creative space facilities grants | grant guidelines

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

San Francisco Arts Commission

Tom DeCaigny
Director of Cultural Affairs

401 Van Ness Avenue, Ste. 325
San Francisco, CA 94102
tel 415-252-2590
fax 415-252-2595
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC

City and County of
San Francisco

**APPLICATION DEADLINE: November 16, 2016
(submission through sf.culturegrants.org)***

Facilities Improvement Grants for Arts Organizations

*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.

creative space facilities (CRSP-Facilities)
grant guidelines | FY17 grant cycle

For projects taking place:
July 1, 2017 – June 30, 2018 or June 30, 2019

APPLICATION DEADLINE: November 16, 2016

about CRSP

The Creative Space (CRSP) grant program supports the enhancement of San Francisco cultural facilities through Planning and Facility Improvement Grants. The category aims to improve existing arts facilities and develop new ones that will support the work of San Francisco's arts organizations and artists.

NEW: The Creative Space priorities are for:
1. Capital expenditures for emergency situations that render the artistic activities at a creative space inoperable such as to correct cited fire, ADA and/or safety code violations or to address issues prior to receiving a citation.
2. Capital expenditures to improve the capacity of the creative space by significantly improving an organization's artistic presentation such as improved stage floor, lighting system, or new sound equipment.
3. Capital expenditures which will have significant positive effect on audience accessibility, comfort, and enjoyment to creative space such as soundproofing, seating areas, or heating/cooling equipment.

For any questions about CRSP, contact Program Officer Robynn Takayama 415-252-2239.

alignment with sfac goals

Priority funding goes to arts organizations that foster artistic expression deeply rooted in and reflective of historically underserved communities (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. 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.

native american arts & cultural traditions (NAACT-CRSP)

The 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 authentically connected to the Native American community within their narrative responses. Please follow all of the instructions for NAACT-CRSP and check the box at the end of the Applicant Information Page to confirm that you would like to be considered under the NAACT-CRSP program.

eligible request amount

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

FACILITY IMPROVEMENT GRANTS (CRSP-FACILITIES): Grants for up to $100,000 to tax-exempt arts organizations with programming space for capital improvements to address emergency situations, improve the capacity of the creative space, and/or to have significant positive effect on audience accessibility, comfort, and enjoyment. Improvements meet at least one of the CRSP priorities. Multiple projects may be included in the request. The affected spaces must be integral to the organization's arts activities. Organizations must have a three-year average annual operating budget of less than $2 million.

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

- **LEVEL 2:** Grants for up to $100,000 for arts organizations that hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

important dates

Technical Assistance Workshops**	September 2016
Applications Due	November 16, 2016
Panel Review	January – March 2017
Funding Recommendations	April 11, 2017
Commission Approval	May 1, 2017
Grant Period	July 1, 2017 – June 30, 2018 or 2019

**SEE SFARTSCOMMISSION.ORG FOR CALENDAR OF APPLICATION WORKSHOPS

sfac creative space facilities (CRSP-Facilities)
eligibility | restrictions | requirements

applicant eligibility

- **The organization must be tax-exempt under Internal Revenue Code Section 501(c)(3).** Organizations that have a fiscal sponsor are ineligible to apply to this category.

- **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 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.

- **The organization's three-year average annual operating budget must not exceed $2 million in income** (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC Data Arts 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, 2018 (June 30, 2019 for CRSP-L2).**

- **Organizations must either hold title or be in possession of a qualifying lease,** or, have a letter of intent from the property owner to enter into a qualifying lease or sale.

- **NEW:** Grant funds may pay for transportable items such as seating, fire-retardant curtains, theater lights, or sound equipment so long as it meets our Creative Space criteria.

- **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: 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.

- **For NAACT-CRSP-F:** 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 Creative Space category.** An applicant cannot apply to both a CRSP and a NAACT- CRSP or CRSP-L1 and CRSP-P.

- **Applicants cannot receive funding for two consecutive grant cycles** unless the applicant was awarded a Planning grant. They may apply for a Facility grant in the next cycle.

- **Organizations can request no more** than 50 percent of its three-year average annual operating budget (determined by Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report).

- Any previously awarded CRSP grants must be completed and closed out before applying for any additional grants in the CRSP category.

- Programs of another City agency or department are not eligible to apply, which includes the City-owned Cultural Centers.

- Grant funds may not pay for:
  1. Routine and ongoing maintenance.
  2. Down payments, lease deposits or deficit reduction.
  3. Projects that do not result in reasonable access for individuals with disabilities under the ADA.

project requirements

- Lease/Ownership Requirement:
  - **LEVEL 1:** Organization has at least three years remaining on their lease at the start of the grant term, or has a year-to-year lease and has leased the space for a minimum of ten years prior to the start of the grant term.

  - **LEVEL 2:** Organization holds the title to its space, or has a lease with at least five years remaining at the start of the grant term.

- To apply for Level 2, applicants must have full board participation in the campaign and we ask that you provide a list of board members and their gifts and/ or pledges.

- Level 2 requires a 20 percent cash match to the grant request.

- Level 2 requires three bids for the work you seek to accomplish with this funding.

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 (25 points; 35 for Level 2)
- Quality of the organization's artistic programs and community impact.

- Level 2 only: The applicant utilizes the venue to serve the local arts community and its neighbors.

Quality of Proposed Project (25 points; 35 for Level 2)
- Demonstrated need for the project, thoughtfulness in its design, and preparation for the organization's implementation.

- Level 2 only: The proposed project will impact not only the applicant, but also its neighbors and the local arts community.

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

Project Feasibility and Organizational Health (25 points; 35 for Level 2)
- Appropriateness of project budget, relevant experience and qualifications of key staff and project personnel.

- Evidence of financial stability and stability of the board of directors.

- Level 2 only: Scrutiny of the project budget and evidence of financial support for the 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 (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.	- 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 (25 points) (35 for Level 2)	25	Quality of the organization's artistic programs and community impact.	- Describe your organizational history and highlight major accomplishments that are relevant to the proposed project. - Calendar of activities - Work samples
	10	Level 2 only: The applicant utilizes the venue to serve the local arts community and its neighbors.	Level 2 only: - Consider your role as an anchor institution with great potential to support the surrounding community. How do you make your resources available to youth, neighbors, or others in need of space?
Quality of Proposed Project (25 points) (35 for Level 2)	20	Strong understanding of the need for the project and how it would benefit the organization. Solid alignment with the CRSP priorities. Strong preparedness for the project. Achievable plans for project implementation.	- Describe the current state of your creative space, including any opportunities, challenges, and major changes. - Describe the proposed project, how the project will address the Creative Space priorities, and the organization's preparations for the project. - Grant Plan Template with activities and outputs - Images of the space that will be modified and design drawings of the intended outcome - Letters of support for the project

	10	Level 2 only: The proposed project will impact not only the applicant, but also its neighbors and the local arts community.	Level 2 only: - How will this project serve the neighborhood, the arts community, and the community at large
	5	History of quality care of existing facilities and solid plan to adapt to, and maintain, the proposed improvements	- Summarize past improvements made to the facility by your organization - Describe your current facility maintenance plan, schedule, and budget including personnel - What are your plans for covering the costs of operating the new facility, maintaining the improvement, and/or adjusting to the programmatic impact?
Project Feasibility and Organization Health (25 points) (35 for Level 2)	15	Appropriateness of project budget, relevant experience and qualifications of key staff and project personnel.	- Budget & Budget Notes - Key Personnel
	10	Evidence of financial stability and stability of the board of directors.	- Board of Directors - DataArts SFAC Funder's Report and Notes - Balance Sheet
	10	Level 2 only: Scrutiny of the project budget and evidence of financial support for the project	Level 2 only: - Describe the process and sources for obtaining the required 20 percent match. - List the organization's board of directors with their gifts and/or pledges to the proposed project. - Attach bids from three sources

application review

CRSP applications are evaluated in an open panel review process. It is important to select the appropriate category for your proposed project. SFAC staff process applications and send them to panelists for review in advance of meeting. Prior to the review panel, you will receive an email containing information about the review schedule and instructions to attend the meeting. Please be sure that you include a working email address in your application materials. Take steps to ensure that emails from SFAC are not lost in your spam filter. Panelists will convene to discuss applications and make funding recommendations.

grants panelists

Grant review panelists reflect the diversity of San Francisco; have broad knowledge about the particular artistic discipline, cultural equity and other field issues; and have experience that aligns with the purpose of the specific grant category.

attend panel review

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

funding recommendations

Based on an evaluation of the proposals, panels may make recommendations for funding and grant amounts. Grant amounts are either the full amount of the grant sought or a substantial portion of the requested grant—and 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 at sfartscommission.org 72 hours in advance of the meeting.

grant awards

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

sfac **creative space facilities (CRSP-Facilities)**
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, November 16, 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.

sfac **creative space facilities (CRSP-Facilities)**
application instructions

submissions 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 Robynn Takayama 415-252-2239 or robynn.takayama@sfgov.org.

PLEASE NOTE: The online grant application form (sf.culturegrants.org) limits entry based on the defined character 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: 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) to qualified.

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) to qualified.

IS YOUR ORGANIZATION BASED IN SAN FRANCISCO?: Must attach proof of San Francisco corporate address in Supporting Materials

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 PUBLICALLY ACCESSIBLE ARTS ACTIVITIES FOR 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 $2 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 $2 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 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, 2018 (for Level 1) or 2019 (for Level 2).

DO YOU HAVE TITLE TO THE PROPERTY: LEVEL 1: Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. LEVEL 2: Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

DO YOU HAVE A LEASE WITH AT LEAST FIVE YEARS REMAINING AS OF JULY 1, 2017: LEVEL 1: Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. LEVEL 2: Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

HAVE YOU LEASED THE SPACE FOR AT LEAST TEN YEARS AND HAVE A YEAR-TO-YEAR LEASE? LEVEL 1: Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant

term. LEVEL 2: Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

DO YOU HAVE THREE (3) BIDS FOR THE PROJECT EXPENSES? (for Level 2 only): For the Level 2 grant, we expect a higher degree of rigor and investigation into best solutions at the best prices.

WILL YOU HAVE FULL BOARD PARTICIPATION IN CONTRIBUTING FUNDS TO THE PROJECT BY JUNE, 30, 2018? (for Level 2 only): One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants.

WILL YOU HAVE THE 20 PERCENT CASH MATCH RAISED BETWEEN JULY 1, 2017 AND JUNE 30, 2018? (for Level 2 only): The 20 percent match indicates support for the project and can also be used as a tool to raise funds and encourage existing donors to increase their gift. The match does not have to be comprised solely of board contributions. You may include pending grants, however, a cap of $50,000 will be dispersed until evidence of the match is provided. The start date for the match is the application deadline. For example: You may have a pending request with another funder for your $20,000 match. In March if you find out you are awarded the grant request, please forward that announcement to SFAC. If your request is denied and you have not yet raised the $20,000 match, your grant from SFAC will be capped at $50,000 (a Level 1 grant).

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: 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 GRANT (NAACT-CRSP-F): YES means your application will be reviewed by a panel of community members that represent the Native American community in San Francisco. NO means this is not applicable to your application.

project information

GRANT REQUEST AMOUNT: The maximum amount that can be requested is $50,000 for Level 1 , $100,000 for Level 2

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: FAC funds will be used to support the installation of a wheelchair lift between the second and third floor to support accessibility and grow our partnership with the Children's Hospital Recovery Program which will serve 200 students annually. This proposal requests $50,000 to make the third floor print studio of the Arts Space Building ADA accessible.

FACILITY ADDRESS IF DIFFERENT THAN CORPORATE ADDRESS: Enter the facility address of the applicant if different from the physical address.

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

CITY: Enter the city for the facility address of the organization applying for the grant

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

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

SQUARE FOOTAGE: Please share with us the usable space in your facility. Exclude equipment rooms and non-public spaces.

NUMBER OF YEARS IN THE FACILITY: How long has your organization had a presence in this location?

TOTAL AUDIENCE CAPACITY: According to fire code, what is the maximum capacity of the space?

RELATIONSHIP TO THE FACILITY? CHECK THE APPROPRIATE BOX: Do you rent, own, plan to lease, or plan to own.

IF YOU LEASE OR PLAN TO LEASE, LANDLORD NAME Enter the name of your landlord or the primary contact of the leasing agency

LANDLORD PHONE NUMBER: Enter the phone number for the primary contact

LANDLORD EMAIL: Enter the email for the primary contact

YEARS ON THE LEASE: Enter the number of years remaining on the lease as of July 1, 2017.

RESPONSIBILITY FOR FACILITY IMPROVEMENTS. Summarize your organization's responsibility for facility improvements as outlined in your lease: Some leases state facilities improvements are the landlord's responsibility. If this is the case, why are you, the tenant, requesting funds for the facilities improvement?

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:

GOAL 1: Build capacity, resilience and economic viability of individual artists from historically underserved communities.
GOAL 2: Provide a space to access art and creativity for historically underserved communities.
GOAL 3: Promote forms of expression and cultural traditions that are often marginalized.
GOAL 4: Strengthen communities with cross-cultural collaboration.

GOAL 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 organizations 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.

LEVEL 2: CONSIDER YOUR ROLE AS AN ANCHOR INSTITUTION WITH GREAT POTENTIAL TO SUPPORT THE SURROUNDING COMMUNITY. HOW DO YOU MAKE YOUR RESOURCES AVAILABLE TO YOUTH, NEIGHBORS, OR OTHERS IN NEED OF SPACE? (1350 CHARACTERS): Strong proposals will show that the organization is deeply rooted in their surrounding community and the arts ecosystem and provides access to the facility perhaps at discounted rates.

quality of proposed project

DESCRIBE THE CURRENT STATE OF YOUR CREATIVE SPACE, INCLUDING ANY OPPORTUNITIES, CHALLENGES, AND MAJOR CHANGES: Strong proposals will provide context for the project's need and demonstrate the organization's understanding of the project's requirements.

DESCRIBE THE PROPOSED PROJECT, HOW THE PROJECT WILL ADDRESS THE CREATIVE SPACE PRIORITIES, AND THE ORGANIZATION'S PREPARATIONS FOR THE PROJECT. Strong proposals will demonstrate need according to the CRSP priorities, consider the project's impact on staff during the project implementation, and the show preparation for the completed project's impact on the organization's normal operations and resources.

CRSP priorities are for:
1. Capital expenditures for emergency situations that render the artistic activities at a creative space inoperable such as to correct cited fire, ADA and/or safety code violations or to address issues prior to receiving a citation.
2. Capital expenditures to improve the capacity of the creative space by significantly improving an organization's artistic presentation such as improved stage floor, lighting system, or new sound equipment.
3. Capital expenditures which will have significant positive effect on audience accessibility, comfort, and enjoyment to creative space such as soundproofing, seating areas, or heating/cooling equipment.

LEVEL 2: HOW WILL THIS PROJECT SERVE THE NEIGHBORHOOD, THE ARTS COMMUNITY, AND THE COMMUNITY AT LARGE? (1350 CHARACTERS): Strong proposals demonstrate this project will have an impact on the organization's neighbors and the larger arts community. For example, repairs to the HVAC system will create a more comfortable environment for elders in the community who have expressed discomfort at the current space.

sustainability

SUMMARIZE PAST IMPROVEMENTS MADE TO THE FACILITY BY YOUR ORGANIZATION: Successful applications will demonstrate quality care for the existing facility with a solid maintenance and repair plan, budget, and staffing that extends the life of the building systems.

DESCRIBE YOUR CURRENT FACILITY MAINTENANCE PLAN, SCHEDULE, AND BUDGET INCLUDING PERSONNEL: Successful applications will demonstrate quality

care for the existing facility with a solid maintenance and repair plan, budget, and staffing that extends the life of the building systems.

WHAT ARE YOUR PLANS FOR COVERING THE COSTS OF OPERATING THE NEW FACILITY, MAINTAINING THE IMPROVEMENT, AND/OR ADJUSTING TO THE PROGRAMMATIC IMPACT? Strong applications will demonstrate solid plan to adapt to, and maintain, the proposed improvements. For example, with better theater lighting and HVAC, the space may be rented more. A strong proposal has a plan to meet this change in demand.

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

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:
Purchase all fixtures for the lighting upgrades throughout the facility.	10 LED lighting fixtures Control console Fixtures and bulbs	12/31/16
Installation of all fixtures.	Project Complete	6/30/17
Train five staff, eight volunteers, eight interns, and fifteen members on use of the system.	1 two-day training 4 follow-up trainings 36 individuals trained	6/30/17

Submit SFAC final report	1 Final Report	7/30/17

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 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 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).
- 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:
- 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:
- 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	400 hours at $33 per hour per year (.20 of annual salary of $69,000 times 2 years =$26,400): to oversee	.20	$26,400

Director	the strategic planning process		
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:
- The amounts should only reflect the portion that will be paid through the SFAC grant, if approved.
- 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:
- Administrative: Stipends to individuals to support the administrative component of the proposed project.
- 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:
- Advertising & marketing: promotional materials; printing costs; banner ads.
- Equipment rental: lighting rental or AV rental for a production.
- Facilities/space rental: a cost allocation for the organization's space; theater rental for a performance; classroom rental for workshops.
- Fundraising expenses: (CEI & CRSP-P only) costs associated with a special event; postage and printing for development materials.
- Insurance: a cost allocation for general liability, automobile and/or workers compensation; cost for one-time liability coverage for a special event.
- Internet/website: a cost allocation for hosting a domain.
- Office supplies: general office supplies used by staff in the operation of the program.

- Production/exhibition costs: general materials and supplies for mounting a new exhibit; costumes.
- Program costs: art supplies; instruments; music CDs; video equipment integral to the artistic practice.
- 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:
- 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.

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.

KEY PERSONNEL: List the primary individuals that will be involved in the proposed project, a brief bio, as well as a description describing their role and contribution to the successful implementation of the project.

LEVEL 2: MATCHING FUNDS: DESCRIBE THE PROCESS AND SOURCES FOR OBTAINING THE REQUIRED 20 PERCENT MATCH: The matching funds must be pledged or received between July 1, 2017 and June 30, 2018. The 20 percent match indicates support for the project and can also be used as a tool to raise funds and encourage existing donors to increase their gift. The match does not have to be comprised solely of board contributions. You may include pending grants, however, a cap of $50,000 will be dispersed until evidence of the match is provided. For example: You may have a pending request with another funder for your $20,000 match. In August 2017, if you find out you are awarded the grant request, please forward that announcement to SFAC. If your request is denied and you have not yet raised the $20,000 match, your grant from SFAC will be capped at $50,000 (a Level 1 grant).

LEVEL 2: LIST THE ORGANIZATION'S BOARD OF DIRECTORS WITH THEIR GIFTS AND/OR PLEDGES TO THE PROPOSED PROJECT: One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants. Make sure that a dollar amount is listed next to each board member and

note if the financial contribution is in hand or a pledge. If your board members request confidentiality, you may redact their names.

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 material

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 PROPERTY TITLE, CURRENT LEASE AGREEMENT, OR LETTER OF INTENT FROM PROPERTY OWNER OF A NEW LEASE OR PURCHASE. LEVEL 1: Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. **LEVEL 2:** Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

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 IMAGES OF THE SPACE THAT WILL BE MODIFIED OR IMPORVED: Images should support the need for the project. (5 images max)

ATTACH DESIGN DRAWINGS OF THE INTENDED OUTCOME. The design drawings demonstrate the intended outcome and the thoughtfulness put into the design. (2 attachments max.)

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

must be no more than two years old and must be signed; typed signatures will not be accepted. (3 letters max.)

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

ATTACH A BALANCE SHEET: Panelists will be gauging the organization's financial health by looking at the DataArts Report (which reflects the last three years) and the current balance sheet, which should reflect the organization's standing as of June 30, 2016.

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: 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).

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 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.

validatation

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.