

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

APPLICATION TEXT

DEADLINE Monday, July 13, 2020 11:59pm

Late applications will not be accepted. Incomplete applications may be deemed ineligible.

This PDF is for reference only. Only applications submitted via the [online portal](#) are eligible for review.

We recommend that you prepare your responses in a separate document then copy and paste them into the Online Application.

Please note there are required attachments, including:

- Project Budget
- Cultural/Artistic Work Samples
- Work Sample Descriptions
- Bios of Key Individuals
- Fiscal Sponsor Agreement (Optional)

We recommend carefully reviewing the guidelines and FAQs before starting your application. If/when you have questions, please contact Katherin Canton, Program Manager, email: JustCityFund@EastBaycf.org, phone: (510) 999-4137

NOTE: All questions require answers, except the Street Address 2, in the Applicant Organization/Fiscal Sponsor Primary Contact information.

The **main applicant** is the cultural practitioner/s or cultural group/organization proposing the project. The **applicant of record** is the 501(c)(3) organization that is officially submitting the proposal. The **main applicant** and the **applicant of record** may be one and the same if a nonprofit organization is applying on its own behalf. A fiscal sponsor will be the **applicant of record** for a **main applicant** that doesn't have nonprofit status.

The following eligibility quiz is to be taken by the **main applicant**.

APPLICATION TEXT

Project Title + Name of Applicant (75 character max.)

Eligibility Quiz

I am applying as a:

- A 501(c)(3) nonprofit organization
- An individual or group of cultural practitioners with a 501(c)(3) nonprofit serving as my/our fiscal sponsor*
- An informal cultural organization, with a 501(c)(3) nonprofit organization serving as our fiscal sponsor*
- None of the above

*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 cultural practitioners or informal cultural group being sponsored.

Are you or your group/organization based in Oakland?

(Note: your fiscal sponsor does not need to be based in Oakland)

- Yes
- No

Are you a person of color or a group/organization led by people of color?

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

- Yes
- No

Application Requirements

Project Overview

Name of 501(c)(3) Applicant of Record

Please select one:

- 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

Primary Contact of 501(c)(3) Applicant of Record

First Name
Last Name
Street Address 1
Street Address 2
City
State
Zip Code
Phone
Email
Website
EIN

Authorized Signatory

Please list information for the person who is authorized to sign a Grant Agreement on behalf of your organization. This information may be used to obtain electronic signatures using DocuSign.

First Name
Last Name
Title
Email
Phone

Main Applicant:

The **main applicant** is the cultural practitioner, group, or organization that has the responsibility for carrying out the proposed project. (Will be the same as the applicant of record if not using a fiscal sponsor).

Name of Cultural Practitioner/Group/Organization
Name of Primary Contact of Group/Organization
Phone
Email

Project Title:

Total Project Budget (must be at least \$25,000):

Project Start Date (Can be an estimate):

Project End Date (Can be an estimate):

Project Summary:

Please give a short description of your project. [up to 100 words]

EXAMPLE: [Project title] is a collaboration with [cultural lead/s] to animate the visions of the [race/ethnicity, etc.] community in [Oakland neighborhood] around [purpose/subject of inquiry] by [proposed reflection activities].

Project Narrative

A. Project Content

Project Vision/Context may be submitted in written form or as a Vimeo or YouTube link.

Please address the following questions to the best of your ability. (We understand that you may not have fully formulated answers to these questions yet.):

1. What aspect(s) or issue(s) of Oakland do you think your reflection will be focused on?
2. What cultural/aesthetic process do you imagine using to pursue your inquiry?
3. How are racial justice and belonging essential to your cultural work?

Answers to the above Project Content questions may be submitted in written form or as a Vimeo or YouTube link. Please choose one option below.

- Written Format [up to 1,000 words]
- Audio/Video Link [up to 9 minutes] - Please provide a link (Vimeo or YouTube) (Please see [FAQs](#) for further instructions.):

B. Project Participants

Please list the names of the principal cultural practitioners and then any other key partners to be involved in your project. (Later in the application, you will be required to attach bios of up to 200 words for each of these key project participants.) [100 word max.]

C. Community Description

Please describe the Oakland community (or communities) at the center of your project. [500 word max.] For example,

- include the geographic name(s) of the area(s) or neighborhood(s) focused on
- use pertinent social identifiers to describe the centered community/ies (e.g., race, ethnicity, sexual orientation, ability, religion, income status, etc.)
- describe the participating cultural practitioners' relationships in the area(s)
- explain relevant historical context (e.g., generational legacies, waves of immigration, displacement, etc.)

- outline relevant community assets (e.g., long-standing local businesses, neighborhood coalitions, family associations, etc.)

Demographics

Race/Ethnicity:

Please indicate the number of individuals in each racial/ethnic category.

	# of Cultural Practitioners
Black/African American	
Native American/Alaska Native	
Latino/Latinx	
Asian/Asian American	
Native Hawaiian	
Other Pacific Islander	
SWANA (Southwest Asian and North African)	
Multi-Racial	
White	
Other	

(Optional): Please specify other race/ethnicity for Cultural Practitioner(s):

Gender Identities:

Please indicate the number of individuals in each category.

	# of Cultural Practitioners
Female	
Male	
Transgender	
Non-binary	
Different identity	

Prefer not to identify	
------------------------	--

Number of cultural practitioners who identify as LGBTQA+? _____

Number of cultural practitioners who identify as disabled? _____

Other Identities (optional):

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]

Primary Project Theme(s)

Cultural/Artistic Disciplines Involved in the Project:

Choose as many as apply:

- 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

Neighborhood/Community Focus:

Specify the area(s)/neighborhood(s) of Oakland that will be centered in your reflection project. Please indicate the general area(s) of Oakland and specific neighborhoods as relevant.

Choose as many as apply:

- Citywide
 - Deep East Oakland
 - East Oakland
 - Downtown/Uptown
 - West Oakland
 - North Oakland
 - Specific Neighborhoods (please specify, if relevant)
-

REQUIRED ATTACHMENTS

Project Budget

We value fair compensation for cultural labor in the form of cultural practitioner fees. We also value providing cultural practitioners with funds for life sustaining expenses - such as wellness, healthcare, childcare, food, student debt, rent, utilities, etc -- in addition to payment for labor.

Please briefly list what you anticipate to be the key expense categories and amounts for your project—such as, creative fees, meeting facilitation, video conferencing fees, research materials, life sustaining expenses, etc. Feel free to list any donated goods/volunteer services you anticipate will be included in your project.

Upload one PDF.

Below are examples of broad expense and income categories to address in your budget.

- **Project Expenses:** Key costs associated with your project, for example: artist/cultural practitioner fees, organizer fees, community stipends, staff salaries and benefits, meeting costs, musical instruments, costumes/regalia, arts supplies, space or equipment rentals, hospitality expenses, childcare, administrative overhead, etc.
- **Income Sources:** If your project exceeds \$25,000, please list the other income sources you will need to realize your project. Please include amounts that are secured, pending, or will be applied for.
- **In-Kind Sources:** Please list any donated goods/services you anticipate will be included in your projects. For example, volunteer labor, donated research materials, in-kind video editing services, etc.

Budget Example:

Expense Description	Amount	Notes
Artist Fees	\$14,000	1 lead artist x \$100/hr x 50 hrs = \$5,000, 3 artists x \$100/hr x 30 hrs = \$9,000
Community Stipends	\$2,500	5 focus groups: 10 people x \$50 x 5 mtgs = \$2.5K
Life Sustaining expenses	\$4,500	\$2,000 toward debt relief for 4 artists, \$1,000 for restorative retreats, \$1,000 toward healthcare expenses for 4 artists
Staff Support	\$ 4,500	Activity coordination, scheduling, facilitation
Research Materials	\$1,000	Books, subscriptions, training, etc.
Overhead	\$1,500	Video conferencing, utilities, insurance, etc.
Expense Total	=\$28,000	
Income Description	Amount	Notes
Grants	\$27,000	JCCF \$25K, XXX Foundation \$2,000 (will apply for)
In-Kind	\$1,000	\$300 research materials, \$700 space for physically-distanced activities
Income Total	=\$28,000	

Cultural/Artistic Work Samples

Cultural/artistic work samples can play an important role in conveying the kind of imagination at play in your project, please feel free to submit samples that best represent the creativity and cultural practices of your project's participants. Application reviewers will have time before the panel to review work samples. You will also be asked to upload a Work Sample Description document to guide the panel through your work sample choices.

You can submit up to five work samples in the following formats, as appropriate. For example, you could include a video, one set of images (up to 10 jpgs), two poems, and 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 10 digital photographs.
 - 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 10 pages in one PDF.
 - Size per document may not exceed 10 MB.
 - Check out this [tutorial on how to create PDFs](#).

Video Work Sample Upload Instructions:

- When pasting the link, be sure to use the whole, non-shortened link (avoid using links with "youtu.be").
- If your link includes an ampersand (&) followed by additional text (such as "&feature=" or "&t=", it may not work. Remove the "&" and everything that comes after it before pasting the link.
- After you paste the link, use the Test button to check that it works.
- Note: We strongly encourage you to consider using the Unlisted or Private setting on YouTube (or similar setting for other public sites). Review these [instructions](#) for specifics on updating your video settings. Non-password protected videos are preferred; if protected, be sure to provide password information. Do not submit links to websites which require video content to be downloaded.

How do I upload Audio or Videos to YouTube or Vimeo?

- Check out this video explaining how to upload [audio files](#) OR [videos](#) to YouTube
- Check this video explaining [how to upload videos to Vimeo](#)

Work Sample Descriptions

In one PDF, please number each sample and provide the following information for each sample:

- whose work is it/who is performing it (if applicable)
- what year it was created
- any cueing instructions
- brief description of the work and what you think it demonstrates that is relevant to your project

Work Sample Description Example:

- Sample #1: Spoken word/music video title, Poet: xx, Composer: xx, Performed by: xx, Year Created: xxxx. Please cue at 2:30 minutes into the video. This excerpt expresses a futuristic view of a world based on the well-being of the planet. This idea will be explored as part of our project.
- Sample #2: Title of writing sample, Form: xx (for example, an excerpt of a novel, creative nonfiction, poetry, etc.) Author: xx, Year Created: xxxx. This excerpt is a social critique of racialized policies that have promoted gentrification that aligns with our research project.

Bios of Key Individuals

Please submit short bios (up to 200 words each) on key cultural practitioner/s (and any other key partners) to be involved in your reflect & reimagine project.

Upload one PDF

Fiscal Sponsor Agreement (Optional)

If this application is for a fiscally-sponsored project, you may choose to upload a signed fiscal sponsorship agreement at this time.

However, you may also choose to submit your application without uploading a fiscal sponsorship agreement. If your project is awarded a grant, you will be required to submit an agreement before grant funds will be disbursed.

For more information on fiscal sponsorship and fiscal sponsorship agreements (also called Memorandums of Understanding or MOUs) please refer to the [FAQs](#).

Upload one PDF