**CA$H Creates and CA$H Performs:**

**WHAT’S ON THE APPLICATION FOR ORGANIZATIONS?**

All the questions on the CA$H Creates and CA$H Performs applications are below in **bold**. All questions are required unless labeled as optional.

The application is divided into numbered sections:

1. [**Organization or Individual Artist Information**](#_SECTION_ONE:_ORGANIZATION)
2. [**Project Description**](#_SECTION_TWO:_PROJECT)
3. [**Work Samples**](#_SECTION_THREE:_WORK)(optional)
4. [**Budget and Financial Information**](#_SECTION_FOUR:_BUDGET)
5. [**Application Certifications**](#_SECTION_FIVE:_APPLICATION)
6. [**Demographic Information**](#_SECTION_SIX:_DEMOGRAPHIC)(optional)
7. [**Review and Submit**](#_SECTION_SEVEN:_REVIEW)

[Links to the applications](#_LINKS_TO_THE) are at the end of this document.

## **SECTION ONE: ORGANIZATION OR INDIVIDUAL ARTIST INFORMATION**

1. **Are you applying as an organization or individual? (If you previously applied as a collaborative team, apply as an individual. You will have the opportunity to discuss your collaborators below.)**

▢ Organization

▢ Individual

1. **Company Name**
2. **Contact Person**
3. **Contact Person Title**
4. **Phone Number**
5. **Email**

Please enter your email address carefully and proofread it before you submit. Make sure it’s an address you check regularly. All communications about your application will be sent to the email address you provide.

1. **Do you have a fiscal sponsor?**

▢ Yes

▢ No

7A. (If you clicked “Yes” to the previous question) **Fiscal sponsor**

1. **Have you received a CA$H Theatre Grant in the past three years?**

▢ Yes

▢ No

8A. (If you clicked “Yes” to the previous question) **When were you awarded a CA$H**  **Theatre grant? Check all that apply.**

▢ Spring 2024

▢ Fall 2023

▢ Spring 2023

▢ Fall 2022

▢ Spring 2022

▢ Fall 2021

▢ Spring 2021

8B. (If you clicked “Yes,” you have received a CA$H Theatre grant in the past three years) **Are all your past CA$H Theatre grants closed?**

For a grant to be closed, the funded project (Creates and Performs) or season (Sustains) must be complete, one year has passed, and the Impact Assessment Report has been filed. If you were awarded CA$H Creates or Performs in a Spring round, the "one year has passed" requirement is waived if you are applying for CA$H Sustains, but the Spring-funded CA$H Creates or Performs project must be complete and the Impact Assessment Report must be filed. Please note that the “one year has passed” does not need to be exact; if you were awarded in Fall 2023, receiving notification in December 2023, you are eligible to apply in Fall 2024 on October 28, 2024 as long as your 2023 grant is closed.

▢ Yes

▢ No

▢ Uncertain

1. **Please enter your Mission Statement below. (Word count limit: 400)**

Feel free to copy and paste this from your website.

1. **Brief organization history (Word count limit: 400)**

Feel free to copy and paste this from your website.

1. **A list or summary of current artistic programs, activities, recent key accomplishments (Word count limit: 400)**

Feel free to make this a bullet-pointed list. Examples include other shows your company has produced this year, awards won, outreach programs, trainings you’ve given or taken, milestones reached.

1. **A description of the communities your organization is rooted in, engages, and/or serves. (Word count limit: 400)**
2. (OPTIONAL) **Include a link to your website here.**

Although this question is optional, we strongly encourage you to include a link to your website.

## **SECTION TWO: PROJECT DESCRIPTION**

1. **Project Title**

A working title is fine. For CA$H Creates, you also have the option to use a one-sentence description if your capacity-building project doesn’t have a title.

1. **Timing: When will the project be developed/presented? Please indicate if there are public performance dates already known. (Word count limit: 250)**
2. **In which of the following counties will the project take place? (Check all that apply.)**

▢ Alameda

▢ Contra Costa

▢ Marin

▢ Monterey

▢ Napa

▢ San Francisco

▢ San Mateo

▢ Santa Clara

▢ Santa Cruz

▢ Solano

▢ Sonoma

1. CA$H PERFORMS ONLY: **If you have venue information secured, where will the work be presented?**

If venue information has not yet been secured, please type "N/A."

1. **Describe your project in clear language that answers the questions who/what/when/where (you'll answer the why later in the application).**

CASH PERFORMS EXAMPLES:

**For example:**

**"My project is a world-premiere play featuring an ensemble of Bay Area actors and will be presented at Z Space in Fall of 2025. "**

**"[Project Title] is a new solo full-length dance theatre piece in development, targeted to premiere in 2026."**

**(Word count limit: 50)**

CA$H CREATES EXAMPLES:

**"[Project Title] is a new solo full-length dance theatre piece in development, targeted to premiere in Spring 2026."**

**"I'm working with a dramaturg to complete a draft of a new four-person comic play for a Fall 2025 developmental reading."**

**(Word count limit: 50)**

1. **Project summary and concept. Include your artistic vision, goals, and decision to undertake this project at this time. (Word count limit: 400)**
2. **Who are the main artistic collaborators or project partners (artists, organizations, technicians, administrators)? How will they contribute to the project? Provide brief biographical information, as appropriate. (Word count limit: 400).**

If this is a solo project, please indicate that here.

## **SECTION THREE: WORK SAMPLES**

**You may provide up to THREE work samples totaling five minutes of review. Work samples can be provided by using online links (video or audio) or uploading JPEGs (images) and PDFs (documents). If you are including a script sample, please limit it to one ten-page excerpt.**

**You may only provide THREE work samples. One photo = one work sample. A PDF containing three photos = three work samples.**

**IMPORTANT: PLEASE PROVIDE WORK SAMPLES AS PDFs, JPEGs, or ONLINE LINKS ONLY. Work samples in other formats may be deleted from the application, as not all panelists will be able to access them.**

* This ENTIRE SECTION is optional.
* If your project includes a new script, we strongly recommend that a 10-page sample of the script be one of your work samples.
* If you include a script sample, be sure to limit any video samples to two minutes or fewer.
* If you include a video sample, we strongly recommend providing a sample that shows your work rather than a promo-style video about your work.
* The five-minute review limit is a guideline, not a hard limit. You will not be penalized if it takes panelists longer than five minutes to review your samples, but panelists will be told that five minutes is the average time they should be spending reviewing this section.
* You are now no longer limited to one video work sample in the CA$H application but remember that all three work samples *combined* should take about five minutes (or fewer) to review and choose your video clips accordingly.
1. **Work Sample 1:**

▢ I will provide an online link

▢ I will upload a JPEG or PDF

1A. (If you click “I will provide an online link”) **Work Sample 1: Video or Audio Link**

1B. (If you click “I will upload a JPEG or PDF”) **Work Sample 1: JPEG or PDF**

The questions for Work Sample 2 and Work Sample 3 are identical.

1. **Describe how your work samples relate to the proposed project. If submitting videos, please indicate necessary user/password info and cueing instructions. (Word count limit: 250)**

## **SECTION FOUR: BUDGET AND FINANCIAL INFORMATION**

1. **What is your total project budget?**
2. **Upload your project budget as a PDF.**

By far, the most common errors I see in CA$H applications are in the budget, so here are some requirements and tips to make sure your application is error-free!

* Make sure your budget is attached as a PDF. Budgets in other formats may be deleted from your application, as all panelists will not be able to access other formats.
* Make sure your budget reflects compliance with AB5. Panelists will want to see that all personnel are being paid at least minimum wage or are volunteers.
	+ Stipends that reflect an hourly rate under the minimum wage for your municipality are NOT compliant with AB5.
	+ [Click here](https://www.calawyersforthearts.org/resources/Documents/AB5%20ToolKit%20092020%20v4%20revised%2011.03.20.pdf) to learn more about AB5.
* Your budget should be complete, showing projected expenses, projected income, and funding sources already secured or in process.
	+ Be sure to include the potential CA$H grant and all potential funding in your income, with appropriate notes (applied, pending, or received).
* We have a budget template available on the CA$H page on our website. You can use this template or create your own. You DO NOT need to use our budget template.
	+ Don’t be intimidated by its complexity! If it doesn’t work for you for this application, download it for future use and use whatever format works best for you.
	+ If you choose not to use it, review it to make sure you’re not leaving anything important out of your budget.
	+ If you do use it, submit the final draft of your budget only. Please do not submit all three budgets from the “Three Bears” worksheet.
		- Don’t know how to use the “Three Bears” budgeting tool and would like to learn? Let me know!
* The budget should demonstrate the need for the grant. In the world of grant writing, it’s important that project budgets don't show a significant surplus (especially near-- or in excess!-- of the amount of funding you are requesting). Grant panels want to see demonstrated need for the grant money.
* Include in-kind budget items. These items would appear on both the income and expense lines, therefore showing a zero net effect.
	+ An example would be: $4000 for space rental in your expense section and a $4000 in-kind donation of performance space in your income section.

## **SECTION FIVE: APPLICATION CERTIFICATIONS**

1. **I understand that all grantees are required to complete a brief impact assessment report at the end of the granting period.**

▢ Yes

1. **I understand that all grantees are required to include acknowledgment of the TBA CA$H Grant in all official materials surrounding the funded project like programs, flyers, posters, press releases, and ads.**

▢ Yes

1. **I certify that my organization's annual operating budget is no greater than $100,000.**

▢ Yes

## **SECTION SIX: DEMOGRAPHIC INFORMATION**

This information is critical for TBA. We aggregate this information and use it to hold ourselves accountable to our equity, diversity, and inclusion goals. This section is not part of the regular application. Panelists are instructed to read sections 1-4 only. Your answers here are kept strictly confidential; we use only the aggregated data. Aggregated demographic data is published for each round on our website before the opening of the next CA$H round.

1. **If you are applying as an individual, do you identify as BIPOC? If you're applying as a company, does anyone currently in your top-tier leadership identify as BIPOC?**

▢ Yes

▢ No

▢ Prefer Not to Answer

1. **If you are applying as an individual, do you identify as disabled? If you're applying as a company, does anyone currently in your top-tier leadership identify as disabled?**

▢ Yes

▢ No

▢ Prefer Not to Answer

1. **If you are applying as an individual, do you identify as gay, lesbian, bisexual, pansexual, asexual, or other marginalized sexual identity? If you're applying as a company, does anyone currently in your top-tier leadership identify as gay, lesbian, bisexual, pansexual, asexual, or other marginalized sexual identity?**

▢ Yes

▢ No

▢ Prefer Not to Answer

1. **If you are applying as an individual, do you identify as trans, non-binary, genderqueer, agender, or other marginalized gender identity? If you're applying as a company, does anyone currently in your top-tier leadership identify as trans, non-binary, genderqueer, agender, or other marginalized gender identity?**

▢ Yes

▢ No

▢ Prefer Not to Answer

1. **If you are applying as an individual artist, what is the highest level of education you've achieved? If you are applying as an organization, what is the highest level of education achieved by the person completing this application?**

▢ Some High school

▢ High school diploma or GED

▢ Trade/technical/vocational training

▢ Some undergraduate education

▢ Undergraduate degree

▢ Some graduate education

▢ Masters degree

▢ Doctorate

▢ Prefer Not to Answer

## **SECTION SEVEN: REVIEW AND SUBMIT**

**Congratulations! You're almost done! Once you submit your application, you cannot edit it, so please be sure to review your application carefully before hitting "submit."**

**If you hit "submit" and you see a notice that says, "Thank you for applying for CA$H Creates!" (or “Thank you for applying for CA$H Performs!”) then you have submitted successfully and we have received your application.**

**If you hit "submit" and you still see your application with some areas highlighted in red, then your application was not complete. Please check each question carefully before hitting "submit" again. If your application is rejected by our system for incompleteness, all uploaded files will be deleted, and you must upload them again.**

**You can take as long as you like to review your application; you will not time out.**

**When you're ready, hit the "submit" button below!**

## **LINKS TO THE APPLICATIONS**

[**CA$H Creates Application Spring 2025**](https://theatrebayarea.wufoo.com/forms/z1ia0mvh0u9qg40/)

[**CA$H Performs Application Spring 2025**](https://theatrebayarea.wufoo.com/forms/zy7aim8174ojrs/)