CREATIVE SONOMA RECOVERY FUND FOR ECONOMIC LOSS
GRANT GUIDELINES

Application Opens: February 1, 2018
1st Deadline to apply: February 28, 2018
2nd Deadline to apply: April 2, 2018
Awards announced: Within the month following each deadline
Award Amounts: Up to $1000 each

The Creative Sonoma Recovery Fund for Economic Loss has been established to provide relief to Sonoma County artists, creative businesses and nonprofits and their employees, and creative individuals who operate a small business who have sustained economic losses as a result of the 2017 Northern California Wildfires.

Grants will be assessed and awarded based on the eligibility described below:

- Creative Background
  - Individuals – a 5 year history of receiving income from working in an arts/creative industry
  - Organizations and Businesses – a 5 year history of continuous operation
- Financial Need
  - Individuals – beginning at 300% of the Federal poverty level and moving up as funds allow. If your household income is above the threshold, please do submit an application as funds may be available after funding those individuals who meet the initial thresholds.
  - Organizations and Businesses – demonstrate financial loss due to the fires
- Scope of Loss – description/documentation of the economic loss

NOT ELIGIBLE:
- Recipients of previous grants from the Creative Sonoma Recovery Fund.
- Individuals, Businesses or Organizations that reside outside Sonoma County.

DETERMINE WHICH APPLICATION TO USE:
Apply as an INDIVIDUAL if:
- You are an employee of a creative business or organization, you do gigs, or are a casual contractor (i.e., you do not have a registered business for your gig or contract work)
- All of your income is reported on your personal taxes
- You do not have a business license for your home-based creative business, hobby business, or for the sale of your artwork (must provide documentation, such as sales and/or other permits, contracts, or other documentation of sales)

Apply as a BUSINESS/ORGANIZATION if:
- You are applying on behalf of a registered business or an organization (must possess business license, 501(c)(3) tax exempt letter, etc)
- You are required to file your business/organization taxes separately from your personal taxes

After reading these Guidelines and you are still uncertain whether you should apply as an Individual or as a Business/Organization, please call Creative Sonoma at 707-565-6121 or 707-565-6134.
All applicants will be required to submit a completed application which will require a statement of loss, documentation of loss with taxes and either budgets or pay stubs, and a certification of accuracy.

**ELIGIBILITY DOCUMENTATION**

1. **Creative Background**
   a. **Individuals**: Demonstrate a history of receiving income from working in the arts/creative industry for at least the past five years, including as teachers in creative disciplines. Documentation can include copies of or links to:
      - Resume or c.v.
      - Biography and/or artist statement
      - Online presence (showing exhibitions, concerts, etc.)
      - Press articles
      - Other documentation as appropriate
   Eligible creative individuals include actors, architects, artisans, crafts artists, dancers, designers, filmmakers, musicians/vocalists, photographers, visual artists, and writers; staff of nonprofit arts organizations and creative businesses (full time, part-time and contract).*
   
   b. **Organizations/Businesses**: Demonstrate a 5 year history of continuous operation in an arts or creative industry. Documentation can include copies of or links to:
      - Online presence (showing work product, creative content and focus, etc.)
      - Press articles
      - Other documentation as appropriate
   Eligible creative organizations/businesses include all performing, visual, media, and literary arts organizations, arts service organizations and schools, creative enterprises in the design fields or in any of the above arts disciplines.*

   *If your creative medium or type of creative industry is not listed, please contact us.

2. **Financial Need**
   a. **Individuals**: The criteria for assessing financial need will include reviewing household income, and level of loss as described in the application and documented (See #3 below). Additional documentation can include payroll documentation/check stubs.
   b. **Organizations/Businesses**: The criteria for assessing financial need will include reviewing the level of loss as described in the application and documented (See #3 below).

3. **Scope of Loss**: description and documentation of the economic loss.
   a. **Required Documentation**:
      - Copies of the most recent 3 years of IRS filings (You can request copies of IRS filings at https://www.irs.gov/individuals/get-transcript)
      - Copies of the most recent 3 years of the organizational/business/individual budget
      - Current business license (individuals who do not have business licenses may submit sales and/or other permits, contracts and/or other documentation of sales)
   b. **Other Documentation to show evidence of loss**:
      - Evidence of cancelled lease as a result of the fires
      - Evidence of cancelled programs and activities as a result of the fires
      - Evidence of insurance claims and/or awards for economic loss
      - Any other documentation that provides evidence of fire related loss

**QUESTIONS**: Email Gloria.Rubio@sonoma-county.org or call 707-565-6121.