



**YBCA's Creative Corps Initiative 2023-2024:  
Initiative Guidelines  
(UPDATED - 5/2/23)**

Information about this program can be found in English on our website. Please visit this link - <http://ybca.org/creative-corps-initiative/>. The application for this program will also be available in English. The application will be open at noon on May 15, 2023 and close at 5:00pm on July 14, 2023.

Puede encontrar información sobre este programa en español en nuestro sitio web. Visite este enlace: <http://ybca.org/creative-corps-initiative/>. La solicitud para este programa también estará disponible en español. La solicitud abrirá al mediodía, el 15 de mayo de 2023, y cerrará a las 5:00 p. m. PT, el 14 de julio de 2023.

請參閱我們網站上此計畫資訊的中文版本。請造訪連結：<http://ybca.org/creative-corps-initiative/>。我們也提供中文版計畫申請表。申請將於 2023 年 5 月 15 日中午開放，並於 2023 年 7 月 14 日下午 5:00 結束。

Matatagpuan ang impormasyon tungkol sa programang ito sa Tagalog sa aming website. Pakibisita lamang ang link na ito: <http://ybca.org/creative-corps-initiative/>. Magkakaroon din ng Tagalog na bersiyon ang aplikasyon sa programang ito. Magbubukas ang aplikasyon sa tanghali ng Mayo 15, 2023 at magsasara nang 5:00pm sa Hulyo 14, 2023.

**This document details the guidelines prioritizing applicants residing in and/or serving select areas of Antioch, Bay Point, Berkeley, Concord, Fairfield, Pittsburgh, San Jose, San Rafael, or Vallejo. Any artists residing in and/or serving the Bay Area region with a California address are encouraged to apply and will also be prioritized.**

**For applicants residing in and/or serving select areas of Hayward, Oakland, Richmond, or San Francisco (Bayview/Hunters Point, Chinatown, Fillmore, Tenderloin), those guidelines are being developed through a community co-design process. Please check our website - <http://ybca.org/creative-corps-initiative/> - beginning at the end of May 2023 for those guidelines. Any artists residing in and/or serving the Bay Area region with a California address are encouraged to apply and will also be prioritized.**

The **Creative Corps Initiative** is a partnership between the California Arts Council (CAC) and Yerba Buena Center for the Arts (YBCA). YBCA is one of the administering organizations in the Bay Area for the Creative Corps Initiative, providing artists with a living wage as they work with nonprofit institutions in their communities within one of the four key issue areas to create a project of their choice. These issue areas include civic engagement, climate justice, community health and wellness, and social justice. As directed by the CAC, the Creative Corps Initiative will prioritize communities that fall below the 25<sup>th</sup> percentile on the [California Healthy Place Index](#). These communities include select areas of Antioch, Bay Point, Berkeley,

Concord, Fairfield, Hayward, Oakland, Pittsburg, Richmond, San Francisco, San Jose, San Rafael, and Vallejo. Any artists residing in and/or serving the Bay Area region with a California address are encouraged to apply and will also be prioritized.

The San Francisco Foundation (SFF) serves as the other administering organization in the Bay Area. YBCA has worked closely alongside of SFF in the development of our respective Creative Corps Initiatives, but will be administering the initiatives separately, in two distinct processes. For more information on the San Francisco Foundation’s Bay Area Creative Corps, [please visit this link](#).

**ABOUT YBCA’S CREATIVE CORPS INITIATIVE**

Utilizing the California Arts Council’s Creative Corps program, YBCA will be piloting a community co-design process with select communities within the Bay Area. We believe the best way to champion communities is to provide them the resources to address their own concerns and uplift their own. These communities were selected due to established partnerships YBCA has previously made with community leaders that are deeply rooted in these specific areas. The communities include Bayview/Hunters Point (SF), Chinatown (SF), Hayward, Oakland, Richmond, and the Tenderloin (SF). For the purpose of this initiative, these communities are referred to as the Test Group. Within these communities, a community leader or organization will facilitate listening sessions to surface community needs and to excavate how artists can be used to address them. With the support of the YBCA’s Community Investment Team, each community will create their own RFP/RFO, application, and review process that centers the priorities of their constituents and addresses one or more of the key issue areas of the overall Creative Corps Initiative. Additional details pertaining to these individual processes can be found on our website - <http://ybca.org/creative-corps-initiative/>. Guidelines and applications will be accessible there once completed.

For the remainder of the Bay Area, YBCA will be utilizing a more traditional philanthropic approach, which is outlined in the guidelines below. For the purpose of this initiative, these communities are referred to as the Control Group. YBCA’s Community Investment Team will be creating an application that will be made available via our website for all interested parties to apply. Embedding ideas of participatory grant making, state and local partners within each of the Bay Area counties will be invited to participate in the selection process for the Creative Corps Initiative. Priority communities for the Control Group include select areas within the following zip codes:

<b><u>Communities</u></b>	<b><u>Priority Zip Codes</u></b>
<u>San Jose</u>	95110, 95111, 95112 95116, 95117, 95121, 95122, 95125, 95126, 95127, 95128, 95131, 95133, 95148
<u>Vallejo</u>	94589, 94590, 94591, 94592
<u>Concord</u>	94520
<u>Bay Point</u>	94565
<u>Pittsburg</u>	94565
<u>Antioch</u>	94509
<u>Fairfield</u>	94533, 94534
<u>San Raphael</u>	94901
<u>Berkeley</u>	94704, 94720

YBCA’s Creative Corps Initiative makes available \$2.85 million to artists across the Bay Area region working at the intersection of arts and one of the aforementioned key issue areas. Each awardee will be awarded

\$70,000 to \$72,000, depending on the amount of applicants. This initiative is fully funded by the California Arts Council.

## **APPLYING & REVIEW PROCESS**

Applications for the Control Group will be accepted from Monday, May 15, 2023 at 12:00pm PST until Friday, July 14, 2023 at 5:00pm PST. The Creative Corps Initiative's Control Group application will be hosted on the online platform Submittable. Application review will take place in July and August 2023 by designated YBCA staff and state/local partners from the Bay Area region. Applicants will be notified about their awards status and begin the contracting process in September 2023. All awardees are required to attend information sessions outlining benefit offerings for the Creative Corps Initiative in late September/early October 2023. Funds will be distributed after the completion of the contracting process and benefit information sessions in October 2023.

Awardees will receive a payment ranging between \$70,000 and \$72,000. This payment can be used towards any personal expense and is categorized as taxable income. Within this artist award, all awardees are expected to spend a minimum of \$10,000 to \$12,000 to implement the project/campaign detailed in their application. Therefore, these funds are to be allocated to the awardee's Creative Corps Initiative project and detailed in the awardee's project budget. Awardees will provide YBCA with a financial report outlining the use of the implementation funds at the conclusion of the grant period.

## **OPERATING PRINCIPLES**

YBCA will operate the Creative Corps Initiative with the following values:

- **Trust:** We intend to operate this initiative in a way that doesn't overburden the artist and their nonprofit partner. We trust that both entities will be working together to complete the project or campaign for the betterment of the community they serve, enriching the Bay Area's arts and nonprofit ecosystem.
- **Community:** No arts funder can fully address the societal concerns of the Bay Area, but we recognize that the arts are a tool for community development. This initiative will use that tool to amplify the message of key issue areas to raise awareness and probable solutions within select communities. Engaging local, specific communities is essential to the success of this initiative.
- **Experimentation:** By piloting our Control Group and Test Group concept, we attempt to push the boundaries of traditional philanthropic methods to better understand what it looks like to empower communities to make the best decisions for themselves. The learnings from this initiative will inform our future funding practices.

## **ELIGIBILITY REQUIREMENTS**

In order to qualify for the Creative Corps Initiative funding opportunity, an applicant must:

- be a current resident of the State of California;
- be a working artist or cultural practitioner;
- be at least 18 years of age;
- partner with an arts nonprofit or a nonprofit that primarily focuses on one of the key issue areas, which include civic engagement, climate justice, community health and wellness, and social justice;

- not have a conflict of interest (family or financial relationships) with the boards, staff, and directors of Yerba Buena Center for the Arts, California Arts Council, or state-level elected officials and their staffs; and
- only apply once to the YBCA Creative Corps Initiative.

## APPLICATION

The application is divided into eight (8) brief sections, with an expected completion time of less than an hour. The sections of the application include:

- **Eligibility** – an applicant must confirm that they are eligible to apply;
- **General Information** – an applicant must provide general information about themselves, such as their name, email, phone number, address, and zip code;
- **Issue Area Selection** – an applicant must select the primary issue area their project/campaign will focus on;
- **Artist Background** – an applicant must provide proof of residency (*optional, but recommended*), their artist CV/resume, and state if their artistic practice is deeply rooted in one of our priority communities;
- **Nonprofit Partnership** – an applicant must provide contact information for their nonprofit partner organization and a letter of agreement/partnership;
- **Narrative** – an applicant must describe their proposed project/campaign and the depth of their relationship with the community they reside in and/or serve;
- **Grant Period Activity** – an applicant must provide a timeline of proposed activities and a corresponding budget;
- **Confirmation and Submission** – an applicant must confirm that all the information provided is correct and true.

At the conclusion of your application, applicants will receive a confirmation email that will contain a link to a demographic survey. Although not a factor in the funding decision, the information provided in the demographic survey will give the California Arts Council an overall picture of whom across the Bay Area region applied for the Creative Corps Initiative.

## PAYMENT PROCESS & AWARDEE BENEFITS

If your application is selected, YBCA's Community Investment Team will reach out to you with an email notification. That notification will be followed by an agreement and financial forms, via DocuSign. Please review, complete, and sign the DocuSign as soon as possible. Payment will not be processed or disbursed until the DocuSign is completed. All applicants that are not awarded will receive an email notification at the conclusion of the awardees contracting process.

- Monday, May 15, 2023 at 12:00pm PST – Application Opens
- Friday, July 14, 2023 at 5:00pm PST – Application Closes
- September 2023 – Awardee Notifications Made
- October 1, 2023-September 30, 2024 - Awardee Grant Period

All awardees are contractually obligated to attend the following information sessions outlining benefit offerings for those awarded through this Creative Corps Initiative. These optional benefits include:

#### IOBY

This offering provides training and support in community crowdfunding for awardees who want to increase their funding and skills. Awardees will have a risk-free opportunity to increase their implementation funds for their Creative Corps Initiative project by leveraging those funds as a match on [ioby.org](https://ioby.org). ioby will provide fundraising coaching and other support. YBCA will cover the administrative costs associated with this offering.

#### Tribeworks

[Tribeworks](https://tribeworks.org) is a cooperative, worker-owned payments and employment platform built to support creatives and the organizations who rely on them. Founded in Baltimore in 2019 by a group of technologists and creatives of color, Tribeworks is building infrastructure for the solidarity economy by collaborating with visionary artist employment programs and philanthropic partners to facilitate the flow of income and healthcare benefits to working artists.

Payments to artists will be administered through Tribeworks, who will serve as the employer of record for the project in order to convert what would traditionally be considered 1099 income into a W-2. By doing so, taxes will be automatically deducted from artist paychecks. This will enable artists to receive consistent biweekly paychecks for their salaried artist fee (totaling \$70,000 to \$72,000 before taxes). Tribeworks can also modify the distribution of funds should the artist wish to minimize impact on their public subsidy eligibility. In addition, Tribeworks offers affordable group healthcare, dental, vision, and life insurance plans that awardees may choose to join. Artists who join Tribeworks employment will also have the option to become a worker owner and member of the cooperative.

#### Professional Development Training (attendance optional)

The San Francisco Foundation is offering trainings in cultural strategy, connecting contexts and strategies in the key issue areas.

These offerings are completely optional and YBCA will cover the majority of the administrative cost for these benefits. The portion YBCA will cover will depend on the amount of awardees that opt-in to these programs.

### **EVALUATION AND REPORTING**

Awardees will provide YBCA with a financial report outlining the use of the implementation funds at the conclusion of the grant period. Additional to the final financial report, Awardees will be required to complete a quarterly survey providing updates on their Creative Corps Initiative project/campaign. There are particular quantitative data points that the California Arts Council are looking to collect pertaining to the number of events, audience, and artists served by the statewide Creative Corps program. Awardees will also be connected to a YBCA storytelling team. This team will be deploying photographers, videographers, and interviewers to capture certain projects as they unfold, from planning to implementation. The entire multimedia design to capture the Creative Corps Initiative is meant to both document the projects for archival purposes and to elevate the awardee's work to broader audiences across the Bay Area and the state.

### **HOW TO APPLY**

Applications will be accepted from Monday, May 15, 2023 at 12:00pm PST until Friday, July 14, 2023 at 5:00pm PST.

Completed applications must be submitted by the deadline—no exceptions will be made.

The Creative Corps Initiative’s online application can be accessed from our website - <http://ybca.org/creative-corps-initiative/>.

Applications will be accepted in the following languages: Chinese, English, Spanish, and Tagalog. If you are having any trouble selecting your preferred language, please contact YBCA ([creativecorps@ybca.org](mailto:creativecorps@ybca.org)) or we suggest asking a friend, neighbor, or family member to assist you. The application is brief and simple, and we encourage non-English speakers to apply.

## **FREQUENTLY ASKED QUESTIONS**

### (Optional) What types of documents can I provide for my Proof of Residency?

You must submit a document from a third party that clearly shows your name and current address. We will accept the following documents as proof of residency:

- Driver’s license or government-issued ID card
- Utility bill (electricity, water, gas, internet service, or phone bill)
- Health insurance statement or medical bill
- Bank or credit card statement
- Statement of government benefits (this could include SSI, SSDI, SNAP, etc)
- A signed letter on the letterhead of the shelter you reside in

We only need to see the name and address on your document. You do not need to upload the entire document. Please cover up all sensitive information.

### Which file types are acceptable for Proof of Residency, Artistic CV/Resume, and Letter of Agreement/Partnership?

The only file types supported for these uploads are PDF, DOC, DOCX, PNG, JPG, JPEG, and GIF. For Artistic CV/Resume, there is a space to provide a website.

### Which file types are acceptable for Timeline of Activities and Proposed Budget?

The only file types supported for these uploads are PDF, DOC, DOCX, and XLSX (Excel).

## **QUESTIONS**

If you have questions about this initiative or the application process, contact YBCA at [creativecorps@ybca.org](mailto:creativecorps@ybca.org) with the subject line: “Creative Corps Initiative” and your best contact number.

In addition, YBCA staff are here to provide applicants technical support, if needed. Contact [creativecorps@ybca.org](mailto:creativecorps@ybca.org) with the subject line “Creative Corps Initiative Support” for assistance. We will try to respond as quickly as possible, but we may need a full business day to respond.