



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

## FY13-14 Cultural Equity Grants (CEG)

### **Creative Space**

Grants for Arts Facilities  
Planning, Capital Improvements and Major Code & Safety

#### **IMPORTANT NOTE:**

READ CAREFULLY. GRANT GUIDELINES AND CRITERIA FOR EVALUATION HAVE CHANGED.

### **Application Deadline:**

October 4, 2013

**San Francisco Arts Commission  
Cultural Equity Grants FY2013-2014**

**Creative Space**

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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;
- 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.

**CREATIVE SPACE GRANTS**

Creative Space (CRSP) grants support the enhancement of cultural facilities in San Francisco through Planning, Capital Improvement and Code & Safety grants. The program aims to advance the improvement of existing arts facilities and the successful development of new ones that will support the work of San Francisco’s arts organizations and artists.

<b>Grant Amounts:</b>	<b>Up to \$50,000 for Planning Grants Up to \$25,000 for Capital Improvement Projects Up to \$50,000 for Major Code &amp; Safety</b>
<b>Deadlines:</b>	<b>October 4, 2013</b>
<b>Award Announcement:</b>	<b>February 2014</b>
<b>Grant Period:</b>	<b>April 1, 2014 – September 30, 2015</b>

**PLANNING GRANTS**

Applicants may request up to \$50,000 for planning or pre-planning for the development or acquisition of arts facilities. Funds may be used for overall plan development or specific components, such as: feasibility studies, design and engineering consultations, financial and management analysis, market analysis, site analysis, needs assessment, capital campaign preparation, etc.

**CAPITAL IMPROVEMENT GRANTS**

Proposals for one (1) large facility improvement project, or up to three (3) smaller facility improvements within the same application may be submitted by applicants with program spaces (e.g., galleries, theaters, multi-media labs, rehearsal studios, etc.). Proposals with multiple requests may be funded whole or in part at the panel’s discretion.

Applicants may request:

- Up to \$15,000, if your lease has at least three (3) years remaining at the start of the project window.
- Up to \$15,000, if your organization has a year-to-year lease and has leased the space for a minimum of ten (10) years prior to the application.
- Up to \$25,000, if your organization holds the title, or if your lease has at least five (5) years remaining at the start of the project window.

**MAJOR CODE & SAFETY GRANTS**

Proposals for one (1) large capital improvement addressing key safety, code-compliance, and/or ADA accessibility issues may be submitted by applicants with program spaces (e.g., galleries, theaters, multi-media labs, rehearsal studios). Code and safety requests should be scaled to the scope and impact of the project and must demonstrate critical need.

Applicants may request:

- Up to \$25,000, if your lease has at least three (3) years remaining at the start of the project window.

- Up to \$25,000, if your organization has a year-to-year lease and has leased the space for a minimum of ten (10) years prior to the application.
- Up to \$50,000, if your organization holds the title, or if your lease has at least five (5) years remaining at the start of the project window.

## **FUNDING POLICIES**

- Improvements must be of a “built-in” or “permanent” nature and/or specific to the space. They can include code corrections, disability access improvements, electrical and plumbing upgrades for improved functionality, safety and comfort, sprung flooring, seating, soundproofing, lighting grids, etc.
- Affected spaces must be integral to the organization’s arts activities or result in increased capacity for the presentation and development of art.
- Please be aware that any capital improvement projects using City funding must meet ADA requirements.
- ***For Capital Improvement and Code & Safety Grants:*** Organizations must either hold the title or be in possession of a qualifying lease, or have a letter of intent from the property owner to enter into a qualifying lease or sale. Lease or title must be active in order for a grant to be disbursed. In the event qualification is by letter of intent, then lease or sale must be executed within 90 days of notification of the Commission’s approval of a grant or else the grant will be withdrawn.
- If awarded a grant, permits must be secured in order to disburse any grant funds. See Appendix B: Managing Your Grant & Required Documentation for more information.

## **ELIGIBILITY REQUIREMENTS**

- Mission is focused primarily on the arts. The mission statement is clearly focused on the development, production and/or presentation of arts activities in San Francisco.
- Tax-exempt organization. All applicants must have 501(c)(3) tax-exempt status.
- San Francisco-based. The organization’s corporate address and offices must be in San Francisco; and the proposed project must be in San Francisco.
- In good standing on previous or current SFAC grants. The applicant must have completed reporting requirements for any past Creative Space grants. If it has defaulted on a grant, they are not eligible for funding until the term of their default has passed.
- The organization has a continuing existence in San Francisco, a healthy financial position and stable operations.
- Must be an active arts presenter. The organization/s must provide continuing arts activity in San Francisco. Generally, this means that it regularly presents a recognizable “home season” in the City or, in the case of smaller organizations, it has successfully completed at least two arts activities that are open to the public in the City, within the 24 months prior to the proposal deadline.
- ***For Planning Grants:*** New developments aimed at providing shared arts programming space for multiple arts organizations may be considered if they can demonstrate stable, San Francisco-based arts community leadership and confirmed partners. Please submit supporting documents as needed.

### **Operating Budget Eligibility:**

- If your three-year average operating budget (income or expense) is under \$2 million, your organization must have a mission focused on the arts and have 501(c)3 tax-exempt status.
- If your three-year average operating budget (income or expense) is \$2 million to \$3 million, your organization must have 501(c)3 tax-exempt status, have a mission focused on the arts, and a history of fostering artistic expression deeply rooted in, and expressive of, a historically underserved community, such as the African American, Asian American, Disabled, L/G/B/T, Latino, Native American, Pacific Islander, and Women. To demonstrate that the organization is deeply rooted in a historically underserved community, it 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 (50%) of the organization’s governing body must be members of that historically underserved community.

**\*\*Note:** Simply being located in a historically underserved community or periodically offering programs addressing that community does not make an organization with an average operating budget of \$2 - \$3 million eligible to apply to Creative Space Grants.

## **FUNDING RESTRICTIONS**

- Organizations may not receive successive Creative Space grants for identical Planning or Capital Improvement projects. Proposals can be for distinct projects or phases of a capital campaign.
- Organizations may not receive Creative Space grants for more than three successive years. Following three successive years, an organization must sit out for one year.
- City-owned Cultural Centers are ineligible for Creative Space funding.
- Programs of another City agency or department are not eligible to apply.
- Applicants cannot submit more than one application.
- Creative Space will **NOT** fund:
  - Routine and ongoing maintenance.
  - Down payments, lease deposits or deficit reduction.
  - Transportable equipment, e.g., computers, displays, amplifiers, furniture, etc.

## **FISCAL RESPONSIBILITY**

Provide a budget narrative that will help panelists understand your organization’s financial position.

- Organizations with a reserve or operating surplus should provide a budget 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.

## **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.
- **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. Include specific bid information where available.
- 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.

**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](http://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:** 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:** 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, October 4, 2013.**
- Include “**14CRSP:(the name of your organization)**” in the email subject line.  
*Example: 14CRSP: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**

The qualitative strength of Creative Space proposals is assessed using the following criteria. Read these carefully and keep them in mind when filling out your application.

### **PLANNING GRANT**

- Quality of the organization's existing artistic and/or service provision, and community impact.
  - In the case of new developments focused on shared space for established partners: Quality of the partners' artistic and/or service provision and community impact AND the quality of the key leaders' artistic and/or service provision.
- Degree to which the facilities project advances the organization's mission and future directions.
- Soundness of the proposed planning process (including qualifications of key personnel) and the organization's capacity to follow through.
- Appropriateness of the project budget, and the financial health of the organization in relation to the demands of a facilities project.

### **CAPITAL IMPROVEMENT GRANT**

- Quality of the organization's existing artistic and/or services provision, and community impact.
- Degree to which the facilities project will advance the organization's mission and provide long-term benefits to its programs, operations and community/public impact.
- Soundness of an overall facilities plan (formal or informal), qualifications of the key personnel, and the organization's capacity to follow through.
- Appropriateness and feasibility of the project budget, including the organization's capacity to raise other required funds.
- Given the scale of the proposed facility improvements and their potential impact on the ongoing programmatic activities and operations, the organization's capacity to maintain the facility improvements.

### **MAJOR CODE & SAFETY GRANT**

- Quality of the organization's existing artistic and/or services provision, and community impact.
- Urgency and critical need for the code & safety improvement. Extent to which improvement will allow the organization to continue its mission, provide long-term benefits to its programs and operations and increase community/public impact.
- Soundness of an overall facilities plan (formal or informal), qualifications of the key personnel, and the organization's capacity to follow through.
- Appropriateness and feasibility of the project budget, including the organization's capacity to raise other required funds.
- Capacity of organization to maintain facility improvements. Given the scale of the proposed facility improvements and their potential impact on the ongoing programmatic activities and operations.

## **NARRATIVE INSTRUCTIONS**

Maximum of four (4) 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/AUDIENCE.**

Provide your mission and vision statements, an overview of your organization's evolution, and programmatic activities. Describe your community and/or audience, and how your organization engages them.

- ***For new developments applying for planning grants:*** Provide your mission and vision statements, an overview of your organization's development and anticipated programmatic activities; including the role of the organization in facilitating and managing resources for the confirmed partners. Describe your key leaders and confirmed partners, including their programmatic work, community, and engagement activities.

### **PROPOSED PROJECT.**

- Describe the proposed project in detail. Explain why the project is necessary/important.
- Describe how the project will impact your ability to provide programs and/or services to your artists, community and audience.
- Discuss the human, financial and other resources needed to implement this project, addressing both existing and needed resources.
- How will project implementation 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.
- Describe your plans to maintain the improvements.
- If you are moving into a new/renovated building, discuss your capacity to address the expanded operational and facility needs.
- Describe how the staff leadership and Board of Directors (and community members, if appropriate) are involved in the project; and the decision making process.
- New developments applying for Planning grants: describe the needs of and benefits to the target constituency, including your research processes, and your plans to continue engaging your partnering organizations.

### **DETAILED WORKPLAN.**

Provide a detailed workplan for the implementation of the project, include permitting process, indicating if already secured or to apply.



## **APPLICATION CHECKLIST**

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

- Application Form**
- IRS tax determination letter.** If you have never applied to CEG.
- Property Title or Current Lease Agreement** (Planning grants exempt)
  - o If leasing, a Letter From the Property Owner permitting the proposed changes
- Facility Overview**
- Narrative for Planning, Capital Improvement or Major Code & Safety.**
- Planning, Capital Improvement or Major Code & Safety Budget with Budget Notes.**  
**Provide a detailed budget, including income and expenses.**  
 If the grant is to support a larger capital improvement project, rather than a discrete purchase, then include the entire facilities/campaign budget. In a second column, identify the expense allocations that will be covered by the grant (basically in a similar format to the Project Budget form).  
 As part of the budget notes, bid information and cost analyses may be included.
- Current Balance Sheet.**
- Explanations of surplus/deficit.**
- California Cultural Data Project Funder Report with Budget Notes.** Generated by the applicant from the CCDP Website, use the San Francisco Arts Commission template, for the two most recently completed fiscal years.
- For all projects**, if venue is identified: **Photos of the space** and if available, overview **design drawings**. This will help panelists visualize the project.
- 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 Initiative.
- For organizations with a three-year average budget of \$2 million to \$3 million, state the percentage of Board members who are from the historically underserved community identified in your mission statement.**
- Additional Documents For Planning Grants** aimed at providing shared arts programming space for multiple arts organizations, such as partner confirmation letters, etc.

**APPLICATION FORM**  Planning  Capital Improvement  Major Code and Safety

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

LEGAL NAME, IF DIFFERENT \_\_\_\_\_

CONTACT PERSON + TITLE \_\_\_\_\_

CORPORATE ADDRESS \_\_\_\_\_

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

CHECK IF NEW ADDRESS

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

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

PROVIDE A VALID E-MAIL. PANEL NOTICES AND IMPORTANT GRANT INFORMATION WILL BE SENT TO THIS E-MAIL.

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

NUMBER OF THE SUPERVISOR'S DISTRICT OF THE FACILITY ADDRESSED BY THE PROJECT: \_\_\_\_\_

YOUR DISTRICT NUMBER CAN BE FOUND AT: [HTTP://PROPERTYMAP.SFPLANNING.ORG/?&NAME=SFFIND&SEARCH=](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 YOU ARE A CULTURALLY SPECIFIC ORGANIZATION WITH A BUDGET BETWEEN \$2 MILLION TO \$3 MILLION, 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.** INDICATE INCOME AND EXPENSE FOR THE LAST THREE COMPLETED FISCAL YEARS AND INDICATE WHETHER YOU ARE ON A FISCAL YEAR OR A CALENDAR YEAR AND WHICH YEARS THEY ARE.

CHECK <input type="checkbox"/> CY OR <input type="checkbox"/> FY	YEAR:	YEAR:	YEAR:	3 YEAR AVERAGE
INCOME				
EXPENSE				
SURPLUS/(DEFICIT)				
ACCUMULATED SURPLUS/(DEFICIT)				
SIGNIFICANT IN-KIND				

**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 THE DEFICIT.

**DEMOGRAPHIC INFORMATION**

**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 \_\_\_\_\_

PROJECTED NUMBER OF ARTISTS TO BE SERVED BY YOUR ORGANIZATION THIS YEAR: \_\_\_\_\_

PROJECTED AUDIENCE NUMBER TO BE SERVED BY YOUR ORGANIZATION THIS YEAR: \_\_\_\_\_

TOTAL AUDIENCE NUMBER SERVED BY YOUR ORGANIZATION LAST YEAR: \_\_\_\_\_

**ORGANIZATION ARTISTIC DISCIPLINE PRIMARY FOCUS.** 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 \_\_\_\_\_

**ORGANIZATION ARTISTIC DISCIPLINE(S) SECONDARY FOCUS.**

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 \_\_\_\_\_

## **FACILITY OVERVIEW**

ADDRESS OF FACILITY (AND CROSS-STREETS): \_\_\_\_\_

SQUARE FOOTAGE OF FACILITY IN GRANT PROPOSAL: \_\_\_\_\_ NUMBER OF YEARS IN THE FACILITY: \_\_\_\_\_

TOTAL CAPACITY OF FACILITY \_\_\_\_\_ AUDIENCE CAPACITY \_\_\_\_\_

SUMMARY OF HOW FACILITY IS CURRENTLY USED.

**YOUR RELATIONSHIP TO THE FACILITY:**

CURRENTLY OWN    CURRENTLY LEASE    PLAN TO LEASE\*    PLAN TO OWN\*

\* SEE REQUIREMENTS FOR PENDING LEASES AND PROPERTY PURCHASES OUTLINED IN THE GUIDELINES

IF YOU LEASE, OR PLAN TO LEASE THE FACILITY:

NAME OF LANDLORD: \_\_\_\_\_ NUMBER OF YEARS REMAINING ON LEASE: \_\_\_\_\_

**DETAIL OF RESPONSIBILITIES AROUND FACILITY IMPROVEMENTS AS OUTLINED IN YOUR LEASE AGREEMENT:**

**ALL APPLICANTS:**

CURRENT ESTIMATED MAINTENANCE BUDGET: \_\_\_\_\_

IF PROPOSED PROJECT IS PART OF A LARGER CAPITAL CAMPAIGN OR SERIES OF IMPROVEMENTS,  
INDICATE OVERALL PROJECT BUDGET:

**SUMMARY OF CURRENT FACILITY MAINTENANCE PLAN AND SCHEDULE, INCLUDING PERSONNEL IF APPLICABLE:**

**SUMMARY OF PAST IMPROVEMENTS MADE TO THE FACILITY BY YOUR ORGANIZATION:**

**SUMMARY OF ANY FUTURE PLANS FOR FACILITY IMPROVEMENTS BEYOND THIS PROJECT:**

## **APPENDIX A: ON-LINE ARTISTIC WORK SAMPLE SHEET**

(see specific grant checklists for work sample requirements)

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 Creative Space grants, an initial payment of 80% of the grant 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.

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](http://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.

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.
- **Capital Improvement Grants:** No disbursements can be made unless grantees have submitted the following paperwork:
  - 1a) Evidence of title to the property on which improvements are to be made or a copy of a lease that meets the requirements described in the guidelines, whichever is applicable.
  - 1b) If the property has been leased, a letter from the property owner or the owner's authorized agent on appropriate letterhead stating that the owner has given the grantee permission to make capital improvements to the property.
  - 2) Evidence that the organization has obtained the required building permits for the work supported by the grant. If permits are not required, the grantee should submit a letter noting that an assessment has been made and permits are not needed.
- **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. A General Liability waiver cannot be granted for Creative Space grants.

## **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/](http://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.