YBCA’s Creative Corps Initiative 2023 - 2024
San Francisco Chinatown Guideline

The application for this project is attached separately. The application will be open at 5:00 pm on June 30, 2023 and close at 5:00 pm on August 8, 2023.

This document details the guidelines prioritizing San Francisco Chinatown region. For applicants serving other Bay Area regions, please check the YBCA website.

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 25th 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.

ABOUT YBCA’S CREATIVE CORPS INITIATIVE TEST GROUP
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. YBCA believes 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/RFQ, 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. This document details guidelines prioritizing Creative Corps SF Chinatown region. For the remainder of the Bay Area, YBCA will be utilizing a more traditional philanthropic approach, please refer to the YBCA website for more information.

YBCA’s Creative Corps Initiative makes available $3.6 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. This initiative is fully funded by the California Arts Council. The Creative Corps Initiative SF Chinatown region will select 3 final artist awardees.

APPLYING & REVIEW PROCESS
Applications for the SF Chinatown test group will be accepted from Friday, June 30, 2023 at 5 pm PST until Tuesday, August 8, 2023 at 5:00 pm PST. Application review will take place in August 2023 by 3 hosting nonprofits in the SF Chinatown region. Applicants will be notified about their awards status and begin the contracting process in September/October 2023. All awardees are required to attend information sessions outlining benefit offerings for the Creative Corps Initiative in late September/early October 2023 facilitated by YBCA. 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.

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 sections below:

- **Eligibility** – an applicant must meet the eligibility in order 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;
- **Nonprofit Partnership** - an applicant must select one nonprofit partner among the 3 listed to work with;
- **Artist Background** – an applicant must provide proof of residency and their artist CV/resume
- **Narrative questions**

At the conclusion of your application, applicants will receive a confirmation email.

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.

- Friday, June 30, 2023 at 5:00 pm PST – Application Opens
- Tuesday, August 8, 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 joby.org. IOBY will provide fundraising coaching and other support. YBCA will cover the administrative costs associated with this offering.

Tribeworks
Tribeworks 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 the 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 Friday, June 30, 2023 at 5:00pm PST until Tuesday, August 8, 2023 at 5:00pm PST. Completed applications must be submitted by the deadline—no exceptions will be made.

The Creative Corps Initiative SF Chinatown region’s application will be attached as a separate document.

If you are having any questions or need additional assistance, please contact Chinese Culture Center
FREQUENTLY ASKED QUESTIONS
What types of documents can I provide for my Proof of Bay Area 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.

Can duos, groups, and collectives apply?
Duos, groups, and collectives can apply for a single project grant and the award will be split evenly amongst each artist. Each collaborating artist must be listed in the application

Which file types are acceptable for Proof of Residency, Artistic CV/Resume and work samples?
The only file type supported for these uploads: PDF.

Which file types are acceptable for Timeline of Activities and Proposed Budget?
The only file type supported for these uploads: PDF.

QUESTIONS
If you have questions about the Creative Corps Initiative SF Chinatown region, please contact Chinese Culture Center of San Francisco at yuanyuan@cccsf.us with the subject line: “Creative Corps Initiative SF Chinatown.”

If you have any questions about the Fund or the general application in other bay area regions, contact YBCA at creativecorps@ybca.org with the subject line: “Creative Corps Initiative” and your best contact number.