



cultural equity initiatives | grant guidelines

FY17 GRANT CYCLE | FOR PROJECTS TAKING PLACE JULY 2017 — JUNE 2019

San Francisco Arts Commission

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City and County of
San Francisco

APPLICATION DEADLINE: October 19, 2016
(submission through sf.culturegrants.org)*

For small to mid-size arts organizations in all genres

*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.



cultural equity initiatives (CEI)

grant guidelines | FY16 grant cycle

For projects taking place:
July 1, 2017 – June 30, 2019

APPLICATION DEADLINE: October 19, 2016

about CEI

The Cultural Equity Initiatives (CEI) grant program offers grants up to \$100,000 to small and mid-sized arts organizations for capacity-building initiatives that ensure the artistic and cultural vitality and the sustainability of San Francisco's arts organizations that are deeply rooted in historically underserved communities. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS). For any questions about CEI, please contact Program Officer Ebony McKinney 415-252-2216.

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

NEW: CEI eligible funding amounts will be based upon the organization's prior year's budget. Organizations, regardless of size, can request no more than 50 percent of their three-year average annual operating budget (determined by

Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report, formerly referred to as the Cultural Data Project Funders Report) for an annual amount not to exceed \$50,000 (for a total two year grant award not to exceed \$100,000). Because funds are limited, grant awards may be between 75 to 100 percent of the grant request, but no less than 75 percent of a grant request will be awarded.

project requirements

NEW: To apply for a CEI applicants must have completed a strategic or business planning process. If the organization has none, this proposal must be aimed at supporting a strategic or business planning process.

native american arts & cultural traditions (NAACT-CEI)

Native American Arts & Cultural Traditions (NAACT) category is aligned with Cultural Equity Grants. Applicants are to apply through the applicable grant category, and will be prompted to choose if they would like to apply through NAACT. By choosing this prompt, these applications will be reviewed by a panel of community members that represent the Native American community in San Francisco Bay Area.

Applicants to NAACT should clearly substantiate that they are connected to the Native American community within their narrative responses. Please follow all of the instructions for CEI and check the box at the end of the Applicant Information Page to confirm that you would like to be considered under the NAACT-CEI program.

important dates

Technical Assistance Workshops**	September 2016
Applications Due	October 19, 2016
Panel Review	January - March 2017
Funding Recommendations	April 11, 2017
Commission Approval	May 1, 2017
Grant Period	July 1, 2017 - June 30, 2019

**SEE SFARTSCOMMISSION.ORG FOR CALENDAR OF APPLICATION WORKSHOPS



cultural equity initiatives (CEI)

eligibility | restrictions | requirements

applicant eligibility

- **NEW:** Applicants to CEI may apply to Organization Project Grants and receive both, if approved. Previously you could not receive both a CEI and an OPG but this restriction has been omitted.
- The organization and its fiscal sponsor, if applicable, must be based in San Francisco.
- **Tax-exempt status:** Organizations that do not possess a 501(C)(3) with a three-year average budget of less than \$100,000 can apply to CEI using a fiscal sponsor. Organizations with budgets over \$100,000 must be a 501 (C)(3) tax-exempt organization.
- The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco.
- The applicant organization cannot be part of another City agency or department.
- The organization must have a fundamental and substantial history of working with and/or presenting ongoing activities to members of the historically underserved community(ies) identified in its proposal.
- The organization must be able to demonstrate ongoing support from the identified community and a mechanism for their input for the organization's governance.
- 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.
- **NEW:** The organization's three-year average annual operating budget must not exceed \$1.5 million in income (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report).

- **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, 2019.**
- **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.
- **For NAACT-CEI:** The organization must have a strong track record and demonstrated leadership that substantiates that they are connected to a Native American* community and engaged in significant programming that is rooted in Native American arts and cultural traditions.

**Per the Human Rights Commission, Native American is defined as people of indigenous descent from North, Central, and South American heritage as well as Native Hawaiians, Samoans, Marshall Islanders, and the indigenous people of Guam (whether enrolled, federally or nationally recognized or not). All groups indicated are encouraged to apply, but due to limited funds, priority will go to artists that are affiliated and connected to groups falling under the jurisdiction of the United States.*

- **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 CEI category.** This includes CEI and NAACT-CEI. This does not apply to fiscal sponsors who are submitting applications on behalf of different fiscally sponsored projects.
- **Applicants cannot receive funding for two consecutive grant cycles in the Cultural Equity Initiatives category.** This includes NAACT-CEI. A CEI grant (or cycle) is for two years. All of our grantees are required to sit out for one year after each grant cycle. In addition, they are required to close out a grant before reapplying. Generally, applicants that received a CEI in FY2015 would be eligible to reapply in FY2018 and an applicant that receives a CEI in FY16 would be eligible to reapply in FY2019.

However, if you had a CEI-Level 1 in 2015, you CAN reapply this cycle. Since the Level-1 in 2015 was for a one year initiative, than 2016 was your sit out year.

- **Organizations can request no more than 50 percent** of their three-year average annual operating budget (determined by Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report).
- **Any previously awarded CEI grants must be completed and closed out before applying for any additional grants in the CEI category.**
- **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. Deficit reduction.
 2. Start-up costs/seed money for new organizations or businesses.
 3. Food and beverage expenses.
 4. The culmination of an arts project (See Organization Project Grants).
 5. Planning and development of space (See Creative Space grants).



scoring criteria

Alignment with SFAC Goals (25 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)

- The organization's artistic history and accomplishments are strong and demonstrate a meaningful evolution, as well as a deep connection to historically underserved communities.
- The work sample clearly demonstrates the mission, aesthetics, audience and capacity of the organization.

Quality of Proposed Project (30 points)

- The organization demonstrates awareness of its current state and positioning (opportunities, challenges, and major change) in relation to the capacity building issue to be addressed.
- Proposed initiative is sound; has great potential to foster artistic vitality and financial sustainability for the applicant beyond the term of the grant; and strongly aligns with the organization's direction and current strategic (or business) plan OR proposed strategic (or business) plan.
- Desired outcomes, and strategy to evaluate the impact and success of the initiative on the organization and community are clear and appropriate.

Ability to Complete the Project (25 points)

- The budget and allocation of funds to the proposed initiative is clear and reasonable in relation to the scope of the project.
- Plans to address any organizational disruption and obtain additional resources are sound and reasonable.
- Qualifications of key staff and/or project personnel are strong and relevant to implementation of the proposed project; Board of Directors is active and supportive.
- The organization's financial and audience history as reflected in the CCDP supports the feasibility of the project plan and budget and includes detailed budget notes.

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 (25 points)	15	Thorough understanding of communities served and intentionality for serving those communities; strongly aligns with one or more of SFAC goals for equitable grantmaking.	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none"> - 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)	10	The organization's artistic history and accomplishments are strong and demonstrate a meaningful evolution, as well as a deep connection to historically underserved communities.	<ul style="list-style-type: none"> - Describe your organizational history and highlight accomplishments relevant to the proposed project. - Attached Calendar of Art Activities
	10	The work sample clearly demonstrates the mission, aesthetics, audience and capacity of the organization.	<ul style="list-style-type: none"> - Work Samples
Quality of Proposed Project (30 points)	10	The organization demonstrates awareness of its current state and positioning (opportunities, challenges, and major change) in relation to the capacity building issue to be addressed.	<ul style="list-style-type: none"> - Describe the current state of your organization. - Have you completed a Strategic or Business Plan? - If NO, grant MUST be used for strategic or business planning. - Describe the ways that your organization is prepared to begin a planning processes? - If YES, explain how the proposed project aligns with the main goals and strategies identified in your plan? - Cite the relevant section of your plan for the panel to review. -Strategic / business plan
	10	Proposed initiative is sound; has great potential to foster artistic vitality and financial sustainability for the applicant beyond the term of the grant; and strongly aligns with the organization's direction and current strategic (or business) plan OR proposed strategic (or business) plan.	<ul style="list-style-type: none"> - Describe the proposed capacity-building or planning initiative and the ways it will ensure the artistic and cultural vitality of the organization. Note: For organizations that have not gone a strategic or business planning process this grant MUST be used for that purpose. - Grant Plan
	10	Desired outcomes, and strategy to evaluate the impact and success of the initiative on the organization and community are clear and appropriate.	<ul style="list-style-type: none"> - Describe your desired outcomes and strategy for evaluation.

Ability to Complete the Project (25 points)	10	The budget and allocation of funds to the proposed initiative is clear and reasonable in relation to the scope of the project. The organization's financial and audience history as reflected in the CCDP supports the feasibility of the project plan and budget and includes detailed budget notes.	- Budget & Budget notes - DataArts SFAC Funder's Report and Notes
	5	Plans to address any organizational disruption and obtain additional resources are sound and reasonable.	Describe how the implementation of the proposed initiative will affect the organization's normal operations and resources: What is the plan to address any disturbance to normal operations? Do the necessary resources already exist within the organization or do they need to be obtained from outside to complete the project?
	10	Qualifications of key staff and/or project personnel are strong and relevant to implementation of the proposed project; Board of Directors is active and supportive.	- Key Personnel 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 consultants, partners, or 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, term expiration and the gifts and/or pledges to the organization.



cultural equity initiatives (CEI) application review & approval process

application review

To evaluate CEI applications, we use a category-based panel review process to ensure that organizations of similar scale are reviewed together. 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. 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, cultural equity and other field issues; and have experience that aligns with the purpose of the specific grant category.

attend panel review

CEI 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. 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—never 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 and Grants Committee, then by the Full Commission. Meetings of the Commission are public. The agenda will be available on the Arts Commission website sfartscommission.org 72 hours in advance of the meeting.

grant awards

- Notifications will be e-mailed. Award letters will include instructions about contracting procedures.
- **Deadline to apply:** 12:00 p.m. PT on Wednesday, October 19, 2016
- PLEASE NOTE: The online grant application form (sf.culturegrants.org) limits entry based on the defined character count for each question.
- Must attach proof of San Francisco corporate address in Supporting Materials.



cultural equity initiatives (CEI)

how to submit your application

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 19, 2016.

Applications must be received online via the link above. Hard copy, postal mail, emailed, 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.



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 fill the application. If you have any questions about the application, please contact Program Officer Ebony McKinney 415-252-2216 or ebony.mckinney@sfgov.org.

PLEASE NOTE: The grant application form is online (<http://sf.culturegrants.org/>) 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 online, it's possible that you could lose some of your writing.

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:

- Minimum 8 characters (case sensitive)
- 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) ARTS 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 below

IS YOUR ORGANIZATION'S MISSION STATEMENT CLEARLY FOCUSED ON THE DEVELOPMENT, PRODUCTION, AND/OR PRESENTATION OF ARTS ACTIVITIES IN SAN FRANCISCO?: The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco.

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

HAS YOUR ORGANIZATION HELD FOUR PUBLICLY ACCESSIBLE ARTS ACTIVITIES OVER TWO YEARS?: Please note, to be eligible for this grant, you must have held four publically accessible events that span from October 2014 to the grant deadline.

IS YOUR ORGANIZATION'S THREE-YEAR AVERAGE ANNUAL OPERATING BUDGET LESS THAN \$1.5 MILLION IN INCOME (DETERMINED BY THE LINE REVENUE LESS IN-KIND MINUS NON-OPERATING REVENUE IN THE SFAC DATA ARTS REPORT)?: 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, 2019?: The proposed project must take place in San Francisco between July 1, 2017 and June 30, 2019.

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.

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.

ARE YOU APPLYING FOR THE NATIVE AMERICAN ARTS AND CULTURAL TRADITIONS CULTURAL EQUITY INITIATIVES GRANT (NAACT-CEI): YES means your application will be reviewed by a panel of community members that represent the Native American community in the San Francisco Bay Area . NO means this is not applicable to your application.

fiscal sponsor (if applicable)

NAME OF FISCAL SPONSOR: Note: Organizations with budgets over \$100,000 are not permitted to apply with a 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.

project information

PROJECT SUMMARY: 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 the Alliance for California Traditional Arts (ACTA) in an initiative designed to implement portions of a new virtual engagement program. This includes website redesign, contracting digital storytellers and writers to contribute content, and increased social media presence.

GRANT REQUEST AMOUNT: Organizations may ask for no more than 50 percent of the three-year average of their operating budget (as defined in the grant guidelines) or up to \$100,000, whichever is less.

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.

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.**

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.

artistic history

DESCRIBE YOUR ORGANIZATIONAL HISTORY AND HIGHLIGHT MAJOR ACCOMPLISHMENTS THAT ARE RELEVANT TO THE PROPOSED PROJECT:

Outline moments in the organization's history that highlight its growth and exemplify the implementation of its mission, values and vision. Additionally, highlight a few pivotal accomplishments of the organization which have some relevance to the project being proposed. A well-articulated answer to this question helps to provide context while conveying confidence in the organization's ability to successfully carry out the proposed project.

quality of proposed project

DESCRIBE THE CURRENT STATE OF YOUR ORGANIZATION, INCLUDING ANY OPPORTUNITIES, CHALLENGES, AND MAJOR CHANGES:

Strong applications are those that demonstrate a thorough understanding of the overall state of the organization as well as particular internal or external hurdles or opportunities that exist at this time.

HAVE YOU COMPLETED A STRATEGIC OR BUSINESS PLAN?: Please answer yes or no. If the organization does not have a strategic or business plan this proposal **MUST** be for that purpose.

IF NO, THIS GRANT MUST BE USED FOR STRATEGIC OR BUSINESS PLANNING.

DESCRIBE THE WAYS THAT YOUR ORGANIZATION (STAFF, BOARD, VOLUNTEERS, INFRASTRUCTURE) IS PREPARED TO BEGIN STRATEGIC OR BUSINESS PLANNING PROCESSES. Specify the ways that various components of your organization demonstrate readiness for an in-depth planning process. Strong proposals will articulate multiple and converging characteristics of enthusiasm and fitness.

IF YES, EXPLAIN HOW THE PROPOSED PROJECT ALIGNS WITH THE MAIN GOALS AND STRATEGIES IDENTIFIED IN YOUR PLAN. PLEASE CITE THE RELEVANT SECTION OF YOUR STRATEGIC OR BUSINESS PLAN FOR THE PANEL TO REVIEW.

Solid proposals are often aligned with the major goals and strategies put forth in an organization's planning process. Please explain how the proposed capacity building initiative intersects with the strategic or business plan and how the proposed project fits into the ultimate goals of the plan. Additionally, you will be required to cite relevant sections therein.

Please attach a copy of your strategic / business plan in the Supporting Materials section.

THIS QUESTION IS FOR ALL APPLICANTS. DESCRIBE THE PROPOSED CAPACITY-BUILDING OR PLANNING INITIATIVE AND THE WAYS IT WILL ENSURE THE ARTISTIC AND CULTURAL VITALITY OF THE ORGANIZATION.

A well- reasoned strategy that ultimately maintains or amplifies the artistic or cultural vitality of the organization is presented. Note: For organizations that have not gone a strategic or business planning process this grant **MUST** be used for that purpose.

HOW WILL THIS INITIATIVE IMPACT THE SUSTAINABILITY (FINANCIAL, HUMAN RESOURCES, PROGRAMMING, ETC) OF YOUR ORGANIZATION? INCLUDE HOW THE GAINS FROM THIS INITIATIVE WILL BE MAINTAINED AFTER THE TERM OF THE GRANT.

Please spell out the financial repercussions of mounting the proposed project as well as the conditions, practices or processes anticipated to maintain the gains of the project are succinctly explained. This question is for **ALL** applicants.

DESCRIBE YOUR DESIRED OUTCOMES AND STRATEGY FOR EVALUATING THE IMPACT SUCCESS OF THE INITIATIVE.

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.

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. Refer to the "How to fill out the SFAC Grant Plan" for examples of strong grant plans.

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.

EXAMPLE:

Activity	Outputs	Completed by:
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Hire part time Administrative Coordinator to work 50 hours per month and provide bookkeeping, communications, marketing, production coordination, grant writing, board development and contractor management.	1 (.31 FTE) Administrative Coordinator hired	12/31/16
Contract a part-time Web Designer/Video Editor to launch a professionalized website that can accommodate an expanded archive (approximately 50 hrs x \$50/hr=\$2,500).	1 web designer contractor hired	12/31/16
Web designer/Video Editor professionalizes website, completes and uploads 20 video works from the organizations digital archive.	1 updated web site 20 videos uploaded	12/31/17
Administrative Coordinator works with Artistic Director to increase the organization's annual grant proposal submissions to private, community and government funders.	10 grants submitted	12/31/17
Administrative Coordinator works with Board Of Directors to implement the organization's first fundraising event.	1 fund-raising event	12/31/17
Artistic Director, Board of Directors and Administrative Coordinator create a plan to fund the Administrative Coordinator position through FY 19/20.	1 funding plan	6/30/18

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 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)	\$ 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	\$ 1,000

	postcards (\$500); postage (\$200); banner (\$300) = \$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 development brochure: \$1,000	\$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).

- Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
- FTE should be calculated based upon a full-time salary (2,080 hours/year), even if the position is on a part-time basis.
- 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:

- A portion of program staff salary overseeing the proposed project.
- A portion of the executive director’s salary to support oversight of the project.
- Administrative support to the project.

Examples of disallowable expenses for this budget category:

- Artist stipends or fees.
 - Temporary, contracted services for technicians.
 - 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:

- 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, Program Director	520 hours at \$26 per hour per year (.25 of annual salary of \$55,000 times 2 years = \$27,040): to support oversight of the strategic planning process	.25	\$27,040
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:	Photographer to document 2 performances	\$1,000

Technical & Production	(\$500 flat fee); AV Tech (10 hours at \$100 per hour = \$1,000);	
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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 / hardware	New laptop (\$2,000) to support lighting design software (\$200) to be used in the new production. Half covered by SFAC grant	\$1,100
Other	N/A	\$0

Budget Category: SUBCONTRACTORS

Category Instructions:

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

- Costs that are represented in other line items.

Acceptable documentation for this budget category:

- No documentation is required for this line item.

DESCRIBE HOW THE IMPLEMENTATION OF THE PROPOSED INITIATIVE WILL AFFECT THE ORGANIZATION'S NORMAL OPERATIONS AND RESOURCES.

Strong proposals are able to anticipate disruptions to the regular operating procedures of the organization as new programs or projects are implemented. Please describe any likely interruption and the resources that exist either internally within the organization or externally in the larger environment to address it.

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. If proposing a new position please include a position description with hours, pay, expected length of service, key responsibilities and objectives, relevant reporting structure and any other resources you will need to make the position viable.

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. Be sure to highlight relevant work experience with brief descriptions of special skills and areas of expertise.

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

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents.

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 bill, lease, mortgage statement, business license, or preprinted financial statement.

ATTACH A LIST OF YOUR ORGANIZATION'S ARTS ACTIVITIES FOR THREE YEARS: FY14-15, FY15-16, and the current year ending June 30, 2017. Please note, to be eligible for this grant, you must have held four publically accessible events that span from October 2014 to the grant deadline.

ATTACH A DATAARTS SFAC FUNDERS REPORT AND BUDGET NOTES:

Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ for your three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile.

Panelists will use your DataArts Funder Report to better understand your organization's financial position.

Please remember to include typed notes that correspond with your DataArts SFAC Funders Report. Detailed notes provide panelists with a greater understanding of your organization's financial health.

- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

ATTACH 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 to learn about the organization's aesthetics, audience, and capacity.

ATTACH WORK SAMPLES: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic history, aesthetics, audience, and capacity. Samples that fall outside of the instructions given will be removed. Samples exceeding the limit will not be viewed.

Submit samples that:

- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings or news articles are not appropriate work samples.*
- Demonstrate high production quality with clarity of sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality.*
- Are from the **last two years.**

- 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.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project already underway. Must set the proper context for the stage of work being shared.
- Show at least two minutes of a work so that the panelists can immerse themselves in the content.
- Provide a glimpse of your audience.

***Do not* submit samples that:**

- Are trailers or collages of performances that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than four minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

ATTACH WORK SAMPLES: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic history, aesthetics, audience, and capacity. Samples that fall outside of the instructions given will be removed. Samples exceeding the limit will not be viewed.

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- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than four minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

WORK SAMPLE INSTRUCTIONS

Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **eight** work samples. *Only fill out the template to reflect the number of work samples that you are submitting.*

Work sample descriptions must include:

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

FORMAT INSTRUCTIONS

Work samples that cannot be uploaded must be hosted online through your website or a third party platform. Please be sure to include working links and include log in instructions if your content is restricted.

You may submit a combination of media formats, but are limited to *two* media types.

Example: You may combine media types to include a 1-minute song and a 3-minute video; 4-images and 2-minutes of video; or two 2-minute songs. Three 1-minute videos/songs is permissible only if one is that of a collaborator.

If panelists cannot access your work samples, they will not be reviewed.

AUDIO/VIDEO

- The audio and video samples should have clarity of sound and/or image.

- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- 480 x 360 video resolution is suggested.
- Each video or audio files can be four minutes maximum; two minutes combining with other medium.

IMAGES

- Must be PDF or JPEG.
 - May combine all of your images into one single PDF file or upload each image in a separate file.
 - Image size should be consistent; 800 x 600 pixels is suggested.
 - Maximum size for each image is 5MB.
- Eight images maximum; four if combining with other medium.

FILM TREATMENTS, LITERARY MANUSCRIPTS, AND PUBLICATIONS

- Must be PDF or Word. If formatting needs to be preserved, please submit a PDF.
- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- 10 page maximum; five page if combining with other medium.

SCRIPTS

- Must be PDF or Word.
- Maximum size for each document is 5MB.
- 20 page maximum; 10 page maximum if combining with other medium.

ALWAYS TEST YOUR FINAL WORK SAMPLE BEFORE SUBMITTING

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 LGBTQ or two-spirit. And/or if your mission statement explicitly mention LGBTQ 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.