

Letter of Interest Application

This document is a text version of the online Letter of Interest Application. It is intended to help applicants prepare their submissions 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 Interest application, you will first need to complete a brief eligibility quiz to ensure that your collaboration meets the eligibility requirements.

The following eligibility quiz is to be taken by the Lead Applicant--that is, the organization that has the responsibility for managing the grant for the collaborative partnership (not the applicant's fiscal sponsor).

Please read the [Guidelines](#) to make sure your collaboration is 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 Interest application, where you will be asked to provide some basic administrative information, and a description of your collaboration.

The Fund seeks to support Oakland-based, policy-change collaborations whose visions are rooted in communities that have been most impacted by structural racism. Please take the following quiz to see if your organization may be the lead applicant of an eligible collaboration.

Eligibility Quiz

Organizational collaborations applying for funding must designate a lead applicant who will submit the Letter of Interest on behalf of the collaboration. Lead applicants must pass the following quiz in order to be eligible to apply to the Just City Cultural Fund.

You must answer YES the following questions to be eligible to apply:

1. Are you an Oakland-based organization with 501(c)(3) status, 501(c)(4) status, or with a 501(c)(3) fiscal sponsor that is in good standing with the IRS?
2. Are you a cultural organization that works with civically-oriented artist(s)/cultural practitioner(s) OR a social change organization?
3. If you are a cultural organization that works with civically-oriented artist(s)/cultural practitioner(s), are you collaborating with a social change organization OR if you are a social change organization, are you collaborating with a cultural organization that works with civically-oriented BIPOC artist(s)/cultural practitioner(s)?
4. Do you have an operating budget of \$500,000 or more?

To be awarded a grant, the lead applicant of the collaboration must be prepared to submit a Memorandum of Understanding (MOU) that outlines the respective roles, responsibilities, and general budget allocations of the collaborative partners; a documentation plan and budget, if you are requesting documentation funds (up to \$25,000 is available); and have a mutually agreed upon plan with the Fund on reporting requirements.

For more information, please contact Anyka Howard at justcityfund@eastbaycf.org.

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

- Org Name of the Lead Applicant/Primary Contact/Phone/Email/Website/Social Media
- Org Name of the Fiscal Sponsor/Primary Contact/Phone/Email/Website (if applicable)
- Org Name of the Collaborative Partner(s)/Primary Contact/Phone/Email/Website/Social Media

Principal Cultural/Artistic Disciplines Involved in the Collaboration (if known)

Choose no more than two:

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



- ☐ 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 _____

Sectors/Issue Areas to be Addressed by the Collaboration

- ☐ Community development
- ☐ Economic justice
- ☐ Environmental justice, sustainability, climate change
- ☐ Food justice
- ☐ Health/well-being
- ☐ Housing rights
- ☐ Immigrant/Refugee rights
- ☐ Land use/spatial justice
- ☐ Participation in the civic realm
- ☐ Public safety
- ☐ Workers rights
- ☐ Other, please specify _____

Neighborhood/Community Focus of the Collaboration

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

Choose as many as apply:

- ☐ Deep East Oakland
- ☐ East Oakland
- ☐ Fruitvale/San Antonio
- ☐ Lake Merritt
- ☐ Chinatown/Little Saigon/East Lake
- ☐ Downtown/Uptown
- ☐ North Oakland
- ☐ West Oakland
- ☐ Citywide
- ☐ Specific Neighborhoods (please specify) _____

Collaboration Description & Narrative Questions

The Just City Cultural Fund will support Oakland-based, civically-engaged, cultural and social change organizations to work with artists/cultural practitioners and 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 Interest is to help reviewers to get a concrete idea of the vision of a just Oakland your collaboration and community want to realize, the root causes of the injustice it seeks to address, and to visualize how your collaboration and community will work together.

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

Please be sure to take note of the application **review criteria in the guidelines** before submitting your LOI application.

Collaboration Description

Please write a brief description (up to 150 words) of your collaboration that addresses who the collaborative partners are, what community(ies) you will center in your work, what issue area(s) you will address and creative practices you will employ (if known), and what vision of a just city you want to contribute to.

Narrative Questions

1. What vision for a just Oakland do you have in the issue area(s) you have chosen? (up to 200 words)
2. If you are principally a social change/community organizing organization, why do you think it is important to collaborate with an artist(s)/cultural practitioner(s) to achieve this vision? If you are principally a cultural organization, why is it important to you to collaborate with a social change/community organizing organization to achieve this vision? (up to 200 words)
3. What community(ies) is centered in your collaboration and what is your history working together with it(them)? (up to 200 words)

4. What are your principles for working collaboratively with organizational and individual partners toward a common goal? What is your history working with your identified (or similar) partners, if any? (up to 200 words)
5. Give an example of social justice policy change work you have engaged with in this community(ies). (up to 200 words)
6. An important part of this program is sharing learnings and results with the broader field. How would you like to share the learnings/results of your collaboration? Whom do you think would benefit most from them? (up to 200 words)

Attachments

Financial Information

The Lead Applicant must have an organizational budget of at least \$500,000 and be fiscally responsible. Please attach your financials of the last completed fiscal year and be sure to include the following information:

- Total Organizational Budget
- Total Revenues
- Total Expenses
- Total Cumulative Surplus/Deficit
- Total Assets

Work Sample

Belonging in Oakland: A Just City Cultural Fund (the Fund) will make three-year grants to Oakland-based collaborations between cultural and social change organizations with a track record of working to shape racial and social justice-oriented policies or practices in sectors such as community development, economic justice, education equity, environmental justice/sustainability/climate change, food justice, health & well-being, housing rights, immigrant & refugee rights, land use & spatial justice, participation in the civic realm, public safety, and worker rights. Please attach a relevant example of social change work your organization and/or your partner has engaged in to make a more just Oakland.

Work samples could take the form of a written report or policy paper, a slide deck, a film/video/audio sample, or other form of documentation.