

Facilities Level 1

Applicant	Average Score (%)	Request Amount	Grant Amount
EXIT Theater	87.8	\$ 50,000	\$ 50,000
826 Valencia	86.4	\$ 50,000	\$ 50,000
Center for New Music San Francisco	84	\$ 30,400	\$ 30,400
Acción Latina	81	\$ 50,000	\$ 50,000
New Conservatory Theatre Center	78.4	\$ 50,000	\$ 50,000
Deborah Slater Dance Theater / Art of the Matter	74.2	\$ 40,000	
Bayview Hunters Point Center for Arts & Technology (BAYCAT)	72.4	\$ 50,000	
First Voice	70	\$ 50,000	
Presidio Performing Arts Foundation / Dance Theatre Academy	66.8	\$ 100,000	
San Francisco Arts Education Project	61.6	\$ 50,000	

Facilities Level 2

Applicant	Average Score (%)	Request Amount	Grant Amount
Root Division	90	\$ 100,000	\$ 100,000
Brava Theater Center/Brava! For Women in the Arts	87.1	\$ 100,000	\$ 100,000
PlayGround	71.4	\$ 100,000	

Planning

Applicant	Average Score (%)	Request Amount	Grant Amount
509 Cultural Center / the luggage store	86.4	\$ 50,000	\$ 50,000
Cutting Ball Theatre Company	86.2	\$ 50,000	\$ 50,000
San Francisco Mime Troupe	75.8	\$ 50,000	
Roxie Theater	72.2	\$ 30,000	
Chinese Culture Foundation of San Francisco	71	\$ 50,000	
SAFEhouse for the Performing Arts	66.2	\$ 50,000	
Cartoon Art Museum	65.6	\$ 50,000	
ArtSpan	60.8	\$ 49,750	
World Arts West	55.8	\$ 50,000	

Planning - New Development

Applicant	Average Score (%)	Request Amount	Grant Amount
Shipyards Trust for the Arts (STAR)	62	\$ 50,000	

TOTAL AMOUNT \$ 530,400

Recommended Applicants - Project Summaries

Grantee	Grant Amount	Subcategory	Project Description
826 Valencia	\$ 50,000	Facilities-L1	826 Valencia seeks CRSP support for the following improvements to our namesake Mission location: <ul style="list-style-type: none"> - Redoing the Pirate Supply Store entry ramp for compliance to ADA standards (will also require that we redo our flooring) - Replacing street-facing store window glass and lighting to improve the area for showcasing student work, and our presence on the street - Restore/repaint exterior store mural, an iconic beloved feature in the Mission designed by artist Chris Ware
Acción Latina	\$ 50,000	Facilities-L1	The aim of this facility improvement project is to increase the program functionality of the outdoor patio space of our property by installing a wooden pergola and retractable canopy for shade, building a permanent weatherized storage unit, and upgrading the outdoor lighting. This will enable us to significantly expand the use of our outdoor space for performing and literary arts activities/events, and to expand our indoor gallery exhibitions to outdoors as appropriate.
Center for New Music San Francisco	\$ 30,400	Facilities-L1	The Center for New Music will install energy-efficient theatrical and house lighting for its facility at 55 Taylor Street, including 10 theatrical LED fixtures and a control console. This professional lighting system will serve both daytime and evening users of the facility, support the presentation of concerts, and increase the organization's ability to offer professional services to artists as well as learning opportunities to interns and volunteers.
EXIT Theater	\$ 50,000	Facilities-L1	This project will install air conditioning in two theaters in the EXIT Theatreplex. The Tenderloin performance complex has four theaters with air conditioning in two of them. This project will add air conditioning to the last two theaters. The project will also replace distressed flooring in the hallway leading from the entrance to the four theaters.

Recommended Applicants - Project Summaries

New Conservatory Theatre Center	\$	50,000	Facilities-L1	New Conservatory Theatre Center (NCTC) respectfully requests \$50,000 to support our Lobby Renovation Project. Awarded funds will be directed towards demolition, construction and fixtures, which includes banquette seating, shelving, railing, lighting, drapery, and signage/displays. Through the Lobby Renovation project, NCTC will substantially improve the social and consumer experience for our annual audience of 35,000 Bay Area children, youth and adults.
Brava Theater Center/Brava! For Women in the Arts	\$	100,000	Facilities-L2	Brava respectfully requests \$100,000 to support critical 24th Street and York Alley repairs that will make our theater safe, compliant with city codes, and accessible for our artists, audiences, staff, the youth in our education programs, and our broader community.
Root Division	\$	100,000	Facilities-L2	Root Division respectfully requests \$100,000 to support Phase 2 capital improvements to its new bigger, better, brighter home at 1131 Mission Street. Funds support construction costs for 6-7 artist studios, digital lab, fabrication shop, and related renovations including ADA compliant bathrooms, electrical upgrade, and HVAC system. These modifications will ensure a safe and accessible facility, where we will bring together diverse groups of artists, youth, residents, and visitors to access affordable high-quality arts programming.
509 Cultural Center / the luggage store	\$	50,000	Planning	This proposal requests \$50,000 to contract Sharon Tanenbaum to conduct a feasibility study and develop a campaign to complete the 509 Cultural Center's purchase of 1007 Market Street. The plan's implementation will result in 509's acquisition of the building, removing it from S.F.'s real estate market and permanently establishing an arts organization of color in Central Market. Awarded funds will support the consultant's fee and the co-directors' planning time.
Cutting Ball Theatre Company	\$	50,000	Planning	Cutting Ball Theater is requesting support to plan for tenant improvements to its theater on Taylor Street, where it has been the resident company since 2008. Planning activities include consultation with acoustical and structural engineers and a contracting firm on installation of a new HVAC system; consultation with a design firm to re-configure the entryway' design consultation for new signage; and preparation for a capital campaign.

Community Investments
FY2016 Creative Space Panelists

Christie Harbinski, Consultant Construction Manager; 380

I am a consultant construction manager who owns her own business in San Francisco with over a decade of experience in construction management. I consult for the Mayor's Office of Housing overseeing RAD affordable housing, serve on the TL-CBD which assists and supports residents (including artists) evolve in a clean/safe neighborhood with vibrant murals, and served as a capital improvement project manager at TNDC whose portfolio includes commercial space. Some of the commercial spaces I worked on involved the Aarti which is next to the Tenderloin National Forest. The TL-CBD has supported artists such as Mona Caron install murals throughout the Tenderloin.

Trevor Parham, Founder and Director, Oakstop

Trevor Parham is an Oakland native and award-winning artist who has spent over 15 years working as an entrepreneur, communications strategist, and creative professional. He is passionate about harnessing Oakland's creative energy and people power to ensure Oakland's future as a thriving world-class city. Trevor is founder and director of Oakstop, a 12,000 sq ft shared working environment, event space, and art gallery that fosters collaboration, professional development, and economic sustainability for creative entrepreneurs and local businesses. Trevor's past work has weaved creativity through a broad range of professional fields and industries including tech, education, real estate, nonprofit, philanthropy, film, fine art, and coworking. He earned a degree in Fine Arts from the University of Pennsylvania, where he received the Fine Art Senior Award upon graduation for his overall outstanding performance. Continuing on his path of arts and entrepreneurship, Trevor is currently co-organizer of Black Artists on Art, a book series and traveling exhibition that is documenting and mobilizing black fine artists throughout the U.S. and around the world. Oakstop serves as the headquarters for Black Artists on Art and was the kick-off site in early 2015 for the Black Artists on Art Legacy Exhibit tour.

Frances Phillips, Program Director, Arts and the Creative Work Fund, Walter & Elise Haas Fund

Frances Phillips is program director for arts and the Creative Work Fund at the Walter and Elise Haas Fund in San Francisco. The Walter and Elise Haas Fund is a family foundation that supports nonprofits in San Francisco and Alameda

counties. Its arts grantmaking focuses on arts education (in and out of school); supporting arts organizations based in recent immigrant communities; and accessible arts programming that reaches a socio-economic cross section of the San Francisco Bay Area's population. The Creative Work Fund, which also is funded by The William and Flora Hewlett Foundation, awards grants of \$10,000-\$40,000 to artists creating new works in collaboration with nonprofit organizations.

Ellen Richard, Interim Managing Director, Magic Theatre

I've spent the last 30 + years as the executive/managing director of not-for-profit theater companies in New York City and San Francisco including Roundabout Theatre Co., Second Stage Theatre and American Conservatory Theater. I am a board member of Theater Communications Group where I serve as a member of their diversity committee. In addition, I created the first staff diversity committee of American Conservatory Theater.

Tomás Riley, Executive Director, CounterPulse

Tomás Riley brings nearly twenty years of leadership work in community engagement and education throughout California and across the country. He has worked as a bilingual classroom teacher and developed literary programs throughout the Bay Area for leading spoken word organization YouthSpeaks. As Executive Director of ArtsChange, Tomás worked with young people in the East Bay city of Richmond to create youth-centered arts engagement opportunities for teens. Most recently he served as the Director of Experience and Community Engagement at the Children's Creativity Museum in San Francisco. Tomás unites both his experience as a leader in community-based arts programming and social-justice driven artistic practice as the Executive Director of CounterPulse in San Francisco.



creative space facilities grants | guidelines

FY16 GRANT CYCLE | FOR PROJECTS TAKING PLACE MAY 2016 — JUNE 2017

San Francisco Arts Commission

Tom DeCaigny
Director of
Cultural Affairs

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City and County of
San Francisco

APPLICATION DEADLINE: October 15, 2015
(email submission)*

Facilities Improvement Grants for Arts Organizations

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

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Kate Patterson-Murphy al 415-252-4638 ó Kate.patterson@sfgov.org para una traducción al español.

此拨款申请的翻译版本将应请求而提供；然而，只有英文版本的申请书才会被接纳。请联系 Esther Ip 以获取中文翻译。联系电话：415-252-2536 或 电子邮箱： estherip@sfgov.org。

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingiin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Cece Carpio, 415-554-6080 o cece.carpio@sfgov.org.



creative space facilities (CRSP-Facility) grant guidelines | FY16 grant cycle

For projects taking place: May 2016 — June 2017

APPLICATION DEADLINE: October 15, 2015

about CRSP

The Creative Space (CRSP) grant program supports the enhancement of San Francisco cultural facilities through Planning and Facility Improvement Grants. The category aims to improve existing arts facilities and develop new ones that will support the work of San Francisco's arts organizations and artists. For any questions about CRSP, contact Program Officer Robynn Takayama 415-252-2598.

cultural equity

Priority funding goes to arts organizations that foster artistic expression deeply rooted in and reflective of historically underserved communities (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.7. FACILITIES FUND).

Organizations must align with one or more of SFAC's cultural equity outcomes:

- **Enhance understanding of and respect** for diverse cultural traditions, heritages and forms of expression.
- **Increase access and inclusivity** in the experience of art and creativity for communities that have been historically underserved.
- **Connect individuals from diverse cultures, ages, and economic means** in an effort to strengthen communities and/or neighborhoods through the arts.
- **Invest in artists rooted in historically underserved communities** to build individual capacity, resilience and economic viability.

eligible request amount

Creative Space Facilities grant awards range from \$50,000 for CRSP-Facilities Level 1 to \$100,000 for CRSP-Facilities Level 2 applicants. Because funds are limited, grant awards may be between 75 and 100 percent of the grant request, but no less than 75 percent of a grant request will be awarded.

categories

FACILITY IMPROVEMENT GRANTS (CRSP-FACILITIES): Grants for up to \$100,000 to tax-exempt arts organizations with programming space for capital improvements and/or to address key safety, code-compliance, and/or ADA accessibility issues. Improvements must be of a “built-in” or “permanent” nature and/or specific to the space. Multiple projects may be included in the request. The affected spaces must be integral to the organization’s arts activities. Organizations must have a three-year average annual operating budget of less than \$2 million.

- **LEVEL 1:** Grants for up to \$50,000 for arts organizations that have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term.
- **LEVEL 2:** Grants for up to \$100,000 for arts organizations that hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

important dates

Application Workshops	August – September
Applications Due	October 15, 2015
Panel Review	November 2015 – January 2016
Funding Recommendations	February 2016
Commission Approval	March 2016
Grant Period	May 1, 2016 – June 30, 2017

**SEE SFARTSCOMMISSION.ORG FOR CALENDAR OF APPLICATION WORKSHOPS



applicant eligibility

- **The organization must be based in San Francisco and tax-exempt under Internal Revenue Code Section 501(c)(3).**
- **The organization’s mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco.**
- **The organization must demonstrate a continuing and established presence in the community with a healthy financial position and stable operations.**
- **The organization must provide documentation of the previous two-years of creating and presenting original works to the public in San Francisco.**
- **Organizations must either hold 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.**
- **Improvements must be of a built-in or permanent nature 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, or lighting grids.
- **Affected spaces must be integral to the organization’s arts activities or result in the increased capacity for the presentation and development of art.**
- **The organization’s three-year average annual operating budget must not exceed \$2 million** in income or expense.
- **Applicants must receive an average score of 75 percent or above by the review panel to be considered for funding.** Funding is not guaranteed for a score of 75 percent or above, and is determined by the availability of funds.
- **NEW: Applicants must not be in default on any grants or loans from:** (1) SFAC, (2) other City departments (including, without limitation, Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor’s Office of Housing and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds.
- **The organization must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco.**

grant restrictions:

- **Applicants cannot submit more than one application for the CRSP grant category:** either Planning OR Facility Improvement.
- **NEW: Applicants cannot receive funding for two consecutive grant cycles in either Planning or Facility Improvement.** An applicant can be awarded a Planning grant in one cycle and then a Facility Improvement grant in the next cycle.
- **Programs of another City agency or department are not eligible to apply,** which includes the City-owned Cultural Centers.
- **NEW: Any previously awarded Creative Space grants must be completed and closed out before applying for any additional grants in the CRSP category.**

funds cannot be used to support

1. Routine and ongoing maintenance.
2. Down payments, lease deposits or deficit reduction.
3. Transportable equipment such as computers, displays, amplifiers, and furniture.
4. Projects that do not result in reasonable access for individuals with disabilities under the ADA.

project requirements

- **Lease/Ownership Requirement:**
 - **LEVEL 1:** Organization has at least three years remaining on their lease at the start of the grant term, or has a year-to-year lease and has leased the space for a minimum of ten years prior to the start of the grant term.
 - **LEVEL 2:** Organization holds the title to its space, or has a lease with at least five years remaining at the start of the grant term.
- **NEW: To apply for Level 2, applicants must have full board participation in the campaign** and we ask that you provide a list of board members and their gifts and/or pledges.
- **NEW: Level 2 requires a 20 percent cash match to the grant request.**



scoring criteria

Alignment with SFAC Goals (10 points):

- The organization's mission is arts related, and the organization clearly articulates their alignment with one or more of SFAC's intended cultural equity outcomes.

Artistic History (15 points; 25 for Level 2)

- Community impact and quality of the organization's existing artistic and/or services provided.
- **Level 2 only:** The applicant utilizes the venue to serve the local arts community and its neighbors.

Quality of Proposed Project (35 points; 45 for Level 2)

- Demonstrated need for the project, thoughtfulness in its design, and preparation for the organization's implementation.
- **Level 2 only:** The proposed project will impact not only the applicant, but also its neighbors and the local arts community.
- The organization's stakeholders are clearly defined and engaged in the planning and implementation of the proposed project.

Project Feasibility and Organizational Health (30 points; 40 for Level 2)

- Appropriateness of project budget and project timeline, defined outcomes and comprehensive evaluation plan, and relevant experience and qualifications of key staff and project personnel.
- Evidence of financial stability and strong board support of the project.
- **Level 2 only:** Scrutiny of the project budget and evidence of financial support for the project.

Sustainability (10 points)

- History of quality care of existing facilities and solid plan to adapt to, and maintain, the proposed improvements.

alignment of questions and criteria

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
Alignment with SFAC Goals (10 points)	10	The organization's mission is arts related and the organization clearly articulates their alignment with one or more of SFAC's intended cultural equity outcomes.	23. a) What is your organization's mission statement? 23. c) How does your organization foster artistic expression that is deeply rooted in and reflective of historically underserved communities? Answer this question in relation to your chosen SFAC cultural equity outcome(s). (see page 1)
Artistic History (15 points) (25 for Level 2)	15	Community impact and organization's existing artistic and/or services provided.	24. a) Organization history 25. Calendar of activities 26. Work samples
	10	<i>Level 2 only:</i> The applicant utilizes the venue to serve the local arts community and its neighbors.	<i>Level 2 only:</i> 24 b) Maximize use of your resources and share resources with larger community. 24 c) Affiliation with other artists and arts organizations that use the space.
Quality of Proposed Project (35 points) (45 for Level 2)	25	Demonstrated need for the project, thoughtfulness in its design, and preparation for the organization's implementation	27. Describe your proposed project in detail 28. Attach images of the space and overview design drawings
	10	<i>Level 2 only:</i> The proposed project will impact not only the applicant, but also its neighbors and the local arts community.	<i>Level 2 only:</i> 27. g) How will this project serve the neighborhood, the arts community, and the community art large
	10	The organization's stakeholders are clearly defined and engaged in the planning and implementation of the proposed project.	29. Attach letters of support
Project Feasibility and Organization Health (30 points) (40 for Level 2)	15	Appropriateness of project budget and project timeline, defined outcomes and comprehensive evaluation plan, and relevant experience and qualifications of key staff and project personnel	30. a) Project Budget & Budget Notes 33. Project timeline 34. Evaluation Plan 36. Staff and project personnel
	15	Evidence of financial stability and strong board support of the project	31. Current Balance Sheet 32. "Review Complete" California Cultural Data Project SFAC Funder's Report and Budget Notes 35. a) Board of Directors
	10	<i>Level 2 only:</i> Scrutiny of the project budget and evidence of financial support for the project	<i>Level 2 only:</i> 30. b) Sources of 20 percent match and bids from three sources 35. b) 100 percent board participation in the project
Sustainability (10 points)	10	History of quality care of existing facilities and solid plan to adapt to, and maintain, the proposed improvements	37. Maintenance Plan



creative space facilities (CRSP-Facilities) application review & approval process

application review

CRSP applications are evaluated in an open panel review process. It is important to select the appropriate category for your proposed project. SFAC 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. Take steps to ensure that emails from SFAC are not lost in your spam filter. Panelists will convene to discuss applications and make funding recommendations.

grants 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.

attend panel review

CRSP 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 SFAC website. Please be sure that you include a working email address in your application materials. Take steps to ensure that emails from SFAC are not lost in your spam filter. Applicants are welcome to observe the meetings, but may not engage in discussion with the panelists or SFAC 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 may 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

SFAC staff takes notes on panel comments during deliberations. You may contact Alexander.Tan@sfgov.org to obtain panel comments.

funding approval

Panel recommendations are subject to the approval of the Arts Commission. Typically, recommendations are first reviewed by the Community Arts, Education & Grants Committee, then by the Full Commission. Meetings of the Commission are public. The agenda will be available on the Arts Commission website at <http://www.sfartscommission.org> 72 hours in advance of the meeting.

grant awards

Notifications will be mailed. Award letters will include instructions about contracting procedures.



creative space facilities (CRSP-Facilities) how to submit your application packet

email your application

Email complete application and additional attachments in **a single .pdf only** to:

sfac.grants@sfgov.org

by 5:00 p.m. PST on Thursday, October 15, 2015.

Include **“16CRSP-Facilities: (organization name)”** in the email subject line.

Example: 16CRSP-Facilities: Pegasus and Unicorns United for the Arts

Applications must be received by email. Hard copy, postal mail, and faxed applications will not be accepted. In fairness to others, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the individual does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.



creative space facilities (CRSP-Facilities) application instructions

application instructions

Do NOT submit more materials than stipulated; excess materials will be discarded. These application instructions will provide a step by step walkthrough (by question #) of how to complete the application. If you have any questions about the application, please contact Program Officer Robynn Takayama 415-252-2598.

PLEASE NOTE: The grant application form is a fillable PDF that limits entry based on the defined word count for each question. We strongly advise you to prepare your narrative draft in a separate document and then paste the completed answers into the form when you are ready to submit the complete application. If you draft your narrative directly into the PDF, it's possible that you could lose some of your writing.

application form

1. **GRANT APPLICANT:** Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.
2. **CONTACT PERSON + TITLE:** Enter the name of the person responsible for executing the grant and communicating with SFAC.
3. **SF CORPORATE ADDRESS:** Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of corporate address.
4. **MAILING ADDRESS IF DIFFERENT:** Enter the mailing address of the applicant if different from the physical address.
5. **DAY PHONE | MOBILE:** Enter the contact number(s) for the individual responsible for communicating with SFAC.
6. **EMAIL | WEBSITE:** Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communications from SFAC is via email.
7. **NUMBER OF THE SUPERVISOR'S DISTRICT IN WHICH YOUR ORGANIZATION IS LOCATED:** District numbers can be found at: <http://propertymap.sfplanning.org/>

eligibility

8. **CHECK THE BOX IF YOUR ORGANIZATION IS A 501(C)(3) ARTS ORGANIZATION:** All organizations are required to have a 501(C)(3) status.
9. **Mission is focused on the development, production, and/or presentation of arts activities in SF:** All applicants must have a mission statement that identifies the arts as their primary focus.
10. **ATTACH PROOF OF SAN FRANCISCO CORPORATE ADDRESS:** Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of the IRS Tax Determination Letter, a utility or cable bill, lease or contract, mortgage statement, business license, or preprinted financial statement.
11. **ELIGIBILITY REQUIREMENT: CONFIRM YOU ARE NOT IN DEFAULT FOR ANY GRANTS OR LOANS FROM:** (1) SFAC, (2) other City departments (including, without limitation, Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor's Office of Housing and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. (See page 3 of guidelines).
12. **PLEASE LIST DATES/LOCATIONS OF FOUR PUBLICLY ACCESSIBLE ACTIVITIES IN SAN FRANCISCO WITHIN THE LAST TWO YEARS:** The organization must be able to document four activities that have taken place in San Francisco over the previous two years to be eligible to apply.

project information

13. **PROJECT SUMMARY:** Provide a brief summary of the proposed project in 75 words or less. For example: "This proposal requests \$100,000 to make the third floor print studio of the Arts Space Building ADA accessible. Awarded funds will be used to install a wheelchair lift between the second and third floor to support accessibility and grow our partnership with the Children's Hospital Recovery Program which will serve 200 students annually."
14. **GRANT REQUEST AMOUNT:** The maximum amount that can be requested is as follow:
 - a) **Level 1:** \$50,000
 - b) **Level 2:** \$100,000Due to limited funding, it is possible that recommendations will be made for less than what was requested, but never less than 75 percent of that amount.
15. **GRANT CATEGORY:**
 - **Level 1** grants are for organizations requesting up to \$50,000, and have at least three years remaining on their lease at the start of the grant term, or have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term

- **Level 2** grants are for organizations requesting up to \$100,000, and which hold the title to their space, or have a lease with at least five years remaining at the start of the grant term. For this larger grant amount, the organization should demonstrate a history of collaboration with other organizations and the request should result in an impact on the larger arts community and the organization's neighborhood; demonstrate research into the best solution to the facilities issue; and reflect an investment in the project by others, including 100 percent support from the organization's board of directors.

facility overview

- 16. FACILITY ADDRESS AND CROSS STREET:** Tell us the location of the facility
- 17. SQUARE FOOTAGE:** Please share with us the usable space in your facility. Exclude equipment rooms and non-public spaces.
- 18. NUMBER OF YEARS IN THE FACILITY:** How long has your organization had a presence in this location?
- 19. TOTAL AUDIENCE CAPACITY:** According to fire code, what is the maximum capacity of the space?
- 20. RELATIONSHIP TO THE FACILITY:** Do you rent, own, plan to lease, or plan to own. Please attach relevant verification to the application (property title, current lease agreement, or letter of intent from property owner for a new lease or purchase).
- 21. LANDLORD CONTACT/YEARS ON THE LEASE:** Provide the landlord's name and phone number as well as the number of years remaining on the lease as of October 2015.
- 22. RESPONSIBILITY FOR FACILITY IMPROVEMENTS:** Summarize your organization's responsibility for facility improvements as outlined in your lease. Some leases state facilities improvements are the landlord's responsibility. If this is the case, why are you, the tenant, requesting funds for the facilities improvement?

section 1: alignment with sfac goals

- 23. a) ORGANIZATION'S MISSION AND STATEMENT:** This mission statement should clearly indicate that the organization is focused on the development, production, and/or presentation of arts activities to be eligible for a grant in this category.
 - In addition, the applicant needs to explain how their organization fosters artistic expression that is deeply rooted in and reflective of historically underserved communities, supporting SFAC's goal for cultural equity. Simply being located in a historically underserved community or periodically offering programs addressing an historically underserved community does not equate to being deeply rooted and reflective of that community.
 - Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts "Racial Equity: Statement of Purpose," historically underserved communities include: African, Latino(a), Asian, Arab, Native American, Pacific Islander, LGBTQ, People with Disabilities, and Women.

As outlined by the Cultural Equity Endowment Legislation, the majority of funding is to go to organizations that represent historically underserved communities. Based upon the strength of the application and the role that an organization plays within the community, the panel may make funding recommendations to organizations that are not deeply rooted and reflective of historically underserved communities.

section 2: artistic history

24. ORGANIZATION HISTORY: a) Highlight what is unique about your arts organization and why it is vital to the San Francisco art ecosystem.

b & c) Level 2 applicants should clearly articulate that they have a long-standing position within their community and the arts ecosystem and they share their resources.

25. ATTACH CALENDAR OF ART ACTIVITIES: Attach your organization's calendar of arts activities for three years: the last completed program year, current year, and proposed next year. The calendar of activities reflects how the space is used and by whom.

26. WORK SAMPLES: Fill out the Work Sample Template according to the instructions. Material and time limits are strict. Panelists will review your artistic work samples in advance of the panel meeting.

Submit samples that:

- Exemplify your work.
- Demonstrate your skill in the art form(s), manifestation or treatment of ideas, etc.
- Are high production quality with clarity of sound and image.
- Are recent (from the last two years whenever possible).
- Are relevant to the proposed project. If the most relevant project is older than two years, we recommend a balance of newer and most relevant samples.
- In some cases, it may be helpful to show an excerpt of the work-in-progress if your proposal hinges on a project already underway. However, be sure that documentation is high quality and you set the proper context for the stage of work being shared.

Work sample descriptions contextualize each work sample by stating discipline-specific and pertinent information:

- Title, date, venue, length of work, dimensions, and medium.
- If the work was done in collaboration with other organizations, state your organization's role in the production.
- Explain the sample's relevance to your proposed project if (1) the proposed project is a major departure from the style, genre, or discipline presented in your work sample; (2) the sample document is a work-in-progress; and/or (3) the work is that of a collaborator or commissioned artist outside of your usual work.

Follow work sample preparation instructions and limits by media type:

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

For example: You may combine media types to include 4-images and 2-minutes of video. Three 1-minute videos are permissible only if one is that of a collaborator.

2. Include instructions and time-stamps that cue panelists to the portion you want played.
3. Format instructions: Work samples that cannot be included in your emailed .pdf must be hosted online through your website or a third party platform (Soundcloud, Vimeo, etc.). Please be sure to include log in instructions if your content is restricted. If panelists cannot access your work sample it will not be reviewed:
 - video
 - o Must be hosted on an accessible site such as Vimeo;
 - o 4 minutes maximum, 2 minutes if combining with another medium
 - images
 - o Must be included in PDF
 - o 8 maximum, 4 if combining with another medium
 - film treatments, scripts, literary manuscripts, and publications
 - o Must be included in PDF
 - o Literary manuscripts and film treatments: 10pg. maximum, 5pg max. if combined with other medium
 - scripts:
 - o Must be included in PDF
 - o 20 page maximum, 10 page max. if combining with another medium
 - Do not direct panelists to look at whole websites without specific instructions indicating content that falls within the limits above. Samples that fall outside of the instructions given will be removed.
4. Provide URL and any navigation information or passwords.
5. Always test your final work sample before submitting.

section 3: proposed project

27. DESCRIBE YOUR PROPOSED PROJECT:

Strong applications are those that demonstrate a thorough investigation into the best

preparation and solution to the facilities issue, including building codes, required permits, accessibility, and how to maintain your ongoing operations and staff during the renovation.

g) LEVEL 2: Strong proposals demonstrate this project will have an impact on the organization's neighbors and the larger arts community. For example, repairs to the HVAC system will create a more comfortable environment for elders in the community, who have expressed discomfort at the current space.

28. IMAGES: the images provided support the need for the project. Design drawings demonstrate the intended outcome of the project and the thoughtfulness put into the design.

29. LETTERS OF SUPPORT : Letters may be from organizations or artists who have rented or performed in your space, audience members, and/or community members and should speak to the need for this facility improvement and how the improvement would impact the building's usage.

No more than three support letters are allowed.

section 4: project feasibility

30. PROPOSED BUDGET AND BUDGET NOTES: The budget should clarify your project narrative; represent the financial plan for your project, including priority areas; and outline 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 and allow 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.

b) LEVEL 2: The **20 percent match** indicates support for the project and can also be used as a tool to raise funds and encourage existing donors to increase their gift. The match does not have to be comprised solely of board contributions. You may include pending grants, however, a cap of \$50,000 will be dispersed until evidence of the match is provided. The start date for the match is the application deadline. For example: You may have a pending request with another funder for your \$20,000 match. In March if you find out you are awarded the grant request, please forward that announcement to SFAC. If your request is denied and you have not yet raised the \$20,000 match, your grant from SFAC will be capped at \$50,000 (a Level 1 grant).

BIDS FROM THREE SOURCES: For the Level 2 grant, we expect a higher degree of rigor and investigation into best solutions at the best prices. Provide three bids for the work you seek to accomplish and explain the reasons for your choice to proceed.

- 31. BALANCE SHEET:** Panelists will be gauging the organization's financial health by looking at the CCDP (which reflects the last three years) and the current balance sheet, which should reflect the organization's standing as of June 30, 2015.
- 32. CCDP AND BUDGET NOTES:** ATTACH A "REVIEW COMPLETE" CALIFORNIA CULTURAL DATA PROJECT (CCDP) FUNDER REPORT & BUDGET NOTES: Applicants are required to submit a Cultural Data Project Funder Report that includes Review Complete data for your three most recently completed fiscal years. You can find more information about what Review Complete means here:
<http://culturaldata.force.com/Resources/articles/Article/What-does-my-Data-Profile-status-mean>

Be sure to select the correct funder report. The correct header will read, "San Francisco Arts Commission" and the specific name of the grant category you are applying for: CRSP-Facilities. It is expected that if six months have passed, your last fiscal year will be entered into The CCDP profile. Embed the CCDP report into your application .pdf alongside the rest of your application materials (only submit 1 .pdf of all application materials). Panelists will use your CCDP Funder Report to better understand your organization's financial position.

Attach typed Budget Notes that correspond with your CCDP report.

Organizations with a reserve or operating surplus should provide budget notes that explain your reserve policy or plans for use of the surplus. Organizations with accumulated deficits must provide budget notes that detail how the deficit developed and plans for the deficit reduction. Organizations that hold outstanding loans or have defaulted on loans must budget notes that detail the terms of the loan repayment or circumstances of the default. Please provide notes if you have a capital campaign reflected in the CCDP. Any line item that varies 50 percent or more should be accompanied by explanatory notes.

- 33. PROJECT PLAN:** Identify the primary project activities that will happen within the time frames indicated. The activities should be broken down to correspond with the required reporting and invoice timeframes. These activities will become the deliverables that will

be required to be complete before payment is authorized.

LEVEL 2: Applicants may use up to two years to complete the project, but are not required.

- 34. EVALUATION PLAN:** Describe your desired outcomes and how you will measure the impact of the project on the organization and stakeholders. Clearly articulated outcomes will help panelists understand the impact of the proposed project and how you will measure success.

- 35. BOARD OF DIRECTORS:** a) Include brief bios of your board of directors and describe how they are involved in the initiative and the decision making process. Include the percentage of board giving and indicate if the support is monetary or in-kind. Panelists will be looking for strong board involvement as an indicator of the organization's capacity and promise.
b) **LEVEL 2:** One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants. Make sure that a dollar amount is listed next to each board member and note if the financial contribution is in hand or a pledge. If your board members request confidentiality, you may redact their names.

- 36. STAFF & PROJECT PERSONNEL BIOS:** Include brief bios of key staff and/or project personnel. Describe how each of these individuals will contribute to the successful implementation of the initiative and the decision making process.

- 37. MAINTENANCE PLAN:** Successful applications will demonstrate quality care for the existing facility with a solid maintenance and repair plan, budget, and staffing that extends the life of the building systems. The result of the successful completion of the proposed project may impact staff capacity. For example, with better theater lighting and HVAC, the space may be rented more. How are you planning to meet this change in demand?



creative space facilities grant | application

FY16 GRANT CYCLE | FOR PROJECTS TAKING PLACE MAY 2016 — JUNE 2017

San Francisco Arts Commission

Tom DeCaigny
Director of
Cultural Affairs

25 Van Ness Avenue, Ste. 345
San Francisco, CA 94102
tel 415-252-2590
fax 415-252-2595
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of
San Francisco

APPLICATION DEADLINE: October 15, 2015
(email submission)*

Facilities Improvement Grants for Arts Organizations

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

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Kate Patterson-Murphy al 415-252-4638 ó Kate.patterson@sfgov.org para una traducción al español.

此拨款申请书的翻译版本将应请求而提供；然而，只有英文版本的申请书才会被接纳。请联系 Esther Ip 以获取中文翻译。联系电话：415-252-2536 或电子邮箱：esther.ip@sfgov.org。

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Cece Carpio, 415-554-6080 o cece.carpio@sfgov.org.

application submission

Email complete application and additional attachments in a single .pdf only to:

sfac.grants@sfgov.org

by 5:00 p.m. PST on Thursday, October 15, 2015.

Include “16CRSP-Facilities: (organization name)” in the email subject line.

Example: 16CRSP-Facilities: Pegasus and Unicorns United for the Arts

Applications must be received by email. **Hard copy, postal mail, and faxed applications will not be accepted.** In fairness to others, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the individual does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.

PLEASE NOTE: The grant application form is a fillable PDF that limits entry based on the defined word count for each question. We strongly advise you to prepare your narrative draft in a separate document and then paste the completed answers into the form when you are ready to submit the complete application. If you draft your narrative directly into the PDF, it's possible that you could lose some of your writing.

application form

1. Organization Name: _____

2. Contact Person & Title: _____

3. Corporate Address in San Francisco: _____

4. Mailing Address if Different: _____

5. Day Phone: _____ Mobile: _____

6. Email: _____ Website: _____

Provide a valid email. Panel notices and important grant information will be sent via email.

7. Number of the supervisor's district where the organization is located: _____

District numbers can be found at: <http://propertymap.sfplanning.org/>

eligibility

8. Is your organization a 501(C)(3) arts organization: YES NO

9. Is your mission statement clearly focused on the development, production, and/or presentation of arts activities in San Francisco? YES NO

10. Attach Proof of San Francisco Corporate Address

11. Check this box to confirm you are not in default for any grants or loans from: SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, the Community Arts Stabilization Trust, or the Center for Cultural Innovation. (See guidelines for more information)

12. Please list dates/locations of last four publicly accessible activities in San Francisco since October 2013.

DATE	BRIEF ACTIVITY DESCRIPTION	VENUE/LOCATION

project information

13. Project Summary: Summarize you proposed project in 75 words or less.

wordcount:

14. Grant Request Amount:

15. Check the appropriate category for the grant you are applying for:

- Level One: Facility Improvement Grant (CRSP-Facility 1)
- Level Two: Facility Improvement Grant (CRSP-Facility 2)

facility overview

16. Facility Address & Cross Streets:

17. Square footage of facility:

18. Number of years in facility:

19. Total audience capacity of facility:

20. Check the applicable box*:

- Currently Own Currently Lease Plan to Lease Plan to Own

***Please attach relevant verification to application (property title, current lease agreement, or letter of intent from property owner for a new lease or purchase).**

21. If you lease, or plan to lease:

a) Landlord Name:

b) Landlord Contact:

c) Number of years remaining on the lease:

22. Facility Summary: What are your responsibilities for facility improvements as outlined in your lease agreement? 150 words or less.

wordcount:

section 1: alignment with SFAC goals (10 points)

23. Organization's Mission and Statement:

a) What is your organization's mission statement? (Please describe even if disclosed elsewhere in application)

b) Select one or more of SFAC's cultural equity outcomes that best align with your organization.

- Enhance understanding of and respect** for diverse cultural traditions, heritages and forms of expression.
- Increase access and inclusivity** in the experience of art and creativity for communities that have been historically underserved.
- Connect individuals from diverse cultures, ages, and economic means** in an effort to strengthen communities and/or neighborhoods through the arts.
- Invest in artists rooted in historically underserved communities** to build individual capacity, resilience and economic viability.

c) How does your organization foster artistic expression that is deeply rooted in and reflective of historically underserved communities? Answer this question in relation to your chosen outcome(s). (250 words)

wordcount:

section 2: artistic history (15 points; 25 for Level 2)

24. Organizational History:

a) Describe your organizational history, overview of programs, audience served, and connection to the San Francisco arts community. (200 words)

wordcount:

b) **(FOR LEVEL 2 APPLICANTS ONLY):** Describe how you maximize the use of your resources and how, when appropriate, you make these resources available to the larger community. (200 words)

wordcount:

c) (FOR LEVEL 2 APPLICANTS ONLY): Describe major affiliations with other artists and arts organizations that use the space. (200 words)

wordcount:

25. Attach Calendar of Art Activities: Attach your organization’s calendar of art activities for three years: the last completed program year, current year, and proposed next year. □

26. Attach Work Samples & Descriptions:

See application instructions for more information on acceptable work samples. If you are not providing URL links to your work samples, please embed them to your application .PDF. Make sure to attach work sample descriptions using the following format:

SAMPLE # 1

URL Link:

Navigation notes:

Title of Work:

Medium:

Artists Involved:

Year Work Created:

Venue:

Dimensions or Total Duration:

Duration of Sample:

Short Description of Work:

section 3: quality of proposed project (35 points; 45 for Level 2)

27. Project Description: Describe your proposed project in detail, answering the following questions.

a) Why is the project necessary and what are the goals of this project? (300 words)

wordcount:

b) What permits are required and what codes will you need to address? (150 words)

wordcount:

c) How will this project increase the venue’s accessibility to diverse audiences and how will it meet ADA requirements? (150 words)

wordcount:

d) How will the project impact your ability to provide programs and services to your artists, community, and audience, as well as impact on staff and the organization’s overall budget? (200 words)

wordcount:

e) How will the project implementation affect the organization’s normal operations and resources? (150 words)

wordcount:

f) If you are moving into a new/renovated building, discuss your capacity to address the expanded operational and facility needs. (150 words)

wordcount:

g) (FOR LEVEL 2 APPLICANTS ONLY): How will this project serve the neighborhood, the arts community, and the community at large? (200 words)

wordcount:

28. Attach images of the space that will be modified/improved and, if available, overview design drawings.

29. Attach letters of support from collaborators and/or key constituents: three letters maximum. Letter should demonstrate that collaborators and/or key constituents are committed to this project.

section 4: project feasibility and organization health (30 points; 40 for Level 2)

30. a) Attach the proposed budget and budget notes indicating revenue, expense, and bids

b) (FOR LEVEL 2 APPLICANTS ONLY):

- Indicate the source(s) of the required 20 percent match
- Include bids from three sources

31. Attached a balance sheet (current as of June 30, 2015)

32 Attach a “review complete” California Cultural Data Project (CCDP) SFAC funder report & budget notes. The organization’s financial and audience history as reflected in the CCDP should support the feasibility of the project plan, project budget and budget notes.

33. **Project Plan:** outline your project timeline

Identify the primary project activities that will happen within the time frames indicated below.	
TO BE COMPLETED BY DECEMBER 31, 2016:	
1	
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TO BE COMPLETED BY JUNE 30, 2017:	
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OPTIONAL FOR LEVEL 2: TO BE COMPLETED BY DECEMBER 31, 2017:	
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OPTIONAL FOR LEVEL 2: TO BE COMPLETED BY June 30, 2018:

19	
20	
21	
22	
23	
24	

34. Evaluation Plan: Describe your desired outcomes and how you will measure the impact of the project on the organization and audience/community. (250 words)

wordcount:

35. a) Board of Directors and Involvement: Attach brief bios of your board of directors and describe how they are involved in the initiative and the decision making process. Include the percentage of board giving.

b) (FOR LEVEL 2 APPLICANTS ONLY): Provide a list of board members with their gifts and/or pledges specifically to this project.

36. Staff & Project Personnel Bios: Attach brief bios of key staff and/or project personnel. Describe how each of these individuals will contribute to the successful implementation of the initiative and the decision making process.

section 5: sustainability (10 points)

37. Maintenance Plan:

a) Summarize past improvements made to the facility by your organization. (150 words)

wordcount:

b) Describe your current facility maintenance plan, schedule, and budget including personnel. (200 words)

wordcount:

c) What are your plans for covering the costs of operating in the new facility, maintaining the improvement, and/or adjusting to the programmatic impact. (150 words)

wordcount:

application checklist

Please submit a **single .pdf** containing the following documents in the order listed:

- Application Form**
Including eligibility, project information, narrative sections, & budget materials
- IRS Tax Determination Letter *(if applicable)***
If you or your fiscal sponsor has never received an SFAC grant
- Proof of San Francisco Corporate Address**
- Property title, current lease, or letter of intent from property owner for a new lease or purchase.**
- Calendar of Art Activities**
Attach your organization's calendar of art activities for three years: the last completed program year, current year, and proposed next year.
- "REVIEW COMPLETE" CCDP SFAC Funder Report & Budget Notes**
Attach a **review complete** California Cultural Data Project (CCDP) SFAC funder report & budget notes
- Bid Estimates (if applicable)**
- Proposed Budget & Budget Notes**
- Current Balance Sheet**
- Letter(s) of support (three maximum)**
- Staff & Project Personnel Bios**
- Board of Directors Bios & Contributions**
- FOR LEVEL 2 APPLICANTS ONLY: List of board members with their gifts and/or pledges**
- Work Samples & Descriptions**
See application instructions for more information on acceptable work samples. Make sure to attach work sample descriptions using the format provided above.
- Images of the space that will be modified/improved and overview design drawings**

certification (required)

I certify that by submission of these documents, to the best of my knowledge, I meet all the eligibility requirements for the FY2015–2016 Creative Space Facilities grant, and that all answers and data in this application, and contained in any attachments, are true and correct.

NAME OF APPLICANT _____

DATE _____



creative space planning grants | application

FY16 GRANT CYCLE | FOR PROJECTS TAKING PLACE MAY 2016 — JUNE 2017

San Francisco Arts Commission

Tom DeCaigny
Director of
Cultural Affairs

25 Van Ness Avenue, Ste. 345
San Francisco, CA 94102
tel 415-252-2590
fax 415-252-2595
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of
San Francisco

APPLICATION DEADLINE: October 15, 2015
(email submission)*

Facilities planning grants for arts organizations

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

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Kate Patterson-Murphy al 415-252-4638 ó Kate.patterson@sfgov.org para una traducción al español.

此拨款申请的翻译版本将应请求而提供；然而，只有英文版本的申请书才会被接纳。请联系 Esther Ip 以获取中文翻译。联系电话：415-252-2536 或 电子邮箱：esther.ip@sfgov.org。

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Cece Carpio, 415-554-6080 o cece.carpio@sfgov.org.

application submission

Email complete application and additional attachments **in a single .pdf only** to:

sfac.grants@sfgov.org

by 5:00 p.m. PST on Thursday, October 15, 2015.

Include **“16CRSP-Planning: (organization name)”** in the email subject line.

Example: 16CRSP-Planning:San Francisco Traditional Art Festival

Applications must be received by email. **Hard copy, postal mail, and faxed applications will not be accepted.** In fairness to others, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the individual does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.

PLEASE NOTE: The grant application form is a fillable PDF that limits entry based on the defined word count for each question. We strongly advise you to prepare your narrative draft in a separate document and then paste the completed answers into the form when you are ready to submit the complete application. If you draft your narrative directly into the PDF, it's possible that you could lose some of your writing.

application form

1. Organization Name: _____

2. Contact Person & Title: _____

3. Corporate Address in San Francisco: _____

4. Mailing Address if Different: _____

5. Day Phone: _____ Mobile: _____

6. Email: _____ Website: _____

Provide a valid email. Panel notices and important grant information will be sent via email.

7. Number of the supervisor's district where the organization is located: _____

District numbers can be found at: <http://propertymap.sfplanning.org/>

eligibility

8. Is your organization a 501(C)(3) arts organization: YES NO

9. Is your mission statement clearly focused on the development, production, and/or presentation of arts activities in San Francisco? YES NO

10. Attach proof of San Francisco corporate address

11. Check this box to confirm you are not in default for any grants or loans from: SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization Trust, or the Center for Cultural Innovation (see guidelines for more detail)

12. Please list dates/locations of last four publicly accessible activities in San Francisco since October 2013.

DATE	BRIEF ACTIVITY DESCRIPTION	VENUE/LOCATION

project information

13. PROJECT SUMMARY: Summarize your proposed project in 75 words or less.

wordcount:

14. Grant Request Amount: _____

15. Are you applying for the Planning-Native American Cultural Center Grant (P-NACC)?

YES NO

If you answered "yes", you are required to answer question #18 and #24

16. Are you applying for a Planning-New Development (P-ND) grant?

YES NO

If you answered "yes", you are required to answer question #24

section 1: alignment with SFAC goals

17. Organization's Mission and Statement:

a) What is your organization's mission statement? (Please describe even if disclosed elsewhere in application)

b) Select one or more of SFAC's cultural equity outcomes that best align with your organization.

- Enhance understanding of and respect** for diverse cultural traditions, heritages and forms of expression.
- Increase access and inclusivity** in the experience of art and creativity for communities that have been historically underserved.
- Connect individuals from diverse cultures, ages, and economic means** in an effort to strengthen communities and/or neighborhoods through the arts.
- Invest in artists rooted in historically underserved communities** to build individual capacity, resilience and economic viability.

c) How does your organization foster artistic expression that is deeply rooted in and reflective of historically underserved communities? Answer this question in relation to your chosen outcome(s). (250 words)

wordcount:

18. Organization's Statement Addendum (For P-NACC applicants only; 10 points):

a) Which indigenous communities does your project serve or focus on?

b) How is your organization authentically connected to these communities through heritage, affiliation and culture? How does this connection inform your organization's artistic practice and organizational work? (250 words)

wordcount:

section 2: artistic history

19. Organizational History: Describe your organizational history and highlight major accomplishments that will support the successful completion of the proposed project **(200 words)**

wordcount:

20. Attach letters of support from collaborators and/or key constituents: Three letters maximum. Letter should demonstrate that collaborators and/or key constituents are committed to this project.

21. Attach Calendar of Art Activities: Attach your organization's calendar of art activities for three years: the last completed program year, current year, and proposed next year.

22. Attach Work Samples & Descriptions

See application instructions for more information on acceptable work samples. Make sure to attach work sample descriptions using the format below. If you are not providing URL links to your work samples, please embed them to your application .PDF.

SAMPLE #

URL Link:

Navigation notes:

Title of Work:

Medium:

Artists Involved:

Year Work Created:

Venue:

Dimensions or Total Duration:

Duration of Sample:

Short Description of Work:

section 3: quality of proposed project

23. Project Description: Describe your proposed project in detail, answering the following questions.

a) Why is the facility planning project necessary and what are the goals of this project? (300 words)

wordcount:

b) What preparatory work has your organization done to be at this stage of planning (200 words)

wordcount:

- c) Describe how the proposed project will advance the organization's mission and future directions. (200 words)

wordcount:

- d) How will the project impact your ability to provide programs and services to your artists, community, and audience, as well as impact on staff and the organization's overall budget. (200 words)

wordcount:

24. For P-NACC and P-ND applicants: Who are your primary stakeholders and how will they be involved in the planning and implementation of the proposed project? (250 words)

wordcount:

section 4: project feasibility

25. Attach the proposed budget and budget notes indicating revenue and expense

26. Attach a “Review Complete” California Cultural Data Project (CCDP) SFAC funder report and budget notes. The organization’s financial and audience history as reflected in the CCDP should support the feasibility of the project plan, project budget and budget notes.

27. Project Plan: Outline your project timeline.

Identify the primary project activities that will happen within the time frames indicated below.	
TO BE COMPLETED BY DECEMBER 31, 2016:	
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28. Evaluation Plan: Describe your desired outcomes and how you will measure the impact of the project on the organization and audience/community. (250 words)

wordcount:

29. Staff & Project Personnel Bios: Attach brief bios of key staff and/or project personnel. Describe how each of these individuals will contribute to the successful implementation of the initiative and the decision making process.

30. Board of Directors Bios and Involvement: Attach brief bios of your board of directors and describe how they are involved in the initiative and the decision making process. Include the percentage of monetary board giving for the most recent fiscal year.

attachments

Please submit a **single .pdf** containing the following documents in the order listed:

- Application Form**
Including eligibility, project information, narrative sections, & budget materials
- IRS Tax Determination Letter *(if applicable)***
If you or your fiscal sponsor has never received an SFAC grant
- Proof of San Francisco Corporate Address**
- Letter(s) of support (three maximum)**
- Calendar of Art Activities**
Attach your organization's calendar of art activities for three years: the last completed program year, current year, and proposed next year.
- Work Samples & Descriptions**
See application instructions for more information on acceptable work samples. Make sure to attach work sample descriptions using the format provided above.
- Proposed Budget**
- "Review Complete" CCDP SFAC Funder Report & Budget Notes**
Attach a **review complete** California Cultural Data Project (CCDP) SFAC funder report & budget notes
- Staff & Project Personnel Bios**
- Board of Directors Bios & Contributions**

certification (required)

I certify that by submission of these documents, to the best of my knowledge, I meet all the eligibility requirements for the FY2015–2016 Creative Space Planning grant, and that all answers and data in this application, and contained in any attachments, are true and correct.

NAME OF APPLICANT _____

DATE _____



creative space planning grants | application

FY16 GRANT CYCLE | FOR PROJECTS TAKING PLACE MAY 2016 — JUNE 2017

San Francisco Arts Commission

Tom DeCaigny
Director of
Cultural Affairs

25 Van Ness Avenue, Ste. 345
San Francisco, CA 94102
tel 415-252-2590
fax 415-252-2595
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of
San Francisco

APPLICATION DEADLINE: October 15, 2015
(email submission)*

Facilities planning grants for arts organizations

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Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Kate Patterson-Murphy al 415-252-4638 ó Kate.patterson@sfgov.org para una traducción al español.

此拨款申请书的翻译版本将应请求而提供；然而，只有英文版本的申请书才会被接纳。请联系 Esther Ip 以获取中文翻译。联系电话：415-252-2536 或 电子邮箱：esther.ip@sfgov.org。

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Cece Carpio, 415-554-6080 o cece.carpio@sfgov.org.

application submission

Email complete application and additional attachments **in a single .pdf only** to:

sfac.grants@sfgov.org

by 5:00 p.m. PST on Thursday, October 15, 2015.

Include **“16CRSP-Planning: (organization name)”** in the email subject line.

Example: 16CRSP-Planning:San Francisco Traditional Art Festival

Applications must be received by email. **Hard copy, postal mail, and faxed applications will not be accepted.** In fairness to others, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the individual does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.

PLEASE NOTE: The grant application form is a fillable PDF that limits entry based on the defined word count for each question. We strongly advise you to prepare your narrative draft in a separate document and then paste the completed answers into the form when you are ready to submit the complete application. If you draft your narrative directly into the PDF, it's possible that you could lose some of your writing.

application form

1. Organization Name: _____

2. Contact Person & Title: _____

3. Corporate Address in San Francisco: _____

4. Mailing Address if Different: _____

5. Day Phone: _____ Mobile: _____

6. Email: _____ Website: _____

Provide a valid email. Panel notices and important grant information will be sent via email.

7. Number of the supervisor's district where the organization is located: _____

District numbers can be found at: <http://propertymap.sfplanning.org/>

eligibility

8. Is your organization a 501(C)(3) arts organization: YES NO

9. Is your mission statement clearly focused on the development, production, and/or presentation of arts activities in San Francisco? YES NO

10. Attach proof of San Francisco corporate address

11. Check this box to confirm you are not in default for any grants or loans from: SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization Trust, or the Center for Cultural Innovation (see guidelines for more detail)

12. Please list dates/locations of last four publicly accessible activities in San Francisco since October 2013.

DATE	BRIEF ACTIVITY DESCRIPTION	VENUE/LOCATION

project information

13. PROJECT SUMMARY: Summarize your proposed project in 75 words or less.

wordcount:

14. Grant Request Amount: _____

15. Are you applying for the Planning-Native American Cultural Center Grant (P-NACC)?

YES NO

If you answered "yes", you are required to answer question #18 and #24

16. Are you applying for a Planning-New Development (P-ND) grant?

YES NO

If you answered "yes", you are required to answer question #24

section 1: alignment with SFAC goals

17. Organization's Mission and Statement:

a) What is your organization's mission statement? (Please describe even if disclosed elsewhere in application)

b) Select one or more of SFAC's cultural equity outcomes that best align with your organization.

- Enhance understanding of and respect** for diverse cultural traditions, heritages and forms of expression.
- Increase access and inclusivity** in the experience of art and creativity for communities that have been historically underserved.
- Connect individuals from diverse cultures, ages, and economic means** in an effort to strengthen communities and/or neighborhoods through the arts.
- Invest in artists rooted in historically underserved communities** to build individual capacity, resilience and economic viability.

c) How does your organization foster artistic expression that is deeply rooted in and reflective of historically underserved communities? Answer this question in relation to your chosen outcome(s). (250 words)

wordcount:

18. Organization's Statement Addendum (For P-NACC applicants only; 10 points):

a) Which indigenous communities does your project serve or focus on?

b) How is your organization authentically connected to these communities through heritage, affiliation and culture? How does this connection inform your organization's artistic practice and organizational work? (250 words)

wordcount:

section 2: artistic history

19. Organizational History: Describe your organizational history and highlight major accomplishments that will support the successful completion of the proposed project **(200 words)**

wordcount:

20. Attach letters of support from collaborators and/or key constituents: Three letters maximum. Letter should demonstrate that collaborators and/or key constituents are committed to this project.

21. Attach Calendar of Art Activities: Attach your organization's calendar of art activities for three years: the last completed program year, current year, and proposed next year.

22. Attach Work Samples & Descriptions

See application instructions for more information on acceptable work samples. Make sure to attach work sample descriptions using the format below. If you are not providing URL links to your work samples, please embed them to your application .PDF.

SAMPLE #

URL Link:

Navigation notes:

Title of Work:

Medium:

Artists Involved:

Year Work Created:

Venue:

Dimensions or Total Duration:

Duration of Sample:

Short Description of Work:

section 3: quality of proposed project

23. Project Description: Describe your proposed project in detail, answering the following questions.

a) Why is the facility planning project necessary and what are the goals of this project? (300 words)

wordcount:

b) What preparatory work has your organization done to be at this stage of planning (200 words)

wordcount:

- c) Describe how the proposed project will advance the organization's mission and future directions. (200 words)

wordcount:

- d) How will the project impact your ability to provide programs and services to your artists, community, and audience, as well as impact on staff and the organization's overall budget. (200 words)

wordcount:

24. For P-NACC and P-ND applicants: Who are your primary stakeholders and how will they be involved in the planning and implementation of the proposed project? (250 words)

wordcount:

section 4: project feasibility

25. Attach the proposed budget and budget notes indicating revenue and expense

26. Attach a “Review Complete” California Cultural Data Project (CCDP) SFAC funder report and budget notes. The organization’s financial and audience history as reflected in the CCDP should support the feasibility of the project plan, project budget and budget notes.

27. Project Plan: Outline your project timeline.

Identify the primary project activities that will happen within the time frames indicated below.	
TO BE COMPLETED BY DECEMBER 31, 2016:	
1	
2	
3	
4	
5	
6	

TO BE COMPLETED BY JUNE 30, 2017:	
7	
8	
9	
10	
11	
12	

28. Evaluation Plan: Describe your desired outcomes and how you will measure the impact of the project on the organization and audience/community. (250 words)

wordcount:

29. Staff & Project Personnel Bios: Attach brief bios of key staff and/or project personnel. Describe how each of these individuals will contribute to the successful implementation of the initiative and the decision making process.

30. Board of Directors Bios and Involvement: Attach brief bios of your board of directors and describe how they are involved in the initiative and the decision making process. Include the percentage of monetary board giving for the most recent fiscal year.

attachments

Please submit a **single .pdf** containing the following documents in the order listed:

- Application Form**
Including eligibility, project information, narrative sections, & budget materials
- IRS Tax Determination Letter (*if applicable*)**
If you or your fiscal sponsor has never received an SFAC grant
- Proof of San Francisco Corporate Address**
- Letter(s) of support (three maximum)**
- Calendar of Art Activities**
Attach your organization's calendar of art activities for three years: the last completed program year, current year, and proposed next year.
- Work Samples & Descriptions**
See application instructions for more information on acceptable work samples. Make sure to attach work sample descriptions using the format provided above.
- Proposed Budget**
- "Review Complete" CCDP SFAC Funder Report & Budget Notes**
Attach a **review complete** California Cultural Data Project (CCDP) SFAC funder report & budget notes
- Staff & Project Personnel Bios**
- Board of Directors Bios & Contributions**

certification (required)

I certify that by submission of these documents, to the best of my knowledge, I meet all the eligibility requirements for the FY2015–2016 Creative Space Planning grant, and that all answers and data in this application, and contained in any attachments, are true and correct.

NAME OF APPLICANT _____

DATE _____