

Belonging in Oakland: A Just City Cultural Fund

A Partnership of City of Oakland's Cultural Affairs Division,
Akonadi Foundation, and East Bay Community Foundation



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SurveyMonkey Apply Letter of Inquiry Application

This document is a text-version of the online Letter of Inquiry Application. It is intended to help applicants prepare their submission before logging into the online application portal.

(You must submit your actual application online [here](#).)

Instructions for applying to Belonging in Oakland: A Just City Cultural Fund

In order to submit a Letter of Inquiry application, you will first need to complete a brief eligibility quiz to ensure that you, your organization, and/or group meet the eligibility requirements. <https://eastbaycf.smapply.io/prog>

The following eligibility quiz is to be taken by the Main Applicant--that is, the artist/cultural practitioner, group, or organization that has the responsibility for carrying out the proposed project (not the project's fiscal sponsor).

Please read the [Guidelines](#) to make sure you think you are a good fit for the program. If you have questions about eligibility, please contact JustCityFund@eastbaycf.org

If eligible, you will move to a Letter of Inquiry application, where you will be asked to provide some basic administrative and demographic information, and a brief (up to 300 words) description of your proposed project.

Eligibility Quiz

I am applying as:

-A 501(c)(3) nonprofit organization

-An individual or group of artists/cultural practitioners with a 501(c)(3) nonprofit serving as my fiscal sponsor

-An informal cultural organization with a 501(c)(3) nonprofit serving as my fiscal sponsor

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If funded:

-I understand that if this project is awarded a grant, the fiscal sponsor must submit a Memorandum of Understanding (MOU) that outlines the mutual obligations of the fiscal sponsor and the artist(s)/cultural practitioner(s) or informal cultural group being sponsored.

-None of the above [if None of the Above, applicant cannot move forward]

Are you or your group/organization based in Oakland?

-Yes/No [If No, applicant cannot move forward]

(Note: if you plan to use a fiscal sponsor, it does not need to be based in Oakland)

Are you Black, Indigenous, or a person of color, or a BIPOC-led group/organization?

-Yes/No [If No, applicant cannot move forward]

For the purposes of this program, *people of color* are not of exclusively European heritage or white-identified and includes inter-racial people with both white and non-white heritage and who identify as BIPOC.

(Note: if you plan to use a fiscal sponsor, it does not need to be BIPOC-led)

Before applying, we ask you to supply contact information and some basic project and demographic information to help us understand the scope and context of your project and the community(ies) to be engaged.

Main Applicant:

The main applicant is the artist/cultural practitioner, group, or organization that has the responsibility for carrying out the proposed project.

Name of group/Primary contact/Phone/Email/Website/Social media

If invited to submit a full application, I/we will be applying as:

501(c)(3) nonprofit organization applying on its own behalf

501(c)(3) nonprofit organization applying as a fiscal sponsor on behalf of an individual or group

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Project Title _____

Estimated Two-Year Project Budget: Your total project budget over the two-year grant period must be at least \$60,000 _____

Amount requested (Two Years) Two-year grants will be allocated in the same amount each year. Your grant request can range from \$60,000 to \$100,000 over two years—that is, \$30,000-\$50,000 per year.

Project Status

Grants will be awarded for new projects as well as projects that are already under way at the time of the grant award. Please indicate if the grant will support a new or existing project.

New

Existing

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Demographic Information Section

We are looking to serve a variety of BIPOC communities in Oakland. This information helps us to see what communities you belong to and want to work with. (Please give your best estimates at this time)

How many lead artists/cultural practitioners will be involved with the project? _____

Please indicate the race(s)/ethnicity(ies) of the artist(s)/cultural practitioner(s) leading the project (up to four). Check as many categories as apply.

	Lead Artist/Cultural Practitioner 1	Lead Artist/Cultural Practitioner 2	Lead Artist/Cultural Practitioner 3	Lead Artist/Cultural Practitioner 4
Black/African American				
Native American/ Alaska Native				
Latino/Latinx				
Asian/Asian American				
Native Hawaiian				
Other Pacific Islander				
SWANA (SW Asian and North African)				
White				
Other				

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Gender Identity

Please indicate the gender identity of the artist(s)/cultural practitioner(s) leading the project (up to four).

	Lead Artist/ Cultural Practitioner 1	Lead Artist/ Cultural Practitioner 2	Lead Artist/ Cultural Practitioner 3	Lead Artist/ Cultural Practitioner 4
Female				
Male				
Transgender Female				
Transgender Male				
Non-binary				
Other				

Please indicate if the artist(s)/cultural practitioner(s) leading the project identify as LGBTQIA+ and/or disabled (up to four). If you prefer not to identify, please leave blank.

	Lead Artist/ Cultural Practitioner 1	Lead Artist/ Cultural Practitioner 2	Lead Artist/ Cultural Practitioner 3	Lead Artist/ Cultural Practitioner 4
LGBTQIA+				
Identify as disabled				

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Other Artist/Cultural Practitioner Identities

Please include other identities/experiences relevant to your project that are important for us to know (for example, ethnicity, immigrant/refugee, generations in Oakland, gentrification/ displacement pressures, etc.). [up to 100 words]

What community(ies) will be centered and actively engaged in the project? (For the purposes of this program, *active engagement* means working in partnership with the artist(s)/cultural practitioner(s), and can include involvement in project visioning and co-design, cultural reconciliation, participatory action research, etc.—that is, involvement beyond being a spectator.)

	Estimated % of Community to be Engaged in the Project
Black/African American	
Native American/Alaska Native	
Latino/Latinx	
Asian/Asian American	
Native Hawaiian	
Other Pacific Islander	
SWANA (SW Asian and North African)	
Multi-Racial	
White	
Other	

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Other Identities:

Please note other identities or experiences that are relevant to the community(ies) who will be centered in your project. For example, let us know if your project will specifically engage people who identify as women/girls, men/boys, transgender, non-binary, LGBTQIA+, or disabled; as belonging to a particular ethnicity/tribe or faith; as immigrants or refugees; of a particular age group; as multi-generational Oaklanders, etc. [up to 100 words]

JCCF LOI Disciplines and Geography Section

Principal Cultural/Artistic Disciplines Involved in the Project

We will use this information to assign proposal reviewers who have relevant cultural/artistic discipline knowledge. Choose no more than two:

- Architecture
- Audio/Sound Art
- Craft
- Computer/Digital Arts
- Dance/Movement
- Design
- Film/Video
- Foodways
- Heritage Practices
- Interactive Media
- Interdisciplinary
- Literature/Poetry
- Multimedia
- Music
- Performance Art
- Theater
- Spoken Word/Storytelling
- Visual Art (installation, painting, photography, sculpture, etc.)
- Other, please specify _____

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Neighborhood/Community Focus:

Specify the area(s)/neighborhood(s) of Oakland that will be centered in your reflection project.

Choose as many as apply:

- Citywide
- Deep East Oakland
- East Oakland
- Fruitvale
- Lake Merritt
- Chinatown
- Downtown/Uptown
- North Oakland
- West Oakland
- Specific Neighborhoods (please specify)

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JCCF LOI Project Description Section

The Just City Cultural Fund will support Oakland-based, civically-engaged, **BIPOC** (Black/Indigenous/People of Color) artists/**cultural practitioners** to work with the communities they are rooted in to co-create a project driven by their vision of a just society that centers the perspectives of those who have borne the brunt of **systemic racism** and social and economic inequality.

The purpose of this Letter of Inquiry is to help reviewers to get a concrete idea of the vision you and your community want to realize, the root causes of the injustice it seeks to address, and to visualize how you and your community will work together. You will have up to 300 words to summarize the heart of your project.

Please note: You will not be evaluated on writing style or grammar. Clear, brief answers are welcome.

We suggest that you address the following questions (not necessarily in the given order) in your project description, but encourage you to respond in a way that feels authentic to you and your project. (Please be sure to take note of the application review criteria in the guidelines before submitting your LOI application.)

- What is the vision of a just community you want to realize and what area(s) of systemic racism does your project address?
- What communities are centered in your project and what is your history working together with/in them? What cultural practices do you plan to use to build knowledge/power with them for this project?
- What would you like to result from your project (for example, new tools, policy arguments, a prototype)? How would you like to share what was learned and/or created?

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Cultural / Artistic Work Sample Options Section

Please include an attachment or a link to an example of your work that best represents the creativity and cultural practices of your project's participants. Readers will on average not spend more than three minutes reviewing work samples.

Below you may choose to link to your website or social media, or you may upload an attachment or a link to a video clip (YouTube or Vimeo). Please submit only one work sample. (If you are invited to submit a full application you will have an opportunity to provide additional work samples.)

For my work sample I'd like to:

Share a link to website or social media site

Website or social media _____

Please specify what specific work on the linked site should be reviewed _____

Upload a pdf or share a link to a YouTube or Vimeo video

Please select "**MARK AS COMPLETE**" and move to the next section

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Cultural / Artistic Work Sample UPLOAD Section

(If you entered a weblink in the previous section, please skip this section)

Please include an attachment or link to an example of your work that best represents the creativity and cultural practices of your project's participants. Readers will on average not spend more than three minutes reviewing work samples.

You may submit one work sample in the following formats, as appropriate. For example, you could include a link to a video, a set of images (up to 5 jpgs), a poem, or an audio sample.

Work Sample Formats:

- For performance and media: Vimeo or YouTube link.
 - You may include a full-length work, though please provide a cue that is three minutes in length, as reviewers will not be expected to review more than that unless they choose to. See below for Video Link Upload Instructions.
- For visual arts/crafts/design: upload up to 5 digital photographs (this counts as one work sample).
 - These may be png, jpg, jpeg files
 - Recommended resolution: 300 dpi. Recommended image size: 800 x 600 pixels. Size per image file may not exceed 10 MB.
- For literature/text-based forms: up to 3 pages in one PDF (this counts as one work sample).
 - Size per document may not exceed 10 MB.
 - Check out this [tutorial on how to create PDFs.](#)

Video Work Sample Upload Instructions:

- (this includes some technical info on how to upload work samples)

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Work Sample Description Section

Work Sample Title:

Whose work is it?

Who is performing it (if applicable)?

What year was it created?

Cueing instructions (if applicable)

- Example: "Please cue at 2:30 minutes into the video."

Please give a brief description of the work and what you think it demonstrates that is relevant to your project.

- Example: "This excerpt expresses a futuristic view of a world without race as a social construct. This idea will be explored as part of our project."