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The San Francisco Arts Commission
Tom DeCaigny, Director of Cultural Affairs

FY13-14 Cultural Equity Grants (CEG)

Cultural Equity Initiatives | Level 1 & Level 2

Capacity-Building Grants For Arts Organizations
Of Historically Underserved Communities

Application Deadline:
August 2, 2013

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;
- new large-budget arts institutions whose programming reflects the experiences of historically underserved communities flourish.

The historically underserved communities named in these guidelines—Native American, Asian American, African American, People with Disabilities, Latino, L/G/B/T, Pacific Islander, Women—have been so identified by the legislation which created Cultural Equity Grants for the specific purpose of the Cultural Equity Grants Program and not for any other purpose.

CULTURAL EQUITY INITIATIVES (CEI) PURPOSE AND MISSION

Cultural Equity Initiatives grants are investments in capacity-building initiatives that ensure the artistic and cultural vitality and the sustainability of San Francisco's arts organizations that are deeply rooted in historically underserved communities, such as African American, Asian, People with Disabilities, Latino, L/G/B/T, Native American, Pacific Islander, and Women.

Cultural Equity Initiatives – Level 1 (CEI-L1) supports short-term, one-time projects that assist organizations in strengthening their administrative infrastructure and organizational capacity, and preparing for the CEI-L2.

Cultural Equity Initiatives – Level 2 (CEI-L2) supports substantive organizational change by significantly enhancing organizational efficiencies and *focusing on new or unrealized organizational capacity,* in keeping with an organization's mission and long-range goals as articulated in the Board-approved strategic plan. Initiatives should demonstrate that they are well planned, undertaken at an opportune time, are of necessity, and will span a two- to three-year period for realization. Initiatives must lead to greater sustainability and financial health.

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

	CEI-L1	CEI-L2
Grant Amount:	Up to $25,000 for one-year initiatives	Up to $100,000 for two- or three-year initiatives
Application Deadline:	August 2, 2013	August 2, 2013
Panel Review:	Mid-September 2013	Mid-September 2012
Award Announcement:	December 2013	December 2013
Grant Window:	February 1, 2014 - July 31, 2015	Two or Three years from February 1, 2014

*Note: Other communities may seek similar recognition from the San Francisco Arts Commission by addressing a request in writing to the Arts Commission by May 1st prior to the following cycle of the Cultural Equity Initiatives program. Such a request should come from persons who are recognized as civic leaders within their community. It should state the basis for seeking such status and be sent to the Arts Commission to the attention of the director of the Cultural Equity Grants Program. The Arts Commission will strive to reach a decision on each such request within a reasonable amount of time before the subsequent application deadline for the next Initiatives cycle. In doing so, it reserves the right to seek additional information from members of the community, as well as others.

PLEASE NOTE: L1 & L2 applications will be reviewed in the same period. **L2 applicants are encouraged to submit an application for L1**, in the instance that the L2 application is not recommended for funding.

ELIGIBILITY REQUIREMENTS (see eligibility worksheet)

To demonstrate that the arts organization is deeply rooted in a historically underserved community*, such as African Americans, Asian Americans, People with Disabilities, L/G/B/T, Native Americans, Pacific Islanders and Women, the organization must have the following:

- a mission statement that is specifically focused on the development, production, and/or presentation of arts activities that express the experiences of the historically underserved community.

- a substantive and substantial history of working with and/or presenting on-going activities to members of the historically underserved community identified in the organization's mission.

- continuing financial/material support from within that community and/or substantial input from members of that community in the organization's governance.

- at least fifty percent of the organization's governing body must be members of that historically underserved community.

*Note: Being located in a historically underserved community or periodically offering programs addressing that community does not define the organization as being eligible to apply to CEI.

CEI Applicants must:

- **(L1)** Be a 501(c)(3) tax-exempt organization or a fiscally-sponsored project of a tax-exempt organization and be based in San Francisco.

- **(L2)** Be a 501(c)(3) tax-exempt organization and be based in San Francisco.

- **(L2)** Have received a CEI-L1 or CEI-L2 grant at least once in the prior five completed fiscal years.

   (On a case-by-case basis, recipients of a Native American Arts & Cultural Traditions – Building Sustainable Arts grant may have that grant stand in for baseline eligibility to Level 2 application. Please contact staff before applying.)

- **(L2)** Have a current Board approved business plan or strategic plan.

- **(L1 & L2)** Have a three-year average operating budget that does not exceed $1 million in income or expense (averaged over the past three completed years).

- **(L1 & L2)** Have organized at least two public arts activities in San Francisco in the past 24 months.

- **(L1 & L2)** Be up-to-date on previous or ongoing SFAC grants.

- **(L1 & L2)** Have a recent history of financial stability, as reflected by an absence of unplanned operating deficits of significance and/or by a positive fund balance and/or a meaningful cash reserve.

Cultural Equity Initiatives Eligibility Worksheet

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STEP 1	**Determining Eligibility and Funding Restrictions**		
	Indicate "True" or "False" to the following statements:		
A.	My mission statement is focused primarily on the arts.		
B.	My organization operates in San Francisco and has its corporate address in the city.		
C.	My organization provides continuing arts activity in San Francisco (at least 2 public activities in the past 24 months).		
D.	My organization is in good standing on previous or current SFAC grants.		
E.	My organization has 501(c)(3) tax-exempt status or a fiscal sponsor.		
F.	My program is not administered by other City agencies or departments.		
G.	My organization is not currently in its CEI-L1 or CEI-L2 sit-out period.		
H.	My organization is deeply rooted in a historically underserved community that is identified in the mission statement.		
	The historically underserved community identified in my organization's mission statement _____		
I.	The percentage of board members who are from the historically underserved community identified is 50% or more.		
	The percentage of board members who are from the historically underserved community identified: _____ %		
J.	My organization's three-year average operating budget does not exceed $1 million in income or expense.		

USE THE CHART BELOW TO CALCULATE YOUR ORGANIZATION'S THREE-YEAR AVERAGE OPERATING BUDGET.

Operating Budget Chart: Indicate cash income and expense for the last three completed fiscal years. Separate cash from in-kind support.

	Year	Year	Year	3 Year Average
Cash Income				
Cash Expense				
In-kind				

If you checked "True" for all the statements in step 1, you are eligible to apply. Continue to step 2A for CEI-L1 applicants.

If you checked "True" for all the statements in step 1, continue to Step 2B for CEI-L2 applicants.

If you checked "False" for any of the statements in step 1, your organization is not eligible to apply for a CEI grant.

STEP 2A

Determining Your Maximum CEI-L1 Grant Request

Refer to the Operating Budget Chart in Step 1.

1. If your organization's 3-year cash income average is under $150,000, you can request no more than 50 percent of the actual cash income of the last closed fiscal year. Calculate your maximum grant request:

   $ _____ (Cash income for last closed fiscal year) X 50% (or .5) = $ _____

   If the calculated amount is $25,000 or more, your maximum grant request amount is $25,000.

   If the calculated amount is less than $15,000, that amount is your maximum grant request amount.

2. If your organization's 3-year cash income average is between $150,000 and $1 million, you can use the grant to cover up to 75 percent of the projected cash expenses for the proposed project. Calculate your maximum grant request:

   $ _____ (Total Initiative Budget) X 75% (or .75) = $ _____

   If the calculated amount is $25,000 or more, your maximum grant request amount is $25,000.

   If the calculated amount is less than $25,000, that amount is your maximum grant request amount.

Cultural Equity Initiatives Eligibility Worksheet

			t	f
STEP 2B	**Determining Eligibility and Funding Restrictions**			
	Indicate "True" or "False" to the following statements:			
	A.	My organization has 501(c)(3) tax-exempt status.		
	B.	My organization has received CEI-L1 or CEI-L2 support at least once in the prior five completed fiscal years*.		
	C.	My organization has a current business plan or strategic plan.		
	D.	My organization has a recent history of financial stability, as reflected by an absence of unplanned operating deficits of significance and/or by a positive fund balance and/or meaningful cash reserve.		

*Or have discussed a NAACT-Building Sustainable Art exemption with CEG staff.

If you checked "True" for all the statements in step 3, you are eligible to apply.
If you checked "False" for any of the statements in step 3, your organization is not eligible to apply for a CEI-L2.

FISCAL RESPONSIBILITY

- Organizations with accumulated surpluses/deficits must provide a budget narrative that details how the surplus/deficit developed and plans for the surplus/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.

- If you have a significant fund balance, detail your plans/policies for it. Explain significant operating deficits and negative fund balances, including if you have a deficit, how you plan to address it.

FUNDING POLICIES

- **(L2) "Sit-Out" Policy:** After an organization receives a CEI-L2 grant, it is ineligible to receive a CEI-L2 or CEI-L1 grant for a period equal to the duration of their CEI-L2 grant (measured from the start of their grant period to receipt of a complete final report).

- **(L2) FY2014 Applicants,** an organization in their sit-out period is eligible to apply if their sit-out period ends before January 2015. Please note that if your organization is still in a CEI-L2 sit-out period at the start of the grant window, expenses may not be incurred until the sit-out period ends.

- **(L2) Calculating Your Grant Request for CEI-L2:** The maximum grant award for CEI-L2 is $100,000 over two or three years. Applicants are expected to request grant amounts that are appropriate to the scale of their initiative and organizational budget.

- **(L2) Matching Funds:** The SFAC grant can constitute up to **75 percent** of the projected cash expenses for the proposed Initiative. Applicants are required to provide a **25 percent** case match.

- **(L1) Organizational Budget:** Determined by the average of your last three years of cash income.

  Small-Budget Organizations: average not to exceed $150,000. Can request no more than 50 percent of its actual cash income of its last closed fiscal year. The SFAC grant can constitute all or part of the projected expenses of the proposed project, as appropriate.

  Mid-Size Budget Organization: average between $150,000 and $1 million. The SFAC grant can constitute up to 75 percent of the projected cash expenses for the proposed project.

- **(L1)** An organization can receive only two consecutive years of CEI-L1 support, after which they must sit out for one cycle of CEI-L1.

- **(L2 & L1)** Recipients of a CEI-L2 can apply for an OPG in the last year of their grant. Recipients of a CEI-L1 can apply for an OPG in the following grant cycle. Recipients of a CEI-L2 or CEI-L1 must close out their CEI grant before they can receive their OPG funds.

- **(L2 & L1)** Applicants cannot receive simultaneous funds from multiple SFAC programs to support the same project, e.g. Community Arts and Education, Public Art, Cultural Equity Grants, etc.

- **(L2 & L1)** Programs that are directly administered by other City agencies are not eligible to apply.

- **(L2 & L1)** Applicants may not submit more than one application in a single category. **Note:** This does not apply to fiscal sponsors submitting applications on behalf of different fiscally sponsored projects.

- **(L2 & L1) Cultural Equity Initiatives will NOT fund:**
  - Any existing activities and/or ongoing operating expenses that are not directly related to the proposed Initiative. **Note:** The Initiative may comprise a reasonable and appropriate allocation of existing staff time and salaries.
  - Proposals that will culminate in an arts project. (See Organization Project Grants.)
  - Projects that primarily involve the planning and development of space. (See Creative Space.)

SPECIAL INSTRUCTIONS FOR BUDGETS & BUDGET NOTES

3-Year Average Chart: Indicate 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 dollar amounts 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 into a separate row.
  - **Reserve fund:** If you have a reserve fund separate from your surplus, specify the amount and policy of use in the Combined Budget Notes for CCDP and Organizational Budget. (see page 4)
  - **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.

3-year Average Budget Narrative: Summarize the reasons for significant variances, surpluses/deficits, etc. In the budget notes, include details on how the surplus/deficit developed and the planned use of the surplus or plans to address the deficit. Also describe the policy applied to the use of any Reserve Funds.

Initiative Budget & Budget Notes: The Initiative 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. Budget Notes are required because they provide a level of detail that helps the panelists understand how you arrived at your amounts. Budget Notes provide you an opportunity to explain any external or unusual factors and your decision-making process. Panelists carefully review budgets and budget notes.

These points will help you provide the panel with the necessary information to evaluate your proposal:

- Initiative budgets should not project a deficit. If you are projecting a surplus, provide an explanation.
- Be as detailed as you can in your budget notes and explain how the numbers are derived.
- If you have significant in-kind support, discuss this in your budget notes.
- Include plans for obtaining additional support (indicate: secured, pending, to apply) and if you have had previous success with unsecured sources.
- If there was a fluctuation in any line item of more than 20 percent from year to year, provide an explanation.

Organizational Budget Form: for prior (if not entered in the CCDP), current and projected budget years. It is expected that if six months have passed, your last fiscal year will be entered into the CCDP. If less than six months have passed and you have not completed that year's CCDP, use the first column on the form.

California Cultural Data Project Funder Report (CCDP): Submit the San Francisco Arts Commission Cultural Equity Initiatives Funder Report for the three most recently completed fiscal years. This report is generated by the applicant from the CCDP website (www.caculturaldata.org). If your CCDP profile report does not include the prior year, please submit the prior year information on the **Organizational Budget Form**. It is expected that if six months have passed since your last fiscal year ended, that you will have filled that year out in the CCDP profile.

Combined Budget Notes for CCDP and Organizational Budget: Detail any large support or expense items. Include explanations for any anomalies or inconsistencies, i.e., year-to-year variances of over 20 percent and surplus/deficit.

APPLICATION REVIEW & APPROVAL PROCESSES

Announcement of awards can take up to seven months from the deadline.

Application Review: We use a discipline-based panel review process. It is important to select the appropriate discipline for your proposed project. CEG staff process applications and sends them to panelists for review in advance of meeting. Prior to the review panel, you will receive an email containing information about the review schedule and instructions to attend the meeting. Please be sure that you include a working email address in your application materials. If necessary take steps to ensure that emails from CEG are not lost in your spam filter. Panelists will convene to discuss applications and make funding recommendations.

Application Review Panelists: Grant review panelists reflect the diversity of San Francisco, have broad knowledge about the particular artistic discipline and field issues, and have experience that aligns with the purpose of the specific grant category. Panelists are engaged throughout the year to assess applications and may change from year to year.

Attending the Panel Review: Most CEG panel meetings are open to the public. A time schedule of each panel meeting is emailed to applicants in advance and will be posted on the CEG website. Please be sure that you include a working email address in your application materials. Take steps to ensure that emails from CEG are not lost in your spam filter. Applicants are welcome to observe the meetings, but should not engage in discussion with the panelists or CEG staff during the panel. Many applicants find it insightful to listen to the discussions of applications because the panelists are seasoned professionals.

Funding Recommendations: Based on an evaluation of the proposals, panels make recommendations for funding and grant amounts. Grant amounts are either the full amount of the grant sought or a substantial portion of the requested grant—usually not less than 75 percent.

Panel Notes: CEG staff takes notes on panel comments during deliberations. You may contact CEG staff to obtain panel comments within one or two months of the grant award/decline notification.

Arts Commission: Panel recommendations are subject to the approval of the Arts Commission. Recommendations are usually first reviewed by the Community Arts, Education & Grants Committee, then by the Full Commission. Panel notes are supplied to the Commission members as part of their consideration in approving the grant awards. Meetings of the Commission are public. The schedule, agenda, and minutes are available on the Arts Commission website at http://www.sfartscommission.org.

Grant Awards: Notifications will be mailed. Award letters will include instructions about contracting procedures. Also see Appendix B: Managing Your Grant Award & Required Documentation.

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 on Friday, August 2, 2013.

- Include **"14CEI(L1 or L2):(the name of your organization)"** in the email subject line.

   Example: 14CEIL1: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 organization does not provide the complete set of information in the appropriate format by the deadline.

EVALUATION CRITERIA

Proposals to Cultural Equity Initiatives are assessed using the following criteria. Read these carefully and keep them in mind when filling out your application.

Quality of Organization's Programming & Relationship with Community

- Quality of artistic work and programmatic activities of the organization in expressing/supporting the experiences of the historically underserved community.

- Quality and depth of the organization's relationship and services to the historically underserved community on which its mission is focused.

- Demonstrated substantial and continuing support from the historically underserved community.

Initiative Merit & Impact on Organization

- Consistency and appropriateness of the proposed Initiative with the organization's mission, stage of organizational development, and (for CEI-L2) Board-approved strategic or business plan.

- Thoroughness of the organization's assessment of its own and its community's needs and how well the proposed Initiatives address those needs.

- Soundness, clarity, credibility, and internal consistency of the proposed Initiative.

- Proposed Initiative's desired impact on the development and sustainability of the organization and its ability to serve its community.

- Viability of the plans to foster organizational sustainability and financial health beyond the term of the grant.

Organization Capacity

- The availability of appropriate human resources, including active support of the Board and financial resources for the Initiative.

- The organization's ability to implement the Initiative given its existing operational needs.

- The organization's soundness as reflected in their programming, finances, and staffing.

Examples of CEI Initiatives

The initiatives cited below are examples of types of supported initiatives:

- *(L1) Engage peer organization as mentor to provide technical assistance in strategic areas of need.*
- *(L2) Implement a new service provision and distribution system that develops new earned income streams and greater organizational stability.*
- *(L2) Expand specific programs and services, which were identified and prioritized through a community needs assessment.*
- *(L2) Hire a skilled management team that allows the organization to share resources, increase efficiency and free artistic staff time to develop and refine programming.*

INSTRUCTIONS FOR THE CEI NARRATIVE

Maximum of six (6) pages – you need not use all the pages allowed. Use Arial 11pt font size or larger. Use single line spacing, adding one line space between paragraphs, and a minimum of one-inch margins. Be sure to put the name of the applicant in the upper right corner of each page.

YOUR ORGANIZATION & YOUR COMMUNITY.

Provide your mission, vision, and position in San Francisco and your community. Give an overview of the evolution of your organization including the community needs that led to your organization's founding. Describe your community and/or audience and how your organization engages them. This section may include: artistic practice and lines of investigation; continued relevance of programming; critical junctures; major accomplishments; etc.

THE PROPOSED INITIATIVE.

»» Describe the proposed Initiative and planning process in detail, including how you will know the Initiative is successful, benchmarks, and your plans for evaluation.

   »» Describe your strategic planning process, including the relationship between the proposed Initiative and the main goals and strategies identified in your strategic plan. (Required for L2; encouraged for CEI-L1)

   »» (L2 applicants only) If previously funded by CEI-L1, please describe the impact of the work supported and its relationship (if any) to the current request.

»» Describe the current state of your organization, including any opportunities, challenges, and/or critical junctures. If you have engaged in a recent capacity-building Initiative, please describe how it has made a difference in your work.

»» How is the proposed Initiative important and relevant to your community and your organization's ability to serve it?

»» Describe how the artistic and administrative leadership, the Board of Directors, and/or community members (if appropriate) are involved in the Initiative and the decision making process.

»» What are the existing and new human, financial, and other resources needed for implementation?

   »» How will implementation of the Initiative affect the organization's normal operations and resources?

   »» Be specific in describing whether the resources already exist within the organization; need to be obtained from outside and how; your experience in managing and securing the necessary resources; and any contingency plans.

»» How will the gains from this Initiative be sustained after the term of the grant? How does this Initiative make your organization more sustainable?

DETAILED WORKPLAN.

Provide a detailed workplan for the implementation of the Initiative.

APPLICATION CHECKLIST

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

☐ **Application Form**

☐ **Initiative Narrative**. Please adhere to length requirements.

☐ **Detailed Initiative Budget with Budget Notes**. Please use the following columns, detailing revenue and expense.

CEI-L1:

Initiative Total Budget	SFAC Grant Allocation

CEI-L2:

Initiative Total Budget	SFAC Grant Allocation	Year 1	Year 2	Year 3 (if needed)

☐ **Current Balance Sheet**

☐ **California Cultural Data Project Funder Report** (see page 5 for instructions)

☐ **Organizational Budget Form** (see page 5 for instructions)

☐ **Combined Budget Notes for CCDP and Organizational Budget** (see page 5 for instructions)

☐ **Key Initiative 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 Initiative. If key positions are vacant, provide a description of the job qualifications and 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 Initiative.

☐ **Your organization's calendar of arts activities** for the last completed program year, current year, and proposed next year.

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

☐ **Current Strategic or Business Plan** (Required for CEI-L2; encouraged for CEI-L1)

APPLICATION FORM

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CEG GRANT CATEGORY:

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 EMAIL. PANEL NOTICES AND IMPORTANT GRANT INFORMATION WILL BE SENT TO THIS EMAIL.

NUMBER OF THE SUPERVISOR'S DISTRICT WHERE YOUR OFFICE IS:

NUMBER OF THE SUPERVISOR'S DISTRICT WHERE YOUR PROPOSED ACTIVITIES WILL TAKE PLACE:
YOUR DISTRICT NUMBER CAN BE FOUND AT: HTTP://PROPERTYMAP.SFPLANNING.ORG/?&NAME=SFFIND&SEARCH=

HAS YOUR ORGANIZATION APPLIED FOR OR RECEIVED FUNDS FROM GFTA THIS FISCAL YEAR?   ☐ YES   ☐ NO

   IF YES, PLEASE INDICATE THE AMOUNT EXPECTED OR RECEIVED: $_____

   IF YES, WHAT PORTION OF THE FUNDS WILL BE USED FOR THIS PROJECT? $_____

ELIGIBILITY

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

DOES YOUR ORGANIZATION'S MISSION STATEMENT INVOLVE **MAINLY AND CLEARLY** THE DEVELOPMENT, PRODUCTION, AND/OR PRESENTATION OF ARTS ACTIVITIES?   ☐ YES   ☐ NO

YEAR FOUNDED: _____   YEAR INCORPORATED: _____

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

NAME OF FISCAL SPONSOR , IF APPROPRIATE:

STATE THE HISTORICALLY UNDERSERVED COMMUNITY IDENTIFIED IN YOUR MISSION STATEMENT: _____

STATE THE PERCENTAGE OF BOARD MEMBERS WHO ARE FROM THE HISTORICALLY UNDERSERVED COMMUNITY: _____ %

DO YOU HAVE A TWO-YEAR HISTORY OF CREATING AND PRESENTING ORIGINAL WORKS TO THE PUBLIC?   ☐ YES   ☐ NO

DATES/LOCATIONS OF LAST TWO PUBLICLY ACCESSIBLE ARTS ACTIVITIES IN SAN FRANCISCO:

DATE	BRIEF ACTIVITY DESCRIPTION	PLACE

3-YEAR AVERAGE. SEE PAGES 4-5 FOR 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				

3-YEAR AVERAGE BUDGET NARRATIVE. SEE PAGES 5 FOR INSTRUCTIONS.

DEMOGRAPHIC INFORMATION

THIS INFORMATION IS VOLUNTARY AND WILL HELP US IN MEETING CERTAIN MANDATES.

DEMOGRAPHICS OF YOUR ORGANIZATION'S STAFF AND BOARD OF DIRECTORS.

☐ AFRICAN ☐ ASIAN ☐ DISABLED ☐ EUROPEAN/CAUCASIAN
☐ L/G/B/T ☐ LATINO ☐ NATIVE AMERICAN ☐ PACIFIC ISLANDER
☐ WOMAN ☐ BI-/MULTI-RACIAL

DEMOGRAPHICS OF YOUR TARGET AUDIENCES AND/OR COMMUNITIES SERVED.

☐ AFRICAN ☐ ASIAN ☐ DISABLED ☐ EUROPEAN/CAUCASIAN
☐ L/G/B/T ☐ LATINO ☐ NATIVE AMERICAN ☐ PACIFIC ISLANDER
☐ WOMAN ☐ BI-/MULTI-RACIAL

FOR PROGRAM PURPOSES, ASIAN INCLUDES ALL PEOPLES WHOSE ETHNIC OR RACIAL ORIGINS ARE IN ASIA, INCLUDING THE FAR EAST, SOUTHEAST ASIA (INCLUDING THE PHILIPPINES), SOUTH ASIA (BANGLADESH, INDIA, PAKISTAN, SRI LANKA), CENTRAL ASIA, AND THE MIDDLE EAST.

PROJECT INFORMATION

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

GRANT REQUEST AMOUNT: TOTAL PROJECT BUDGET:

PROJECT START DATE: PROJECT END DATE:

IF YOUR PROPOSED PROJECT INCLUDES PUBLIC ACTIVITIES:

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

PROJECTED NUMBER OF ARTISTS TO BE PAID BY THE PROJECT:

PROJECTED AUDIENCE NUMBER TO BE REACHED BY THE PROPOSED ACTIVITY:

FOR ALL APPLICANTS:

PROJECTED NUMBER OF ARTISTS SERVED BY YOUR ORGANIZATION DURING THE PROJECT PERIOD:

PROJECTED NUMBER OF ARTISTS TO BE PAID BY YOUR ORGANIZATION DURING THE PROJECT PERIOD:

PROJECTED AUDIENCE NUMBER TO BE SERVED BY YOUR ORGANIZATION DURING THE PROJECT PERIOD:

PRIMARY ARTISTIC DISCIPLINE OF ORGANIZATION. PLEASE CHECK ONE.

☐ DANCE   ☐ LITERARY ARTS   ☐ MEDIA ARTS   ☐ MUSIC   ☐ THEATER ARTS   ☐ VISUAL ARTS

☐ FOLK & TRADITIONAL ARTS, PLEASE SPECIFY

☐ INTER-/MULTI-DISCIPLINARY OR OTHER, PLEASE SPECIFY

CERTIFICATION

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE APPLICANT FULLY MEETS ALL THE ELIGIBILITY REQUIREMENTS FOR FY2013-2014 CULTURAL EQUITY GRANTS 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 FY2013-2014.

AUTHORIZED SIGNATURE OF **APPLICANT**   DATE

PRINT NAME AND TITLE OF PERSON SIGNING THIS FORM

ORGANIZATIONAL BUDGET

GRANT APPLICANT: MONTH FISCAL YEAR ENDS:

INCOME

EARNED	PRIOR FY	CURRENT FY	PROJECTED FY
1. ADMISSIONS			
2. TICKET SALES			
3. TUITIONS			
4. WORKSHOP & LECTURE FEES			
5. TOURING FEES			
6. SPECIAL EVENTS – OTHER			
7. GIFT SHOP/MERCHANDISE SALES			
7A. GALLERY SALES			
8. FOOD SALES/CONCESSION REVENUE			
9. 8A. PARKING CONCESSIONS			
10. MEMBERSHIP DUES/FEES			
11. SUBSCRIPTIONS			
12. CONTRACTED SERVICES/PERFORMANCE FEES			
13. RENTAL INCOME – PROGRAM USE			
14. RENTAL INCOME – NON-PROGRAM USE			
15. ADVERTISING REVENUE			
16. SPONSORSHIP REVENUE			
17. INVESTMENTS – REALIZE GAINS/LOSSES			
18. INVESTMENTS – UNREALIZED GAINS/LOSSE			
19. INTEREST & DIVIDENDS			
20. OTHER EARNED REVENUE			
21. **TOTAL EARNED REVENUE**			

SUPPORT	PRIOR FY	CURRENT FY	PROJECTED FY
22. TRUSTEE/BOARD CONTRIBUTIONS			
23. INDIVIDUAL CONTRIBUTIONS			
24. CORPORATE CONTRIBUTIONS			
25. FOUNDATION CONTRIBUTIONS			
26. GOVERNMENT – CITY			
27. GOVERNMENT – COUNTY			
28. GOVERNMENT – STATE			
29. GOVERNMENT – FEDERAL			
30. SPECIAL EVENTS – FUNDRAISING			
31. OTHER PUBLIC SUPPORT			
30A. PARENT ORGANIZATION SUPPORT			
32. IN-KIND CONTRIBUTIONS			
33. NET ASSETS RELEASED FROM RESTRICTIONS			
34. TOTAL SUPPORT			
35. TOTAL REVENUE			

EXPENSE	PRIOR FY	CURRENT FY	PROJECTED FY
1. TOTAL SALARIES & FRINGE			
2. ACCOUNTING			
3. ADVERTISING AND MARKETING			
4. ARTIST COMMISSION FEES			
5. ARTISTS & PERFORMERS – NON-SALARIED			
6. AUDIT			
7. BANK FEES			
8. REPAIRS & MAINTENANCE			
9. CATERING & HOSPITALITY			
10. COLLECTIONS CONSERVATION			
11. COLLECTIONS MANAGEMENT			
12. CONFERENCES & MEETINGS			
13. COST OF SALES			
14. DEPRECIATION			
15. DUES & SUBSCRIPTIONS			
16. EQUIPMENT RENTAL			
17. FACILITIES – OTHER			
18. FUNDRAISING EXPENSES – OTHER			
19. FUNDRAISING PROFESSIONALS			
20. GRANTMAKING EXPENSE			
21. HONORARIA			
22. IN-KIND CONTRIBUTIONS			
23. INSURANCE			
24. INTEREST EXPENSE			
25. INTERNET & WEBSITE			
26. INVESTMENT FEES			
27. LEGAL FEES			
28. LODGING & MEALS			
29. MAJOR REPAIRS			
30. OFFICE EXPENSE – OTHER			
31. OTHER			
32. POSTAGE & SHIPPING			
33. PRINTING			
34. PRODUCTION & EXHIBITION COSTS			
34A. PROGRAMS – OTHER			
35. PROFESSIONAL DEVELOPMENT			
36. PROFESSIONAL FEES – OTHER			
37. PUBLIC RELATIONS			
38. RENT			
39. SALES COMMISSION FEES			
40. SUPPLIES			
41. TELEPHONE			
42. TOURING			
43. TRAVEL			
44. UTILITIES			
45. TOTAL EXPENSES			
TOTAL EXPENSES LESS IN-KIND			
CHANGE IN UNRESTRICTED ASSETS			
CHANGE IN TEMPORARIRLY RESTRICTED ASSETS			
CHANGE IN PERMANENTLY RESTRICTED ASSETS			
46. CHANGE IN TOTAL NET ASSETS			

Appendix A: On-line Artistic Work Samples

Panelists will review your artistic 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:

Appendix B: Managing Your Grant & Required Documentation

This section is intended for applicants who are approved for a grant by our review panel and the San Francisco Arts Commission. Please retain this section as it contains useful information on managing your grant throughout the life of your funding.

Payment of Awarded Funds

For Cultural Equity Initiatives – Level 2, the disbursement of awarded funds is made on an agreed upon schedule set by the grantee and approved by the Program Director. Due to the extended nature of the grant period, payments are typically broken into 3-5 increments including initial and final disbursements. An initial payment is made up front after satisfactory execution of grant agreements and other City requirements. The final disbursement is made available upon completion of the project and all reports. Intermediate disbursements can be made on approval of interim reports addressing benchmarks set in the approved disbursement schedule.

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.

Note: Disbursement forms (invoices) are attached to your grant agreement as Appendix C. Blank forms are also available for download from the CEG website: www.sfartscommission.org/ceg.

In some cases the initial disbursement of your grant funds may not be made until after the start of the grant period. If your project is set to begin early in the grant window, please plan accordingly. Eligible expenses can begin at the start of the grant period, regardless of disbursement. Handling the required paperwork as soon as possible will facilitate the payment process. It can still take a few months for all documentation to be approved and processed. Please note that if your organization is still in a CEI-L2 sit-out period at the start of the grant window, expenses may not be incurred until the sit-out period ends.

Since project time frames may overlap in successive grants, a grantee may still be working on a project from a previous grant cycle when the other grant is awarded in this round. At their discretion, Cultural Equity Grants staff may ask that prior grants be closed before new grant project funds can be disbursed.

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.

Grant Agreements

☐ Grantees must sign a standard contract with the City & County of San Francisco. This is a standard template required of all entities contracting with the City.

Compliance Documentation

Returning Grantees: As a returning grantee, your basic compliance information should already be on file. However, if your organization has relocated or needs to update your City vendor information, please be sure to let Cultural Equity Grants staff know so that we can update your City records. New Grantees: You will have to complete compliance documentation and register with the City as a vendor. The required paperwork includes W9s, Business Tax Registration, and Human Rights Commission compliance. Keep in mind that this paperwork may take additional time to be processed and plan accordingly. Cultural Equity Grants staff will instruct you on the proper steps once you are awarded your grant.

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.

* 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.

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 within those 90 days, the grantee will have breached the Grant Agreement and be considered in default. Grantees are responsible for submitting a timely report. A reminder will *not* be sent at the end of the grant period. The most up-to-date report forms are always available for download at the CEG website: www.sfartscommission.org/ceg/.

Extensions & Project Modifications

Extension requests are meant to facilitate communication and keep CEG staff updated on the status of projects. During your grant period, grantees may submit a formal letter to the Director of Grants outlining changes to their grant project, including a revised grant timeline and, as needed, a budget update. Almost all extension requests are approved if the project retains the spirit and intent of the original grant, adequate rationale has been provided, and the request is received before the end of the grant window.

Projects may be extended beyond the end of the original grant window, with a corresponding extension to the final reporting requirements. However, 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

If a final report is not received in a timely manner, the grantee will have breached the Grant Agreement and be considered in default. Grantees in default will be ineligible to apply to Cultural Equity Grants for a period of two years with **a minimum period of ineligibility of twelve months**. 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.