sfac
san francisco
arts commission

The San Francisco Arts Commission

Tom DeCaigny, Director of Cultural Affairs

FY14-15 Community Arts and Education

Sights and Sounds of Bayview

Application Deadline:

June 4, 2014 by 11:59 p.m.

San Francisco Arts Commission (SFAC)
Community Arts and Education FY14-15
Sights and Sounds of Bayview (SSB)
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ABOUT THE SAN FRANCISCO ARTS COMMISSION

The San Francisco Arts Commission (SFAC) is the City agency that champions the arts in San Francisco. We believe that a creative cultural environment is essential to the City's well-being. Established by charter in 1932, the SFAC integrates the arts into all aspects of City life. Programs include: Civic Art Collection, Civic Design Review, Community Arts & Education, Cultural Equity Grants, Public Art, SFAC Galleries, and Street Artist Licensing. The agency's core values are committed to the principle that all residents have equal access to arts experiences in all disciplines, that programs are provided comprehensively and evenly throughout the City, and that they are innovative and of the highest quality.

SIGHTS AND SOUNDS OF BAYVIEW (SSB)

The Sights and Sounds of Bayview launched in 2013 as a collaboration between the San Francisco Arts Commission and local public radio station KALW with funding from the San Francisco Public Utilities Commission (SFPUC).

For this round, the San Francisco Arts Commission seeks a qualified nonprofit organization to realize this multimedia project, bringing radio makers and photographers together to document remarkable people who live, work, and make a positive impact in the Bayview neighborhood.

With continued funding from the SFPUC, the awarded grantee will oversee the production of at least six stories broadcast over the air that integrate music and photos by local artists. At least one-third of the stories should address the SFPUC's core values of environmental justice, healthy living, or energy conservation. The grantee will also produce a culminating live event in San Francisco where the stories will be presented to the Bayview community.

A successful application will result in high quality, sound-rich stories that celebrate the positive activity in the Bayview. The stories should reflect the neighborhood's diversity and engage the Bayview community in all levels of the project from story generation to media production to the live event as best as possible.

Grant award amounts are up to $30,000.

IMPORTANT DATES

Application Deadline: ....June 4, 2014 by 11:59 p.m.

Award Announcement: ....July 7, 2014

Grant Period: .... July 1, 2014 - June 30, 2015

ELIGIBILITY REQUIREMENTS & FUNDING POLICIES

For eligibility questions contact Robynn Takayama at robynn.takayama@sfgov.org
Carefully read through this section, which provides details on the eligibility for all
organizations.

Eligibility Requirements

Any proposal that does not demonstrate that the proposer meets the requirements
described below will not be eligible for award of the grant.

- San Francisco-based. The organization must be housed in San Francisco with its
  corporate address in the City.

- Continuing and stable presence in the community. The organization has a continuing
  existence and ongoing operations as an organization.

- In good standing on previous or current SFAC grants. The applicant must have
  completed reporting requirements for any past grants. If it has defaulted on a grant,
  they are not eligible for funding until the term of their default has passed. See default
  policies.

- Tax-exempt organization. All applicants must have 501(c)(3) tax-exempt status or be
  a fiscally sponsored project of a tax-exempt organization.

Funding Policies

- Applicants cannot receive simultaneous funds from multiple SFAC programs to
  support the same project. This restriction also applies to collaborators or individual
  artist/presenter groups who may be working on different components of the same
  project and applying separately.

- Applicants cannot submit more than one application. Note: this does not apply to
  fiscal sponsors who are submitting applications on behalf of different fiscally
  sponsored projects.

- The award of funds does not imply that SFAC or any other City agency will produce,
  exhibit, or present the art created. It is the responsibility of the applicant to secure a
  venue and any required permits for public presentations or workshops.

We DO NOT Fund

- Projects that will not culminate in a public art presentation in San Francisco or do not
  otherwise include significant public participation.

- Projects aimed primarily at organizational development.

- Ongoing operating expenses or administrative costs that are not project-based.
  Funds can be applied toward covering an appropriate cost allocation of overhead
  expenses (such as salaries, office rental, telephones, supplies, etc.) that support

project activities.

- Deficit reduction.
- Startup costs/seed money for new organizations.
- Food and beverage expenses.

Fiscal Responsibility

Please use the **Three-Year Average Budget Narrative** to help panelists understand your organization's financial position.

- Organizations with a reserve or operating surplus should provide a narrative that explains your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide a budget narrative that details how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must provide a budget narrative that details the terms of the loan repayment or circumstances of the default.

APPLICATION INSTRUCTIONS

Preparing Your Application

1. **Read through the guidelines** and make sure that both you and your project meet all of the eligibility requirements to apply for and receive funding.

2. **Review the Criteria for Evaluation** before drafting your proposal narrative. These will be the criteria upon which your project will be reviewed. Be sure that you adequately detail your project, and provide information that addresses each criteria.

3. **Application Packet Checklist.** The Application Packet Checklist details the forms, documents, and materials integral to your application packet. Prepare the forms and attachments for submission in the order indicated. Submit the Application Packet Checklist as your cover sheet with each required item checked off.

   Submit requested materials only. Excess materials and materials submitted in incorrect formats will be removed.

4. **Narrative Application Instructions.** The Narrative Application Instructions (see pg. 9) provides questions to guide you in describing your proposed project as completely as possible. Remember that not everyone on the application review panel will be familiar with you, your organization, or artistic genre, so provide detailed information. Please adhere to the length limitations—you need not use all the pages allowed.

   - 3 pages maximum. Overages in the number of allowable pages will be subject to removal.
   - Single line spacing with one line space between paragraphs.
   - Use Arial 12 point font size or larger.
   - Put the name of the applicant in the upper right corner of each page.
   - Use headers to identify the specific sections (this helps the panelists to find information easily).

Special Instructions for Budgets & Budget Notes

1. **3-Year Average**. This chart on the application form asks you to indicate your organization's cash income and expenses for the last three completed fiscal years.

   - Indicate which years are your last three completed fiscal years.

   - If you have a deficit, indicate that by putting a minus sign in front of the dollar amount (e.g. If you have a deficit of one hundred dollars, write it out as "-$100.").

   - Any surplus or deficit from one year must be added to the Accumulated Surplus/Deficit of the next year.

   - If you have received significant non-cash donations of materials or services, put the dollar value of those donations in the "Significant In-Kind" row at the bottom.

   - Significant in-kind contributions should not be added or subtracted from any other amount on this grid and should not be carried over from one year to the next.

   - Capital campaigns: Separate those funds from your organization's operating budget and enter as Reserve fund: If you have a reserve fund separate from your surplus, specify the amount and policy of use in the **3-Year Average Budget Narrative** or **California Cultural Data Project profile**.

   - **Fiscal Sponsors:** If your organization serves as a fiscal sponsor, separate the operating budgets of the fiscally sponsored projects from your organization's operating budget.

2. **3-year Average Budget Narrative**. Summarize the reasons for significant variances, surpluses or deficits. If necessary, attach a separate sheet that further details how it developed, the planned use of the surplus or plans to address deficit.

3. **Project Budget.** The Project Budget is particularly helpful for clarifying your project narrative; representing the financial plan for your project, including priority areas; and outlining the allocation of SFAC support.

   - PLEASE TYPE.

   - On line 16, indicate the grant amount you are applying for.

   - Line 31 is equal to line 17 MINUS line 30. If you project a surplus due to additional earned income, you need to include a Budget Note that details your plans for the surplus. The SFAC grant funds are restricted and cannot be applied to a budget surplus. A surplus can only come from other sources of income.

   - You should not project a deficit on line 31.

   - In the "SFAC GRANT" Column, you are asked to detail how the SFAC grant dollars will be spent.

   - Attach your own detailed **Project Budget Notes** (instructions below), numbered to CORRESPOND with and explain the line items on the Project Budget form. Line items with an asterisk require budget notes.

4. **Project Budget Notes.** Budget Notes are required because they provide a level of detail that helps the panelists understand how you arrived at your amounts, as well as, an opportunity to explain external or unusual factors and your decision-making process. Panelists carefully review budgets and budget notes.

These points will assist you in providing the panel with the necessary information to evaluate your proposal:

- Project budgets should not project a deficit. If you are projecting a surplus, provide an explanation of how the surplus will be used.
- Be as detailed as you can in your budget notes and explain how the numbers are derived. For instance, when explaining admissions, discuss the number of people you expect to attend and at what cost per person. For example, a budget note for a $1,000 line item for Ticket Sales can explain that you anticipate 50 percent capacity of a 100-seat venue over two nights with tickets at $10 a piece.
- Discuss any significant in-kind support in your budget notes.
- Indicate your plans for obtaining additional support (indicate: secured, pending, to apply) and if you have had previous success with each support sources.

APPLICATION REVIEW

Proposals will be reviewed by a Review Committee comprised of City staff. Proposals will be evaluated through the process and by the criteria outlined below.

Staff will verify that the proposals have met the eligibility requirements; failure to comply with the requirements contained in this RFP may result in an elimination of that proposal from consideration. All eligible proposals will be submitted to the Review Committee for scoring.

1. Any attempt by an applicant to contact a member of the Review Committee during the proposal review process will disqualify that proposal from consideration.
2. The Review Committee will review and score all responsive proposals based on the criteria outlined below.
3. After the Review Committee has concluded its evaluation and scoring of the proposals, the tentative awardee whose proposal is determined to meet the needs of the City will be recommended to negotiate a grant.
4. The tentative award may be conditioned on inclusion of changes or additional terms. Negotiations over the specific terms and language may be required before submission to the Full Commission for approval.
5. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the order of their ranking in the evaluation process. This process may be repeated until a satisfactory grant agreement has been reached.
6. Final award of the grant is subject to approval of the Arts Commission. Recommendations are usually first reviewed by the Community Arts, Education & Grants Committee, then by the Full Commission. Meetings of the Commission are public. The schedule, agenda, and minutes are available on the Arts Commission website at www.sfartscommission.org.
7. Notifications will be delivered to applicants. Award letters will include instructions about contracting procedures. See Appendix B for more information.

CRITERIA FOR EVALUATION

Sights and Sounds of Bayview proposals are assessed using the following criteria. Read these carefully, and keep them in mind when filling out your application.

Artistic Excellence & Quality of the Proposed Project

- The proposed project demonstrates originality, relevance, and depth of investigation of concepts and ideas.
- Qualifications and experience of the media makers providing creative leadership for, or involved in, the project.
- Successful integration of storytelling, photography, and music into compelling radio stories with terrestrial and online distribution.
- The clarity and feasibility of the project goals.

Integration of Bayview Community into the Program

- Inclusion of local artists, merchants, and service providers in the stories and live event.
- Programming is sensitive to the diversity of this neighborhood including different age groups, the rich history of African Americans in the neighborhood, and the changing demographics (the area is now 33 percent African American, 33 percent Asian/Pacific Islander, 25 percent Latino[1]).

Quality & Soundness of the Project Planning

- The clarity, soundness, and thoroughness of the project implementation.
- The soundness of the project budget and the ability to secure and/or generate any additional resources needed as demonstrated by realistic projections in project budget, coverage of expenses, etc.
- Whether a large audience OR a smaller audience drawn from a specific community is likely to be well-served and enriched by the project.
- The credibility of the organization's plans for securing the desired audience or participants for its project.

Organizational Capacity & Capability to Implement the Proposed Project

- Qualifications and experience of the administrators providing management leadership for the project and the support of the organization's board.
- Soundness of the organization's overall financial health.
- Organization's history of carrying out projects of a similar scope and scale OR the organization's demonstrable capabilities suggesting that it will be able to carry out projects of such scope and scale.

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[1] For more statistics about the neighborhood, visit the Sustainable Communities Index: http://www.sustainablesf.org/neighborhoods/view/1

SUBMITTING THE COMPLETED APPLICATION

- Email complete application and additional attachments as **a single, compiled .pdf document** to:

    robynn.takayama@sfgov.org by 11:59 p.m. on June 4, 2014.

- Include "**15SSB: (organization name)**" in the email subject line.
    Example –15SSB: San Francisco Bayview Media

- **Applications must be received by email. Hard copy, postal mail, and faxed applications <u>will not</u> be accepted**.

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

NARRATIVE INSTRUCTIONS

Your Organization

- Provide your mission and vision statements and when you started operations. Briefly describe your organization's programming and connection to the Bayview. Provide highlights of your history and past activities that show your ability to carry out this project.

The Proposed Project

- Describe your proposed project and how the required components will be woven into a cohesive media project that resonates with the Bayview community.

- What is the artistic or curatorial vision for the project? If applicable, describe your criteria and process for selection of participating artists and stories. How will environmental justice, healthy living, or energy conservation be woven into the project?

- Discuss the impact of the project:
  - How is this project timely or relative to the organization's mission, overall program, and future plans?
  - If this is an ongoing or recurring program, how does it continue to be relevant to the community served? If this is a new project, why is it relevant at this time, and what research was done to determine the need for it?

- How will this project affect the organization's normal operations and resources?
  - What is the organization's history of carrying out projects of a similar scope and scale, or what capabilities does it demonstrate to suggest that such a project is possible?
  - What are the human, financial, and other resources necessary for implementation? Do they currently exist within the organization, or how will they be obtained?

- What do you hope to gain organizationally and artistically from the successful execution of the project? How will you measure success? How will you evaluate your achievements?

- What is your timeline and work plan?

Community Engagement

- Describe your community engagement plan. In what ways do you plan to reach the selected audience and/or community such as marketing and publicity strategies, engagement activities, education, and/or partnerships?

- How will the Bayview community be involved in the various stages of the project?

SSB APPLICATION CHECKLIST

GRANT APPLICANT

Submit a single PDF containing the following documents in the order listed:

☐ **Application Checklist**

☐ **Application Form**

☐ **Fiscal Sponsor Form**, if applicable

☐ **IRS Tax Determination Letter**

☐ **Project Narrative**

☐ **Project Budget**

☐ **Project Budget Notes**

☐ **Key Project Personnel**: For each, include a one-paragraph bio and description of roles, and indicate if the person is a regular staff member or specifically engaged for the Project. If a key position(s) is vacant, provide a list of the qualifications and describe the search process.

☐ **List of Staff members with positions**: Add a "V" next to the name of each volunteer and a "P" next to the name of each person who will be paid.

☐ **List of Board of Directors:** Include their affiliation, length of time served, and term expiration dates. Describe the roles and responsibilities of the board, specifically for the proposed project.

☐ **Work Sample Sheet:** See Appendix A for instructions.

☐ **Work Samples:** If your work samples are being sent as attachments.

APPLICATION FORM

GRANT APPLICANT

LEGAL NAME, IF DIFFERENT

CONTACT PERSON + TITLE

CORPORATE ADDRESS

MAILING ADDRESS IF DIFFERENT
☐ CHECK IF NEW ADDRESS   ☐ CHECK IF NEW MAILING ADDRESS

DAY PHONE   MOBILE   FAX

EMAIL   WEBSITE
PROVIDE A VALID E-MAIL. IMPORTANT GRANT INFORMATION WILL BE SENT TO THIS E-MAIL.

ELIGIBILITY

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

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

NAME OF FISCAL SPONSOR, IF APPROPRIATE:

3-YEAR AVERAGE. SEE INSTRUCTIONS.

CHECK ☐ CY OR ☐ FY	YEAR: 20	YEAR: 20	YEAR: 20	3-YEAR AVERAGE
CASH INCOME				
CASH EXPENSE				
SURPLUS/(DEFICIT)				
ACCUMULATED SURPLUS/(DEFICIT)				
SIGNIFICANT IN-KIND				
CAPITAL CAMPAIGN				

3-YEAR AVERAGE BUDGET NARRATIVE. SEE INSTRUCTIONS.

PROJECT INFORMATION

PROJECT SUMMARY. SUMMARIZE YOUR PROPOSED PROJECT IN 75 WORDS OR LESS. WORD OVERAGE WILL **NOT** BE READ.

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GRANT REQUEST AMOUNT   TOTAL PROJECT BUDGET

PROJECT START DATE   PROJECT END DATE

NUMBER OF ACTIVITIES: DATE(S) & LOCATION(S) OF PUBLIC PRESENTATIONS:

PROJECTED NUMBER OF ARTISTS TO BE PAID BY THE PROPOSED ACTIVITY:

PROJECTED AUDIENCE NUMBER TO BE REACHED BY THE PROPOSED ACTIVITY:

CERTIFICATION

PLEASE EITHER PRINT, SIGN AND SCAN OR INSERT A SCANNED IMAGE OF YOUR SIGNATURE.

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE APPLICANT FULLY MEETS ALL THE ELIGIBILITY REQUIREMENTS FOR FY2014-2015 COMMUNITY ARTS AND EDUCATION PROGRAM AND THE DATA IN THIS APPLICATION AND ANY ATTACHMENTS IS TRUE AND CORRECT. I UNDERSTAND THAT ANY MISREPRESENTATIONS OF INFORMATION WILL AUTOMATICALLY DISQUALIFY THIS APPLICATION, AND RENDER THE APPLICANT INELIGIBLE TO APPLY TO ALL SFAC GRANTS IN FY2014-2015.

AUTHORIZED SIGNATURE OF **APPLICANT**   DATE

PRINT NAME AND TITLE OF PERSON SIGNING THIS FORM

FISCAL SPONSOR FORM

GRANT APPLICANT: _____

PROJECT NAME: _____

YEAR THAT APPLICANT BECAME A FISCALLY SPONSORED PROJECT: _____

FISCAL SPONSOR CONTACT INFORMATION:

FISCAL SPONSOR NAME _____

CONTACT PERSON + TITLE _____

CORPORATE ADDRESS _____

MAILING ADDRESS IF DIFFERENT _____
☐ CHECK IF NEW ADDRESS   ☐ CHECK IF NEW MAILING ADDRESS

DAY PHONE   MOBILE   FAX _____

EMAIL   WEBSITE _____

YEAR OF INCORPORATION AS A 501(C)(3) ORGANIZATION _____

FISCAL SPONSOR ORGANIZATION BUDGET SUMMARY.

	PRIOR FY:	PRIOR FY:	CURRENT FY	NEXT FY
INCOME: EARNED				
INCOME: CONTRIBUTED				
EXPENSE				
SURPLUS/(DEFICIT)				
ACCUMULATED SURPLUS/(DEFICIT)				

RESPONSIBILITIES. BRIEFLY DESCRIBE THE RESPONSIBILITIES OF THE FISCAL SPONSOR TO THE PROJECT.

MEMORANDUM OF UNDERSTANDING

PLEASE EITHER PRINT, SIGN AND SCAN OR INSERT A SCANNED IMAGE OF YOUR SIGNATURE.

ALL PARTIES HAVE DISCUSSED AND AGREES TO THE LEGAL AND FINANCIAL RESPONSIBILITIES OF FISCAL SPONSORSHIP.

SIGNATURE OF **GRANT APPLICANT** _____
PRINT NAME   DATE

SIGNATURE FOR **FISCAL SPONSOR** _____
PRINT NAME   DATE

APPLICATION NARRATIVE FORM

PROJECT BUDGET
GRANT APPLICANT: _____

INCOME
EARNED
1. ADMISSIONS _____
2. TUITIONS/WORKSHOPS & LECTURE FEES _____
3. TOURING FEES _____
4. PRODUCT SALES _____
5. FOOD SALES/CONCESSION REVENUE _____
6. CONTRACTED SERVICES/PERFORMANCE FEES _____
7. OTHER EARNED REVENUE, SPECIFY: _____ _____
   SUBTOTAL EARNED _____
CONTRIBUTED
8. INDIVIDUALS _____
9. BUSINESSES/CORPORATIONS _____
10. FOUNDATIONS _____
11. SPECIAL EVENTS – FUNDRAISING _____
12. GOVERNMENT – FEDERAL _____
13. GOVERNMENT – STATE _____
14. GOVERNMENT – CITY & COUNTY _____
   (OTHER THAN SFAC GRANT)
15. * OTHER _____
16. SIGHTS AND SOUNDS GRANT REQUESTED _____
   SUBTOTAL CONTRIBUTED _____
17. TOTAL PROJECT SUPPORT (NOT INCLUDING IN-KIND) _____

EXPENSE   **TOTAL EXPENSE:**   **SFAC GRANT:**
PERSONNEL (INDICATE NUMBERS OF PERSONNEL IN YOUR BUDGET NOTES)
18. ARTISTIC _____ _____
19. ADMINISTRATIVE _____ _____
20. TECHNICAL AND PRODUCTION _____ _____
21. * OTHER SERVICES _____ _____
   SUBTOTAL PERSONNEL EXPENSE _____ _____
NON-PERSONNEL
22. PRODUCTION & EXHIBITION COSTS _____ _____
23. FACILITY EXPENSES/SPACE RENTAL _____ _____
24. ADMINISTRATION EXPENSES & SUPPLIES _____ _____
25. ADVERTISING AND MARKETING _____ _____
26. INSURANCE _____ _____
27. FUNDRAISING EXPENSES _____ _____
28. * OTHER PROJECT EXPENSES _____ _____
29. * CONTINGENCY _____ _____
   SUBTOTAL NON-PERSONNEL EXPENSE _____ _____
30. TOTAL PROJECT EXPENSES (NOT INCLUDING IN-KIND) _____ _____
31. PROJECT NET (TOTAL SUPPORT MINUS TOTAL EXPENSE) _____ _____

PROJECT BUDGET NOTES

GRANT APPLICANT:

SEE INSTRUCTIONS ON BUDGET NOTES.

INCOME

1.

2.

3.

4.

5.

6.

7.

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9.

10.

11.

12.

13.

14.

15.

EXPENSE

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19.

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27.

28.

29.

30.

WORK SAMPLE TEMPLATE

GRANT APPLICANT:

Provide the following information for each sample. If a field is not applicable, leave it blank.

SAMPLE #

☐ URL Link:

☐ Email Attachment

Navigation notes:

Title of Work:

Medium:

Artists Involved:

Year Work Created:

Venue:

Dimensions or Total Duration:

Duration of Sample:

Short Description of Work:

SAMPLE #

☐ URL Link:

☐ Email Attachment

Navigation notes:

Title of Work:

Medium:

Artists Involved:

Year Work Created:

Venue:

Dimensions or Total Duration:

Duration of Sample:

Short Description of Work:

APPENDIX A: WORK SAMPLE INSTRUCTIONS

Choosing What to Submit:

1. Submit samples that are of high production quality in which your work can be clearly seen and/or heard. The sample should demonstrate your skill in the art form(s), manifestation or treatment of ideas, etc.

2. Use excerpts from finished works or exhibitions/festival presentations completed in the last two years whenever possible. For festivals/exhibitions, you may show a survey or composition of work.

3. Samples should be relevant to the proposed project.

4. If your proposal refers to a project underway you should also submit an excerpt of the work-in-progress as a work sample.

Work Sample Instructions:

Fill out the Work Sample Information in accordance with the instructions. Leave blank fields that are not relevant to your sample. Remember, material and time limits are strict. Panelists will review your artistic work samples in advance of the panel meeting.

Please be sure to explain the sample's relevance to your proposed project if the proposed project is a major departure from the style, genre, or discipline presented in your work sample or if the sample document is a work-in-progress.

Follow work sample preparation instructions and limits by media type:

1. Work samples must NOT add up to more than 4 minutes of playback time. You may submit a combination of media formats, but are limited to two media types. Samples should not be less than 1 minute to show the arc of movement, complete thought, or sufficient grasp of a theme of work.

   For example: You may combine media types to include a 1-minute song and a 3-minute video; 4-images and 2-minutes of video; or two 2-minute songs.

2. Include instructions and time-stamps that cue panelists to the portion you want played.

3. File name protocol: When submitting work samples as attachments to your email submission, please use the protocol to name your files in the order that they should be reviewed. The numbers should correspond to the order they are listed on the Work Sample Sheet: 01_Applicant's last name_title of work. For example: "01_García_San Francisco.jpg"

4. Smaller work sample files may be attached to the submission email as long as the total email is under 25MB. Accepted file types are:

   - *audio* (MP3 only; 4 minutes maximum, 2 minutes if combining with another media)
     - Bit rate (compression) is recommended at 128 kbps; max: 320kbps.
     - Each track under 10 MB

- *images* (JPG or embedded in PDF; 8 maximum, 4 if combining with another media)
    - 1920 pixels on the longest side. 72 dpi.
    - Each image under 2.5 MB
    - File names should follow protocol (01_García_San Francisco.jpg)
- *film treatments, scripts, manuscripts, and publications* (PDF only)
    - Files must be under 10 MB.
    - Publications must be scanned and submitted as an electronic document.
    - <u>Literary manuscripts and film treatments:</u> 10pg. max. (5pg max. if combined with other media)
    - <u>Scripts:</u> 20 pg. max. (10 pg max. if combining with another media)

5. Larger files and video files must be hosted on personal website, a Dropbox.com public folder, or Vimeo.com. We recommend Vimeo over YouTube because it offers more control of quality, layout, and lacks advertisements.

6. Provide URL and any navigation information or passwords.

7. Always test your final work sample before submitting.

APPENDIX B: MANAGING YOUR GRANT & REQUIRED DOCUMENTATION

This section contains summary information for applicants who are awarded grant funds by the Arts Commission. For more detailed information, email Robynn Takayama at robynn.takayama@sfgov.org.

Payment of Awarded Funds

Upon completion of the required paperwork, a percentage of your award can be made in an initial disbursement (80 percent of grant). 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.

In some cases the initial disbursement of your grant funds may not be made until after the start of the grant period. Handling the required paperwork as soon as possible will facilitate the payment process. However, it can still take a few months for all documentation to be approved and processed. If your project is set to begin early in the grant window, please plan accordingly.

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

Handling the required paperwork as soon as possible will facilitate the payment process. Delays in returning paperwork will result in delayed payments.

First Time Grantees
Must work with SFAC staff to provide:
- W9
- Business Tax Certificate registration (P25)
- Equal Benefits Compliance form (12B)

All Grantees:
Must work with SFAC staff to provide:
- Grant Agreements with the City of San Francisco
- Proof of Insurance or Insurance Waivers (see note below)

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 the Arts Commission must be named as the certificate holder.

☐ Workers' Compensation insurance coverage must be a minimum of $1 million.

☐ 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. Additional proof of coverage or information may be requested by the Risk Manager at their discretion.

Waivers for Workers' Compensation and Auto insurance are available in most cases. Responsibility for General Liability coverage cannot be waived, which means even if a request is made, your public activities will need to either be covered by a presenting venue or you will need to purchase event insurance at the previously listed General Liability levels of coverage. If you will be presenting a public art project or a project in a space that will not cover your activities, *please plan and budget accordingly*.

Final Reports

Grantees 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 will need additional time to complete your project or need to change your project plan, please contact SFAC staff to request an extension and/or scope change. 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 Community Arts and Education Program for a period of two years. In addition, any remaining balance on the grants in default will be dissolve.