

## COVER SHEET

**Instructions:** *DO NOT LEAVE ANY SPACES BLANK see instructions for details regarding all requirements.*

1. THE GROUP OR COMPANY DOING THE ACTUAL PROJECT: \_\_\_\_\_
  - >> *For questions 2 and 3 below, the name and address on the 501(c)(3) must be current and match the information you are listing on this application. Please see instructions for further details regarding this important requirement.*
  2. ARE YOU USING a 501(C)(3) IRS tax exempt (or a Fiscal Sponsor) TO APPLY FOR THIS GRANT, IF SO, WHO IS IT? \_\_\_\_\_
  3. YOUR ADDRESS or ***the address of your Fiscal Sponsor if you are not a 501(C)(3) organization*** (the 501(C)(3) must match): \_\_\_\_\_ Zip code: \_\_\_\_\_
  4. PERSON TO CONTACT AT SPONSORSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
• **You must attach a copy of the agreement between your group and your Fiscal Sponsor**
  5. PERSON TO CONTACT AT PROJECT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL ADDRESS OF CONTACT PERSON: \_\_\_\_\_
  6. BRIEF DESCRIPTION OF GROUP DOING THE ACTUAL PROJECT WORK (NOT THE FISCAL SPONSOR): \_\_\_\_\_
- END**
7. HOW MANY PUBLIC EVENTS DID YOU PRESENT LAST YEAR? \_\_\_\_\_ AND APPROXIMATELY HOW MANY PEOPLE ATTENDED ALL EVENTS COMBINED? \_\_\_\_\_
  8. WHAT FIELD IS THIS PROJECT? Check one:  DANCE,  THEATER,  MUSIC,  FESTIVAL,  POETRY,  PUBLICATION,  LITERATURE,  EXHIBIT,  MURAL,  MULTIDISCIPLINARY- PLEASE WRITE WHAT IT IS-(i.e. DANCE + NEW MUSIC, + VIDEO, ETC.)  
\_\_\_\_\_
  9. BRIEF DESCRIPTION OF THE PROJECT: \_\_\_\_\_
- END**
10. TOTAL PROJECT BUDGET: \$ \_\_\_\_\_ 11. TOTAL AMOUNT FOR THIS REQUEST: \$ \_\_\_\_\_
  12. IS THERE OTHER INCOME FOR THIS PROJECT? \_\_\_\_\_, IF SO THE AMOUNT ALREADY RAISED \$ \_\_\_\_\_
  13. WHERE WILL THIS PROJECT TAKE PLACE? \_\_\_\_\_ 14. PROJECT DATES? \_\_\_\_\_
  15. ARE YOUR WORK SAMPLES INCLUDED?  Y or  N; if yes, please indicate  CD or  DVD and  Audio or  Video
  16. IS THERE A WORK SAMPLE AVAILABLE ONLINE? PLEASE ENTER THE DIRECT WEB ADDRESS (URL): \_\_\_\_\_

**PLACE THIS COMPLETED COVER SHEET ON TOP OF YOUR APPLICATION  
DO NOT USE STAPLES IN ANY OF THE APPLICATION MATERIALS**



## COMMUNITY ARTS PROGRAM GRANT APPLICATION INFORMATION

The Foundation accepts proposals only for its Community Arts Program.  
All other programs are initiated by the Foundation.

### COMMUNITY ARTS PROGRAM CRITERIA:

Non-profit community arts organizations doing their work in San Francisco, Contra Costa, and Alameda counties (west of the Caldecott Tunnels), representing the fields of dance, theater, visual arts, music, festivals, poetry, literature, and publications are eligible to apply. Films and videos are not eligible. Youth-performed or youth-oriented programs are not eligible.

The Community Arts program supports mainly performance-oriented requests that represent contemporary, cutting-edge new work. Traditional work such as the performance of Mozart's music, a production of a Broadway play/musical, the performed reading of the works of a traditional poet like Carl Sandburg would not be eligible.

### GENERAL INFORMATION FOR ART GRANT REQUESTS:

- Grant decisions are made by a panel of local artists
- Grants are only awarded to non-profit organizations or to 501 (c) (3) fiscal sponsors; individual artists must work under a fiscal sponsor in order to be funded
  - >> *Name and address listed on the 501(c)(3) must be current and match the name and address you list on your grant application. If the 501(c)(3) is not current, call the special IRS number that follows to request an updated copy; send the new 501(c)(3) with your application. The IRS number to call is: 1-877-829-5500.*
- All fiscal sponsorships require a written agreement
- Grants range in size from \$1000 to \$7500
- Organizations may receive only one grant per calendar year (this does not apply to organizations acting as fiscal sponsors)
- We encourage you to review last year's arts grants by viewing our Annual Report online

### APPLICATION DUE DATES:

These are postmarked deadline dates. Requests must be postmarked by the appropriate deadline date and sent by U. S. mail; **we no longer accept requests sent via UPS/ Fed Ex, messenger, or hand deliveries.**

Mail Art Grant Requests to: Attn: Linda Howe, Zellerbach Family Foundation, 575 Market Street, Suite 2950, San Francisco, CA. 94105

### Dates for calendar year 2012

#### Postmark deadline dates

January 5, 2012  
March 21, 2012  
July 10, 2012  
September 25, 2012

#### Notices sent dates

March 20, 2012  
June 13, 2012  
September 18, 2012  
December 13, 2012

Please choose a deadline with a decision date that corresponds most closely to the date of your performance needs.

**If you are a first-time applicant** to the Community Arts grants program at the Zellerbach Family Foundation, please contact Linda Howe at 415-421-2629 ext. 11 prior to completing your application.

**APPLICATION REQUIREMENTS AND FORMS: ALL APPLICATIONS MUST CONTAIN THE FOLLOWING:**

- 1) A complete Grant Application Cover Sheet– this cover sheet is a PDF form that can be filled in and then printed, visit <http://www.zellerbachfamilyfoundation.org/grantapplication.html> for the latest version

**WARNING! The information you enter into the PDF form will be lost when you close the document. BEFORE you close the PDF form, PRINT as many copies of your completed cover sheet as you need. It is not possible to “save” or submit the completed Cover Sheet as an electronic file.**

Hard copies of all application materials may be requested by calling Linda Howe at 415-421-2629 ext. 11

- 2) A concise project description
- 3) A brief history and mission statement of the organization
- 4) A list and a few sentences about the artists and personnel undertaking the actual project work
- 5) Financial Information:
  - a) Projected income and expense statement for the project for which you are requesting a grant  
Identify the most essential item in your budget  
Indicate funds already received, committed, pending, or in-kind
  - b) An income and expense statement for the last project performed by you, your group, or your company
  - c) An income and expense statement for your company for the previous year or season of performance.
  - d) The most recent balance sheet for your company.
  - e) If you are fiscally sponsored, you must submit an organizational income and expense statement for the past year for the fiscal sponsor.
- 6) List of your own Board of Directors if applicable
- 7) One press clipping about your previous work if you have one. No fliers or promos please
- 8) One letter of support from a professional in the same field. Please plan ahead, this letter is to be submitted with your application
- 9) A copy of your 501 (c) (3) or that of your fiscal sponsor.  
**You must attach a copy of the agreement between your group and your fiscal sponsor.**
  - >> *Name and address listed on the 501(c)(3) must be current and match the name and address you list on your grant application. If the 501(c)(3) is not current, call the special IRS number that follows to request an updated copy; send the new 501(c)(3) with your application. The IRS number to call is: 1-877-829-5500*
  - All submissions including the press clipping must be single sided on 8 ½ x 11 paper.
  - Do not use staples in any of your application materials.

**SUPPLEMENTAL MATERIALS: WORK SAMPLES**

Supplementary materials can strengthen your application. Most performing arts applications will benefit from good work samples. Because most dance, theater, and music requests are accompanied by work samples, requests without samples may be at a competitive disadvantage. If you provide work samples, please send two (2) identical samples.

**RECORDED MEDIA WORK SAMPLES (DVD and CD)**

Please review all recorded media work samples to ensure that they actually work prior to including them with your application. Send two (2) identical copies marked with the following information:

**For all DVD and CD work samples:**

- Note on the media cover whether this is a DVD or CD
- Note on the cover what is contained in the work sample. For example does it portray you in your own work, you in someone else’s work, someone else in your work, etc.
- Indicate what three-minute segment of the work sample you would like the reviewer to consider in the following way:  
**DVD** (video): state on the cover which chapter/track the reviewer should watch, or how many minutes “in” to forward the DVD. **CD** (audio): state on the cover which track the reviewer should listen to.

If your work sample can be viewed online be sure to include the web address on your application.

**RETURN OF WORK SAMPLES: Self-addressed, postage paid envelopes must be included with your application if you want your work samples returned to you.**