ACH, CCI will invite you to create an account with Tipalti, a third-party accounting software platform, wherein you will enter your banking information. For individuals who receive an award of \$600 and/or organizations receiving an award in support of a staff member, a W-9 will also be required and will be provided on the Tipalti platform. Payment will be disbursed within 3-5 (three to five) business days of receiving your banking information and W-9, if applicable. CCI may, at its discretion and as it deems necessary, require you to complete a W-9 form even if the payment is less than \$600.
- If you prefer to receive your payment by check, and your award is for \$599 or less, payment will be disbursed within 10 (ten) business days. For awards of \$600 and/or organizations receiving an award in support of a staff member, CCI will send a W-9 form through SignRequest, a third-party signing software platform. The W-9 must be completed and submitted before payment is disbursed. CCI may, at its discretion and as it deems necessary, require you to complete a W-9 form even if the payment is less than \$600.

35. I'M NO LONGER ABLE TO PARTICIPATE IN THE ACTIVITY FOR WHICH I WAS AWARDED FUNDING. WHAT SHOULD I DO?

If you are no longer able to participate in the approved activity, notify CCI immediately by replying to your award notification via Submittable, or emailing us at quickgrant@cciarts.org. We know that plans can change, and this will not affect your award or future funding opportunities through CCI. Additionally, we are open to (and encourage!) applying your award to a different professional development activity. If this is of interest, grantees should provide CCI with the proposed activity's direct URL, title, date(s), and cost, and a brief description (one to two sentences) of the hoped-for administrative or business skills/benefits. Once approved, CCI will notify you via Submittable.

FAQs cont'd

36. THE ACTIVITY I WAS APPROVED FOR WAS CANCELED. WHAT SHOULD I DO?

If the approved activity is canceled, notify CCI immediately by replying to your award notification via Submittable, or emailing us at quickgrant@cciarts.org. In this case, we are open to (and encourage!) applying your award to a different professional development activity. If this is of interest, grantees will be asked to submit the proposed activity's direct URL, title, date(s), and cost, and a brief description (one to two sentences) of the hoped-for administrative or business skills/benefits. Once approved, CCI will notify you via Submittable.

37. COULD CCI CANCEL MY QUICK GRANT AWARD? IF SO, WHY?

If you receive a Quick Grant, CCI may terminate your award if the grant agreement terms are not accepted within 45 days of the notification date. CCI may also terminate your award if you choose to receive payment via ACH and fail to complete the Tipalti registration process within 45 days of the invitation going out. CCI may also terminate your award if you choose to receive payment via check and you fail to deposit your award check within 90 days. More details are available in the grant agreement. Lastly, if at any time, CCI determines that your application is false, misleading, improperly submitted, or fails to further the Quick Grant objectives, CCI may, at its sole discretion, cancel the award and request the return of funds.

Please note that CCI staff will make multiple attempts to contact you before canceling. We encourage you to add Submittable to your Safe Senders list so that you don't miss any communications from CCI—[see instructions here](#). All applicants will be notified regarding their application status on the promised notification date. If you haven't heard from CCI by then, check your spam folder. You can also view your application status by logging into your Submittable account.

Declinations

38. WHY WAS MY QUICK GRANT APPLICATION DECLINED?

There are various reasons why your application may have been declined, and we do our best to share the reason in the declination message. If the reason is not clear or you would like to receive additional feedback, we encourage you to reach out by email at quickgrant@cciarts.org or give us a call at 415.288.0530. You may also schedule a feedback session [here](#).

FAQs cont'd

Support

39. I'M HAVING ISSUES WITH SUBMITTABLE (E.G., LOST PASSWORD, ERROR MESSAGES, TROUBLE UPLOADING) AND NEED HELP. WHAT SHOULD I DO?

For technical assistance (e.g., password or upload issues), request support from Submittable at: <https://www.submittable.com/help/submitter/>. Submittable's business hours are 9 am – 5 pm MT. They aim to respond within 24 business hours.

40. I STILL HAVE QUESTIONS. WHAT SHOULD I DO?

CCI staff are here to help and listen. For questions related to the grant guidelines or application, email us at quickgrant@cciarts.org or call 415.288.0530 for assistance. You may also schedule a time to speak here. For Deaf applicants and those with hearing loss, contact CCI using the California Relay Service—our staff is trained in making and receiving these calls.

Submittable Quick Tips

- You must create a free Submittable account or sign in with your Google or Facebook credentials to submit a Quick Grant application.
- You can save a draft of your work if you would like to finish the application at a later date.
- CCI has enabled the submitter collaboration tool, which enables groups of applicants to work together on collective applications. For information about how to utilize this tool, visit Submittable's knowledge base here.
- If you need to make changes to your application after it has been submitted, send a request to CCI to edit the submission. We are generally able to accommodate these requests during the open application period. If, however, the review process has already started, we cannot open your submission for editing.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
 - You can download Firefox by following the instructions linked here.
 - You can download Chrome by following the instructions linked here.
- All applicants will be notified by email regarding their application status. Please be sure to enable notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.
- Visit Submittable's Help Center for answers to frequently asked questions.
- If you need technical assistance (e.g. password or upload issues), request support at: <https://www.submittable.com/help/submitter/> (located at bottom of page). Submittable's business hours are 9 am – 5 pm MT. They aim to respond within 24 business hours.



Center For
Cultural
Innovation

Quick Grant Guidelines & FAQ

Effective November 16, 2025