



East Bay Fund for Artists 2025 SurveyMonkey 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 East Bay Fund for Artists

All sections of this Application Form must be completed unless otherwise indicated as Optional. First be sure to indicate whether you are applying as an Individual Artist or as an Organization because the required information is slightly different for the 2 categories.

Please double check all information for accuracy (email addresses, phone numbers, etc.). You can Save and continue later as often as you need. You must complete Page 1 before you can continue to Page 2 (narrative questions).

*Word limit is 500 words for each narrative question on Page 2.
When finished with all sections, this task must be Marked as Complete.*

ELIGIBILITY

The following eligibility quiz is to be taken by the main applicant--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 (insert link) to make sure you think you are a good fit for the program. If you have questions about eligibility, please contact ebfa@eastbaycf.org.

Are you an artist or applying on behalf of an arts organization residing in the East Bay – Alameda or Contra Costa County?

- ☐ Yes
- ☐ No

Which of the following is this proposal seeking to commission?

- ☐ New work
- ☐ Continuation of an existing piece of work

Did you receive a grant from the East Bay Fund for Artists grant cycle 2024?

- ☐ Yes
- ☐ No

Will the project be premiered in the East Bay?



Note: If public health concerns make it unsafe to hold an in-person premiere, will an alternative public premiere emphasize access by East Bay audiences?

- ☐ Yes
- ☐ No

In your proposal the amount that is listed in your itemized project budget for your lead artist(s) should be 100% of your request amount for the East Bay Fund for Artists grant. Does your budget reflect this?

Note: We encourage artists to be comprehensive in determining their fees to create the work.

- ☐ Yes
- ☐ No

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.

- ☐ Yes, I understand

Main Applicant:

Are you applying as an:

- ☐ Artist
- ☐ Organization

ARTISTS APPLICANT

Name of Lead Artist (First/Last)

Mailing Address - Street

Mailing Address – City/State/Zip
Website

Phone xxx-xxx-xxxx

Email Address



ORGANIZATION APPLICANTS

Name of Organization	_____
Main Contact Name (First/Last)	_____
Main Contact's Email	_____
Mailing Address - Street	_____
Mailing Address – City/State/Zip Code	_____
Website	_____
Phone xxx-xxx-xxxx	_____
Email Address	_____

Fiscal Sponsor Organization Information

Name of Organization	_____
Main Contact Name (First/Last)	_____
Main Contact's Email	_____
Mailing Address - Street	_____
Mailing Address – City/State/Zip Code	_____
Website	_____
Phone xxx-xxx-xxxx	_____
Email Address	_____

Are there multiple lead artists?

- ☐ Yes
☐ No

Contact information for other lead artists. **Note: You may need to use the scroll bar to see fields on the right side.**

	First Name	Last Name	Email	Street/City/State/Zip
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____



Cultural/Artistic Discipline Involved in the Project:

We will use this information to assign proposal reviewers who have relevant cultural/artistic discipline knowledge.

- ☐ 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

Title of new work to be commissioned

Brief description of new work to be commissioned (500 words max)

Social Justice: Does your project connect to social justice related issues or campaigns? Explain your response. (500 words max)

Proposed date of opening/premiere of new work

(This date should be within one year of receiving notification of your grant award)

____/____/____(YYYY/MM/DD)



Proposed East Bay location of opening/premiere

(Venue MUST be located in the East Bay to be eligible for this grant. If public health concerns make it unsafe to hold an in-person premiere, alternative or virtual public premieres must still have an emphasis on reaching East Bay audiences.)

Amount Requested from EBFA (must be between \$5,000 and \$25,000)

The amount that is listed in your itemized project budget for your lead artist(s) must be 100% of your request amount for the East Bay Fund for Artists grant. Note: We encourage artists to be comprehensive in determining their fees to create the work.

Can this project move forward without full funding from EBFA?

- ☐ Yes
☐ No, please specify _____

ORGANIZATIONS ONLY

Have you ever received funding from the William and Flora Hewlett Foundation?

The Hewlett Foundation is a generous supporter of EBFA. Your response to this question will not impact your eligibility and will not be shared with the panel.

- ☐ Yes
☐ No

NARRATIVE – ARTISTS

Tell us about your proposal. Who specifically will be involved? What is the concept?

How will this work fit or depart from your (and any supporting artist(s')) regular work?

If applicable, how did you choose your supporting artist(s)? (Please attach all relevant resumes)

Tell us who your audience will be for this piece and how you will reach out to them.

Please list other confirmed or potential sources of income for your project

Who is your Fiscal Sponsor? Will they present your work? If no, where have you secured a venue?

We require an East Bay presentation of your work. Please list the location/venue of the premiere of this work.



NARRATIVE – ORGANIZATIONS

What are you proposing to commission?

Who is the artist(s)? What is the concept?

How will this work fit with or depart from the regular work of your organization?

Why did you choose this artist(s)?

What supports do you have for the artist(s) through the commissioning process beyond their commissioning fee?

Tell us who your audience will be for this piece and how you will reach out to them.

Please list other confirmed or potential sources of income for your project.

If this is a piece of visual art, who will own it?

We require that there is a premiere of the work in the East Bay. Please share how you will meet this requirement.



Demographic Identifications Section

We are looking to serve a variety of BIPOC communities in Oakland.

This information helps us to see what communities you are connected to. (Please give your best estimates currently)

RACE/ETHNICITY

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

	Lead Artist/Cultural Practitioner 1	Lead Artist/Cultural Practitioner 2	Lead Artist/Cultural Practitioner 3	Lead Artist/Cultural Practitioner 4
Asian	☐	☐	☐	☐
Black/African American	☐	☐	☐	☐
Indigenous American/ Native American	☐	☐	☐	☐
Latinx	☐	☐	☐	☐
Native Hawaiian	☐	☐	☐	☐
Pacific Islander	☐	☐	☐	☐
South Asian	☐	☐	☐	☐
Southeast Asian	☐	☐	☐	☐
SWANA (South West Asian and North African)	☐	☐	☐	☐
White	☐	☐	☐	☐
Multi-Racial	☐	☐	☐	☐
My Identity is Not Listed	☐	☐	☐	☐
Prefer Not to Share	☐	☐	☐	☐



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	☐	☐	☐	☐
Non-binary	☐	☐	☐	☐
Transgender	☐	☐	☐	☐
Intersex	☐	☐	☐	☐
My Identity is Not Listed	☐	☐	☐	☐
Prefer Not to Share	☐	☐	☐	☐

ATTACHMENTS

1) ARTISTS(S) STATEMENT

Please upload an outline of significant accomplishments in the artist's education and/or career. This can be in the form of a resume or other bio. We are also interested in the artist's relation to marginalized/underrepresented communities.

Multiple statements/resumes may be uploaded for multiple artists.

Accepted files: pdf, docx, doc

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

2) ARTIST(S) WORK SAMPLE

Artists Work Sample with Written Description

Work samples play an important role in conveying the artistry/skill/cultural depth of your project. Please submit samples that best represent the creativity and cultural practices of participating artist(s)/cultural practitioner(s).

You may submit up to two (2) work samples in the following formats, as appropriate.

For example, you could include a video, one set of images, or a written piece.

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](#)

Accepted files: pdf, doc, docx, xls, xlsx, ppt, pptx, avi, mp4, wav, mp3, png, jpg, jpeg, jpeg

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

3) Letter of Commitment from a fiscal sponsor with 501c3 status

If you are an Individual Artist or an Organization that does not have 501(c)(3) designation by the IRS, you must have a Fiscal Sponsor in order to apply for an EBFA grant. Please upload a copy of the official, signed Fiscal Sponsor Agreement.

Accepted files: pdf, doc, docx

(Only applicable for those with a Fiscal Sponsor)

4) Letter of Commitment from a Presenting Venue

Individual Artist(s) if you have a letter of commitment from a presenting venue in order to apply for an EBFA grant. Please upload a copy of the official, signed Letter of Commitment.

Accepted files: pdf, doc, docx

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

5) Organizational Budget – Previous and Current Year

(Only for organization applicants. Budget must not exceed \$2M)

Accepted files: pdf, doc, docx, xls, xlsx

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



6) Project Budget

East Bay Fund for Artists will fund up to 75% of your total project budget. For example, if your project budget is \$10,000, you may request up to \$7,500 from EBFA.

The amount that is listed in your itemized project budget for your lead artist(s) should be 100% of your request amount for the East Bay Fund for Artists grant.

The program seeks to fund the expenses it will take to realize your project. We value fair compensation for cultural labor. We believe the time and effort of community members should be compensated and/or valued as donated labor (in-kind contributions) and understand that childcare and refreshments are often needed to make participation possible. Having a space to do your work and keeping the lights on, etc. is part of what it takes to get the job done. All reasonable project-related expenses will be considered.

Here are some possible budget categories to address to help us understand what expenses you will have and what monetary resources and/or “sweat equity” (in-kind contributions) you will draw on:

- **Project Expenses:** key costs associated with your project, for example, artist/cultural practitioner fees, organizer fees, community stipends, staff salaries, meeting costs, musical instruments, costumes/regalia, arts supplies, space or equipment rentals, hospitality expenses, childcare, administrative overhead, etc.
- **Income Sources:** in addition to the grant request, how much more do you need to realize your project and where will it come from - for example, list amounts that are secured, pending, or to be applied for)
- **In-Kind Sources:** what donated goods/services, if any, are needed or secured for your project, for example, volunteer labor, donated meeting/rehearsal space or materials/instruments

Accepted files: xlsx, xls, docx, doc, pdf

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

7) Project Timeline

Please provide a timeline that describes the beginning and ending dates for your requested period of performance and describe the significant dates in the project. This should include the span of time necessary to plan, execute, and close out your proposed project within the grant period.

Accepted files: pdf, doc, docx, xls, xlsx

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

Review application and submit.