



Innovation Through The Arts

CREATIVE CATALYST FUND: INDIVIDUAL ARTIST FELLOWSHIP PROGRAM

Individual Artist

Letter of Intent/Request for Qualifications Guidelines

Introduction

The purpose of this Letter of Intent/Request for Qualifications (LOI) is to invite your participation in a new funding program for individual artists. The San Diego Foundation (The Foundation) **Creative Catalyst Fund: Individual Artist Fellowship Program (CCF Fellows Program)** provides grants ranging from **\$5,000 to \$20,000** to support the creation and development of new work conceived by San Diego-based professional artists.

The CCF Fellows Program seeks to advance the professional careers of artists of all disciplines, elevate the profile of the artistic community and encourage creative expression in the region. The CCF Fellows Program will enable the creation of new work which will be artistically innovative in terms of the artist's own practice, and/or discipline. Our long-range goal is for San Diego to become a place where creativity and all makers of art can thrive.

How the Process Works

San Diego artists will first submit a LOI to The Foundation expressing their intention to apply to the CCF Fellows Program. Each artist will provide basic background information as well as the concept of a project that he/she would like to complete as part of the Fellowship which will begin **January 1, 2012 and end December 31, 2012.**

Artists will select from a list of nonprofits up to three organizations which they would like to work with under the fellowship. The selections must be prioritized with the first nonprofit being the artist's first choice. The nonprofit organization will then select the one artist it would like to work with from the pool of applicants and together, move with the selected artist through the final application process. If the project is approved for funding by The Foundation, the nonprofit organization will serve as the artist's sponsor/mentor throughout the Fellowship and as the fiscal agent for all grant funds.

Please note that only artists who have submitted a LOI and apply with a nonprofit organization sponsor may compete for a fellowship. The list of the pre-approved nonprofit organization sponsors is below:

Nonprofit Organization Sponsors

- [Camarada](#)
- [Cygnet Theatre](#)

- [Jean Isaacs San Diego Dance Theatre](#)
- [La Jolla Playhouse](#)
- [Lux Art Institute](#)
- [Mainly Mozart](#)
- [Malashock Dance](#)
- [Mojalet Dance Collective](#)
- [Mo`olelo Performing Arts Company](#)
- [Moxie Theatre](#)
- [Museum of Contemporary Art, San Diego](#)
- [North Coast Repertory Theatre](#)
- [PGK Project](#)
- [Playwrights Project](#)
- [San Diego Asian Film Foundation](#)
- [San Diego Junior Theatre](#)
- [San Diego Repertory Theatre](#)
- [Writers Ink](#)
- [Young Audiences of San Diego](#)

For a list of the individuals to contact within each organization, please click [Nonprofit Organization Sponsor Roster](#).

The Foundation will hold a reception and informational workshop where prospective applicants can meet the nonprofit sponsoring organizations and learn more about the CCF Fellows Program. The reception and workshop will be held:

Wednesday, July 13, 2011
at The San Diego Foundation
2508 Historic Decatur Road, Suite 200
in the Hoffman Room/1st Floor from 6:00 - 7:30 pm.

Space is limited. RSVPs are required. To RSVP for the workshop, please contact Meryl Zwanger at merylz@sdfoundation.org.

Letters of Intent must be submitted ONLINE no later than 5:00 pm Thursday, August 4, 2011.

Instructions for submitting the application are below. If you have questions or difficulty with the online application, please contact our Community Grants Administrator, Kerri Favela at kerri@sdfoundation.org or 619-235-2300, extension 1329.

LETTER OF INTENT GUIDELINES

Background

The CCF Fellows Program is one of three programs under the **Innovation through the Arts Initiative** (the Initiative), a multi-faceted, multi-year effort that ushers in a new era of engagement in arts and culture for The Foundation, its donors and constituents. The vision for the Initiative invites the community to imagine centers of arts and culture activity stretching from the neighborhoods of metro San Diego to the northern, eastern and southern sectors of the county. A network of places and spaces for making, sharing, and learning in and through the arts will ensure a vibrant environment in which creativity and innovation will thrive.

The Initiative will demonstrate through strategic grantmaking, capacity building programs and advocacy that innovation and creativity are key to community and economic vitality and that these pursuits can be achieved through ongoing engagement in the arts.

The LOI enables The Foundation and its nonprofit organization sponsors to scan the field, identify a short list of eligible artists and establish a pool of applicants who might be good candidates for the CCF Fellows Program. This is a critical first step for artists as the sponsoring nonprofit organizations may only select from the pool of artists who have submitted a LOI.

In this pilot year of the program, The Foundation has the potential to fund up to 19 CCF Fellowships (one per nonprofit organization sponsor) ranging from **\$5,000** to **\$20,000** per fellowship. Fellowship funds may be used for any and all costs associated with the development of the project, including artist compensation; fees for other artists contracted by the Fellow to produce work associated with the project; materials and supplies; travel; rentals; marketing and community outreach; and, other expenses as required. Please note that The Foundation encourages and expects the nonprofit organization sponsor to negotiate a percentage of each Fellowship award (between 10-20%) with the artist to cover administrative expenses associated with the project. Additional funds from any source, cash or in-kind, may be necessary to complete the project, but are not required by The Foundation.

Roles and Responsibilities of the Nonprofit Organization Sponsor

The Foundation envisions that the nonprofit sponsor will play a critical role in the success of the CCF Fellows Program by providing the following types of functions:

- Identify and encourage individual artists who might be good candidates for a CCF Fellowship to apply;
- Serve as a fiscal agent or pass-through for the grant funds allocated by The Foundation on behalf of the individual artist;
- Support the artist throughout the Fellowship by providing advice and access to organizational resources and expertise, including but not limited to financial management, space for the development and presentation of the project to the public, marketing assistance, artistic critique, etc;

- Participate as a cohort within the CCF Fellows Program learning community. This may include attendance at events, workshops and other convenings developed to share information amongst sponsor/host grantees and celebrate successes.

All of the above functions will be formalized with the artist through an agreement with both the nonprofit sponsor and The Foundation.

CCF Fellows Program Goals

- To acknowledge and make more visible the talents and contributions of outstanding San Diego artists
- To encourage and foster the work of San Diego artists

Quantitative and Qualitative Outcomes

As a result of the CCF Fellows Program, participating artists will be able to:

- Take more creative risks;
- Invest more time and resources into their artistic practice;
- Increase collaborations with other artists;
- Attract larger audiences;
- Increase income derived from their artistic practice;
- Establish new or deeper relationships with local nonprofit arts and culture organizations;

And...

- The San Diego community will increase its understanding and appreciation of the work of professional artists;
- Nonprofit arts and culture organizations will have opportunities to nurture artistic talent; and
- Artists will feel more optimistic about working and living in San Diego.

Innovation

The Foundation also seeks to encourage artistic innovation through the CCF Fellows Program.

"Innovation" is defined by The Foundation as the output of creative activity that offers new approaches in the development or production of art or new ways of engaging audiences with art and the creative process.

Eligibility Criteria

In this pilot year of implementation, The Foundation invites Letters of Intent from "professional" artists who...

- Are working at all stages of their career development - early, mid-career and established;
- Have a history of artistic achievement and high quality work given their years of practice;

- Have a history of imagining and conceiving new and original work that comes to life through the work of their own hands or through the work of other artists;
- Are current residents of San Diego County, have resided in the area for the past two years, and are expected to retain residence through the completion of the CCF Fellowship;
- Work in one or more of the artistic disciplines of visual, performing, media or literary arts;
- Are at least 18 years old.

For the purposes of CCF Fellows Program, “professional” artist is defined as follows:

A “**professional artist**” is anyone who can provide evidence of regular public exhibition, performance or publication of works of art; offering work for sale or public consumption; eligible for or has been awarded a government grant; selected for awards or prizes; has secured work or consultancies on the basis of professional expertise; has had work acquired for public or private collections; or, is a member of a professional association on the basis of his/her status as an artist.

Who Can Not Submit a Letter of Intent?

Artists who...

- Are working toward any degree program - arts or non-arts related - at the time of application or planning to work toward a degree during the course of the CCF Fellowship, with the exception of ABD (all but dissertation) status Ph.D. candidates;
- Practice their art primarily as a hobby or avocation;
- Are immediate family members of The Foundation staff or Board of Governors or staff or board of the nonprofit sponsor.

LETTER OF INTENT REVIEW AND SELECTION PROCESS

The Foundation's Arts and Culture program staff will evaluate all LOI submittals and will qualify those that meet the eligibility criteria. A list of qualified artist submittals will be forwarded to the nonprofit sponsors based on the each artist's selection. Each nonprofit organization will determine a process for selecting the artist they are most interested in sponsoring. The Foundation requires that each nonprofit sponsor ensures that its selection process is fair and open and that each artist is given an equal opportunity to compete.

Artists who are not selected to move forward in the process should expect to be notified of the nonprofit sponsor's final decision. Additional feedback regarding the decision may be available on a case-by-case basis.

Letter of Intent Instructions

To submit your information, please access our secure [online grant application form](#). You will be prompted to enter information directly into fields on the website. The bulk of the LOI must be submitted as an attached document. The online process is designed to allow you to stop and save your work at any time. To return to your online grant application form, click [account log-in](#).

The San Diego Foundation Letter of Intent Checklist

Please attach the following items in one Word document or PDF file with your name and 2012 CCF Fellows Program in the upper right hand corner of each page:

Part A: Artist Statement - A statement that explains, justifies and contextualizes your body work. It will help the reader understand how and why you do what you do, from your own perspective. Limit your artist statement to no more than 500 words.

Part B: Project Concept - Provide a summary of the project you are envisioning for the CCF Fellowship Program. What is it, why and when was the idea conceived, and what is it about? What makes this project innovative? If it is a work in progress, what phase of the work is proposed for this project? How much money do you think you will need to do the project? What opportunities does the CCF Fellowship Program offer you at this stage of your career? Why did you choose the nonprofit organization as your potential sponsor? Limit the Project Concept discussion to two pages or less.

Part C: Artist Resume – Provide standard information about the specific talents, abilities, educational background and professional expertise gathered throughout your career. Include three references with contact information. Limit the resume to no more than three pages.

Work Samples: Please be advised that work samples may be requested from the nonprofit sponsor as part of their selection process, but they are not a required part of this application. Work samples may include DVDs, CDs, photographs, copies of reviews, and other materials that evidence the quality of the artist's work.

Dates to Remember:

Friday, July 1 – Letter of Intent Guidelines Released

Wednesday, July 13 – Artist Informational Workshop

Thursday, August 4 – Letter of Intent Deadline (by no later than 5pm)

Monday, August 22-26 – Nonprofit Sponsor Selections

Monday, August 29 – CCF Fellows Program Application Released

Friday, October 28 – CCF Fellows Program Application Deadline

November 1-11 - CCF Fellows Program Applications Approval Process

December – Foundation Board of Governors Approval/Checks Distributed

January 2012 – CCF Fellowship Projects Begin

For additional information regarding the CCF Fellows Program, please visit our [Creative Catalyst Fund FAQs](#) page or contact Felicia Shaw, Director of Arts and Culture at Felicia@sdfoundation.org.

The San Diego Foundation is located at 2508 Historic Decatur Road, Suite 200, San Diego, CA 92106 in Point Loma (Liberty Station). For more information concerning The Foundation visit www.sdfoundation.org. Click here for a copy of the [Innovation through the Arts Initiative Brochure](#).