



The San Francisco Arts Commission

Tom DeCaigny, Director of Cultural Affairs

FY13-14 Cultural Equity Grants (CEG)

Arts for Neighborhood Vitality (ANV)

Grants for Neighborhood Festivals & Art Walks

Application Deadline:

August 2, 2013

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ABOUT CULTURAL EQUITY GRANTS (CEG)

Cultural Equity Grants provides support for the enrichment of San Francisco's multicultural landscape, and are intended to ensure that:

- all people who make up the city have fair access to information, financial resources, and opportunities for full cultural expression, as well as opportunities to be represented in the development of arts policy and the distribution of arts resources;
- all the cultures and subcultures of the city are represented in thriving, visible arts organizations of all sizes; and
- new large-budget arts institutions whose programming reflects the experiences of historically underserved communities flourish.

ARTS FOR NEIGHBORHOOD VITALITY: GRANTS FOR NEIGHBORHOOD FESTIVALS & ART WALKS

The Arts for Neighborhood Vitality grant was founded to support small, neighborhood-centered, publicly accessible art walks and festivals where **art and culture are main components**. Projects should be an event—rather than an ongoing program—and should **highlight arts and non-arts assets of the specific neighborhood**. Applicants may not apply for multiple grants from the Arts Commission to support the same project. Grants are awarded directly to the applicant or fiscal sponsor responsible for managing the project and the budget.

This grant program is administered by Cultural Equity Grants of the San Francisco Arts Commission with support from Grants for the Arts (GFTA). We champion the arts in San Francisco and believe that neighborhoods and their residents benefit from the arts playing a more active role in shaping the urban environment.

- Applicants must identify a San Francisco neighborhood and demonstrate a strong connection and history of service provision to the neighborhood and residents. Projects addressing underserved neighborhoods are given priority.
- Grants may be up to \$3,000 and must demonstrate a 50% cash match to grant award. Because funds are limited, grant awards may be between 75-100% of the grant request, but no less than 75% of a grant request will be awarded.
- Projects and related expenses must take place during the grant period: May 1, 2014-June 30, 2015

IMPORTANT DATES

Application Deadline: August 2, 2013

Award Announcement: March 2014

Grant Period: May 1, 2014–June 30, 2015 (The proposed project must take place within this period.)

For eligibility questions: Weston Teruya, weston.teruya@sfgov.org

ELIGIBILITY

Please read this section carefully to ensure eligibility. If you have questions, please contact staff prior to submitting an application.

An eligible organization:

- has an established relationship and stable presence in the neighborhood served.
- is San Francisco-based. Organization must be housed with its mailing address in San Francisco. Project must be a public event taking in San Francisco.
- provides a 50% cash match to the grant.
- has completed reporting requirements for any past 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.
- can demonstrate the cultural or artistic need(s) of the community served.
- is proposing a discrete event, not an activity within a larger festival or program.

Examples of neighborhood entities include: neighborhood associations, tenants’ groups, social service organizations, social justice organizations, advocacy groups, health centers, Boys and Girls clubs, public schools, and public agencies.

FUNDING POLICIES

Funding Restrictions:

- Applicants cannot receive simultaneous funds from multiple SFAC or GFTA programs to support the same project, for example, Community Arts and Education, Public Art, Cultural Equity Grants, etc.
- Programs that are directly administered by other City agencies are not eligible to apply.
- Applicants cannot submit more than one application to the Arts For Neighborhood Vitality grant program.
- The award of funds does not imply that SFAC or any other City agency will produce or present the event. It is the responsibility of the applicant to secure a venue for public activities.
- Previous Arts For Neighborhood Vitality grants must be closed out before new Arts For Neighborhood Vitality grant funds can be released. If you currently have an open grant, please take this policy into account as you plan the timeline for your new grant.

What we fund:

- Artistic and cultural performance fees (musicians, dancers, theater groups, etc.)
- Project related administrative expenses
- Art supplies for engagement activities taking place during the event
- Permit and insurance fees
- Staging or technical equipment, up to \$500, for the presentation of artistic performers
- Marketing and promotion costs associated with outreach for the event

What we do not fund

- Capital improvement projects
- Programs in the schools during school hours
- Awards for competitions
- Food or hospitality expenses
- Non-arts entertainment costs (balloons, clowns, face-painting, bouncing castles, etc.)

- An ongoing series of activities

If awarded:

- Grantees must credit “**Arts for Neighborhood Vitality Grant of the San Francisco Arts Commission**” in all printed material relating to the funded program.
- The event must be completed within the Grant Period from May 1, 2014 to June 30, 2015.
- A final report must be submitted within three months from the end of the grant period.

CRITERIA FOR EVALUATION

Arts for Neighborhood Vitality Grants supports efforts where neighbors—residents, artists, schools, service organizations, and businesses—collaborate and partner to share and celebrate the arts and cultural assets of their neighborhoods. The criteria are listed below:

Quality and Depth of Community Impact and Neighborhood Engagement

- Depth of applicant’s rootedness and/or immersion in the neighborhood.
- Extent of the project’s engagement of residents.
- Extent to which neighborhood is likely to be well served and enriched by project.
- Provides enriching arts activities to neighborhood with limited cultural amenities or no history of SFAC grant funding.

Quality of Arts Components.

- Arts components are an integral and central focus of event.
- Project highlights community-valued arts and culture.
- Ability of project to enliven neighborhood spaces.
- Extent to which project is likely to enrich the neighborhood’s cultural environment.

Quality of Non-Arts Engagement.

- Extent of the project’s engagement of non-arts neighborhood entities.
- Engagement demonstrates mutual benefit between arts and non-arts partners.

Project Feasibility.

- Clarity of vision and goals to serve the targeted neighborhood.
- Soundness of implementation plan and budget.
- History of completing projects of a similar scope and scale, OR demonstrable capabilities suggesting ability to execute project.
- Soundness of applicant’s financial health

APPLICATION PROCESS

Read through the guidelines and **Criteria for Evaluation** before beginning the application. Make sure you and your project meet all eligibility requirements.

Submit a single .pdf containing the following documents in the order listed:

1. **Application:** Fill out completely, with as much detail as possible.
2. **Project Budget Form**
3. **Project Budget Notes:** Budget must demonstrate a 50% cash match of the request.
4. **List of staff members and key personnel** with their organization, title, and role in the proposed project.
5. **List of partners and collaborators:** Include their role in the proposed project. (This should include non-arts entities, vendors, merchants etc.)
6. **List of Board of Directors** with their affiliation, length of time served, and term expiration.
7. **Optional:** Event flyer or program from a previous year.

NOTE: Be mindful of the word count limits for each question. Information that runs over the limit will be redacted and removed prior to the review.

SUBMITTING YOUR COMPLETED APPLICATION PACKET

- Email complete application and additional attachments in .pdf format to:
ceg.applications@sfgov.org
by 11:59 p.m. PST Friday, August 2, 2013.
- Include “**14ANV: (artist first and last name) OR (organization name)**” in the email subject line.
Example–14ANV: Carbonist School Collective
- Applications must be received by email. Hard copy, postal mail, and faxed applications will not 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 individual does not provide the complete set of information in the appropriate format by the deadline. **No deadline extensions will be granted.**

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 _____

SUPERVISOR'S DISTRICT NUMBER OF PROPOSED PROJECT _____

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

CHECK BOX IF YOUR GROUP IS RECEIVING GFTA FUNDING FOR THIS PROJECT:

YEAR FOUNDED: YEAR INCORPORATED: _____

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

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)			
SIGNIFICANT IN-KIND			

ORGANIZATION MISSION STATEMENT

PROJECT INFORMATION

GRANT REQUEST AMOUNT \$ _____ TOTAL PROJECT BUDGET \$ _____

EVENT DATE(S) _____

EVENT LOCATION(S) _____

PROJECTED NUMBER OF VENDORS _____ PROJECTED NUMBER OF ARTISTS SERVED _____

PROJECTED NUMBER OF ATTENDEES _____ PERCENTAGE OF NEIGHBORHOOD RESIDENTS _____

WHAT YEAR DID THIS PROGRAM BEGIN? _____

TOTAL NUMBER OF ATTENDEES LAST YEAR (IF APPLICABLE) _____

DISCIPLINES REPRESENTED

- DANCE LITERARY ARTS MEDIA ARTS MUSIC THEATER ARTS VISUAL ARTS
- FOLK & TRADITIONAL ARTS, PLEASE SPECIFY _____

PROJECT SUMMARY

DESCRIBE PROGRAM IN 100 WORDS OR LESS. INCLUDE A DESCRIPTION OF THE PUBLIC EVENT AND HOW GRANT FUNDS WILL BE USED.

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 _____

PROJECT DESCRIPTION

1. DESCRIBE THE PROPOSED EVENT INCLUDING: THE GOALS YOU ARE TRYING TO ACCOMPLISH, THE NEIGHBORHOOD YOUR EVENT SERVES, DESCRIPTION OF THE CULTURAL OR ARTISTIC NEED, AND YOUR RELATIONSHIP TO THE TARGET NEIGHBORHOOD. (NO MORE THAN 750 WORDS)

2. DESCRIBE THE CULTURAL OR ARTISTIC EVENTS, PERFORMANCES, AND ACTIVITIES; HOW THEY WERE SELECTED OR CURATED; AND THEIR APPROPRIATENESS FOR THE TARGET NEIGHBORHOOD. (NO MORE THAN 750 WORDS)

3. DESCRIBE THE NON-ARTS COMPONENTS OF THE EVENT. SUMMARIZE THE OPPORTUNITIES RESULTING FROM THE ENGAGEMENT OF NEIGHBORHOOD VENUES, BUSINESSES, OR INSTITUTIONS AND THEIR CONTRIBUTION TO PLANNING, HUMAN OR FINANCIAL RESOURCES, AND ANY ACTIVITIES THEY WILL BE HOSTING. (NO MORE THAN 750 WORDS)

4. DESCRIBE YOUR OUTREACH STRATEGY. HOW WILL YOU REACH YOUR COMMUNITY TO ENSURE THAT YOU ACHIEVE THE GOALS OUTLINED IN QUESTION 1? WHO WILL BE INVOLVED IN THIS PROCESS (OTHER ORGANIZATIONS, COMMUNITY GROUPS, CORPORATIONS, ETC.)? HOW WILL THESE ORGANIZATIONS ASSIST YOU? (NO MORE THAN 450 WORDS)

5. PLEASE DESCRIBE YOUR IMPLEMENTATION PLAN AND PROJECT TIMELINE. SUMMARIZE ANY ADDITIONAL SECURED RESOURCES. (NO MORE THAN 400 WORDS)

PROJECT BUDGET

GRANT APPLICANT: _____

PRESENT THE PROGRAM BUDGET. PLACE AN ASTERISK NEXT TO COMMITTED INCOME AND BE SURE TO DEMONSTRATE A 50% MATCH. YOU MUST INCLUDE BUDGET NOTES ON THE FOLLOWING PAGE.

INCOME

- 1. Admissions _____
- 2. Contracted Services _____
- 3. Corporate/Business _____
- 4. Foundations _____
- 5. Individuals _____
- 6. Federal Government _____
- 7. State Government _____
- 8. Local Government (other than ANV grant requested) _____
- 9. Other (specify in BUDGET NOTES) _____
- 10. Subtotal (must total 50% of GRANT request) _____
- 11. In-Kind _____
- 12. Grant Request _____
- 13. **TOTAL EVENT SUPPORT** _____

EXPENSE

PROJECT EXPENSE: **SFAC GRANT PAYS FOR:**

PERSONNEL

- 14. Artistic _____
- 15. Administrative _____
- 16. Technical and Production _____
- 17. Other Services (detail in budget notes) _____
- 18. **SUBTOTAL PERSONNEL EXPENSE** _____

NON-PERSONNEL

- 19. Production/Exhibition Expenses _____
- 20. Facility Expenses/Space Rental _____
- 21. Materials and Supplies _____
- 22. Marketing/Promotion _____
- 23. Insurance _____
- 24. Other Project Expenses (specify in budget notes) _____
- 25. Contingency _____
- 26. **SUBTOTAL NON-PERSONNEL EXPENSE** _____
- 27. In-kind contributions _____
- 28. **TOTAL PROJECT EXPENSES** _____

PROJECT BUDGET NOTES (1 PAGE LIMIT)

GRANT APPLICANT: _____

BUDGET AND BUDGET NOTE INSTRUCTIONS (Instructions outlined below may be deleted for submission.)

Project Budget and Budget Notes represent the financial plan for your project. It is to your advantage to explain your budget in numerical detail on the additional budget note page (limit one page). Using numbers that correspond to the **Project Budget Form** line items.

- Briefly indicate your plans for obtaining additional support and whether it is secured.
- Indicate if you've had previous success with certain support sources. Explain any large support or expense items.
- Project budgets should not project a deficit.
- If you have a significant fund balance, detail your plans/policies for it.
- If you had significant in-kind support, discuss them in your notes.

INCOME

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
12. N/A
13. N/A

EXPENSE

- 14.
- 15.
- 16.
- 17.
18. N/A
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
26. N/A
- 27.
28. N/A

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 Cultural Equity Grants website at www.sfartscommission.org/ceg or email Weston Teruya, weston.teruya@sfgov.org.

Payment of Awarded Funds

The full grant amount will be issued upon the completion of the project and submission of a satisfactory final report. In the event that a project has not been completed or reporting is overdue, grant funds may be revoked and subsequent grants may be withheld. (See default policy for more details.)

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 contract 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 Cultural Equity Grants, San Francisco Arts Commission must be named as the certificate holder.
- Workers' Compensation insurance coverage must be a minimum of \$1 million. Cultural Equity Grants, 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

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.

The report forms are available for download at the CEG website. www.sfartscommission.org/ceg/

Extensions & Project Modifications

If you need additional time to complete your project or need to change your project plan, please contact CEG staff 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.

The maximum allowable extension is two years from the end of the original grant window. After this point projects will be considered in default.

Default Policy

Grantees in default will be ineligible to apply to Cultural Equity 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.