sfac san francisco arts commission

arts for neighborhood vitality | grant guidelines

FY17 GRANT CYCLE | FOR PROJECTS TAKING PLACE JULY 2017 — JUNE 2018

San Francisco Arts Commission

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City and County of
San Francisco

**APPLICATION DEADLINE: October 5, 2016
(submission through sf.culturegrants.org)***

For neighborhood festivals and art walks

*A translation of this grant application is available upon request; however, only applications in English will be accepted. For more information, please contact 311.

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 415-252-2229 ó kate.patterson@sfgov.org para una traducción al español.

本資助申請表的翻譯版本將應請求而提供；但僅受理英文版本的申請表。 查詢詳情，請聯絡311。

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, 415-252-2217 o cece.carpio@sfgov.org.

arts for neighborhood vitality (ANV)

grant guidelines | FY17 grant cycle

For projects taking place:
July 1, 2017 — June 30, 2018

APPLICATION DEADLINE: October 5, 2016

about ANV

Arts for Neighborhood Vitality (ANV) program supports small, neighborhood-centered, publicly accessible art walks and festivals where art and culture are main components. Projects should be an event—rather than an ongoing program—and should highlight the integration of arts and economic vitality of the specific neighborhood. Applicants may not apply for multiple grants from the Arts Commission to support the same project. Grants are awarded directly to the applicant or fi sponsor responsible for managing the project and the budget. For questions about ANV, contact Program Officer Liz Ozol at 415-252-2231.

alignment with sfac goals

Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically underserved communities (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS). Organizations must align with one or more of SFAC's goals for equitable grantmaking:

- Build capacity, resilience and economic viability of individual artists from historically underserved communities.
- Provide a space to access art and creativity for historically underserved communities.
- Promote forms of expression and cultural traditions that are often marginalized.
- Strengthen communities with cross-cultural collaboration.
- Explore intersections of race, gender, sexuality, ability, socioeconomic status, immigration status, religion, etc.

eligible request amount

Arts for Neighborhood Vitality grant requests may be up to $3,000. Because funds are limited, grant awards may be less than 100 percent of the request, but no less than 75 percent of a request will be rewarded.

This grant program is administered by the San Francisco Arts Commission with support from Grants for the Arts (GFTA). Requests we will fund include:

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

important dates

Technical Assistance Workshop**   September 21, 2016

Applications Due   October 5, 2016

Panel Review   January – March 2017

Funding Recommendations   April 11, 2017

Commission Approval   May 1, 2017

Grant Period   July 1, 2017 – June 30, 2018

**SEE SFARTSCOMMISSION.ORG FOR CALENDAR OF APPLICATION WORKSHOPS

arts for neighborhood vitality (ANV)
eligibility | restrictions | requirements

applicant eligibility

- The organization must be tax-exempt under Internal Revenue Code Section 501(c)(3) or have a fiscal sponsor that is so qualified.

- The organization (and its fiscal sponsor, if applicable) must be based in San Francisco.

- The applicant is a community or arts based organization that has an established relationship and stable presence in the neighborhood served. Examples of community based organizations include: neighborhood associations, tenants' groups, social service organizations, social justice organizations, neighborhood advocacy groups, merchant associations, health centers.

- The applicant organization cannot be part of another City agency or department.

- The organization must demonstrate a continuing and stable presence in the community and been in existence for at least two years with documentation of creating and presenting original works to the public in San Francisco for at least four events that span from October 2014 to the grant deadline.

- 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 proposed project must take place in San Francisco between July 1, 2017 and June 30, 2018.

- Applicants must identify a San Francisco neighborhood and demonstrate a **strong connection** and history of service provision to the neighborhood and residents

- **Grants may be up to $3,000 and must demonstrate a 50 percent cash match to the grant award.**

- **The request is for a discrete event, not an activity within a larger festival or program.**

- **The organization must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco.** In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant vendor and meet the City of San Francisco's insurance and business tax requirements. For more information about vendor requirements, visit: sfgov.org/oca/qualify-do-business. Please note if you are not already a City vendor, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

- **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.

restrictions

- **A proposed project cannot receive simultaneous funds from multiple SFAC funding sources;** this includes collaborators applying to work on different components of the same project and applying separately.

- **Applicants cannot submit more than one application for the ANV category.** This does not apply to fiscal sponsors who are submitting applications on behalf of different fiscally sponsored projects.

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

- Grant funds may not pay for:
  1. Capital improvement projects
  2. Programs in the schools during school hour
  3. Awards for competitions

4. Food or hospitality expenses
5. Non-arts entertainment costs (balloons, clowns, face-painting, bouncing castles, etc.)
6. An ongoing series of activities

project requirements

- **Public Presentation Requirement:** Projects must be developed and presented in San Francisco and culminate in a local affair or festival with meaningful, accessible engagement of the public within the grant period.

- **City Permits and Permissions:** If the proposal includes components that require City permits or approval such as publicly installed art, street closures, sound amplification in public space, or murals, the applicant will be solely responsible for securing the necessary permits, permissions, and approvals. This planning should be reflected in your project timeline.

  Please note that any art installed with these grant funds on property owned by the City and County of San Francisco or on private property, must be reviewed and approved by the San Francisco Arts Commission starting with the Visual Arts Committee of the Commission. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee to build this process into their grant plan and timeline. Please contact the following Public Art Program staff if you have questions: Jenn Crane at jennifer.crane@sfgov.org for murals; Zoe Taleporos at zoe.taleporos@sfgov.org for sculpture or any other type of public art.

scoring criteria

Arts for Neighborhood Vitality Grants support efforts where neighbors — residents, artists, schools, service organizations, and businesses — collaborate and partner to share and celebrate their neighborhood. The criteria are listed below:

Alignment with SFAC Goals (20 points):
- Thorough understanding of communities served and intentionality for serving those communities; strongly aligns with one or more of SFAC goals for equitable grantmaking.
- The organization has a sound strategy for meeting the needs of the communities they serve; leadership has adequate relevant experience to work in communities served.

Artistic History (20 points):
- Extent to which neighborhood is likely to be well served and enriched by project.
- The organization demonstrates strong artistic accomplishments, and provides examples of previous achievements that are relevant to the proposed project.

Quality of Proposed Project (40 points):
- Depth of applicant's rootedness and/or immersion in the neighborhood.
- Extent of the project's engagement of residents.
- Arts components are an integral and central focus of the event.
- Project highlights community-valued arts and culture.
- Ability of project to temporarily enliven neighborhood spaces.
- Extent of the project's engagement of non-arts neighborhood entities.
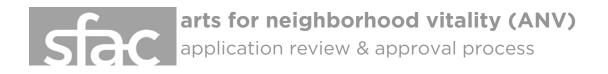- Engagement demonstrates mutual benefit between arts and non-arts partners.

Ability to Complete the Project (20 points):
- Clarity of vision and goals to serve the targeted neighborhood.
- Soundness of implementation plan and budget.
- History of completing projects of a similar scope and scale, OR demonstrable capabilities suggesting ability to execute project.

alignment of questions and criteria

You may use this table as a reference to aid you in answering the following questions.

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
Alignment with SFAC Goals (20 points)	10	Thorough understanding of communities served and intentionality for serving those communities; strongly aligns with one or more of SFAC goals for equitable grantmaking.	- Who does your organization serve and why? - Describe how your organization aligns with the selected goal(s).
	10	The organization has a sound strategy for meeting the needs of the communities they serve; leadership has adequate relevant experience to work in communities served.	- How does your organization meet the needs of the communities you serve? - Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve.
Artistic History (20 points)	20	The neighborhood is highly likely to be well served and enriched by this event; organization demonstrates strong artistic accomplishments, and provides examples of previous achievements that are relevant to the proposed project.	-Describe your organizational history and highlight major accomplishments that are relevant to the proposed project. -Include organization's experience serving neighborhoods.
Quality of Proposed Project (40 points)	30	Organization has history of being rooted and/or immersed in the neighborhood. Project will offer opportunities to neighborhood to engage in offerings; Arts will be integral to event offerings and reflective of target neighborhood.	-Describe your proposed project in detail. Include description of organization's relationship with target neighborhood. -Describe how target neighborhood will be engaged in the event. -Describe how the arts are in integral part of the event and reflective of target neighborhood.
	10	Realistic project timeline and presentation plan	- Grant Plan with activities and outputs
Ability to Complete the Project (20 points)	20	Viability of project budget; confidence in the project's team.	- Budget & Budget notes - Key Personnel

application review

ANV applications are evaluated in an internal review process. 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, cultural equity and other field issues; and have experience that aligns with the purpose of the specific grant category.

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—and never less than 75 percent.

panel notes

Panelists will provide written comments about the strengths and growth areas of each proposal. You may contact alexander.tan@sfgov.org to obtain a summary of panelists' comments.

funding approval

Panel recommendations are subject to the approval of the Arts Commission. Typically, recommendations are first reviewed by the Community Arts, Education and Grants Committee, then by the full Commission. Meetings of the Commission are public. The agenda will be available on the Arts Commission website at sfartscommission.org 72 hours in advance of the meeting.

grant awards

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

apply online

Applications are available online at:

sf.culturegrants.org (detailed log-in instructions on the next page)
Deadline to apply: 12:00 p.m. noon PT on Wednesday, October 5, 2016.

Applications must be received online via the link above. 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.

submission guidelines

These application instructions will provide step-by-step instructions of how to fill out the application. If you have any questions about the application, please contact Program Officer Liz Ozol 415-252-2231 or liz.ozol@sfgov.org.

PLEASE NOTE: The online grant application form (sf.culturegrants.org) 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 application. If you draft your narrative directly online, it's possible that you could lose some of your responses.

grants management system ("GMS") instructions

New applicant organizations will need to **Sign-Up** and create an account in the GMS with appropriate username and password. Please create a generic username that represents your organization as the username CANNOT be changed.

You do not need to sign up again if your organization has created an account. Go to the Log-In page and enter your username and password. If you forget your password or unsure of your username or password, please use the **forgot your password** option to reset your password.

create an account in the GMS
user information (1/3)

CONTACT PERSON: Enter the name of the person responsible for executing the grant and communicating with SFAC.

CORPORATE ADDRESS IN SAN FRANCISCO: 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.

DAY PHONE | MOBILE: Enter the contact number(s) for the individual responsible for communicating with SFAC.

EMAIL: 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.

USERNAME: Create a generic username that represents your organization as the username CANNOT be changed.

PASSWORD: You must follow the two rules:
- o   Minimum 8 characters (case sensitive)
- o   Minimum 1 numeric character

ASSOCIATE ACCOUNT WITH AN ORGANIZATION: When asked at the bottom of the page "would you like to associate this user account with an organization" select YES. This will allow the system to associate your Username as an organization, and give you access to SFAC's grants applications for organizations.

SLIDER: Drag the slider to prove that you're a human.

SUBMIT: This will bring you to the organization's information page.

organization information (2/3)

ORGANIZATION ROLE: All applicants must select DISTRIBUTOR/DIRECT RECEIVER All organizations are required to have a 501(C)(3) or have fiscal sponsorship through a San Francisco-based 501(C)(3) organization. You can fill out the Fiscal Sponsor's information within the application.

FEIN NUMBER: Only enter if you have the Federal Employer Identification Number (FEIN) assigned to your organization by the Internal Revenue Service. You will not be able to update this information at a later date. This is always a 9-digit number. Do not put your social security number in this space. Organizations that do NOT have Federal IRS 501(c)3 status, PLEASE LEAVE FIELD BLANK.

ORGANIZATION NAME: Enter the Applicant Organization's legal name as registered with the IRS or name the organization uses for business purposes. If the organization is a project, department, or line item in the budget of a larger organization, give the larger organization's name, followed by "dba" (doing business as) and the organization's project or department name, for example, The City of Buena Vista dba The Buena Vista Arts Council. Do not enter the Fiscal Sponsor name here.

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 San Francisco corporate address showing the applying organization's name on an official document. (Reenter CORPORATE ADDRESS IN SAN FRANCISCO)

PHONE Enter the contact number for the individual responsible for communicating with SFAC.

FAX PHONE NUMBER: If applicable.

WEBSITE: Enter organization's website

NUMBER OF THE SUPERVISOR'S DISTRICT IN WHICH YOUR ORGANIZATION OPERATES: District numbers can be found at: propertymap.sfplanning.org

VENDOR NUMBER: If known.

VALIDATE AND SUBMIT: This will bring you to the terms and conditions page.

terms and conditions (3/3)

DO YOU AGREE WITH ALL THE TERMS AND CONDITIONS ABOVE: You must agree with the terms and conditions before creating an account.

eligibility

IS YOUR ORGANIZATION A 501(C)(3) TAX EXEMPT ORGANIZATION?: All organizations are required to have a 501(C)(3) or have fiscal sponsorship through a San Francisco based 501(C)(3) organization.
   o   If your organization is NOT a 501(C)(3), you will be required on the next page to list the name of your fiscal sponsor, their San Francisco address, the contact's name, phone and email address.

IS YOUR ORGANIZATION (AND ITS FISCAL SPONSOR, IF APPLICABLE) BASED IN SAN FRANCISCO?: Must attach proof of San Francisco corporate address in Supporting Materials.

ARE YOU A COMMUNITY OR ARTS BASED ORGANIZATION THAT HAS AN ESTABLISHED RELATIONSHIP AND STABLE PRESENCE IN THE NEIGHBORHOOD SERVED?: The organization should be able to demonstrate that they have a history of working within the target neighborhood.

IS YOUR ORGANIZATION PART OF ANOTHER CITY AGENCY OR DEPARTMENT?: The applicant organization cannot be part of another City agency or department.

IS YOUR ORGANIZATION PROPOSING A DISCRETE EVENT, NOT AN ACTIVITY WITHIN A LARGER FESTIVAL OR PROGRAM?: The funding is intended for stand-alone events, not activities that are part of a larger festival or program.

CAN YOUR ORGANIZATION PROVIDE A FIFTY PERCENT CASH MATCH TO THE GRANT? You must show in your budget that another entity or entities are providing at least $1500, or half of whatever amount you are applying for.

IS YOUR ORGANIZATION'S THREE-YEAR AVERAGE ANNUAL OPERATING BUDGET LESS THAN $1.5 MILLION IN INCOME?: The organization's three-year-average annual operating budget must not exceed $1.5 million in income or expense.

IS YOUR ORGANIZATION 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?: 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.

IS YOUR PROPOSED PROJECT TAKING PLACE IN SAN FRANCISCO?: The proposed project must take place within the City and County of San Francisco.

IS THE DURATION OF YOUR PROPOSED PROJECT DURING JULY 1, 2017-JUNE 30, 2018?: The proposed project must take place in San Francisco between July 1, 2017 and June 30, 2018.

IS YOUR ORGANIZATION WILLING AND ABLE TO MEET THE REQUIREMENTS ASSOCIATED WITH RECEIVING FUNDS FROM THE CITY AND COUNTY OF SAN FRANCISCO?: In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant vendor and meet the City of San Francisco's insurance and business tax requirements. For more information about vendor requirements, visit: http://sfgov.org/oca/qualify-do-business. Please note if you are not already a City vendor, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

fiscal sponsor (if applicable)

NAME OF FISCAL SPONSOR: If your organization is not a 501(c)(3), list the name of your San Francisco-based fiscal sponsor.

FISCAL SPONSOR CONTACT PERSON: Please identify a contact person from your fiscal sponsor

EMAIL: Please provide your fiscal sponsor's e-mail. Your fiscal sponsor will not be contacted until the contracting period.

PHONE: Please provide your fiscal sponsor's phone.

FISCAL SPONSOR'S SAN FRANCISCO ADDRESS: Must be located in San Francisco

Applicants who do not have a 501(C)(3), please enter the name of the Fiscal Sponsor who will be responsible for granting requirements. The fiscal sponsor will be required, upon receipt of the grant, to submit a form verifying:
- The sponsored organization's project is compatible or consistent with the fiscal sponsor's mission or purpose.
- The fiscal sponsor approves of the above referenced project, and has:
    - Reviewed the project.
    - Will pass, upon awarding of funds, a board resolution for the adoption of the project.
    - Accepted legal responsibility to document the status and progress of the project
- The fiscal sponsor is legally responsible for monitoring and controlling the expenditure of grant funds in keeping with the purpose of the grant.
- The fiscal sponsor is legally responsible for complying with the terms of the grant.

Upon awarding of funds, the fiscal sponsor will be asked to submit a copy of its IRS 501(c)(3) determination letter. The Board of Directors must formally approve a resolution agreeing to be "Fiscal Sponsor" for the "Grant Applicant," and must authorize the execution of the grant agreement. A copy of that resolution, certified by the Board Secretary, must be provided upon awarding of funds, if not previously provided.

organizational information

Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive

director's email), you may do so by entering new information into the fields on this page.

GRANT APPLICANT: ORGANIZATION NAME: 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.

FIRST NAME: Enter the first name of the person responsible for executing the grant and communicating with SFAC.

LAST NAME: Enter the last name of the person responsible for executing the grant and communicating with SFAC.

TITLE: Enter title of the person responsible for executing the grant and communicating with SFAC.

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.

ADDRESS 1: Enter the physical corporate address of the organization applying for the grant.

ADDRESS 2: Only use this if you require a second line for your address

CITY: Enter the city for the physical corporate address of the organization applying for the grant

STATE: Enter the state for the physical corporate address of the organization applying for the grant

ZIP: Enter the zip for the physical corporate address of the organization applying for the grant

NUMBER OF THE SUPERVISOR'S DISTRICT in which your organization operates: District numbers can be found at: propertymap.sfplanning.org

MAILING ADDRESS IF DIFFERENT: Enter the mailing address of the applicant if different from the physical address.

ADDRESS 2: Only use this if you require a second line for your mailing address
CITY: Enter the city for the mailing address of the organization applying for the grant

STATE: Enter the state for the mailing address of the organization applying for the grant

ZIP: Enter the zip for the mailing address of the organization applying for the grant

EMAIL: 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 are via email.

PHONE: Enter the contact number for the individual responsible for communicating with SFAC.

WEBSITE: Enter the organization's website url.

project information

GRANT REQUEST AMOUNT: Organizations may ask for no more than $3,000.

PROJECT SUMMARY: SUMMARIZE YOUR PROPOSED PROJECT IN 600 CHARACTERS OR LESS: Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support." For example: SFAC funds will be used to support artists participating in the July 2016 Salsa Festival on Fillmore, a free outdoor event that will present two 10-20 piece Latino music ensembles, two Bay Area Latino dance companies and offer two days of instructional dance classes.

alignment with sfac goals

MISSION STATEMENT: The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco or provides neighborhood services.

SFAC'S GOALS FOR EQUITABLE GRANTMAKING: Select one or more of SFAC's goals for equitable grantmaking that best align with your organization. SFAC seeks to support organizations that:
1. **Build capacity, resilience and economic viability** of individual artists from historically underserved communities.
2. **Provide a space to access art and creativity** for historically underserved communities.
3. **Promote forms of expression and cultural traditions** that are often marginalized.
4. **Strengthen communities** with cross-cultural collaboration.

5. **Explore intersections** of race, gender, sexuality, ability, socioeconomic status, immigration status, religion, etc.

Please select one or more of SFAC's goals for equitable grantmaking that best align with your organization. Note that you do not need to align with every goal. In your responses to the questions, depth is more important than breadth.

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."

This section requires that you answer the following questions:
- Who does your organization serve and why?
- Describe how your organization aligns with the selected goal(s).
- How does your organization meet the needs of the communities you serve (including artists and audience)?
- Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve.

artistic history
DESCRIBE YOUR ORGANIZATIONAL HISTORY AND HIGHLIGHT MAJOR ACCOMPLISHMENTS THAT ARE RELEVANT TO THE PROPOSED PROJECT. Be sure to include the organization's experience serving neighborhoods and/or communities.

quality of proposed project
DESCRIBE YOUR PROPOSED PROJECT IN DETAIL. INCLUDE A DESCRIPTION OF THE ORGANIZATION'S RELATIONSHIP WITH THE TARGET NEIGHBORHOOD: Talk about the organization's history of immersion in or engagement with the neighborhood.

DESCRIBE HOW THE TARGET NEIGHBORHOOD WILL BE ENGAGED IN THE EVENT: Talk about what opportunities there will be for members of the neighborhood to participate. Some examples might include dancing, singing, making a mask/instrument/picture, writing.

DESCRIBE HOW THE ARTS ARE AN INTEGRAL PART OF THE EVENT AND REFLECTIVE OF THE TARGET NEIGHBORHOOD: A strong response will explain why these particular arts have been chosen. Are they cultural arts reflective of this neighborhood?

DESCRIBE HOW THE EVENT WILL ENGAGE NON-ARTS NEIGHBORHOOD-BASED GROUPS: Explain how other groups (merchants, non-profit organizations, city agencies) will participate.

GRANT PLAN TEMPLATE: The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve.

> **Activity Column:** Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

> **Outputs Column:** The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.

> **Completed By Column:** Each activity listed should have a targeted completion date that falls within the grant window.

Please review the example below to complete the form correctly.

EXAMPLE (ANV):

Activity	Outputs	Completed by:
Design, produce and distribute publicity materials; secure radio and local TV interviews and coverage.	Publicity campaign executed (on line, flyers, posters) 1 radio story 1 TV story	5/30/18
Sign contracts with artists and Fillmore Plaza; implement social media publicity campaign.	Contracts signed 11 artists	6/30/18
Stage two nights of performances and dance classes.	6000 attendees 150 class participants	7/30/18
Final project report submitted to SFAC.	1 Report	7/30/18

ability to complete the project

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. The Project Budget & Notes help panelists to understand the breadth and full cost of your project.

Please review the examples for each line item below in order to complete the form accurately.

Total Project Budget: CONTRIBUTED INCOME
For each line item under CONTRIBUTED INCOME, include notes that indicate the source of funding, if the organization has received funding from this source before, and whether the amounts are pending or secured for the proposed project.

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested	Pending; received an OPG in 2014	$ 20,000
Government-Federal	NEA grant: secured	$ 10,000
Government-State	CAC grant: pending	$ 5,000
Government-Local/Municipal	SF City DCYF grant: secured	$ 10,0000
Business/Corporations	Target: secured	$ 5,000
Foundations	Rainin Foundation: pending. (Received a grant in 2014)	$ 10,000
Individuals	5 Board members at $300 each: secured	$ 1,500
Fundraising	Annual Gala: pending; raised $25,000 at last year's gala	$ 20,000
Other (including in-kind and volunteer)	In-kind marketing consultant developing outreach plan $2,000; volunteer ushers (2/show) and box office manager	$ 2,000
	Subtotal Contributed:	$ 83,500

Total Project Budget: EARNED INCOME
For each line item under EARNED INCOME, include notes that indicate the source of funding, if the projected amounts are based on previous efforts and whether the amounts are pending or secured for the proposed project.

Category	Notes	Costs
Earned		

Admission/ticket sales	100 tickets at $15 each: pending (based on prior year's event)	$ 1,500
Tuitions/workshops/lecture fees	5 workshops at $20 per person at 20 people	$ 2,000
Product sale/concessions	Merchandise sales: pending (estimated based upon anticipated number of audience of 100)	$ 5,000
Contracted services/performance fees		$ 0
Other		$ 0
	Subtotal Earned:	$ 8,500
	Total Project Income (Contributed +Earned):	$ 92,000

Total Project Budget: PROJECT EXPENSE

The PERSONNEL category is used to list all supervisory, direct staff and support/clerical staff that work directly on the funded project. These are positions that are ongoing and vital to the organization and do not include stipends, honorariums, temporarily contracted services, or artist fees, which are reported elsewhere.

Expenditures should be based on total projected project expense. Notes should clearly outline who will be paid based upon an hourly rate and FTE of annual salary.

Category	Notes	Costs
Project Expense		
Personnel		
Salaries/wages	Artistic Director: 520 hours at $26 per hour per year (.25 of annual salary of $55,000 = $13,500)	$ 13,500
Benefits	10 percent of Artistic Director's wages	$ 1,300
		$ 0
	Subtotal Personnel:	$ 14,300

Total Project Budget: OPERATING EXPENSES

Expenditures should be based on total projected project expense. Notes should clearly outline the details of each line item. Please see examples below.

Category	Notes	Costs
Operating Expenses		
Fees: Administrative	Stipends to cover administrative	$ 400

	tasks related to the project (2 individuals at $20 hour for 10 hours=$400)	
Commission fees/honorariums: Artistic	Guest curator stipend ($1,000 flat fee); Artist honorariums to participate in the show (5 at $200 each = $1,000); Workshop presenters (3 at 4 workshops at $50 each =$600)	$ 1,600
Fees: Technical / Production	Photographer to document 2 performances ($500 flat fee); AV Tech (10 hours at $100 per hour = $1,000)	$ 1,500
Advertising/marketing	Costs associated with publicizing new production: promotional postcards ($500); postage ($200); banner ($300) = $1,000	$ 1,000
Equipment rental	Costs associated with new production: lighting ($500); AV equipment ($1,000); sound system ($1,500) = $3,000	$ 3,000
Facilities/space rental	Costs for renting theater for 2 days for rehearsal and presenting new production: $2,000	$2,000
Fundraising expenses	Costs for creating a development brochure: printing ($500); postage ($200) = $700	$700
Insurance	One time coverage for the presentation of the new production = $1,000	$1,000
Internet/website	10 percent cost allocation for monthly website costs = $100	$100
Office supplies	General office supplies to support the new production.	$200
Production/exhibition costs	Costs associated with the new production: Props ($200); costumes (5 performers at $300 each = $1,500) = $1,700	$1,700
Program costs	General supplies to build new sets, including paint and lumber ($1,000)	$1,000
Professional services	Costs for graphic artist to design banner, promotional postcards, and	$1,000

	development brochure: $1,000	
Software/hardware	New laptop ($2,000) to support lighting design software ($200) to be used in the new production. Half covered by SFAC grant	$2,200
Other	Catering and beverages (covered by Target grant); volunteer ushers and box office manager; in-kind marketing consultant ($2,000)	$2,500
	Subtotal Operating Expenses:	**$ 19,900**

Total Project Budget: SUBCONTRACTORS

Expenditures for SUBCONTRACTORS should be based on total projected project expense. Notes can be more general: the name of the contractor and details about hourly costs and deliverables should be provided in the SFAC GRANT BUDGET & NOTES.

Category	Notes	Costs
Subcontractors	General Contractor ($35,000); Strategic Planning Consultant ($15,000); Evaluation Consultant ($6,000)	$ 56,000

Total Project Budget: PROJECT NET

The amount under PROJECT NET equals TOTAL PROJECT INCOME minus TOTAL PROJECT EXPENSES. The amount shown under PROJECT NET can either be zero, which indicates that income and expenses are equal, or it can show a modest surplus.

Category		Costs
	Total Project Income	$ 92,000

Category		Costs
	Total Project Expenses	$ 90,200

Category		Costs
	Project Net	$ 1,800

SFAC GRANT & BUDGET NETS

The SFAC GRANT BUDGET & NOTES template is for the proposed expenditures that will be covered by the SFAC Grant only. This template helps panelists and SFAC staff distinguish what the grant, if awarded, will be covering. The total proposed project budget should equal the total grant amount requested.

Please review the examples for each line item below in order to complete the form accurately.

Budget Category: PERSONNEL
The PERSONNEL category is used to list all supervisory, direct staff and support/clerical staff that work directly on the funded project. These are positions that are ongoing and vital to the organization and do not include stipends, honorariums, temporarily contracted services, or artist fees, which are reported elsewhere.

Category Instructions:
o All salaries must be provided as an estimated number of hours dedicated to the project and the hourly rate, as well as the percentage of full-time equivalents (FTE).
o Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
o FTE should be calculated based upon a full-time salary (2,080 hours/year), even if the position is on a part-time basis.
o If the grant is for a two year period (CEI & CRSP-L2), distinguish the expenses that will incur in the first year from the second year in the NOTES column: the COSTS column should include the totals for both years.

Examples of allowable expenses:
o A portion of program staff salary overseeing the proposed project.
o A portion of the executive director's salary to support oversight of the project.
o Administrative support to the project.

Examples of disallowable expenses for this budget category:
o Artist stipends or fees.
o Temporary, contracted services for technicians.
o Staff who are primarily volunteer and receive small stipends for their work. These expenses should go under COMMISSION FEES/HONORARIUMS

Acceptable documentation for this budget category:
o Payroll records, either internal or from a payroll service.

EXAMPLE (Two-year grant: CEI & CRSP-L2):

Category	Notes	FTE	Costs
Personnel:			
Position/Title: Madeline Khan, Executive Director	400 hours at $33 per hour per year (.20 of annual salary of $69,000 times 2 years =$26,400): to oversee the strategic planning process	.20	$26,400
Position/Title: Chris Rock,	520 hours at $26 per hour per year (.25 of annual salary of $55,000	.25	$27,040

Program Director	times 2 years = $27,040): to support oversight of the strategic planning process		
Position/Title: Geraldine Wilson, Administrative Assistant	208 hours at $19 per hour in year one only (.10 of annual salary of $40,000=$3,952): to provide administrative support to the strategic planning process	.10	$3,952
	Subtotal Personnel:		**$47,392**

Budget Category: FRINGE BENEFITS

The FRINGE BENEFITS category is used to list expenses directly related to employment. We highly encourage organizations to provide some form of health care to their staff. Also, individual artists may allocate a portion of their commission to health care costs.

Category Instructions:

o   For organizations, costs can be shown either as a percentage of salary costs listed under PERSONNEL, or as a per person cost in the case of a health care stipend.

o   For individuals, costs can be shown either as a percentage of total costs paid or the full costs of health care.

o   Costs should not exceed 10 percent of the entire grant amount.

o   Costs should only reflect the portion that will be paid through the SFAC grant, if approved.

o   Costs should be comparable to the FTE portion covered by the grant.

o   If the grant is for a two year period (CEI & CRSP-L2), distinguish the expenses that will incur in the first year from the second year in the NOTES column: the COSTS column should include the totals for both years.

Examples of allowable expenses:

o   FICA and SUI

o   Workers Compensation

o   Health Benefits

Examples of disallowable expenses for this budget category:

o   Vacation, sick time, or over time accruals for prior fiscal year.

o   Taxes or other amounts withheld from wages or salaries which have not actually been paid by grantee during the term of the grant agreement or which related to periods before or after the term of the grant agreement.

Acceptable documentation for this budget category:

o   Payroll records, either internal or from a payroll service.

o   Invoices from a health insurance provider.

o   Invoice from employee for the health stipend

o   Statement from a retirement benefit provider.

EXAMPLE:

Category	Notes		Costs
Fringe Benefits:			
Position/Title: Madeline Khan, Executive Director	10 % of $13,200 for full health care coverage		$1,320
Position/Title: Chris Rock, Program Director	15% of $12,000 annual cost of health care coverage		$1,800
Position/Title: Ai Wei Wei, Artist	$150 per month for 12 months cost for Affordable Healthcare Coverage		$1,800
	Subtotal Fringe Benefits:		**$4,920**

Budget Category: COMMISSION FEES/HONORARIUMS

The COMMISSION FEES/HONORARIUMS line items include costs associated directly with the proposed project. Individuals that are either salaried or hourly and are considered to be employees of the organization, such as executive directors, artistic directors, managing directors or administrative assistants, should be indicated under PERSONNEL unless they are primarily volunteers and receive small stipends for their work.

Category Instructions:
- o The amounts should only reflect the portion that will be paid through the SFAC grant, if approved.
- o If the grant is for a two year period (CEI & CRSP-L2), distinguish the expenses that will incur in the first year from the second year in the NOTES column: the COSTS column should include the totals for both years.

Examples of allowable expenses:
- o Administrative: Stipends to individuals to support the administrative component of the proposed project.
- o Artistic: Curator fee; guest choreographer fee; honorariums to artists to participate in a show.
- o Technical & Production: Photographer to document a workshop; audio/visual technician to set up sound for a performance.

Examples of disallowable expenses for this budget category:
- o Payments to individuals that are part of the organization's staff.

Acceptable documentation for this budget category:

o   Invoice from the administrator, artist or technician.

EXAMPLE:

Operating Expenses:		
Category	**Notes**	**Costs**
Fees: Administrative	Stipends to cover administrative tasks related to the project (2 individuals at $20 hour for 10 hours=$400)	$400
Commission Fees / Honorariums: Artistic	Guest Curator stipend ($1,000 flat fee); Artist honorariums to participate in the show (5 at $200 each = $1,000); Workshop presenters (3 at 4 workshops at $50 each =$600)	$2,600
Fees: Technical & Production	Photographer to document 2 performances ($500 flat fee); AV Tech (10 hours at $100 per hour = $1,000);	$1,000

OPERATING EXPENSES
Category Instructions:
o   Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
o   Notes should clearly indicate how the expenses support the activities outlined in the Grant Plan.
o   If the grant is for a two year period (CEI & CRSP-L2), distinguish the expenses that will incur in the first year from the second year in the NOTES column: the COSTS column should include the totals for both years.

Examples of allowable expenses:
o   Advertising & marketing: promotional materials; printing costs; banner ads.
o   Equipment rental: lighting rental or AV rental for a production.
o   Facilities/space rental: a cost allocation for the organization's space; theater rental for a performance; classroom rental for workshops.
o   Fundraising expenses: (CEI & CRSP-P only) costs associated with a special event; postage and printing for development materials.
o   Insurance: a cost allocation for general liability, automobile and/or workers compensation; cost for one-time liability coverage for a special event.
o   Internet/website: a cost allocation for hosting a domain.
o   Office supplies: general office supplies used by staff in the operation of the program.
o   Production/exhibition costs: general materials and supplies for mounting a new exhibit; costumes.
o   Program costs: art supplies; instruments; music CDs; video equipment integral to the artistic practice.

- o Professional services: payments to professionals for a highly technical or specialized service, such as: website developer; computer programmer; lighting designer.
- o Software/hardware: editing software; CSM database.
- o Other: allowable expenses not covered in the aforementioned line items. Details and explanation are required.

Examples of disallowable expenses for OPERATING COSTS:
- o Costs associated with payroll for an employee of the organization.
- o Catering or beverage expenses.

Acceptable documentation for this budget category:
- o Invoices and proof of payment.

EXAMPLE:

Operating Expenses:		
Category	Notes	Costs
Advertising & Marketing	Costs associated with publicizing new production: promotional postcards ($500); postage ($200); banner ($300) = $1,000	$1,000
Equipment Rental	Costs associated with new production: lighting ($500); AV equipment ($1,000); sound system ($1,500) = $3,000	$3,000
Facilities / Space Rental	Costs for renting theater for 2 days for rehearsal and presenting new production: $2,000	$2,000
Fundraising Expenses	Costs for creating a development brochure: printing ($500); postage ($200)	$700
Insurance	One time coverage for the presentation of the new production ($1,000) Half covered by SFAC grant = $500	$500
Internet/website	10 percent cost allocation for monthly website costs = $100	$100
Office supplies	General office supplies to support the new production.	$200
Production / exhibition costs	Costs associated with the new production: Props ($200); costumes (5 performers at $300 each = $1,500)	$1,700
Program costs	General supplies to build new sets, including paint and lumber ($1,000)	$1,000
Professional services	Costs for graphic artist to design banner, promotional postcards, and development brochure: $1,000	$1,000
Software /	New laptop ($2,000) to support lighting design	$1,100

hardware	software ($200) to be used in the new production. Half covered by SFAC grant	
Other	N/A	$0

Budget Category: SUBCONTRACTORS

Category Instructions:

- o Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
- o Subcontractors are non-staff individuals, organizations or companies that provide a service directly in fulfillment of the activities outlined in the Grant Plan and are required to uphold contractual obligations.
- o Each service should be provided as an estimated number of hours dedicated to the project and the hourly rate wherever possible.
- o If the grant is for a two year period (CEI & CRSP-L2) then distinguish the expenses that will incur in the first year from the second year in the Notes column: the Costs column should include the totals for both years.

Examples of allowable expenses:

- o HVAC contractor to upgrade the air conditioning system in a theater.
- o General contractor to upgrade restrooms to be ADA compliant.
- o Consultant to lead a year-long strategic planning process for the organization.
- o Evaluator to develop a comprehensive evaluation strategy for the organization.

Examples of disallowable expenses for OPERATING COSTS:

- o An employee of the organization working to meet the deliverables of the Grant Plan.

Acceptable documentation for this budget category:

- o Signed contract or MOU containing a clear scope of work and rate of compensation.
- o Invoice

EXAMPLE:

SUBCONTRACTORS		
Category	**Notes**	**Costs**
Name: P. Rogers Nelson, General Contractor	Bathroom upgrades to comply with ADA standards: Permits ($1,000); materials ($10,000); labor ($20,000); contingency ($4,000) = $35,000	$35,000
Name: R. Asawa, Consultant	Strategic planning consultant to lead the organization, board of directors, and stakeholders through a year-long planning process: 200 hours @ $75 per hour = $15,000	$15,000

Name: Y. Kochiyama, Consultant	Evaluation consultant to develop a comprehensive evaluation plan for the organization's programming: 100 hours @ $60 per hour = $6,000	$6,000

Budget Category: ADMIN / INDIRECT
Category Instructions:
- o   A maximum of 10 percent of the total grant award is allowable.

Examples of allowable expenses:
- o   A cost allocation for janitorial services.
- o   A cost allocation for utilities.
- o   A cost allocation for accounting or payroll services.
- o   Audit expense.
- o   Fiscal sponsorship fees.

Examples of disallowable expenses for this budget category:
- o   Costs that are represented in other line items.

Acceptable documentation for this budget category:
- o   No documentation is required for this line item.

STAFF MEMBERS AND KEY PERSONNEL: List the primary individuals that will be involved in the proposed project as well as a brief description of their role and duties.

PARTNERS AND COLLABORATORS: Include a list of partners and collaborators and include their role in executing the proposed project. This should include any non-arts entities, vendors, and merchants that will be involved, if applicable.

BOARD OF DIRECTORS: Include a list of the organization's Board of Directors with their affiliation, length of time served, and term expiration.

BOARD PRESIDENT CONTACT INFORMATION: Please include the name and contact information for your organization's Board President.

supporting materials

ATTACH PROOF OF SF 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, lease, mortgage statement, business license, or preprinted financial statement.

ATTACH EVENT FLYER OR PROGRAM: Attach a flyer or program from a previous year's event.

demographics survey

Please answer the questions to the best of your ability. Note that **any data you provide will not be seen by panelists or used in the evaluation of your application.** Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC, and also to report out to our communities. We ask demographics for the following:

RACE/ETHNICITY:

- **Does your organization primarily serve people of color?** Answer "yes" if more than 50 percent of your artists and/or audience are people of color. And/or your mission statement explicitly mentions communities of color.

- **If you answered "yes" that your organization primarily serves people of color, please select which communities of color your organization primarily serves (only select communities that make up 25 percent of your artists/audience served).** If you selected "no"/"decline to state," you can leave this section blank.

- Please note: We selected these categories based on the largest populations in San Francisco (according to citywide demographic data).

GENDER:

- **Does your organization primarily serve women?** Answer "yes" if more than 50 percent of your artists and/or audience are women. And/or if your mission statement explicitly mentions women.

- **Does your organization primarily serve trans or non-binary gender communities?** Answer "yes" if more than 50 percent of your artists and/or audience are trans or gender non-binary. And/or if your mission statement explicitly mentions trans or gender non-binary communities.

SEXUALITY:

- **Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities?** Answer "yes" if more than 50 percent of your

artists and/or audience are LGBQ or two-spirit. And/or if your mission statement explicitly mention LGBQ or two-spirit communities.

IMMIGRANT COMMUNITIES:

- **Does your organization primarily serve immigrant communities?** Answer "yes" if more than 50 percent of your artists and/or audience are immigrants. And/or if your mission statement explicitly mention immigrant communities.

DISABILITY:

- **Does your organization primarily serve the disabled community?** Answer "yes" if more than 50 percent of your artists and/or audience are disabled. And/or if your mission statement explicitly mention the disabled community.

YOUTH:

- **Does your organization primarily serve children and youth (0-24 years old) and/or family with children and youth (0-24 years old)?** Answer "yes" if more than 50 percent of your artists and/or audience are 0-24 years old. And/or if your mission statement explicitly mention serving children and/or youth.

DID REPRESENTATIVES OF YOUR ORGANIZATION ATTEND ANY OF SFAC'S TECHNICAL ASSISTANCE WORKSHOPS?

- Grants Management system/Online Application Orientation: These were workshops orienting applicants on how to use the online system (how to create a log-in, etc.)
- Grants Programs Informational Workshops: Sessions that went more in depth into the content of the applications and grant categories for SFAC.
- One-on-One Sessions with SFAC staff (scheduled in 15 minute intervals).

certification

This certification page confirms that all the information in the application is accurate to the best of your knowledge. An authorized user from the organization and/or individual artist must "sign" this section by typing in a name, checking off a box, and dating it. This is the final form you must complete before validating and submitting your application.

Click Save and Validate.

Validate and Submit

1. When you land on the Validate and Submit page, the system will automatically begin validating all of your data and check if any required fields are missing data.
2. If any required information has not been completed it will show up as an error. Click on the generated hyperlink to be taken back to the page with the error and fix the error. You can add the missing data, fill out the field, or delete text. Save the form again and jump directly back to the "Validate and Submit" form by going to the navigation bar on the left of the screen.
3. Lastly, if your application validates successfully, you are satisfied with your application, and all the uploaded materials are present, click the green "Submit" button at the end of the application.
4. The system will pop up a notice and let you know that your application was successfully submitted. Click "Okay".
5. Your information will be sent directly to SFAC and you will immediately receive an email confirming that the application has been successfully received.

After You Submit the Application

1. You will be directed to the "My Data" tab on the Dashboard.
2. If you want to view specific forms in the application, or change the information on the application (address, phone, website) click on the first icon (stack of papers) and jump to the form within the application.
3. If you want to view your support materials, you can click on the second icon (landscape image) and a slide show will appear.
4. If you want to download your support materials, you can click on the third icon (arrow down).
5. If you want a hard copy of the application, you can click on the fourth icon (printer).
6. You will receive an email from SFAC confirming that the application has been received.
7. At this point, you will no longer be able to change your application; the application status will appear as "Received (Eligibility Pending)" you may not edit your application in any way.
8. If you would like to make any changes to the application before the deadline, please contact the program officer.
9. Sometime after the deadline, you will receive another email confirming whether your grant eligibility has been approved or not. The application status will appear as either "Received" or "Ineligible/Incomplete"

Read Only Status

1. If you have not submitted your application, or if a deadline has passed, your application will become read-only.