



Emergency Relief Fund (ERF) Description *please read before applying*

Springboard’s Emergency Relief Fund exists to meet the emergency needs of area artists. The Fund supplies immediate monies to cover an unexpected expense due to loss from fire, theft, a health emergency, or other catastrophic, career-threatening event. Artist applicants living in MN, IA, ND, SD or WI may access up to \$500 to pay a specific, emergency expense that will help the artist get “back on track” and continue his/her artwork. Relief Fund payments are made directly to the business that the artist owes money, not to the artist applicant. For this reason, a copy of the outstanding bill the applicant requests assistance paying for is required. The Fund does not cover rent/fees to landlords, home mortgage, credit card bills and other anticipated expenses. Applications are reviewed on an ongoing basis. Artists can expect to know if they will be funded within two business days of the application review. A check will be ready within two business days after approval. Started by a \$10,000 endowment by theater artist Bob Malos, funds are sustained through donations and repayment by past Relief Fund recipients. While not required, artists who are able to replenish the Fund without creating undue economic hardship are encouraged to do so, and can be eligible to apply to the Emergency Relief Fund again in the future.

1) Artist information:

Name: _____ **Artistic Discipline:** _____

Phone: _____ **Mailing Address:** _____

Email: _____

How did you find out about the Relief Fund? _____

2) Artist’s Statement: Three sentences about you and your work. We are interested in you, a description of your artwork, and what motivates you to make the work:

3) Artist Declaration of Need:

Please indicate the catastrophic, career-threatening event and how the Fund can help you “get back on track”:

Please specify the corresponding bill and how much of this bill (**under \$500**) you request from the Fund:

4) Business to which the artist owes money:

Business Name: _____

Mailing Address to send payment:

Billing Contact Phone:

5) Personal Balance Sheet (Declaration of Net Worth): *Optional*

We ask applicants to review their personal net worth when they apply to the Fund. This declaration is confidential, helpful to Fund administrators, and sometimes leads to useful insights for the applicant.

Assets (items you own that have a cash value):	Liabilities (monies owed/debts):
Checking Account _____	Taxes Past Due _____
Savings Accounts _____	Other Past Due Payables _____
IRA Accounts _____	(rent, heat, etc.) _____
Other cash accounts _____	_____
Car _____	Car Loan Balance _____
House _____	House Loan Balance _____
Furniture _____	Student Loan Balance _____
Electronic Appliances _____	Credit Card Balance(s) _____
Household Appliances _____	_____
Supplies & Materials _____	_____
Tools _____	_____
Collectibles _____	Other Loan(s) _____
Artwork Inventory _____	_____
Other _____	_____
Total Assets: _____	Total Liabilities: _____

Net Worth (Total Assets minus Total Liabilities): _____

Other sources of supplementary income (gifts, scholarships, grants, part-time jobs, etc.):

6) Application Materials. Please mail or email these items with your application form:

- 1) Artist résumé and/or artist work sample
- 2) Photocopy/scan of the bill you wish to retire, with clear instructions on where to send payment

7) Statement of Truthfulness and Potential for Relief Fund Replenishment:

I have read the Emergency Relief Fund description and gratefully understand and accept the assistance of Springboard’s Artist Emergency Relief Fund. I hereby state that all elements of this application are true. I understand that the Relief Fund will exist as a viable community resource if applicants are able to help by replenishing funds used. I also understand that I have the option to replenish the Relief Fund if I can without creating undo economic hardship for myself. I further recognize that if I repay the Relief Fund, I can be eligible to apply to the Emergency Relief Fund again in the future.

(signature)

(date)

Send ERF application form, résumé or work sample, and a copy of the bill you wish to retire to ERF@springboardforthearts.org, by FAX at 651-292-4315, or:

Springboard for the Arts
Emergency Relief Fund
308 Prince Street #270
St. Paul, MN 55101

Please direct questions to ERF@springboardforthearts.org, or call 651-379-0871.