This is the rubric we utilize for our emergency grantmaking to support individual artists. I am also including the application which is very short to eliminate barriers to participation.

•            Level of need (3 options-see below)

•            Whether they have other sources of income in their household

•            Whether they are financially responsible for others

•            Minimum amount of funding needed to pay their bills

We also sent a demographic survey and grants are in the amounts of $500, $750, or $1000.

**1 Severe Financial Distress**

examples include: I have limited to no savings. I’m unable to cover basic needs such as food and rent. I’m financially responsible for family members

**2 Financial Distress**

I will have to dip into limited savings. I may not be able to pay all my bills.

**3 Financial Strain**

The loss of income impacts my ability to continue my current lifestyle. I am unable to purchase items necessary for my business/creative pursuits.

Application sample below without identifying information. Documentation was listed but NOT required.

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| IMAGINE 2020 Artist Assistance Fund Application / | #**3** |

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| **DATE CREATED - public**  19 Mar 2020 at 2:07  2:07:46 PM UTC-07:00 |

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| **Name / Nombre \*** |  |
| **Address / Dirección \*** |  |
| **Email / Email \*** |  |
| **Phone Number / Teléfono \*** |  |
| **What artistic discipline do you practice? / ¿Qué disciplina artística practicas?** | Performing arts, sculpture |
| **Please describe how your income is being adversely affected by Coronavirus 2019 (COVID-19) due to cancellation of events, classes, performances, and other creative work. / Describe cómo el coronavirus 2019 (COVID-19) está afectando negativamente tus ingresos debido a la cancelación de eventos, clases, actuaciones y otros trabajos creativos. (Límite de 100 palabras) \*** | We have lost around $30K in canceled commissions, events, performances and other work. We typically host a show once a month at the Barfly in Denver, and we have large events. A brand-new festival that was supposed to happen at the end of May has been canceled, and we were planning a $10K art build for that festival. We were building an interactive play space for another client. Again, canceled. We had 2 large events totaling $12K, canceled. |
| **What is the minimum amount of money you need to cover your immediate expenses in the next 30-60 days? / ¿Cuál es la cantidad mínima de dinero que necesitas para cubrir tus gastos inmediatos en los próximos 30 a 60 días? (Límite de 50 palabras) \*** | We need $5K to cover the rent for our shop, health insurance and utilities. |
| **Do you have an additional source of income besides your artistic practice? / ¿Tienes una fuente de ingresos adicional además de tu práctica artística? \*** | * Yes / Sí |
| **If yes, to additional sources of income, please provide a brief description on your additional income -- eg. other sources of family income, additional jobs, etc. / Si tienes fuentes de ingresos adicionales, proporciona una breve descripción de tus ingresos adicionales, por ejemplo, otras fuentes de ingresos familiares, trabajos adicionales, etc. (Límite de 100 palabras)** | We run an AirBnB, which has been a source of income to help weather storms. However, as you can imagine, our AirBnB is completely empty for the foreseeable future. |
| **Do you have financial responsibility for other people in your household? / ¿Tienes responsabilidad financiera para otras personas en tu hogar? \*** | * No / No |
| **In order for us to understand your level of financial need – please choose the category that is closest to your current level of need for the artist relief grant. / Para que podamos comprender tu nivel de necesidad financiera, elije la categoría más cercana a tu nivel actual de necesidad de la subvención de ayuda para artistas: Severe Financial Distress – examples include: I have limited to no savings. I’m unable to cover basic needs such as food and rent. I’m financially responsible for family members. / Problemas financieros graves. Los ejemplos incluyen: Tengo pocos ahorros o ningún ahorro. No puedo cubrir necesidades básicas como comida y alquiler. Soy financieramente responsable de los miembros de la familia. Financial Distress – I will have to dip into limited savings. I may not be able to pay all my bills. / Dificultades financieras: Tendré que echar mano de ahorros limitados. Es posible que no pueda pagar todas mis facturas (cuentas). Financial Strain – The loss of income impacts my ability to continue my current lifestyle. I am unable to purchase items necessary for my business/creative pursuits. / Tensión financiera: La pérdida de ingresos afecta mi capacidad de continuar con mi estilo de vida actual. No puedo comprar los artículos necesarios para mi negocio o para mis actividades creativas. \*** | Severe Financial Distress / Problemas Financieros Graves |
| **Please upload any documentation such as contracts, emails, receipts, cancellation announcements, etc. that support your request. / Sube (carga) cualquier documentación como contratos, correos electrónicos, recibos, anuncios de cancelación, etc. que respalden su solicitud.** |  |
| **Please upload any documentation such as contracts, emails, receipts, cancellation announcements, etc. that support your request. / Sube (carga) cualquier documentación como contratos, correos electrónicos, recibos, anuncios de cancelación, etc. que respalden su solicitud.** |  |
| **Please upload any documentation such as contracts, emails, receipts, cancellation announcements, etc. that support your request. / Sube (carga) cualquier documentación como contratos, correos electrónicos, recibos, anuncios de cancelación, etc. que respalden su solicitud.** |  |
| **We are collecting information on how our community is responding to the COVID-19 outbreak through their creative endeavors. Please share any information you would like us to know here. / Estamos recopilando información sobre cómo nuestra comunidad está respondiendo al brote de COVID-19 a través de sus esfuerzos creativos. Por favor comparte aquí cualquier información que tú quieras que nosotros sepamos. Límite 100 palabras.** | We are in the process of creating online content featuring some of our comedy characters, for people to share. We are trying our best to share information to our community that can help, and we are promoting others' work as well as our own. We are working with our corporate clients to creatively restructure events and fundraisers. |

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