



## **COVID-19: PERFORMING ARTS WORKER RELIEF FUND**

**UPDATED SEPTEMBER 8, 2020**

### What is the Performing Arts Worker Relief Fund?

A resource for performing arts workers who are facing a loss of income due to the ongoing COVID-19 crisis. The fund was created by Theatre Bay Area, in partnership with Dancers' Group and InterMusic SF.

### Who is eligible for assistance?

“Performing arts workers” includes all aspects of the performing arts including actors, administrators, box office/event staff, carpenters, dancers, designers, directors, dramaturgs, musicians, playwrights, production staff, singers, teaching artists, technicians, etc.

Any resident of the San Francisco Bay Area who has worked professionally or vocationally in local performing arts, who has been an active participant in the arts community (those whose life’s work is the performing arts, regardless of the income derived from work in the performing arts) and has experienced a loss of income due to COVID-19 because of:

- Cancelled performance/s
- Loss of performing arts work
- Loss of supplemental income/job

### How much money can be requested and how often?

Grants for \$500, \$750, and \$1,000 may be requested once per person. Once granted relief funding, grantees are able to apply again one month after having received a grant. Repeated funding, however, is not guaranteed. If approved, the amount received may fluctuate according to how much is available within the Fund.

### What is the application process?

Applicants must fill out this [online form](https://theatrebayarea.wufoo.com/forms/sh35hss1t72qgz/):  
<https://theatrebayarea.wufoo.com/forms/sh35hss1t72qgz/>

The form asks for:

- Contact information and demographics of applicant
- Amount and source of applicant's current income
- Impact that the COVID-19 crisis has had on your income
  - REQUIRED: Applicants MUST provide some documentation of performing arts work or supplemental income work cancellation
    - Documentation can include: contact info for producer of cancelled work, emails, record of phone conversation, paper mail, etc.
    - This documentation should be uploaded into the online form
- A completed W-9 form

#### How will decisions be made?

Priority will go to:

- Demonstration of a proportionate scale of loss (how does this month's loss of income compare to your average monthly income?).
- Demonstration of an immediate need for relief funding.
- Demonstration of limited access to other funding opportunities (such as unemployment, other employment, etc.).
- Affiliation with one or more historically marginalized community.

Relief fund administrative staff (consisting of staff from Theatre Bay Area, Dancers' Group, and InterMusic SF) will review all applications and determine the order of distribution according to the priority criteria above, as well as the date of application.

Theatre Bay Area embraces equity and inclusion as our foundational values and principles. We recognize that most government agencies, institutions, and non-profits do not prioritize arts workers from historically marginalized communities. To address these historical disparities, the relief fund prioritizes arts workers who are from the BIPOC (Black, Indigenous, People of Color), LGBTQIA+, or disability communities while endeavoring to support as many Bay Area artists as possible.

Applications will be reviewed on an ongoing basis, after approximately 50 new applications are submitted. Notifications of your application status will be sent to all applicants every Thursday evening. At that time, you will be notified that you have received funding; that your application is waiting to be reviewed; or that your application is on the waitlist and will be reviewed the next week. The total number of grants given each week will be dependent upon the funds raised.

#### How may Artist Relief Fund monies be used?

For any need that arises due to loss of work as described above. Eligible expenses may include rent/mortgage, groceries/food, medicine/health care, child care, transportation, etc.

### Who administers the Fund?

Starting September 2020, to speed up the process and reserve fund resources, staff from Theatre Bay Area, Dancers' Group, InterMusic SF will review all applications, verify the information in a confidential manner, and make prioritization decisions. TBA's programs staff oversees the distribution of grants from the wait list every week. TBA would like to acknowledge that we are a white-led organization, and the staff reviewing the waitlist through May 2020 have also been entirely white-identified. Moving forward from June 2020, the staff that will be reviewing the waitlist will include Kim Cohan (programs manager) and Nicky Martinez (programs coordinator).

TBA's accounting staff handles the fiscal component of the Fund.

### How quickly will funds be distributed?

Theatre Bay Area is using PayPal to disburse all grant funds. We expect to send the grant payment within three days of notification of grant award. This is dependent on required paperwork being promptly returned upon notification. Theatre Bay Area is able to mail checks if necessary, but it will take several weeks to process and mail checks during the shelter-in-place orders currently in place in San Francisco.

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The Artist Relief Fund is not available to staff or board members of Theatre Bay Area. A donation cannot be earmarked for a specific person. For further information email [tba@theatrebayarea.org](mailto:tba@theatrebayarea.org) or visit <https://www.theatrebayarea.org/page/COVID-19relief-fund>.

Please submit your application and accompanying materials here:  
<https://theatrebayarea.wufoo.com/forms/sh35hss1t72qgz/>