



## individual artist commission | grant guidelines

FY17 GRANT CYCLE | FOR PROJECTS TAKING PLACE JULY 2017 – JUNE 2018<sup>^</sup>

<sup>^</sup> For projects that precede this grant window, an adjustment can be made to begin no earlier than May 11, 2017 if recommended for funding

San Francisco Arts Commission

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Director of Cultural Affairs

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**APPLICATION DEADLINE: November 2, 2016**  
**(submission through [sf.culturegrants.org](http://sf.culturegrants.org))\***

For Individual Artists in the genres of:  
VISUAL | LITERARY | MEDIA

\*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](mailto: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](mailto:cece.carpio@sfgov.org).



City and County of  
San Francisco



## individual artist commission (IAC)

grant guidelines | FY17 grant cycle

For projects taking place:  
July 1, 2017 – June 30, 2018<sup>^</sup>

<sup>^</sup> For projects that precede this grant window, an adjustment can be made to begin no earlier than May 11, 2017 if recommended for funding

APPLICATION DEADLINE: November 2, 2016

### about IAC

Individual Artist Commission (IAC) grants support individual artists living and working in San Francisco for specific personal, artistic projects that, in turn, stimulate the creation and presentation of high quality, new works of art throughout the city's neighborhoods. Artists may request funding for the full artistic process, or one phase of a larger creative arc, as long as project scope is appropriately scaled to funding request and project goals.

IAC grants support the generation of new creative work. The artist should be focused on realizing creative or aesthetic ideas, rather than on documentation or journalism. Although collaboration is acceptable, the individual artist is the grantee.

The commission must include some form of public presentation, either as a work-in-progress (for example: a neighborhood workshop, a reading, an open rehearsal, etc.) or a final polished piece in San Francisco that takes place during the project period. For any questions about IAC, please contact Program Officer Ebony McKinney 415-252-2216.

### disciplines

IAC considers proposals for projects in alternating disciplines each year. This year's grant cycle will consider proposals in:

**visual | literary | media**

Interdisciplinary projects are also eligible each year, but the project must be rooted in the primary artistic disciplines being considered. If you have questions about disciplines or fit, please contact SFAC grants staff. Dance, theater, and music arts projects will be eligible in the FY2018 grant cycle.

## eligible request amount

Grant award amounts are up to \$15,000. 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.

## alignment with sfac goals

Priority funding for IAC goes to artists that foster artistic expression deeply rooted in and reflective of historically underserved communities (SF Admin. Code Chapter 68: Cultural Equity Endowment Fund. Sec. 68.5. Commissions to Individual Artists).

Individual artists must align with one or more of SFAC's goals for equitable grantmaking:

- **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.

## traditional and folk artists

Artists working in folk and traditional arts are encouraged to apply. Please select one of the three primary disciplines reviewed in FY 2017 (visual, literary, media) best suited to evaluate your art form. While IAC's emphasis is generation of new work, we acknowledge that culturally specific work underscores shared cultural values, and that the work will be developed within the cultural context.

## native american arts & cultural traditions (NAACT-IAC)

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 the 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 IAC and check the box at the end of the Applicant Information Page to confirm that you would like to be considered under the NAACT-IAC program.

# important dates

<b>Technical Assistance Workshops**</b>	September 2016
<b>Applications Due</b>	November 2, 2016
<b>Panel Review</b>	January - March 2017
<b>Funding Recommendations</b>	April 11, 2017
<b>Commission Approval</b>	May 1, 2017
<b>Grant Period</b>	July 1, 2017 - June 30, 2018^

^ For projects that precede this grant window, an adjustment can be made to begin no earlier than May 11, 2017 if recommended for funding.

\*\*SEE [SFARTSCOMMISSION.ORG](http://SFARTSCOMMISSION.ORG) FOR CALENDAR OF APPLICATION WORKSHOPS



## individual artist commission (IAC)

eligibility | restrictions | requirements

### applicant eligibility

- **The artist must be a continuous and legal resident of San Francisco since 2014.** The purpose of this category is to support individual artists in the production and dissemination of works of art in San Francisco. Applicants must submit paperwork demonstrating San Francisco residency with their application. Acceptable paperwork includes: IRS tax determination, utility bill, lease or business license. A driver's license is not an acceptable form of proof.
- **The artist must be at least 18 years old.**
- **The artist cannot be enrolled as a full-time student** at the time of the application or during the grant period.
- **The artist must document a recent, two-year history of creating and presenting original works to the public.**
- **If an applicant is an employee of the City & County of San Francisco**, or plans to be employed by the City & County of San Francisco at any time during the grant window, they cannot receive funds directly and must have a fiscal sponsor who is vendor-compliant with the City of San Francisco. In some cases, employment may include short term teaching positions with departments such as Recreation and Park. This policy is due to IRS regulations that forbid the city from issuing both a W2 and 1099 to the same payee in a year.
- **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 individual 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](https://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-IAC:** The individual must substantiate that they are connected to a Native American community and that their artistic practice is informed by that connection.

*\*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 grant category. An applicant cannot apply to both an IAC and a NAACT- IAC.
- Applicants cannot receive funding for two consecutive grant cycles. Eligible disciplines rotate each year, so this means that an artist cannot receive a performing arts grant followed by a visual/literary/media grant the next year.
- Any previously awarded IAC grants must be completed and closed out before applying for any additional grants in the IAC 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. Project development or studio work without a public presentation.
  2. Projects that will not take place or be presented in San Francisco.
  3. Projects for which the main intent is the staging of pre-existing works including curation, archiving, journalism, etc.
  4. Refreshments of any kind.

## project requirements

- **Generation of New Work:** As an individual artist, you may apply for funding to generate new work, but not to stage pre-existing work. The public presentation and the bulk of the creative work should take place during the grant period. Only activities scheduled during the grant period are eligible for funding.
- **Public Presentation Requirement:** A public presentation of the commissioned work is required. The public presentation can be of a work-in-progress or of the final, polished piece. The presentation must take place in San Francisco within the grant period. Applicants must include confirmation or a tentative commitment from a publicly accessible San Francisco venue for the project. Venues can be formal or informal. If the venue does not regularly maintain insurance coverage for its public activities, including the funded project, the grantee is responsible for ensuring that the venue or grantee obtains event insurance coverage for the public events.
- **Collaborative Projects:** A group of artists may come together to create a specific project, but the lead artist will be the main contact and applicant for the grant application.
- **City Permits and Permissions:** If the proposal includes components that require City permits or approval such as publicly installed art, street closures, sound amplification in public space, or murals, the artist will be solely responsible for securing the necessary permits, permissions, and approvals. This planning should be reflected in your project timeline.

Please note that any art installed with these grant funds on property owned by the City and County of San Francisco or on private property, must be reviewed and approved by the San Francisco Arts Commission starting with the Visual Arts Committee of the Commission. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee to build this process into their grant plan and timeline. Please contact the following Public Art Program

staff if you have questions: Jenn Crane at [jennifer.crane@sfgov.org](mailto:jennifer.crane@sfgov.org) for murals;  
Zoe Taleporos at [zoe.taleporos@sfgov.org](mailto:zoe.taleporos@sfgov.org) for sculpture or any other type of  
public art.





## individual artist commission (IAC)

### evaluation & scoring criteria

#### scoring criteria

##### **Alignment with SFAC Goals (20 points)**

- Artist clearly articulates alignment with one or more of SFAC's goals for equitable grant making.

##### **Artistic History & Merit (20 points)**

- Artistic history or promise shows quality and depth.
- Artist clearly articulates vision and significant areas of analysis or investigation.

##### **Quality of Proposed Project (40 points)**

- Project goals and processes are clearly defined, demonstrate originality, clarity and depth of concepts, and are relevant to past work.
- Artist has demonstrated that the proposed project will have potential, long-term impact on artist's development and future opportunities.
- The proposed public presentation is appropriate to the project goals and feasible in its potential to share the work with a defined San Francisco audience.
- Grant plan specifies central activities and targeted outputs in a manner that clearly represents the core of the project.

##### **Ability to Complete Project (20 points)**

- The application, grant plan and budget are thorough and demonstrate professional capacity and ability to execute the proposed project.
- Partners and collaborators, if applicable, are soundly articulated and areas of expertise support the overall project goals.

## alignment of questions and criteria

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

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
Alignment with SFAC Goals (20 points)	20	Artist clearly articulates alignment with one or more of SFAC's goals for equitable grant making.	Select one or more of SFAC's goals for equitable grantmaking that best align with your artistic practice. SFAC seeks to support individuals that: <ol style="list-style-type: none"> <li>Promote forms of expression and cultural traditions that are often marginalized.</li> <li>Strengthen communities with cross-cultural collaboration.</li> <li>Explore intersections of race, gender, sexuality, ability, socioeconomic status, immigration status, religion, etc.</li> </ol> Describe how your practice aligns with the selected goal(s).
Artistic History & Merit (20 points)	10	Artistic history or promise shows quality and depth.	- Describe your artistic history or promise: Please include major benchmarks, activities and achievements relevant to this particular project. - Work samples
	10	Artist clearly articulates vision and significant areas of analysis or investigation.	- Describe your overall artistic vision and major areas of inquiry in relation to the project you are proposing. - Resume or CV.
Quality of Proposed Project (40 points)	10	Project goals and processes are clearly defined, demonstrate originality, clarity and depth of concepts, and are relevant to past work.	What is your proposed project? What are your project's major goals and primary methods or techniques? - Work sample
	10	Artist has demonstrated that the proposed project will have potential, long-term impact on artist's development and future opportunities.	- Describe the significance of this project for you at this time. What long term impact will this have on your career development and future opportunities?
	10	The proposed public presentation is appropriate to the project goals and feasible in its potential to share the work with a defined San Francisco audience.	- Who is your target audience or community for your public presentation? Why are you directing your efforts toward them? What methods will you use to reach them? -Venue Letter
	10	Grant plan specifies central activities and targeted outputs in a manner that clearly represents the core of the project	- Complete the Grant Plan. Please include key activities and deliverables.
Ability to Complete the Project (20 points)	20	The application and budget are thorough and demonstrate professional capacity and ability to execute the proposed project. If applicable, partners and collaborators are appropriate to support the overall project goals.	- Complete the Total Project Budget and Notes and the SFAC Grant Budget & Notes.  - Please include a list of partners or collaborators (if applicable).



## application review

We use a discipline-based panel review process. It is important to select the appropriate primary discipline (page 3 on the online application) for your proposed project. SFAC staff process applications and sends them to panelists for review in advance of meeting. Prior to the review panel, you will receive an email containing information about the review schedule and instructions to attend the meeting. Please be sure that you include a working email address in your application. If necessary 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

IAC 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. Applicants are welcome to observe the meetings, but should 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 panelists can provide helpful feedback to take into consideration when writing future proposals. Please keep in mind that while you can hear the panel discussion, you do not have copies of the other proposals, so direct comparison of comments will not be the most helpful use of your observations.

## 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](mailto: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](http://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, November 2, 2016
- PLEASE NOTE: The online grant application form ([sf.culturegrants.org](http://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.



## individual artist commission (IAC)

how to submit your application

## apply online

Applications are available online at:

[sf.culturegrants.org](http://sf.culturegrants.org) (detailed log-in instructions on the next page)

**Deadline to apply:** 12:00 p.m. PT on Wednesday, November 2, 2016.

Applications must be received online via the link above. Emailed, 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.



## individual artist commission (IAC) application instructions

### submission guidelines

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](mailto:ebony.mckinney@sfgov.org).

PLEASE NOTE: The grant application form is online ([sf.culturegrants.org](http://sf.culturegrants.org)) and 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 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 applicants will need to **Sign-Up** and create an account in the GMS with appropriate username and password.

You do not need to sign up again if you have 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 (1/2)

**FIRST NAME, LAST NAME:** Enter the name of the applicant individual artist. They will be responsible for executing the grant and communicating with SFAC.

**ADDRESS IN SAN FRANCISCO:** Enter the home address of the individual artist applying for the grant. The applicant artist must have a home address in San Francisco to be eligible for funding. You will be required to attach proof of home address.

**PHONE | MOBILE:** Enter the contact number(s) for the individual artist applying for the grant. They will be responsible for communicating with the SFAC.

**EMAIL:** Enter the contact email of the individual applying. 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

**INDIVIDUAL ARTISTS:** When asked at the bottom of the page “would you like to associate this user account with an organization” select **NO**. This will allow the system to associate your Username as an individual, and give you access to SFAC’s grants applications for individual artists.

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

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

## [terms and conditions \(2/2\)](#)

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

## eligibility

**ARE YOU BASED IN SAN FRANCISCO?:** Must attach proof of San Francisco corporate address in Supporting Materials below

**ARE YOU 18 YEARS OF AGE OR OLDER?:** All applicants must be at least 18 years of age to be eligible to apply.

**ARE YOU A FULL-TIME STUDENT AT THE TIME OF APPLICATION OR DURING THE GRANT PERIOD?:** To be eligible for the grant, the applicant cannot be a student at the time of the application or during the grant period.

**ARE YOU AN EMPLOYEE OF THE CITY & COUNTY OF SAN FRANCISCO OR DO YOU PLAN TO BE AT ANY TIME DURING GRANT WINDOW (CONTACT SFAC STAFF IF YOU CHECK “YES”)?:** The applicant cannot be part of another City agency or department.

**WILL YOU HAVE A FISCAL SPONSOR?:** The applicant can have fiscal sponsorship through a San Francisco based 501(C)(3) organization. The applicant 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.

**HAVE YOU PRODUCED TWO PUBLICALLY ACCESSIBLE ARTS ACTIVITIES FOR THE LAST TWO YEARS?:** Please note, to be eligible for this grant, you must have held two publically accessible events that span from October 2014 to the grant deadline. These activities can range from informal readings of a work to the public to a solo exhibit of their work.

**ARE YOU 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?:** The applicant 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.

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

### **fiscal sponsor (if applicable)**

**NAME OF FISCAL SPONSOR:** If you are you using a Fiscal Sponsor, please 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

**If individual artist is using a Fiscal Sponsor, 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 artist'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.

## applicant information

**FIRST NAME:** Enter the applicant's legal first name.

**LAST NAME:** Enter the applicant's legal last name.

**ARTIST NAME:** Enter if your artist name is different from your legal name

**ADDRESS 1:** Enter the applicant's home address.



**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 you live: District numbers can be found at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org)

**MAILING ADDRESS IF DIFFERENT:** Enter the mailing address of the applicant if different from the corporate address or fiscal sponsor address.

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

**CITY:** Enter the city of the home address of the applicant.

**STATE:** Enter the state of the home address of the applicant.

**ZIP:** Enter the zip code of the home address of the applicant.

**NUMBER OF THE SUPERVISOR'S DISTRICT** in which you live: District numbers can be found at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org)

**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 your website url.

**ARE YOU APPLYING FOR THE NATIVE AMERICAN ARTS AND CULTURAL TRADITIONS INDIVIDUAL ARTIST COMMISSION (NAACT-IAC):** 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.

## project information

**GRANT REQUEST AMOUNT:** The maximum amount that can be requested is \$15,000. Due to limited funding, it is possible that recommendations will be made for less than what was requested, but never less than 75 percent of that amount

**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 Abraham in Flames, a nontraditional opera inspired by the writings of Nobel-prize-nominated Iranian poet, Ahmad Shamlou. Written and produced by Niloufar Talebi, live performances will take place at the Fort Mason Center as part of the San Francisco International Arts Festival.

**ARTISTIC DISCIPLINE PRIMARAY FOCUS:** Project Discipline: We review our grants in three panel categories: Visual Art, Literary Art, and Media Art. Please check the box indicating which grant panel you would like your proposal reviewed in. We will select panelists with expertise in that genre and who can speak to the breadth and diversity of the proposals. If your project involves multiple genres, or if you work in a cultural tradition, please select the panel that you think best reflects the primary artistic content.

**ARTISTIC DISCIPLINE SECONDARY FOCUS (if applicable):** Please specify within your project narrative to reflect the selection

## alignment with sfac goals

**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. **Promote forms of expression and cultural traditions** that are often marginalized.
2. **Strengthen communities** with cross-cultural collaboration.
3. **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.”

**DESCRIBE HOW YOUR PRACTICE ALIGNS WITH THE SELECTED GOAL(S):** As outlined by the Cultural Equity Endowment Legislation, the majority of funding is to go to artists that represent historically underserved communities. Based upon the strength of the application and the role that an artist plays within the community, the panel may make funding recommendations to artists that are not deeply rooted and reflective of historically underserved communities.

### artistic history & merit

**DESCRIBE YOUR ARTISTIC HISTORY OR PROMISE: PLEASE INCLUDE MAJOR BENCHMARKS, ACTIVITIES AND ACHIEVEMENTS RELEVANT TO THIS PARTICULAR PROJECT.** Pick out a few specific projects in your history that best demonstrates your professional path or direction. Point out if these have been stepping stones, major points of acknowledgement or projects that have pushed you or helped you grow. Remember that your CV/Resume provides detail, so this is an opportunity to expand on certain key projects.

Also, specify the ideas, methods, or questions that overlay all of your work. Describe this overall vision and explain how the project you are proposing fits within this overarching point of view.

**DESCRIBE YOUR OVERALL ARTISTIC VISION AND MAJOR AREAS OF INQUIRY IN RELATION TO THE PROJECT YOU ARE PROPOSING.** Outline what long-term success looks like for the project you are proposing. Clearly indicate what major questions you are asking or issues are you examining and how this vision and area of inquiry relates to your proposed project.

### quality of proposed project

**WHAT IS YOUR PROPOSED PROJECT? WHAT ARE YOUR PROJECT’S MAJOR GOALS AND PRIMARY METHODS OR TECHNIQUES?**

Take time to clearly define your artistic or professional goals and accompanying process. The project’s concept should be communicated with depth and clarity and the strongest proposals will discuss your practice or collection of techniques.

**DESCRIBE THE SIGNIFICANCE OF THIS PROJECT FOR YOU AT THIS TIME. WHAT LONG TERM IMPACT WILL THIS HAVE ON YOUR CAREER DEVELOPMENT AND FUTURE OPPORTUNITIES?** What opportunities presently exist that indicate that now is the time to create and present this particular work? Please consider and describe the long term impact this award could have on your

career development. This may include a significant shift in direction, an opportunity to deepen one’s practice, a chance to explore new areas of growth or to participate in meaningful partnerships that pushes one’s career forward or creates new opportunities.

**WHAT METHODS WILL YOU USE TO REACH THEM? WHO IS YOUR TARGET AUDIENCE OR COMMUNITY FOR YOUR PUBLIC PRESENTATION? WHY ARE YOU TARGETING YOUR EFFORTS TOWARD THEM?** Please define your specific target audience. This may include cultural, socio-economic, geography, or behavior factors such as new audience member or long- time supporter. It is also important to define the tools and methods you will use to raise awareness and reach these audiences such as word of mouth, flyers, press coverage, internet and online promotion and email marketing.

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

**Activity:** Applicants should break down their project into no more than six main activities. Each of these activities should be described succinctly in one sentence.

**Outputs:** 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 rehearsal held, the number of performances given, or the expected audience in attendance.

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

**EXAMPLE**

Activity	Outputs	Completed by:
Hold weekly studio hours at Counterpulse between June and November 2016.	(80) studio hours	12/31/16
Test content at community venues (local bars, fairs, podcasts and other venues) in November and December 2016.	5 tests at local venues	12/31/16

Contract with sound and light designer between February and March 2017.	1 sound designer 1 light designer	6/30/17
Hold rehearsals in May and June 2017.	8 rehearsals	6/30/17
Present in-progress showings at Counterpulse during June 2017.	4 showings 400 attendees	6/30/17
Submit final report to SFAC.	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 artist 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 IAC in 2014	\$ 15,000
Government-Federal	NEA grant: secured	\$ 10,000
Government-State	CAC grant: pending	\$ 1,000
Government-Local/Municipal		\$ 0
Business/Corporations	Target: secured	\$ 500
Foundations	Rainin Foundation: pending. (Received a grant in 2014)	\$ 8,000
Individuals		\$ 0
Fundraising		\$ 0
Other (including in-kind and volunteer)		\$ 0
	<b>Subtotal Contributed:</b>	<b>\$ 34,500</b>

### 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
<b>Earned</b>		
Admission/ticket sales	100 tickets at \$10 each: pending	\$ 1,000
Tuitions/workshops/lecture fees	1 workshops at \$20 per person at 20 people	\$ 200
Product sale/concessions		\$ 0
Contracted services/performance fees		\$ 0
Other		\$ 0
	<b>Subtotal Earned:</b>	<b>\$ 1,200</b>
	<b>Total Project Income (Contributed +Earned):</b>	<b>\$ 35,700</b>

#### 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. Typically, an Individual Artist Commission will not have expenditures under this category, although the applicant may want to use some of the grant funds to cover health care costs.

Expenditures should be based on total projected project expense

Category	Notes	Costs
<b>Project Expense</b>		
<b>Personnel</b>		
Salaries/wages		\$ 0
Benefits	10 percent of annual health care costs for artist	\$ 1,200
	<b>Subtotal Personnel:</b>	<b>\$ 1,200</b>

## 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
<b>Operating Expenses</b>		
<b>Fees: Administrative</b>		<b>\$ 0</b>
<b>Commission fees/honorariums: Artistic</b>	Artistic fee for applicant to create the new production	<b>\$ 10,000</b>
<b>Fees: Technical / Production</b>	Photographer to document 1 performance (\$500 flat fee); AV Tech (5 hours at \$100 per hour = \$500)	<b>\$ 1,000</b>
<b>Advertising/marketing</b>	Costs associated with publicizing new production: promotional postcards (\$500); postage (\$200); = \$700	<b>\$ 700</b>
<b>Equipment rental</b>	Costs associated with new production: lighting (\$500); AV equipment (\$1,000); sound system (\$1,500) = \$3,000	<b>\$ 3,000</b>
<b>Facilities/space rental</b>	Costs for renting theater for 2 days for rehearsal and presenting new production: \$2,000	<b>\$2,000</b>
<b>Fundraising expenses</b>		<b>\$0</b>
<b>Insurance</b>	Covered by venue	<b>\$0</b>
<b>Internet/website</b>	10 percent cost allocation for monthly website costs = \$100	<b>\$100</b>
<b>Office supplies</b>	General office supplies to support the new production.	<b>\$300</b>
<b>Production/exhibition costs</b>	Costs associated with the new production: Props (\$200); costumes (5 performers at \$300 each = \$1,500) = \$1,700	<b>\$1,700</b>
<b>Program costs</b>	General supplies to build new sets, including paint and lumber (\$2,000)	<b>\$2,000</b>
<b>Professional services</b>	Costs for graphic artist to design promotional postcards.	<b>\$400</b>
<b>Software/hardware</b>	New laptop (\$2,000) to support lighting design software.	<b>\$2,000</b>
<b>Other</b>	Catering and beverages (covered by Target grant);	<b>\$500</b>

	<b>Subtotal Operating Expenses:</b>	<b>\$ 23,700</b>

**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 if the subcontractor will be paid by SFAC grant funds.

Category	Notes	Costs
<b>Subcontractors</b>	General Contractor to build sets (\$10,000)	<b>\$ 10,000</b>

**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
	<b>Total Project Income</b>	<b>\$ 35,700</b>

Category		Costs
	<b>Total Project Expenses</b>	<b>\$ 34,900</b>

Category		Costs
	<b>Project Net</b>	<b>\$ 800</b>

**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. Typically, an Individual Artist Commission will not have expenditures under this category, although the applicant may want to use some of the grant funds to cover health care costs.



**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**

Category	Notes	FTE	Costs
<b>Personnel:</b>			
Position/Title:	N/A		\$0
Position/Title:			
Position/Title:			
<b>Subtotal Personnel:</b>			<b>\$0</b>

**Budget Category: FRINGE BENEFITS**

The FRINGE BENEFITS category is used to list expenses directly related to employment or health care costs. We highly encourage individual artists to consider allocating a portion of their commission to health care costs.

**Category Instructions:**

- For individuals, costs can be shown either as a percentage of total costs paid or the full costs of health care.
- Costs should not exceed 10 percent of the entire grant amount.
- Costs should only reflect the portion that will be paid through the SFAC grant, if approved.

**Examples of allowable expenses:**

- Health Benefits

**Examples of disallowable expenses for this budget category:**

- Vacation, sick time, or over time accruals for prior fiscal year.
- 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:**

- Invoices from a health insurance provider.
- Invoice from employee for the health stipend

**EXAMPLE:**

Category	Notes	Costs
<b>Fringe Benefits:</b>		
Position/Title: Applicants name	10 percent of annual health care costs for artist	\$1,200
<b>Subtotal Fringe Benefits:</b>		<b>\$1,200</b>

**Budget Category: COMMISSION /FEES/HONORARIUMS**

The COMMISSION/ FEES/HONORARIUMS line items include costs associated directly with the proposed project.

**Category Instructions:**

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

**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.
- Technical & Production: Photographer to document a workshop; audio/visual technician to set up sound for a performance.

**Acceptable documentation for this budget category:**

- Invoice from the administrator, artist or technician. The grant applicant would not have to submit an invoice for payment to themselves.

**EXAMPLE:**

<b>Operating Expenses:</b>		
Category	Notes	Costs
<b>Fees: Administrative</b>		\$0
<b>Commission Fees / Honorariums: Artistic</b>	Artist fee for creating new production	\$10,000
<b>Fees: Technical &amp; Production</b>	Photographer to document 2 performances (\$500 flat fee); AV Tech (10 hours at \$100 per hour = \$1,000);	\$1,000

**OPERATING EXPENSES**

**Category Instructions:**

- Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
- Notes should clearly indicate how the expenses support the activities outlined in the Grant Plan.

**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.
- 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.
- Software/hardware: editing software.
- Other: allowable expenses not covered in the aforementioned line items. Details and explanation are required.

**Examples of disallowable expenses for OPERATING COSTS:**

- Catering or beverage expenses.

**Acceptable documentation for this budget category:**

- Invoices and proof of payment.

**EXAMPLE:**

Operating Expenses:		
Category	Notes	Costs
Advertising & Marketing	Costs associated with publicizing new production: promotional postcards (\$500); postage (\$200)= \$700	\$700
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		\$0

<b>Expenses</b>		
<b>Insurance</b>	One time coverage for the presentation of the new production (\$1,000) Half covered by SFAC grant = \$500	\$500
<b>Internet/website</b>	10 percent cost allocation for monthly website costs = \$100	\$100
<b>Office supplies</b>	General office supplies to support the new production.	\$200
<b>Production / exhibition costs</b>	Costs associated with the new production: Props (\$200); costumes (5 performers at \$300 each = \$1,500)	\$1,700
<b>Program costs</b>	General supplies to build new sets, including paint and lumber (\$1,000)	\$1,000
<b>Professional services</b>	Costs for graphic artist to design banner, promotional postcards, and development brochure: \$1,000	\$1,000
<b>Software / hardware</b>	New laptop (\$2,000) to support lighting design software to be used in the new production. Half covered by SFAC grant	\$1,000
<b>Other</b>	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.

**Examples of allowable expenses:**

- General contractor to build sets.

**Acceptable documentation for this budget category:**

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

**EXAMPLE:**

SUBCONTRACTORS		
Category	Notes	Costs
Name: P. Rogers Nelson, General Contractor	General Contractor to build sets = \$5,000	\$5,000

**Budget Category: ADMIN / INDIRECT**

**Category Instructions:**

- A maximum of 10 percent of the total grant award is allowable.

**Examples of allowable expenses:**

- A cost allocation for accounting or payroll services.
- General overhead.
- 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.

**PLEASE INCLUDE A LIST OF PARTNERS AND COLLABORATORS AND THEIR SHORT BIOS (IF APPLICABLE).** Include a list of 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. Concise, impactful and relevant bios of collaborators can instill confidence in the project's quality and execution.

## 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 HOME ADDRESS:** Attach verifiable proof that the applicant has a home address in San Francisco. This may be in the form of the IRS Tax Determination Letter, a utility, lease, mortgage statement, business license, or preprinted financial statement. A driver's license is not an acceptable form of proof.

### VENUE LETTER

Attach a Venue Letter of Interest for the proposed site of your public presentation(s). Letters from exhibition or performance venues can confirm your ability to plan and connect with relevant resources. Exemplary proposals indicate a collaborative relationship between the artist and the venue.

**ATTACH CV/RESUME:** Resumes or CVs help panelists determine the depth and breadth of an artist's professional career.

**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 another 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 another 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 another medium.

## SCRIPTS

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

### 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.