



The San Francisco Arts Commission

Tom DeCaigny, Director of Cultural Affairs

**FY14-15 Request for Neighborhood Proposals**  
**San Francisco Arts Commission Grants**

Date issued: November 14, 2014  
Proposals due: December 2, 2014-

**ACCESSIBILITY**

A translation of this grant application is available upon request; however, only applications in English will be accepted.

Una traducción de esta solicitud de subversión está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés.

此拨款申请书的翻译版本将应请求而提供；然而，只有英文版本的申请书才会被接纳。

**Translation Contacts:**

**Spanish:**

Liz Ozol at 415-252-2565 or [liz.ozol@sfgov.org](mailto:liz.ozol@sfgov.org)

Favor comunicarse con Liz Ozol al 415-252-2565 ó [liz.ozol@sfgov.org](mailto:liz.ozol@sfgov.org) para una traducción al español.

**Chinese:**

Esther Ip for a Chinese translation at 415-252-2536 or [esther.ip@sfgov.org](mailto:esther.ip@sfgov.org)

请联系Esther Ip以获取中文翻译。联系电话：415-252-2536 或 电子邮箱：esther.ip@sfgov.org。

**Tagalog:**

Please call 311 for assistance.

## Request for Neighborhood Proposals for San Francisco Arts Commission Grants

### Introduction and Schedule

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#### A. General

The San Francisco Arts Commission (SFAC) is issuing this request for proposals ("RFP") for grants to perform a variety of arts activities related to neighborhood engagement and arts access. SFAC has allocated resources to make grants in three different program areas in Districts 1, 3 and 6. Applicants may only apply for funding specific to those geographic and program areas.

This RFP will cover fiscal year 2014-2015. Grantees will be asked to submit a final report (format to be determined) of its grant activities prior to the close of the fiscal year. A grant extension may be considered on a case by case basis and must be approved by staff.

#### B. Schedule

The anticipated schedule\* for awarding grants will vary according to each grant category:

<u>Proposal Phase</u>	<u>Date</u>
RFP issued	November 14, 2014
Proposals due	December 2, 2014 All applications are due by 5:00 p.m.
Committee approval	December 9, 2014
Commission approval	January 5, 2015

\*Committee schedules may be subject to change. Check website for latest schedule.

## Program Areas and Scope of Work

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The San Francisco Arts Commission’s grant programs are committed to supporting and building cultural resources for our City’s diverse arts communities. The SFAC stewards the Cultural Equity Endowment Fund, the Neighborhood Cultural Centers Fund and other City resources to foster the values and increase the impact of cultural equity and neighborhood arts. The SFAC supports San Francisco artists, arts organizations, and historically underserved communities through grants, technical assistance and capacity building, economic development, arts education initiatives and community-based Cultural Centers.

This RFP is limited to projects taking place in the following districts: 1, 3, and 6. Grant proposals are being solicited through this RFP in the following program areas:

Program Area	Title
D1	Neighborhood Mural (#1)
D3	Restoration of Jazz Mural (#2)
D6	Technical assistance in capacity building for nonprofit arts organization ( #3)

The scope of activities described in each program area below is to be used as a general guide and is not intended to be a complete list of all project ideas necessary to meet program area objectives.

### District 1: Neighborhood Mural

#### **#1. Neighborhood Mural: Applicants may propose grants of up to \$6,000 for completion of activities in this program area.**

SFAC is seeking proposals for a nonprofit 501(c)(3) arts organization with a history of designing and installing high quality exterior murals to partner with Peabody Elementary School located in the Richmond district of San Francisco. This partnership will design and install a mural that reflects the interest of the school community.

Projects proposed under this program area should meet each of the following criteria:

- Demonstrate a strong partnership with the students, families and leadership of the school
- Demonstrate a cooperative working relationship to the school site
- Supported by the school administration and school community
- Anticipated completion within 6 to 12 months
- Leverage additional resources if applicable and as determined in partnership with the school site
- Must submit renderings to the SFAC for approval prior to installation. No changes may be made to the design once approved by the SFAC.
- Must sign waivers of the California Art Preservation Act and Visual Artists Rights Act

Eligible projects may include (but are not limited to) the following:

- The completion of one exterior mural
- Community celebration/unveiling
- Design input by the school community

Staff contact for more information: [judy.nemzoff@sfgov.org](mailto:judy.nemzoff@sfgov.org)

Application deadline: December 2, 2014.

## District 3: Restoration of Jazz Mural

### **#2. Restoration of “Jazz Mural” by artist Bill Weber on 606 Broadway St (at Columbus Ave): Applicant may propose grants of up to \$15,000.**

The restoration is for the Columbus side of the mural. The grant funds will be supplemented by \$3,386 in a community Jazz Mural restoration fund. Scope includes contracting with the mural’s original artist to restore the mural, including providing all required equipment, scaffolding, materials and labor to complete the restoration, and for obtaining all required city permits and all required insurance coverage.

Applicants submitting for this project should meet each of the following criteria:

- Willingness to contract with the original artist for the project and demonstrated administrative capability to oversee work.
- Demonstrated community support to undertake the project.
- Evidence of support for the project from building owner and evidence of good working relations with the building owner and other project stakeholders in the neighborhood.

Staff contact for more information: [allison.cummings@sfgov.org](mailto:allison.cummings@sfgov.org)

Application deadline: By December 2, 2014

## District 6: Technical Assistance for Capacity Building

SFAC is seeking proposals for a nonprofit arts organization in District 6 to apply for funds to support technical and financial stabilization. To be considered, the funds must be allocated to support a clear plan for long term organizational financial health.

### **#3. Technical Assistance for Capacity Building: Applicants may propose grants of up to \$25,000.**

Applicants submitting under this program area should meet each of the following criteria:

- Demonstrated need for critical financial and technical assistance intervention at this time
- The organization must be based and have its mailing address in District 6. (To confirm that your organization is located in District 6, visit this website: <http://ec2-50-17-237-182.compute-1.amazonaws.com/PIM/>.)
- Demonstrate a history of artistic excellence within the San Francisco arts community
- Demonstrate a clear understanding of and plan for technical assistance and capacity building
- Demonstrate a clear understanding of how administrative funds will be allocated
- Articulate a clear plan for organizational stability and governance.

Staff contact for more information: [judy.nemzoff@sfgov.org](mailto:judy.nemzoff@sfgov.org)

Application deadline: By December 2, 2014

## **ELIGIBILITY**

Please read this section carefully to ensure eligibility. If you have questions, please contact SFAC staff.

**An eligible applicant must be a nonprofit organization, merchant association or individual artist:**

- Must demonstrate an ability to meet the neighborhood or artistic need(s) outlined in the RFP.
- Must be a San Francisco-based nonprofit or artist with a mailing address in San Francisco.
- If applicant is a previous recipient of SFAC grants, you must have completed reporting requirements for any past SFAC grants. If you have defaulted on a grant, you are not eligible for funding until the term of your default has passed. (See “Final reports, extension, and default policy” for details.)
- Is tax-exempt with 501(c)(3) nonprofit status OR is fiscally sponsored by a tax-exempt organization.

## **FUNDING POLICIES**

**Funding Restrictions:**

- Applicants cannot receive simultaneous funds from multiple SFAC grants to support the same project.
- City agencies are not eligible to apply.
- Applicants cannot submit more than one application.

**Eligible expenses:**

- Project related administrative expenses including permit fees, insurance, art supplies, equipment rental, etc.

**What we do not fund:**

- Award prizes for competitions.
- Food or hospitality expenses.

**If awarded:**

- Grantees must credit “**San Francisco Arts Commission**,” in all printed materials relating to the program.
- The project must be completed within the Grant Period from January 1, 2015 to June 30, 2015 unless an extension is agreed to by SFAC staff.
- A final report must be submitted within three months from the end of the grant period.

## **CRITERIA FOR EVALUATION**

**#1. Neighborhood Mural:**

- Demonstrated history of producing high quality outdoor murals
- Demonstrated relationship with stakeholder at Peabody Elementary School
- Demonstrated history of working collaboratively in a school setting

**#2. Restoration of “Jazz Mural” by artist Bill Weber on 606 Broadway St:**

- Willingness to contract with the original artist for the project and demonstrated administrative capability to oversee work.

- Demonstrated community support to undertake the project.
- Evidence of support for the project from building owner and evidence of good working relations with the building owner and other project stakeholders in the neighborhood.

### **#3. Technical Assistance for Capacity Building:**

- Demonstrated need for capacity building and technical assistance
- Demonstrated history of serving the San Francisco arts community
- A clear plan for financial stabilization
- Demonstrated involvement of current Board of Directors

## **APPLICATION SUBMISSION**

DO NOT submit more materials than stipulated. Excess material will be removed.

### **1. Application Checklist**

### **2. Application Form**

### **3. Project Proposal**

- Please follow the guidelines for word count in the project proposal questions below.

### **4. Project Budget**

The Project Budget is the financial plan for your project and can be particularly helpful in substantiating your project narrative and identifying what you consider priorities.

- PLEASE TYPE.
- Project budget should exhibit planned expenditures only; detail in-kind support in budget notes.
- In a separate column, you will be asked to indicate the specific items for which the SFAC grant will be used.

### **5. Budget Notes**

Budget Notes are a list of annotations to your budget line items that explain how you arrived at your amounts and any external or unusual factors in your decision-making process. The following points will help you in developing a clear budget with notes:

- PLEASE TYPE
- Budget Notes must be listed by their CORRESPONDING budget line item number.
- Be as detailed as possible in your Budget Notes and explain how the numbers are derived.
- If you are including collaborating personnel or assistants, please detail the honoraria or fees being paid to them.
- Detail any sizable expense items.

### **6. Work Samples**

Choose and submit samples that:

- Are exemplary of your experience meeting the terms of the specific RFP
- Show previous community engagement experience
- Are high production quality, with clarity of sound and picture
- Are recent (from the last two years whenever possible)
- Are relevant to the proposed project

## **ARTIST SELECTION PROCESS**

Grantee will be selected by a staff review process comprised of representatives from the San Francisco Arts Commission and other City agencies, providing feedback of overall criteria of the project.

Priority will be given to applicants who successfully meet the criteria within each funding category.

## **SUBMITTING YOUR COMPLETED APPLICATION PACKET**

- Email complete application and additional attachments in **.pdf** format to:  
[sfac.grants@sfgov.org](mailto:sfac.grants@sfgov.org)
- Applications must be received by email. Hard copy, postal mail, and faxed applications will not be accepted.

In fairness to others, **we cannot accept late or incomplete applications**. An application may be deemed incomplete and ineligible if the individual or organization does not provide the complete set of information in the appropriate format by the deadline. **No deadline extensions will be granted.**



## **APPLICATION CHECKLIST**

GRANT APPLICANT

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Submit an electronic version of the following documents in the order listed:

- Application Checklist
- Application Form
- Fiscal Sponsor (if applicable)
- Project Proposal
- Lead organization's mission statement and programming history as it relates to RFP
- Short bios of project personnel
- Individual artist biography or CV (if applicable)
- Project Budget
- Budget Notes
- Work Sample Description

**APPLICATION FORM**

**ORGANIZATION CONTACT AND INFORMATION**

GRANT APPLICANT \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT \_\_\_\_\_

CONTACT PERSON AND TITLE \_\_\_\_\_

DAY PHONE                      MOBILE                      FAX \_\_\_\_\_

EMAIL                              WEBSITE \_\_\_\_\_

SUPERVISOR'S DISTRICT NUMBER OF OFFICE \_\_\_\_\_

FACEBOOK:              TWITTER:              FLICKR:              YOUTUBE:

CHECK BOX IF YOUR GROUP IS A 501(C)(3) ORGANIZATION:

YEAR FOUNDED:                      YEAR INCORPORATED: \_\_\_\_\_

IF NOT A 501(C)(3) ORGANIZATION, STATE OTHER EXEMPT CATEGORY:

**FISCAL SPONSOR SECTION**

(PLEASE FILL-OUT IF YOU ARE USING A FISCAL SPONSOR)

NAME OF SPONSORING ORGANIZATION \_\_\_\_\_

CONTACT PERSON AND TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

DAY PHONE                              MOBILE                              FAX \_\_\_\_\_

EMAIL                                      WEBSITE \_\_\_\_\_

YEAR OF INCORPORATION AS A 501(C)(3) ORGANIZATION: \_\_\_\_\_

**FISCAL SPONSOR ORGANIZATION BUDGET SUMMARY**

CHECK <input type="checkbox"/> CY or <input type="checkbox"/> FY	LAST COMPLETED YEAR:	CURRENT YEAR:	NEXT PROJECTED YEAR:
INCOME			
EXPENSE			
SURPLUS/(DEFICIT)			
ACCUMULATED SURPLUS/(DEFICIT)			

**MEMORANDUM OF UNDERSTANDING**

OUR ORGANIZATION AGREES TO ACT AS FISCAL SPONSOR FOR THE APPLICANT AND PROJECT LISTED ABOVE. ALL PARTIES HAVE DISCUSSED AND AGREED TO THE RESPONSIBILITIES OF FISCAL SPONSORSHIP.

SIGNATURE OF GRANT APPLICANT: \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF FISCAL SPONSOR: \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

**PROJECT PROPOSAL**

Clearly state the RFP you are responding to, including program area and number of RFP. Describe in detail how you will meet the criteria. If appropriate, include the relationship to the neighborhood served. (One page max, 12 point)

District:            RFP #:


Provide a detailed timeline of how you will implement this project within the required time frame. Describe your outreach strategy that will assure you achieve the project goals outlined in question 1. Please describe your partners and community engagement process. (One page max, 12 point)

Please provide: (1) lead organization’s mission statement and programming history as it relates to RFP, (2) short bios of project personnel, and/or (3) individual artist biography or CV (if applicable). (One page max, 12 point)

**PROJECT BUDGET**

GRANT APPLICANT: \_\_\_\_\_

SEE INSTRUCTIONS ON PROJECT BUDGET.

PROJECTED EXPENDITURES:	PROJECT EXPENSE:	SFAC GRANT PAYS FOR:
<b>PERSONNEL</b> (INDICATE NUMBERS OF PERSONNEL IN YOUR BUDGET NOTES)		
1. ARTISTIC	_____	_____
2. ADMINISTRATIVE	_____	_____
3. TECHNICAL AND PRODUCTION	_____	_____
4. OTHER SERVICES (DETAIL IN BUDGET NOTES)	_____	_____
<b>SUBTOTAL PERSONNEL EXPENSE</b>	_____	_____
<b>NON-PERSONNEL</b>		
5. PRODUCTION & EXHIBITION COSTS	_____	_____
6. FACILITY EXPENSES/SPACE RENTAL	 _____	_____
7. ADMINISTRATION EXPENSES & SUPPLIES	_____	_____
8. ADVERTISING AND MARKETING	_____	_____
9. INSURANCE	_____	_____
10. OTHER PROJECT EXPENSES (SPECIFY IN BUDGET NOTES)	_____	_____
11. CONTINGENCY (SPECIFY IN BUDGET NOTES)	_____	_____
<b>SUBTOTAL NON-PERSONNEL EXPENSE</b>	_____	_____
12. TOTAL PROJECT EXPENSES (PERSONNEL AND NON-PERSONNEL EXPENSE)	_____	_____

**PROJECT BUDGET NOTES**

GRANT APPLICANT:

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SEE INSTRUCTIONS ON BUDGET NOTES.

PROJECTED EXPENDITURES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

**WORK SAMPLES**

Panelists will review your work samples on-line in advance of the panel meeting.

Provide no more than two links to samples that show the artistic work of your organization, reflecting the vision, artistic quality, and relationship to expressing/supporting the experiences of the historically underserved community. Samples can be from your organization’s website, a downloadable PDF, YouTube video, Flickr image set, or from another web-hosted media site. However, keep in mind that panelists will spend approximately 5-10 minutes with your samples. If there is a segment of a video, particular image, or set of web pages you want seen, direct panelists to it with notes, time-stamps, or direct links.

Attach a separate sheet, as part of the application packet, formatted to provide the following information for each clip:

SAMPLE 1:

URL:

Navigation notes:

Title of Work:

Artists Involved:

Year Work Created:

Venue:

Organization Relationship to Work:

Total Length of Work:

Length of Sample:

Short Description of Work:

**CERTIFICATION**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE APPLICANT FULLY MEETS ALL THE ELIGIBILITY REQUIREMENTS AND THE DATA IN THIS APPLICATION AND ANY ATTACHMENTS ARE TRUE AND CORRECT.

AUTHORIZED SIGNATURE OF APPLICANT

DATE

PRINT NAME AND TITLE



## **MANAGING YOUR GRANT**

This section contains summary information for applicants who are awarded grant funds by the Arts Commission. For more detailed information, visit the San Francisco Arts Commission website at [sfartscommission.org/ceg/grant-programs/](http://sfartscommission.org/ceg/grant-programs/) or email [judy.nemzoff@sfgov.org](mailto:judy.nemzoff@sfgov.org)

### **Payment of Awarded Funds**

Upon completion of the required paperwork, 80% of your award can be made in an initial disbursement. The earliest this payment can be made is the start of your grant period. The remaining balance of your grant is available on a reimbursement basis upon completion of the project and all reporting requirements.

### **Grant Management**

Please retain receipts and records of expenses covered by the grant. You will have to submit copies of proof of payment for expenses over \$100.

## **REQUIRED DOCUMENTATION**

Grantees must submit the following to set up their grant and show they are in compliance with the City of San Francisco's guidelines. These requirements are subject to change and applicable to any and all active grants.

*Fiscally Sponsored grantees please note:* All requirements for legal and financial documentation apply to your fiscal sponsor, including insurance and vendor compliance. An approved legal agent of your fiscal sponsor must sign-off on grant agreements, invoices, and waivers.

### **Grant Agreements**

Grantees must sign a standard grant with the City & County of San Francisco required of all entities contracting with the City.

### **Insurance and Waiver Requests**

The City & County of San Francisco requires three forms of insurance coverage from grantees: General Liability, Workers' Compensation, and Commercial Automobile Insurance. Certificates demonstrating adequate coverage must be provided.

- General Liability coverage must be maintained at a minimum of \$1 million each occurrence and \$2 million aggregate. The "City & County of San Francisco, its officers, agents and employees" must be named as additional insured and San Francisco Arts Commission must be named as the certificate holder.
- Workers' Compensation insurance coverage must be a minimum of \$1 million. San Francisco Arts Commission must be named as the certificate holder.
- Automobile Insurance coverage must be at a minimum of \$1 million.

If you do not have the required insurance or do not have coverage at the required levels, you will have to submit a waiver request. Please note that all waiver requests are subject to approval by the City Risk Manager's office. At their discretion, the Risk Manager, may request additional proof of coverage or information.

A General Liability waiver request does not release grantees from the obligation to have coverage for your project activities through a venue or other presenting agent. If a venue will not be covering your events, you must purchase event insurance. Event insurance certificates must name the "City & County of San Francisco, its agents, officers and employees" as additional insured and the San Francisco Arts Commission as certificate holder.

### **Human Rights Commission Non-Discrimination Documentation**

First time grantees must be certified as meeting the legally mandated non-discrimination and equal benefits requirements of the City of San Francisco. Please note that this is a one-time process, but it is extensive and can take several months.

### **FINAL REPORTS, EXTENSION, AND DEFAULT POLICY**

#### **Final Reports**

Grantee must submit a satisfactory final report within 90 days of the end of the grant window. If a final report is not received the grantee will be in default. Grantees are responsible for submitting a timely report. A reminder will *not* be sent at the end of the grant period.

#### **Extensions & Project Modifications**

If you need additional time to complete your project or need to change your project plan, please contact the program officer to request an extension and/or scope change prior to the close of your grant window. Almost all extension requests are approved if the project retains the spirit and intent of the original grant and the request is received before the end of the grant window.

#### **Default Policy**

Grantees in default will be ineligible to apply to San Francisco Arts Commission grants for two years. In addition, any remaining balance on the grants in default will be dissolved.

In those cases when there are outstanding reports for a project for which an individual artist and an associated organization may have received grant support for different project phases, both artist and organization will be held accountable and in default.

For more details visit: [sfartscommission.org/ceg/grant-programs/](http://sfartscommission.org/ceg/grant-programs/).