

# sustainable arts foundation 2019 residency grant proposal

Thank you for your interest in a Sustainable Arts Foundation Residency Grant.

The goal of this grant program is to make residency programs more accessible and welcoming to parent writers and artists.

**Please review these instructions and guidelines carefully before submitting your proposal.**

Our application is straightforward; we need your contact information, a few details about the size and scope of your organization, and most of all, we need to know how your organization will support artists and writers with children.

We're most impressed by organizations that are committing some of their own funds, resources, and energy to match requested funds. We're looking for organizations willing to stretch a little to make themselves welcoming to parent residents. Including prorated salaries or other general administration costs as part of your proposal is not recommended.

Due to the number of proposals we receive, this process is unfortunately not a dialogue. Please be sure to include all the information requested for us to evaluate your proposal. If you have questions about any portion of this process, please feel free to contact us before the deadline.

## Eligibility

Your organization must be a tax-exempt 501(c)(3) offering residencies to artists and/or writers. If your organization does not have tax-exempt status, but does have fiscal sponsorship, please contact us before applying.

The program(s) funded by this award must support artists and writers with at least one dependent child under the age of 18.

## Supporting Materials

In the past we have accepted brochures and marketing materials, but we no longer accept these printed materials (nor their electronic equivalents). We do carefully evaluate each organization's website, particularly through the lens of a potential parent resident.

## Grant Funds

**Organizations may apply for up to \$6,000.** Efficient use of funds directly benefitting parent residents is of the utmost importance. We are very interested in organizations that bring some financial or operational commitment of their own for this proposal. We are not interested in proposals requesting general operating funds.

## **Ideas That Have Proven Successful**

We understand that every residency program is unique, and we don't have a single set of expectations about how each one should address the needs of parents. We want to know how you're thinking about parents and how you plan to make your program more possible for them to experience. That said, there are a handful of ideas that have proven to be particularly attractive to and successful with parents.

- Shorter residency periods, which make it much more likely that a parent could attend
- A residency "season" in which all the residents are parents; this offers built-in empathy from the entire group as well as the possibility of shared childcare
- Summer residencies with nearby camp or other opportunities for children
- Childcare as an acceptable request for financial aid
- Flexibility!

## **Ideas That Are Less Successful**

- Proposals that look to recoup ongoing or general administrative costs
- Proposals that offer very few specifics about a new program for parents, but are simply proposing to fund a spot for an applicant who happens to be a parent
- Proposals that do not consider how to publicize the opportunity to parents
- Proposals that don't include any explicit promotion to reach parent artists. We don't consider a mailing list and social media sufficient.

## **Previous Grantees**

Previous grantees are welcome to apply. You must submit a residency report in advance of the deadline (either separately or with your application). You should have received these instructions, but if you haven't please contact us.

## **Submission**

Please mail your completed proposal to:

Sustainable Arts Foundation  
Attn: Residency Grants  
1032 Irving Street #609  
San Francisco, CA 94122-2200

Or send a scanned copy to **[residencygrants@sustainableartsfoundation.org](mailto:residencygrants@sustainableartsfoundation.org)**

## **Deadline**

Proposals must be postmarked or e-mailed by February 1, 2019.

## Frequently Asked Questions

**Q: Our residency program can't accommodate children on site. May we still apply?**

A: Yes! Many of the programs we've funded don't allow the children to be in residence, but offer other solutions that still make it easier for a parent to attend.

**Q: Can our organization apply for funds to support artists already in residence? Or artists who have been selected/accepted but have not yet arrived?**

A: No. Our program is designed to create new opportunities for parent artists and writers and to encourage organizations to promote themselves and their program to parents. We understand that our grant cycle may not align well with your organization's residency cycle and applaud organizations that take the initiative in welcoming parent residents without the guarantee of our funding.

**Q: Can our organization apply for general operating funds?**

A: No. This program is designed to encourage new opportunities specifically for parent artists and writers.

**Q: Can our organization include administrative costs in our proposal?**

A: Yes, but these should be at most a small portion of your proposed budget. We'd much prefer that organizations "match" our funds with their own commitment of funds and resources to support their proposed program.

**Q: Can our organization include travel costs for the resident in our proposal?**

A: Offering a travel stipend is often helpful to a parent resident and can be a way to extend an organization's reach; that said, we're less inclined to fund proposals with a significant travel budget. Also, organizations requesting travel funds should have a plan for what to do with any money that isn't used due to a local artist attending (we are happy to accept a return).

**Q: Our organization has previously received funding from SAF; are we eligible to apply again?**

A: Yes! Please be sure that you complete our follow-up report in advance of this application deadline. If you don't have a copy of the report, please contact us.

**Q: Our proposal is only available to alumni or previous residents; are we eligible to apply?**

A: Yes, but know that we are looking for ways to broaden the reach of residency programs and so limiting these opportunities to alumni and previous residents restricts that goal.

### Further Questions

If you have any questions as you prepare your proposal, please don't hesitate to contact us via e-mail: [residencygrants@sustainableartsfoundation.org](mailto:residencygrants@sustainableartsfoundation.org)

*If any of your answers needs further explanation, please feel free to attach an extra sheet.*

## General Contact Information

Organization Name	
EIN <i>(If you are not a 501(c)(3) please contact us before applying.)</i>	
Primary Contact	
Title	
Email	
Website	
Mailing Address	

## Funds Requested

Funds Requested (up to \$6,000)	
When do you anticipate offering the program or opportunity for which you are requesting these funds?	
How many parent residents will these funds support? For how long?	
How many "resident-days" will these funds support? (*)	

(\*) A resident-day is one artist in residence for a single day. Some examples:  
If your proposal supports 1 artist for a one-month stay, that would be 30 resident-days.  
If your proposal supports 2 artists for a one-week stay each, that would be 14 resident-days.  
These numbers help us evaluate the financial efficiency of your program.

## Applications and Financial Aid

How many applications do you receive?	
Do you charge an application fee? How much?	
Acceptance Rate?	
If you have an existing program supporting parents, how many applications do you receive for that program? Acceptance rate?	
Are there fellowships and/or financial aid available?	
Percentage of residents receiving fellowships or financial aid?	

## Residency Facts

How long has your program been in existence?	
Number of residents annually?	
Number of concurrent residents?	
Seasonal or year round?	
Number of full-time staff?	
Length-of-stay for residents?	
Full cost each resident pays, if any? (per day)	
Organization's cost per resident? (per day)	
Disciplines Supported?	
Does your organization currently have a program or fellowship specifically for parent artists/writers? Briefly describe.	
Have you sought funding specifically for parent artists and writers from an organization other than SAF? Which one/s?	
Have you received funding specifically for parent artists and writers from an organization other than SAF? Please provide details (organization, date, amount).	

## Essays

*Please attach double-spaced responses to the prompts below.*

### Proposal

Please describe your residency program and the ways in which your organization addresses, or plans to address, the needs of applicants with children. Please include a budget and specifics about how this grant money will be used.

### Promotion

The goal of this grant program is to make residency programs more accessible and welcoming to parent writers and artists; how will you promote this opportunity so that parents will know of its existence? We consider that using your mailing list, social media, and networks like the Alliance of Artists Communities and Res Artis to be a given. We're especially interested in hearing how you are explicitly reaching out both to parent artists and writers, and also to underrepresented communities (see below).

### Equity

Equity in the arts is about who has access to available funds and opportunities. In our individual awards program, at least half of our awards go to applicants of color. We're interested in how other arts organizations are extending themselves. Please describe how your organization is addressing equity: who gets to come to your program and how are you broadening your reach? What are you doing to identify and address unintentional biases?