

**Due: Monday, December 11, 2017 at 12:00 p.m. PST**

The San Diego Foundation (The Foundation) recognizes the value that artists contribute to our region's vitality, economy and quality of life. Artists are essential to the community-driven priorities identified in Our Greater San Diego Vision for how we work, enjoy, live and learn in the San Diego region. The San Diego Foundation Creative Catalyst Program strengthens San Diego's creative economy by providing opportunities for local professional artists to create work that advances their careers, increases civic engagement and enriches our quality of life.

The Creative Catalyst Program enables local professional artists to create new work or advance existing work. Arts organizations provide fiscal administration of the grant funds, as well as project management support. This work is completed over the course of twelve months.

**This year, to encourage more opportunities for artists and a broader set of applications, artists may choose any qualified, willing arts organization and pair independently with them to submit a joint application. Artists no longer apply to pre-selected arts organizations.** Grant awards will be up to \$20,000 each with 4-5 awards total.

The San Diego Foundation recognizes the potential that art has to be a tool of civic engagement. As part of your project proposal, please consider how you might encourage engagement in areas underserved in the arts. While we encourage you to consider expanding the reach of Creative Catalyst works to new areas, it is not a requirement.

The San Diego Foundation invites you to review the following grant guidelines, and, if appropriate, submit a joint application online between an artist and an arts organization that outline a project concept.

A Question & Answer webinar will be held on Wednesday, October 11, 2017, at 10:00 a.m. Both artists and potential sponsoring organizations are welcome to attend. Please see the following link for webinar login information: <https://attendee.gotowebinar.com/register/8126759106655711235>

Answers to questions asked at the webinar will be posted on The Foundation's website.

## **SPONSOR ORGANIZATION ELIGIBILITY**

- Must be a 501(c)(3) public charity
- Must be located in San Diego County
- Must be an arts organization
- Must not be an academic organization
- Must have been in operation for at least five years
- Must have prior experience working directly with individual artists
- Must have the ability to provide designated staff for artist's mentorship
- Must have the ability to provide The Foundation with requested promotional materials on behalf of the artist's project, i.e., biography, photos, project flyer and event schedule
- Must have the ability to assist in the development and execution of the artist's project timeline and notify The

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Foundation in advance of variances

- Must not be in the midst of major transition
- **Must not have been a sponsor for the two most recent consecutive Creative Catalyst grant cycles (2015 and 2016-2017)**

## SPONSOR ORGANIZATION DUTIES

### Before application submittal:

1. Reach out to artists with whom your organization is interested in collaborating and who fit the Creative Catalyst artist eligibility. Please consider inquiries and proposals from artists who may be unfamiliar to your organization.
2. Meet with individual artists to mutually determine project partnership feasibility.

### During the application process:

3. Co-write and submit an application with the artist. Sponsoring organizations must be the lead applicant and may submit only one application.
4. Attend The Foundation's interview process with the artist candidate and respond to questions about project merits.

### If awarded a Creative Catalyst grant, the arts organization will:

5. Agree to mentor artists during the twelve-month grant period, April 2018 through March 2019.
6. Serve as a fiscal agent for the grant funds on behalf of the artist. Sponsoring art organization retains 20% of grant funds for administrative expenses associated with the project. Funding will be distributed to artist in installments contingent upon receipt and approval of interim progress report.
7. Support the artist throughout the fellowship by providing project planning advice and access to organizational resources and expertise, including financial management, marketing assistance and artistic critique. If appropriate, provide space for the development and presentation of the project.
8. Assist in the development and execution of the artist's project timeline and notify The Foundation if project deadlines are modified.
9. Assist the artist with maintaining accurate records of project activities including audience and visitor attendance, impactful stories and other meaningful metrics determined by The Foundation.
10. Work with the artist to submit publicity materials including photos and performance descriptions for Creative Catalyst promotions.
11. Attend events and convenings when the artist's work is showcased, ensuring event documentation and photos are provided to The Foundation.
12. Assist the artist with the completion of mid-year and final reports, if necessary.

## ARTIST ELIGIBILITY

The Foundation invites professional artists who meet all of the following criteria to partner with a qualifying sponsoring organization:

- Are at least 18 years old
- Are working at any stage of career development - early, mid-career and established
- Have a history of artistic achievement and high-quality work
- Have a history of independently authoring original work
- Are current residents of San Diego County, residing in the area for the past two years and expect to retain residence through the completion of the 12-month grant cycle
- Work in one or more artistic disciplines of visual, performing, media, musical or literary arts

For the purposes of the Creative Catalyst Program, “professional” artist is defined as:

Anyone who can provide evidence of past public exhibition, performance or publication of works of art; been awarded government grants or prizes; had works of art for sale or public consumption; secured employment or consultancies on the basis of professional expertise; had works of art commissioned or 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 IS NOT ELIGIBLE TO SUBMIT AN APPLICATION?

Artists who:

- Perform or reproduce the original work of others
- 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 Fellowship, with the exception Ph.D. candidates with all but dissertation (ABD) status
- Have been past Creative Catalyst Fellows
- Practice their art primarily as a hobby or avocation
- Are immediate family members of The San Diego Foundation staff or Board of Governors
- Are immediate family members or staff of the sponsoring arts organization

## ARTIST RESPONSIBILITIES

In addition to completing the project itself, each artist may be required to participate in convenings with other grant recipients during the 12-month grant period. Convenings serve as a way to connect with other fellows, discuss projects, find resources and resolve hurdles that arise. Additionally, each artist is required to maintain accurate records and data that account for items such as project spending, audience participation and engagement locations. To ensure project promotions by The San Diego Foundation, artists will need to provide sponsor organizations with event dates at least two months in advance, photos, and brief written descriptions of past work and work in progress. The artist is also required to complete The Foundation’s progress and final reports.

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## FREQUENTLY ASKED QUESTIONS

### How do we apply?

#### Artists

Artists should approach arts organizations that align with personal project goals and meet the grant sponsorship guidelines.

To determine which arts organization may be the best sponsor for your project, artists are strongly encouraged to thoroughly research organizations prior to contacting them. As you narrow your search, reach out to arts organizations directly to determine the organization's sponsorship potential and willingness to partner. The San Diego Foundation will not assist directly in matching artists to arts organizations.

When selecting your partnering arts organization, please keep in mind that artists can only partner with one arts organization to submit an application.

In the Smarter Select application, artists will need to provide an artist biography, links to work samples and a resume.

#### Arts organizations

Reach out to artists with whom your organization is interested in collaborating and who fit the Creative Catalyst artist eligibility. Please consider inquiries and proposals from artists who may be unfamiliar to your organization.

In the application, sponsoring organizations will work with the collaborating artist to design a project proposal. Include in the proposal a description of innovative project features and how the project addresses issues people care about. Also, describe what the Creative Catalyst Program can offer the artist at this stage in their career as well as an expected project budget. See further details in the Smarter Select application (link below).

Arts organizations, rather than artists, must submit the application. When selecting your partnering artist, please keep in mind that only one application per arts organization will be accepted.

Joint artist and arts organizations applications must be submitted through The Foundation's online portal no later than **12:00 p.m. (noon) on or before Monday, December 11, 2017**. The grant application can be accessed and submitted on Smarter Select here: <https://app.smarterselect.com/programs/40142-The-San-Diego-Foundation-Community-Impact>

### Who can I contact if I have any questions?

A Q&A webinar will be hosted online Wednesday October 11, 2017 at 10:00 a.m. Answers to questions will be posted on The Foundation's website along with other commonly asked questions.

For program questions, please contact the Community Impact Team at [communityimpact@sdfoundation.org](mailto:communityimpact@sdfoundation.org)

For technical questions regarding the online application, please contact Kerri Favela at [kerri@sdfoundation.org](mailto:kerri@sdfoundation.org)

## What is the Grantmaking Timeline?

### PHASE 1: Partnership Development

- **September - December 11, 2017:** Organizations and artists connect independently of The Foundation, make project partnering selections.

### PHASE 2: Application Process

- **September 2017:** Grant application opens.
- **Wednesday, October 11, 2017, 10:00 a.m.:** Q&A Webinar for interested applicants. The webinar is open to both artists and organizations interested in sponsorship.
- **Monday, December 11, 2017, 12:00 p.m.:** Grant application closes. Submissions are due.

### PHASE 3: Selection Process

- **January and February 2018:** Grant committee convenes to review applications
- **February 2018:** **If you are selected as a finalist, please be prepared for an interview with the grant committee during this time.**
- **March 2018:** Final grant recommendations are reviewed for approval by The San Diego Foundation Board of Governors.

### PHASE 4: Project Implementation

- **April 2018:** Grant agreements are signed and 2018 Creative Catalyst Fellows are announced. Grant checks are released to sponsor organizations. Twelve-month grant cycle begins.
- **April 2018 - March 2019:** Artists prepare projects, host social engagement activities, submit progress reports and exhibit work.
- **April 2019:** Final reports are due.