

San Francisco Arts Commission

Cultural Equity Grants

2006-2007
Funding Guidelines
and Application

IN ART WE TRUST

One application

If I were to choose one word to articulate the mission of the San Francisco Arts Commission, that word would be access. Each of our programs is intended to provide access to the arts for residents of our City. Through Community Arts and Education, Cultural Equity Grants, the Civic Art Collection, the Arts Commission Gallery, the Street Artists Program, Public Art, Summer in the City concerts with the San Francisco Symphony, and Civic Design Review, we attempt to infuse the arts into daily life. I want to acknowledge the wonderful work done by my staff – Jewelle Gomez, Ebony McKinney, and Sarah Lenoue – to achieve this through Cultural Equity Grants. I invite you to investigate our website (www.sfartscommission.org), visit the Gallery or one of our cultural centers, or take a public art tour. We look forward to partnering with many of you to bring the arts to more and more of the people of San Francisco.

Richard Newirth
Director of Cultural Affairs

Deadlines

Cultural Equity Initiatives -- Level Two: July 14, 2006
Cultural Equity Initiatives -- Level One: September 15, 2006
Creative Space Grants -- November 3, 2006
Organizational Project Grants -- January 26, 2007
Individual Artists Commission -- March 23, 2007

All applications must be in the Cultural Equity Offices by 5 PM the day of the deadline or postmarked by the US Postal Service that day. The Evans Street Post Office is open until 8 PM. In fairness to others, staff will not accept late applications.

Contact Us

Ebony McKinney, Program Associate	415-252-2553	ebony.mckinney@sfgov.org
Sarah Lenoue, Program Associate	415-252-3257	sarah.lenoue@sfgov.org

www.sfartscommission.org

Deliver proposals to:

Cultural Equity Grants Program
Suite 200, Second Floor (NEW!!)
25 Van Ness Ave at Oak St, just north of
Market Street

Mail proposals to:

Cultural Equity Grants
San Francisco Arts Commission
25 Van Ness Ave, Suite 240
San Francisco, CA 94102

Technical Assistance

We're here to help! Please take advantage of any and all of the technical assistance services we offer:

- ✍ Workshops are offered in the month before each deadline to clarify application procedures. We will send out email notices and postcards. Dates will also be posted on our web site.
 - ✍ Completed applications from previous grant cycles are available as a resource upon request.
 - ✍ CEG staff will discuss specific project narratives at the latest 2 weeks prior to deadline.
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2006-2007
Cultural Equity Grants
Guidelines and Application

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It is not our differences that divide us, it is our inability to recognize, accept and celebrate those differences.
~Audre Lorde

LETTER FROM CULTURAL EQUITY GRANTS PROGRAM DIRECTOR

Dear Constituents:

This year I say goodbye. For the past five years I've had the joy of helping refine these guidelines and then send them back out into the world to you. Each year is new and the panel results unknown so we're all optimistic. That faith in the possibilities--of how we'll do our art, of how we'll make ends meet--is a trademark of San Francisco artists. It's been my pleasure to serve you as Program Director for Cultural Equity Grants and as I leave to go on to other philanthropic work and my own writing I take that faith with me.

This year's guidelines have only a few new aspects to CEG funding but the heart and the mission of the program remain the same:

CEG grants are offered in the spirit that all people who make up the city ought to have fair access to information, financial resources and opportunities for full cultural expression, as well as opportunities to be represented in the development of arts policy and the distribution of arts resources; that all the cultures and subcultures of the city are represented in thriving, visible arts organizations of all sizes; that new large-budget arts institutions whose programming reflects the experiences of historically underserved communities flourish.

The historically underserved communities named in these guidelines—Native Americans, Asian American, African American, the Disabled, Latino, L/G/B/T, Pacific Islander, Women—have been so identified by the legislation which created Cultural Equity Grants for the specific purpose of the Cultural Equity Grants Program and not for any other purpose.¹

We will continue to send out postcards to announce the workshops for each deadline and to assist you in any other ways that we can. You may also check out our website at www.SFartscommission.org for the guidelines as well as latest information and updates.

I want to thank the members of the Arts Task force for the fortitude and thoughtfulness in the meetings over the past year and the eager recommendations the members have made to the Board of Supervisors and to the Mayor.

Thanks to each of you—those who've received grants and those who have not (yet)—for the amazing work that you do bringing art to our City—each in very different ways. I also want to thank the people who served on the CEG panels in the last year. You were amazing!

I look forward to seeing all of the great art you create in our wonderful city. Good luck!

Jewelle Gomez
Program Director
Cultural Equity Grants
July 2006

¹ Other communities may seek similar recognition from the San Francisco Arts Commission by addressing a request in writing to the Arts Commission by July 1 prior to the following cycle of the Cultural Equity Initiatives program. Such a request should come from persons who are recognized as civic leaders within their community. It should state the basis for seeking such status and be sent to the Arts Commission to the attention of the director of the Cultural Equity Grants Program. The Arts Commission will strive to reach a decision on each such request within a reasonable amount of time before the subsequent application deadline for the next Initiatives cycle. In doing so, it reserves the right to seek additional information from members of the community, as well as others.

I. GRANT CATEGORIES AND DEADLINES

Cultural Equity Initiatives—Levels One and Two

Level Two Deadline: Letter of Intent: July 14, 2006 Full Proposal: August 18, 2006

Level One Deadline: September 15, 2006

Grants to support the development, sustainability and growth of San Francisco arts organizations that are deeply rooted in, and able to express the experiences of, historically underserved communities, such as Native American, African American, Asian American, Disabled, Latino, LGBT, Pacific Islander and Women.

Level Two: Grants of up to \$100,000 to support organizational development initiatives of substantial scope and ambition over a period of two to three years; and are for organizations who have received at last one Level One grant.

Level One: Grants of up to \$25,000 to support organizational development initiatives for a period of one year; and are to prepare organizations for possible Level Two funding.

Project Window: Level Two—November 1, 2006 to May 30, 2010

Level One—January 1, 2007 to July 30, 2008

Creative Space Grants—Deadline: November 3, 2006

Grants of up to \$20,000 to support the enhancement of arts facilities in the city. Creative Space Grants are intended to advance the improvement of existing arts facilities and the successful development of new ones that will support the work of San Francisco's arts organizations, as well as promote the availability of affordable live/work spaces for low- and moderate-income artists. Creative Space offers grants for both Planning and Capital Improvement projects.

Project Window: March 1, 2007 to September 30, 2008

Organization Project Grants (OPG)—Deadline: January 26, 2007

Grants of up to \$15,000 to arts organizations for the support of art projects whose presentation benefits or interests the community at large or specific segments of the San Francisco community. All art forms will be considered. Projects must take place in San Francisco and be accessible to the public. Two-year support is available to some organizations as well as single-year funding.

Project Window: June 1, 2007 to December 30, 2008 (single-year)

June 1, 2007 to May 31, 2008 (first year of two-year support)

Individual Artist Commissions (IAC)—Deadline: March 23, 2007

Grants of up to \$10,000 to individual artists living and working in San Francisco, to stimulate the creation and presentation of high-quality works of art throughout the city. The program considers proposals for projects in alternating disciplines each year. We will consider proposals for **literary, media and visual arts in the current year--2007**, and proposals **in theater, music and dance next year--in 2008**. Support for multi-disciplinary projects (within the disciplines being offered) is available each year.

Project Window: August 1, 2007 to February 28, 2009

Special Projects Grants—Revolving Deadline. Awarded throughout the year.

Grants of \$1000 for very small, volunteer-based arts groups to support art projects in San Francisco that are available to the general public. There is a separate application process for Special Project Grants. Please read through the Special Project Grants description carefully and speak to program director. Project Window: Within 9 months of application

II. ELIGIBILITY

Please read through the details on the following page as well as the specific eligibility section for each grant category carefully. If you have any questions, please contact staff prior to submitting an application.

Organization Eligibility

Our general organization requirements are summarized by the chart below, followed by more details on the eligibility for all organizations. In addition to these requirements, each grant category may have its own unique requirements. Please read through each category description carefully.

Organization Requirements	CEI Level One	CEI Level Two	Creative Space	OPG Single-year	OPG Two-year	SPG
Mission statement focused primarily on the arts	X	X	X	X	X	X
Continuing and stable presence in community—at least 3 ongoing members	X	X	X	X	X	X
San Francisco-based	X	X	X	X	X	X
At least 2 arts activities in SF in past 18 months	X	X	X	X	X	X
Up-to-date on previous or ongoing SFAC grants	X	X	X	X	X	X
Substantial history in an underserved community	X	X				
Mission focused on art that expresses experiences of underserved communities	X	X				
Have 3-year business plan or other demonstration of organizational capacity		X				
501(c)3 status (i.e. no fiscal sponsorship)		X	X		X	
Nonprofit housing developer with arts facilities project			X			
Awarded at least two previous OPGs for same or similar activity					X	
Project type reoccurs annually					X	
Averaged Annual Expenses does not exceed \$25,000						X
Volunteer-based—no ongoing paid staff						X

Summary of Organization Requirements

- Mission is focused primarily on the arts. Its mission statement is clearly focused on the development, production and/or presentation of arts activities in San Francisco. In the case of Creative Space, nonprofit housing developers are also eligible. Programs of another City agency are not eligible to apply. Organizations whose focus is not primarily on the arts should seek funding from SFAC's Community Arts and Education grant funding programs: www.sfartscommission.org/CAE/index.html.
- Continuing and stable presence in the community. It has a continuing existence and ongoing operations as an organization and, if it is not incorporated, is composed of at least three persons, either volunteer or paid, who are a “permanent” part of the organization.
- San Francisco-based. Organization must be housed in San Francisco with its corporate address in the city.
- Must be an active arts presenter. An organization must provide continuing arts activity in San Francisco. Generally, this means that it regularly presents a recognizable “home season” in the city or, in the case of small organizations, it successfully completed at least two publicly accessible arts activities in the city within the 24 months prior to the proposal deadline.
- Up-to-date on previous or current SFAC grants. The applicant is in good standing for any grant it has received previously from the Arts Commission. If it has defaulted on a previous grant, that default must have occurred prior to July 2003 and the organization must include an explanation of that default with its proposal.
- Tax-exempt organization. Applicants for Creative Space and CEI—Level Two, must be have 501(c)3 tax-exempt status. In the case of CEI—Level One, an organization that is operating consistently in a not-for-profit manner and is a fiscally sponsored project of a tax-exempt organization is also eligible.
- Must have annual budget expenses that do not exceed \$1 million (averaged over three years), except in the case of Creative Space where larger organizations (averaged expenses not to exceed \$2 million) which are deeply rooted in an underserved community are eligible.

Please read through the description of each grant for additional eligibility criteria that are unique to that category.

Narrative has never been merely entertainment for me. It is, I believe, one of the principal ways in which we absorb knowledge
~Toni Morrison

Individual Artist Eligibility

Individual Artist Commission's are open to artists who meet *all* of the following criteria:

- San Francisco resident. The artist has lived in San Francisco since March 2005.
- S/he is able to document at least a two-year history of creating and presenting original works in the proposed discipline to the public.
- The artist must be at least 18 years old.
- S/he is not enrolled as a full-time student at the time of application nor will s/he be so enrolled during the grant period.
- Up-to-date on current SFAC grants. The artist is in good standing for any grant s/he has received previously from the Arts Commission. If s/he has defaulted on a previous grant, that default must have occurred prior to June 2003 and the artist must include an explanation of that default with his/her proposal.

If I didn't start painting, I would have raised chickens.

~ Grandma Moses

III. FUNDING POLICIES

The Cultural Equity Grants Program, the Arts Commission and the City and County of San Francisco have a number of policies related to funding for all categories. Please read this section carefully to ensure that you and your project are eligible.

Funding Restrictions

- Applicants cannot receive funds from different programs within the Arts Commission to support the same project. (For example, Community Arts and Education, Public Art, Gallery, etc.)
- Programs that are directly administered by other City Agencies are not eligible.
- Applicants cannot submit more than one application in any single category.
- Organizations can receive grants for, at most, three consecutive years within OPG and Creative Space categories, and must sit out one year, before coming back for another grant in the respective category.
- Organizations can receive funding for only two consecutive years in Cultural Equity Initiatives - Level One. After which, they must sit out for one cycle. For Level Two grants an organization can only receive one 2- or 3-year grant and then must sit out for one two-three year cycle. For example: if an organization is awarded a 3-year grant in 2006 it would be completed in 2009. Thus, the organization would be eligible again in 2012.
- Individual Artists cannot receive funding for two consecutive years in different disciplines.
- Organizations cannot receive support for both a Cultural Equity Initiative and an Organization Project Grant in the same year.
- The award 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 for public presentations or workshops.

Grant Request Limits

A **small organization** (expenses averaged over the last three years should not exceed \$150,000) cannot request more than 50 percent of its actual cash expenses of its last closed fiscal year. A small organization may use a grant to cover all or part of the projected expenses of the proposed project, as appropriate. In the case of Cultural Equity Initiatives—Level Two, an organization with a budget under \$65,000 may only request a grant that is no larger than its annual operating expenses in its previous year.

A **mid-sized organization** (expenses averaged over the last three years of up to \$1,000,000) can use a grant to cover **up to 75 percent** of the projected cash expenses for the proposed project.

A **large organization** (expenses averaged over the last three years, between \$1 million and \$2 million) that are deeply rooted in an underserved community can only apply in the

Creative Space category. They may use a grant to cover **up to 75 percent** of the projected cash expenses for the proposed project.

Exclusions

Some things Cultural Equity Grants cannot be used to support:

- Projects that will not be presented in San Francisco
- Ongoing operating expenses or administrative costs that are not project-based—no more than 10 percent of awarded funds can be used to support administrative costs, such as staff salaries, office rental, telephones, general supplies, etc.
- Deficit reduction
- Start up costs/seed money for new organizations
- Food and beverage expenses

In addition, each category may have additional restrictions on the use of grant funds.

Art isn't everything. It's just about everything.

~Gertrude Stein

IV. CULTURAL EQUITY INITIATIVES—LEVELS ONE AND TWO

Level Two deadline: Letter of Intent: July 14, 2006 5 PM

Proposal: August 18, 2006, 5 PM

Level One deadline: September 15, 2006, 5 PM

The Initiative grants are offered by the San Francisco Arts Commission to foster an environment in which all the cultures and subcultures of San Francisco are represented in thriving, visible arts organizations of all sizes, and whose programming reflects the experiences of historically underserved communities.

What's Available

To this end, Initiative grants support initiatives (projects) of substantial scope and ambition that enhance the development, growth and sustainability of local arts organizations deeply rooted in historically underserved communities, specifically African American, Asian American, Disabled, Latino, L/G/B/T, Native American, Pacific Islander and Women.

Level Two: Grants of up to \$100,000 for three-year initiatives

Level Two Initiatives are intended for organizations that have received a Level One grant at least once before. The proposed project must encompass long-range goals, point toward substantive organizational change and, of necessity, span a two- to three-year period.

Project Window: November 1, 2006 and May 30, 2010

Examples of Successful Level Two Initiatives:

- To create and fill the position of Program Coordinator who will facilitate long-range plans for expanded programming, community outreach, and curriculum development.
- To implement key elements of an organization's 3-year strategic plan, to increase the number of subscriptions sold and the national membership base.
- To expand a marketing and public relations plan in order to communicate more comprehensively with the general public as well as the targeted underserved audience.

Level One: Grants of up to \$25,000 for one-year initiatives

Level One Initiatives are designed to support short-term, one-time projects that will assist an organization in strengthening its administrative infrastructure and prepare organizations for the Level Two grants.

Project Window: January 1, 2007 and July 31, 2008.

Examples of Successful Level One Initiatives:

- To implement a plan that includes incorporation, formulation of a business plan and the launching of an audience development initiative.

- To provide a half-time salary for the Artistic Director for the first time.
- To implement a marketing and development plan in conjunction with an organization's 20th anniversary in order to increase its ability to market its programs, facility and services to its constituency and audience.

The initiatives above are cited only as examples of the kinds of projects that can be supported in this category. Organizations are encouraged to develop projects that meet their specific needs and are consistent with their missions and with the purpose of the Cultural Equity Initiatives.

Award Decisions

Award decisions will be announced in October 2006 for Level Two and in December 2006 for Level One.

What We Do Not Fund

In addition to the list of items not supported by CEG on page 6, this grant cannot be used for:

- Any existing and/or ongoing operating expenses, including staff salaries. The Initiative, and the resources it will require, must be new.
- Proposals that will culminate in an arts project. (Please seek an Organization Project Grant for these activities.)
- Projects that primarily involve the planning and development of space. (Please seek a Creative Space Grant for these activities.)
- Proposals that begin before an existing CEI-funded project will be completed.

Who May Apply

In addition to the criteria listed on page 4, an applicant for either Cultural Equity Initiatives—Level One or Level Two must meet all of the following requirements:

- Its mission statement and its arts activities must be specifically focused on the development, production and/or presentation of arts activities for public participation in San Francisco, producing activities that express the experiences of an historically underserved community: African Americans, Asian Americans, the Disabled, Latinos, L/G/B/T, Native Americans, Pacific Islanders and Women. Simple location in an underserved community or periodic programs addressing that community do not define an organization as specifically focused on that community.
- It must have a substantial history in the historically underserved community on which its mission is focused and must be able to demonstrate substantial continuing support from within that community and/or substantial input from members of that community in the organization's governance.

- It must have a continuing and stable presence in the community, rather than be of an *ad hoc* nature; it must be comprised of at least three ongoing members—e.g., its board of directors—who may be paid personnel or volunteers. Fifty percent of that board must be members of that underserved constituency.

In addition, a Level Two applicant must also:

- Be a 501(c)3 tax-exempt organization.
- Have received initiative support (Level One or Two) previously.
- Have a current business plan or strategic plan
- Recent history of financial stability, as reflected by an absence of unplanned operating deficits of significance and/or by a positive fund balance and/or a meaningful cash reserve

Exclusions

- **New:** Organization's that have completed a Level Two grant within the last three years cannot apply for Level Two support.
- **New:** Organizations can receive only two consecutive years of Level One support.
- If the organization receives a Level One or Level Two grant, it cannot seek an OPG grant for the term of the Initiative.
- In the case of Cultural Equity Initiative—Level Two, an organization with a budget under \$65,000 may only request a grant that is no larger than its annual operating expenses in its previous year.

Criteria for Evaluations

The qualitative strength of Cultural Equity Initiatives Level One and Level Two proposals are assessed using the following criteria. Please keep these in mind when filling out your application.

Appropriateness:

- The depth of the organization's relationship to the historically underserved community on which its mission is focused, as evidenced by its arts activities and its board.
- The Initiative's long-term impact on the organization's ability to serve its community.
- The proposed Initiative's likely impact on the development, growth and sustainability of the organization.

Project Merit:

- Consistency of the Initiative with the organization's mission, plans and state of organizational development.
- The soundness, clarity and internal consistency of the Initiative.
- The Initiative's relationship to the organization's assessment of its own needs and its community's needs.
- The proposed grant's long-term value to the organization.

Organization Capacity:

- The clarity and credibility of the implementation plan.
- The availability of appropriate human resources.
- The board's expressed and active support of the organization's activities.
- The availability of appropriate financial resources.
- The effect of the implementation process on the applicant's existing operational needs.
- The organization's general soundness as reflected in their budget and staffing.

The purpose of art is to lay bare the questions which have been hidden by the answers.

~James Baldwin

APPLICATION CHECKLIST

CULTURAL EQUITY GRANTS – LEVEL TWO

Application Process

CEI—Level Two applications are evaluated in two phases. The first evaluation will include letters of intent from all prospective applicants. From those submissions, a smaller number of the applicants will be selected by the panel to submit further details about their initiatives in the form of a full proposal, which includes an in-person interview.

Phase One: Letter of Intent

Level Two applicants should submit a letter of intent by July 14, addressing the following questions. No full proposals will be accepted without this letter of intent.

- ❑ Eligibility Form (1 copy with original signature)
- ❑ Letter of Intent (no longer than four pages, single-spaced, 12 point type) covering the following:
 - Your organization’s mission and the underserved community with which your organization identifies; and how long the organization has worked in this community.
 - The project for which funds are being requested and specific outcomes expected from your initiative.
 - Your organization’s board: how many members; how many are from the underserved community in which you work. What is their role.
 - Additional funding sources that are being approached to support this initiative, if any, and what, if any, new personnel will be hired for the initiative.
- ❑ Please supply 6 copies of the letter.

Panelists will review and score the letters of intent and invite the finalists to submit full proposals by the **August 18 deadline**. You will have approximately 3 weeks from the time you are invited to submit a full proposal. If your organization is invited to submit a full proposal, please prepare the following items and assemble them according to the guidelines on page 30.

Phase Two: Full (Invited) Proposal

Please note: the following items should be photocopied and double sided

- ❑ Application Form. This is an opportunity to expand on your description of your Initiative. In addition to saying what your organization wants to do:
 - Describe how and over what period of time the Initiative will be implemented.
 - State why your organization wants to undertake the Initiative and what its desired short-term and long-term outcomes are.
 - Briefly describe how and what resources will be used for the Initiative.

- ❑ A brief budget for each year of the Initiative, including both revenue and expenses. Use a separate sheet of paper—do not use the Project Budget form. Try not to exceed one page.
- ❑ Asterisk each line item for all expenses that will be covered by the grant.
- ❑ Organization Annual Budget Form
- ❑ Budget notes for organization budget. Attach comprehensive notes using the CORRESPONDING numbers on each budget line. Be sure to index your Notes (1., 2., 3., etc.).
- ❑ Your most recent Year-to-Date Financial Report.
- ❑ Closing Financial Report for your most recently completed fiscal year.
- ❑ A list of staff members and their positions (indicate whether they are paid or volunteer).
- ❑ A list of members of the board of directors with their affiliation, length of time served and expiration date of his/her term. Describe the roles and responsibilities of the board.
- ❑ Letters of Support. Addressed to: “Members of the Panel.”
 - Two letters of support from members of the community in which your organization is deeply rooted, discussing the organization’s relationship with that community (**required**); and
 - Two letters from persons who may or may not be from within your organization’s community base. The letter writers should indicate how they have come to know your work (**optional**).

The following items should be attached after the stapled application

- ❑ Six sets of no more than four different pieces of promotional material—organization brochures, development packets, flyers, etc.

APPLICATION CHECKLIST

CULTURAL EQUITY INITIATIVES – LEVEL ONE

CEI-Level One proposals will be considered in a single round of panel meetings. Please prepare the following items and assemble them according to the guidelines on page 30.

- Eligibility Form (1 copy with original signature)

Please note: the following items should be photocopied and double sided. Submit 6 copies.

- Application Form. In addition to saying what your organization wants to do:
 - Describe how and over what period of time the initiative will be implemented
 - State why your organization wants to undertake the Initiative and what its desired short-term and long-term outcomes are
 - Briefly describe how and what resources will be used for the Initiative
- Project Budget Form
- Asterisk the items you wish your grant to support
- Organization Annual Budget Form
- Budget Notes for both project budget and organization budget. Attach comprehensive notes using the CORRESPONDING numbers on each budget line. Be sure to index your Notes (1., 2., 3., etc.). For example, note #1 for the Project Budget and for the Annual Budget would be about ‘admissions.’
- Your most recent Year-to-Date Financial Report.
- Closing Financial Report for your most recently completed fiscal year.
- A list of key personnel for the Initiative including consultants, with a one-paragraph bio and description of the person’s role in the project. Indicate whether each person is a regular member of your organization or will be engaged specifically for the Initiative.
- Add a “V” next to the name of each volunteer and a “P” next to the name of each person who will be paid.
- Provide a description of the qualifications you will be seeking for each vacant position.
- A list of members of the board of directors with their affiliation, length of time served and expiration dates of their terms. Describe the roles and responsibilities of the board (limit to one page).
- Letters of Support. Addressed to: “Members of the Panel.”

- Two letters of support from members of the community in which your organization is deeply rooted, discussing the organization's relationship with that community (**required**); **and**
- Two letters from persons who may or may not be from within your organization's community base. The letter writers should indicate how they have come to know your work (**optional**).
- Your organization's calendar of arts activities for the last completed program year, current year and proposed for the following year.
- Up to two recent press reviews or articles of your organization's work. (Optional.)

The following items should be attached after the stapled application

- Up to a total of four samples of your organization's promotional materials, such as brochures, fliers, catalogues, etc.

V. CREATIVE SPACE GRANTS

Deadline: November 3, 2006, 5 PM

Creative Space is the San Francisco Arts Commission's Cultural Equity Grants program that supports the enhancement of cultural facilities in the city. Its aims are twofold: 1) to advance the improvement of existing arts facilities and the successful development of new ones that will support the work of San Francisco's arts organizations; 2) to promote the availability of affordable live/work spaces for low and moderate-income artists. Creative Space offers Planning grants and Capital Improvement grants.

What's Available

Planning Grants

- Up to \$15,000 for planning or pre-planning for the development or acquisition of arts facilities or qualifying live/work units in San Francisco. Funds may be used for overall plan development or specific components, such as: feasibility studies, design and engineering consultations, financial and management analysis, market analysis, site analysis, needs assessment, capital campaign preparation, etc.

Capital Improvement Grants

- Up to \$10,000 for capital improvements to program space (e.g., galleries, theaters, multi-media labs, rehearsal studios, live/work rental units) occupied on a lease with at least three years remaining at the start of the project window, or if the organization is on a year-to-year lease, it must have leased the space for a minimum of 10 years prior to application.
- Up to \$20,000 for improvements to program space occupied on a lease with at least five years remaining at the start of the project window or to which the organization holds title.
- Up to \$10,000 per unit, but no more than \$20,000 for multiple units, for improvements to convert existing space to live/work use for low- and moderate-income artists.² Rental units must remain limited to low- and moderate-income tenants for a minimum of 10 years. Units for sale may be sold or resold only to low- and moderate-income artists for a period of at least 15 years.

Improvements must be of a "built-in" or "permanent" nature and/or specific to the space. They can include code corrections, disabled access improvements, electrical and plumbing upgrades for improved functionality, safety and comfort, sprung flooring, seating, soundproofing, lighting grids, etc. Except for live/work space, affected spaces must be integral to the organization's arts activities. An eligible project can include incidental improvements to adjoining or related administrative space, but administrative space cannot be the focus of the grant. Please be aware that any capital improvement projects using City funding must meet ADA requirements.

² "Low- and moderate-income" is based on U.S. Dept. of Housing and Urban Development (HUD) "Low-income" and "80% of Median" standards, respectively, for the San Francisco PMSA.

Project Window: March 1, 2006 and September 30, 2007.

What We Do Not Fund

In addition to the list of items not supported by CEG on page 6, this grant cannot support:

- Routine and ongoing maintenance.
- Down payments, lease deposits or deficit reduction.
- Projects outside San Francisco.
- Transportable equipment, e.g., TV, CD or DVD players, amplifiers etc.

Who May Apply

In addition to all the criteria listed on page 4, your organization must meet one of the following criteria:

- Small and mid-size, tax-exempt, San Francisco-based arts organizations (see page 6).
- Larger, tax-exempt, San Francisco-based arts organizations with a history of fostering artistic expression deeply rooted in, and expressive of, historically underserved communities, such as the African American, Asian American, Disabled, L/G/B/T, Latino, Native American, Pacific Islander, and Women.
- Tax-exempt, Bay Area-based housing developers with a history of development in San Francisco and plans to develop arts facilities, including live/work space, in San Francisco, or to incorporate live/work units for low- and moderate-income artists in a larger development, or to improve existing live/work units for low- and moderate-income artists.

In addition, organizations applying for Capital Improvement grants must either hold title or be in possession of a qualifying lease, or else have a letter of intent from the property owner to enter into a qualifying lease or sale. Lease or title must be in force in order for a grant to be disbursed. In the event qualification is by letter of intent, then lease or sale must be executed within 90 days of notification of the Commission's approval of a grant or else the grant will be withdrawn.

Exclusions

- Organizations may not receive the same type of Creative Space grant (Planning grants or Capital Improvement grants) two years in a row, nor will they be able to receive a Creative Space grant for more than three successive years. Organizations must sit out one year.
- City-owned Cultural Centers are ineligible for Creative Space funding.

Criteria for Evaluations

The qualitative strength of Creative Space proposals is assessed using the following criteria. Please read through these carefully and keep them in mind when filling out your application.

Planning Grant reviews based on:

- The soundness of the proposed planning process (including key personnel) and the organization's capacity to follow through.

- The need for, and value of, the proposed plan or planning component.
- The degree to which a facilities project appears consistent with, and in support of, the organization's mission and overall plans.
- The financial health of the organization in relation to the demands of a facilities project.
- The overall quality of the organization's work and community impact.
- The appropriateness of the budget.

Capital Improvement Grant reviews based on:

- The degree to which the capital improvements project is consistent with, and will advance, the organization's mission and overall plans.
- The degree to which the improvements project is an integral part of an overall facilities plan (formal or informal).
- The financial health of the organization in relation to its ability to implement the improvements and to maintain them afterwards.
- The capacity of the organization to raise other required funds for the project.
- The implementation plan.
- The organization's capacity to manage the improvements project in addition to the normal demands of its programs and operations.
- The long-term benefits of the improvements to the organization's programs and operations.
- The degree to which the improvements are likely to enhance the overall quality of the organization's community impact.
- The appropriateness of the budget.

The Universe is made up of stories, not of atoms.

Muriel Rukeyser

APPLICATION CHECKLIST	CREATIVE SPACE GRANTS
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Please prepare the following items and assemble them according to the guidelines on page 30.

- ❑ Eligibility Form-submit **one copy** with original signature.

Please submit six (6) double-sided copies of the following:

- ❑ Application Form. Be sure to address all of the issues posed at the beginning of each question.
- ❑ Project Budget. Please do not use the project form provided, but list project income and expenses on a separate sheet (do not exceed one page). Place an asterisk beside the line items for all expenses that will be covered by the grant. Please refer to the discussion about Budgets on page 25.
- ❑ Organization Annual Budget Forms.
- ❑ Budget notes for both project budget and organization budget. Attach comprehensive notes using the CORRESPONDING numbers on each budget line. Be sure to index your Notes (1., 2., 3., etc.). For example, note #1 for the Project Budget and for the Annual Budget would be about ‘admissions.’
- ❑ Overview design drawing, if available. This is to help visualize the project and for architectural or engineering evaluation. (For capital improvement projects only.)
- ❑ A list of key personnel for the project, with a one-paragraph bio and description of the person’s role in the project. Please indicate whether each person is a regular member of your organization or will be engaged specifically for the Initiative. Add a “V” next to the name of each volunteer and a “P” next to the name of each person who will be paid. Provide a description of the qualifications you will be seeking for each vacant position.
- ❑ A list of staff members and their positions (indicate whether they are paid or volunteer).
- ❑ A list of members of the board of directors with their affiliation, length of time served and expiration dates of their terms.

The following items should be attached after the stapled application

- ❑ Up to a total of four samples of your organizations promotional materials, such as brochures, fliers, catalogues, etc. or other background materials (optional).
- ❑ Submit six copies of all applications, and only one copy of eligibility form with original signature.

VII. ORGANIZATION PROJECT GRANTS

Deadline: January 26, 2007, 5 PM

The San Francisco Arts Commission awards OPG grants to support the presentation of professional arts activities for the public throughout San Francisco.

What's Available

Grants of up to \$15,000 to support, in whole or in part, specific arts projects that have been determined to be of sufficient quality and benefit or interest to the community at large or to specific segments of the community.

OPG grants may be used to fund art exhibitions and installations, film and video screenings, music and dance concerts, theater performances, on-line arts projects, literary readings and publications, workshops in various art forms, local arts festivals, and other activities in a similar vein. All art forms will be considered.

OPG-supported projects must be developed and presented in San Francisco and must culminate in a local public presentation or a meaningful engagement of the public that is accessible. They may be targeted at specific audiences, but they cannot be limited to "closed" audiences. For example, a concert by a choral society that may be attended only by members of that society would not be eligible for OPG support. Similarly, projects open only to students and teachers during the school day are not appropriate OPG projects. However, activities that take place on school grounds, are publicly advertised and have open enrollment would be eligible for OPG support. Projects that involve radio or television broadcasting or cable-casting must be broadcast or cable-cast by a San Francisco station. Such projects, as well as Internet-distributed projects, should have a clear San Francisco orientation, especially the intended audience. The same is true of publication-based projects and others that, by their nature, do not involve presence in a physical space.

If an organization has yet to complete a project for which it received a previous OPG, the organization cannot apply unless its new project is not scheduled to begin until after the conclusion of the existing project.

Project Window: Single-year projects must take place between **June 1, 2007 and December 31, 2008.**

Multi-Year Funding

A portion of OPG applicants will be offered support for two consecutive years if their project is chosen for an OPG award.

To be eligible for multi-year funding, you must:

- **New: You do not need to have 501(c)3 status. You may use a fiscal sponsor.**
- Propose a project that is a recurring activity such as a festival, home season, reading series, workshops or other ongoing group of programs

- Have been awarded grants in the OPG category a minimum of two times for the same or similar activity.

Two-year grants will be made to a number of the funded applicants who rank at the top of the scoring. However, panelists may recommend single-year funding rather than multi-year; so an application will not be rejected simply because it is not considered for multi-year support. Multi-year award contracts will stipulate that the award amount would be the same in the second year as in the first year EXCEPT in the case of an increase or decrease in the budget of the Cultural Equity Grants Program that is reflected in the amount that OPG applicants can request.

Project Windows:

The **first year** of the project must take place between **June 1, 2007 and May 31, 2008**.

The **second year** of the project must take place between **June 1, 2008 and May 31, 2009**.

If you are applying for two years of support, please fill out the forms for the first year of the project only and request the first year of funding (up to \$15,000). If you are approved for Two-Year funding, we will ask for additional details on the second year of the project and approve the second year of funding after the first year of the grant has been successfully completed.

Be aware that an organization may not receive more than three consecutive years of OPG support.

What We Do Not Fund

In addition to the list of items not supported by CEG on page 8, this grant cannot support:

- Projects that will not culminate in a public art presentation or otherwise have significant public participation.
- Projects aimed primarily at organizational development. (For eligible organizations, please seek a Cultural Equity Initiative)

Who May Apply

Your organization must meet all of the following requirements listed on page 4.

Exclusions

- Organizations that receive CEI Level One or Level Two support in the same year may not apply.
- Organizations whose annual expenses averaged over the last three years exceed \$1 million may not apply.

Criteria for Evaluations

The qualitative strength of Organization Project Grant proposals is assessed using the following criteria. Please keep them in mind when filling out your application.

- The quality of the proposed art project.
- Whether a large audience, OR a smaller audience drawn from a specific community, is likely to be well-served and enriched by the project.
- The credibility of the organization's plans for securing the desired audience or participants for its project.
- The clarity and feasibility of the organization's goals for the project.
- The qualifications and experience of the artists providing creative leadership for the project.
- The qualifications and experience of the administrators providing management leadership for the project.
- The clarity of the proposal.
- The soundness and thoroughness of the project implementation plan.
- The soundness of the project budget and the organization's overall financial health.
- The involvement and support of the organization's board.
- The organization's history of carrying out projects of a similar scope and scale; OR the organization's demonstrable capabilities suggesting that it will be able to carry out projects of such scope and scale.

I cannot help it that my pictures do not sell.

~Vincent van Gogh

APPLICATION CHECKLIST
ORGANIZATION PROJECT GRANTS

These documents and materials are an integral part of your application. Please check off and submit each of those items that apply to your organization. Return checklist with application. Be certain to retain one copy of all items for your files. Please prepare the following items and assemble them according to the guidelines on page 30.

- Eligibility Form-submit **one copy** with original signature.

Please submit six(6) double-sided copies of the following:

- Application. Address all issues posed at the beginning of each question.
- Project Budget Form.
- Asterisk line items for expenses covered by grant.
- Organization Annual Budget Form.
- Budget Notes for both project budget and organization budget. Attach comprehensive notes using the CORRESPONDING numbers on each budget line. Be sure to index your Notes (1., 2., 3., etc.). For example, note #1 for the Project Budget and for the Annual Budget would be about ‘admissions.’
- A list of key personnel for project (both artistic and administrative), with one-paragraph bio and description of person’s role in project. Indicate whether person is regular member of organization or will be engaged specifically for Project.
- Add a “V” next to name of each volunteer and a “P” next to name of each person who will be paid.
- List of board members and their involvement
- Organization’s calendar of arts activities for last completed program year, current year and proposed for following year.
- Two letters of recommendation. Letter-writers should indicate how they have come to know your organization’s work. Letters should be addressed to “Members of the Panel” and be included with your proposal.
- Up to two recent press reviews or other published articles regarding the organization’s work (*optional*).
- Descriptive cover page for artistic work samples.
The following items should be attached after the stapled application
- Promotional materials. Up to a total of four samples such as brochures, fliers, catalogues, etc.
- Samples of artistic work – labeled (see page 31, for information on submitting).

VII. INDIVIDUAL ARTIST COMMISSIONS

Deadline: March 23, 2007, 5 PM

Through the IAC category, the San Francisco Arts Commission makes grants to individual artists living and working in San Francisco for a specific personal, artistic project which, in turn, stimulates the creation and presentation of high quality, new works of art throughout the city's neighborhoods.

What's Available

Grants of up to \$10,000 for the creation of specific art projects in visual arts, literature, and media; or that draw on visual arts, literature, and media in an interdisciplinary way.

Literary Arts: commissions in poetry, fiction and/or creative nonfiction, and spoken word. This category does not include stage or screenplays.

Media Arts: commissions in film, video or audio recording, radio or television broadcasting, digital multimedia.

Visual Arts: commissions in any visual art form, including site-specific installations.

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. Most of the grant should go to the artist as the commission.

The commission must include some form of public presentation, either as work in progress or final polished piece, (for example: a neighborhood workshop, a reading, an informal exhibition, an open rehearsal, etc.) in San Francisco and take place during the project window.

Project Window: August 1, 2007 and February 28, 2009.

Venue: Artists must have confirmation or a tentative commitment from a publicly accessible San Francisco venue for the project.

Please note that receipt of a grant does not imply that SFAC or the City will present or display art created during the commission.

What We Do Not Fund

In addition to the list of items not supported by CEG on page 8, this grant cannot support:

- Projects that will be the work of an existing arts group or organization, rather than of the individual artist. Please seek an Organization Project Grant for such a request. (Note: an artist may apply on behalf of an ad hoc group of artists who will come

together for the project specifically but otherwise do not represent an ongoing group.)

- Fellowships, scholarship, studio-only work, or project development without public presentation; or start-up costs.
- An artist may NOT be funded for an IAC two years in a row in different disciplines.

Who May Apply

The 2007 IAC is open to artists who meet all of the criteria listed on page 6 for individuals.

Exclusions

An artist cannot receive an IAC grant in two consecutive years in different disciplines.

Criteria for Evaluation

The qualitative strengths of Individual Artist Commission proposals are assessed using the following criteria. Please keep them in mind when filling out your application.

Project Merit based primarily on:

- Clarity, originality and depth of project concept or ideas.
- Soundness of the plan for developing and presenting the work.
- Effectiveness of artistic sample.

Artist's History and Promise based primarily on:

- Strength of the applicant's artistic history and accomplishment.
- Apparent artistic potential of the applicant.

Public Benefit based primarily on:

- Potential of the project to reach a substantial audience
- AND/OR to reach a critically underserved audience
- Potential to stimulate community understanding and appreciation of the art form.

If people knew how hard I worked to get my mastery, it wouldn't seem so wonderful at all.

~ Michelangelo

<p style="text-align: center;">APPLICATION CHECKLIST INDIVIDUAL ARTIST COMMISSIONS</p>
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These documents and materials are an integral part of your application. Please check off and submit each of those items that apply to your organization. Return checklist with application. Be certain to retain one copy of all items for your files. Please prepare the following items and assemble them according to the guidelines on page 30.

- ❑ Eligibility Form-submit **one copy** with original signature.

Please submit (six) 6 double-sided copies of the following:

- ❑ Application Form. Be sure to address all of the applicable issues posed at the beginning of each question. Outline proposed project budget.
- ❑ A letter of interest from the management of the venue where you plan to present/conduct the presentation.
- ❑ Your résumé listing artistic activities, accomplishments, and training. In addition, if your project will involve other principal artists, provide a one-paragraph bio of each. You may include more than one bio on a page.
- ❑ Two letters of recommendation from professionals in your art form. Letter-writers should indicate how they have come to know your work. Letters should be addressed to “Members of the Panel” and be included with your proposal.
- ❑ Up to three reviews or articles regarding your work, if available.

The following items should be attached after the stapled application

- ❑ Up to three brochures, fliers, programs or catalogues from the recent past. Please provide translations or a synopsis where necessary.
- ❑ Samples of artistic work. See page 31.

VIII. SPECIAL PROJECT GRANTS

Deadline: Revolving

The San Francisco Arts Commission offers a limited number of Special Project Grants to very small, volunteer-based arts groups throughout San Francisco's neighborhoods in order to stimulate the production and dissemination of works of art.

Those wishing to apply for a Special Project grant must speak with staff before submitting an application.

Project Window: Project should be scheduled within 9 months of application.

What's Available

On a discretionary basis, grants of up to \$1,000 to support arts projects that will take place in San Francisco and be available to the general public. These are usually arts events open to the public.

Funds may be used only for expenses directly related to the project, such as materials, promotion, venue or fees for more than one artist, but may not be used to pay salaries or stipends of ongoing staff or to support the remounting of an already produced event.

Who May Apply

Special Project grants are open to volunteer-based, nonprofit San Francisco arts groups that meet the following eligibility criteria, in addition to the organizational criteria listed on page 4:

- Group must be volunteer-directed and composed of at least three volunteer standing members.
- Group's budget, averaged over its last two fiscal years, must not exceed \$20,000 per year in expenses.
- Group cannot receive another grant from the Arts Commission in the same fiscal year or within 12 months of having received another Special Project Grant.
- Groups must have a fiscal sponsor available to receive payment.

Come on you raver, you seer of visions, come on you painter, you piper, you prisoner, and shine!

~Pink Floyd

APPLICATION CHECKLIST SPECIAL PROJECT GRANTS

These documents and materials are an integral part of your application. Please check off and submit each of those items that apply to your organization. Return checklist with application. Be certain to retain one copy of all items for your files. Please prepare the following items and assemble them according to the guidelines on page 30. *We suggest that you call the program staff before preparing your letter of application and attachments*

Please Note: Do not use the application forms in this booklet or the instructions in the following section as they do not apply. Simply send one copy of a detailed letter with attachments to the Arts Commission which include the following:

- ❑ A clear description of the project including:
 - When and where it is to take place
 - Key participants (artists and others)
 - Intended audience
 - Need for the grant
 - Other sources of funding, if applicable

- ❑ Attach a budget for the project on a separate sheet; show both projected expenses and projected revenues to cover those expenses, including the requested SPG grant.

- ❑ If you have financial reports for your 2 previous years, please include.

- ❑ Attach documentation that the group meets all of the eligibility criteria (listed above and on page 4).

Application Review

Special Project Grants Applications will be reviewed on an on going basis by the Program Director and awarded by the Director of Cultural Affairs as long as funds are available. Generally, a decision will be rendered after a minimum of four weeks. Decisions of the Director of Cultural Affairs are final.

IX. THE APPLICATION PROCESS

The Cultural Equity Grants Program makes a limited number of grants each year based on the Hotel Tax Fund revenue. The application forms for all categories, except Special Project Grants are at the end of this booklet.

Application Reviews

Panels of professionals in various disciplines and fields are engaged throughout the year to assess applications. Based on an evaluation of the proposals, panels make recommendations either for the full amount of the grant sought or for a substantial portion of the requested grant—usually not less than 75 percent. These recommendations are subject to the approval of the Arts Commission. Announcement of awards can take up to four months.

Submitting an Application for Consideration

Read through the guidelines for appropriate grant category and make sure that both you and your project meet the criteria for funding. Using the checklist for each grant category, prepare the application forms and attachments for submission. Please review the Evaluation Criteria before drafting your proposal. These will be the criteria that your proposal will be reviewed upon. Be sure that you have information that addresses each of these criteria.

Follow these guidelines in preparing your application:

- Double space (*Do you really want to annoy the panelists?*)
- Use 12 pt font
- Do not exceed the space provided on the forms
- Do not submit more materials than stipulated; excess supplemental material will be discarded
- Simply collate materials in the order listed and staple. Do NOT insert cover pages for separators or each section of your application. Do not use folders, report covers or binders.

Once you've filled out the forms, please prepare the application in the following manner:

- Put the Applicant's name and grant category on every page and item you submit!
- Submit only one Eligibility Form with original signature.
- Make six (6) double sided copies of all the required forms and attachments (except for the actual work samples (slides, videos, etc). Be sure to keep a copy for yourself.
- Staple all your pages together in upper left-hand corner.
- If press/promotion material is too large or bulky to be included in the stapled sets, collate six (6) sets separately and put each into a manila envelope with the organization's name and the category on the outside. Please do not submit any items

that are larger than 9 by 12, if it is larger, please contact staff prior to submission. Postcards can be stapled with the application.

- Submit the one Eligibility Form, the six stapled copies of your proposal with the appropriate attachments and work samples to the Cultural Equity Grants program office by **5 PM the day of the deadline**. You may also choose to have it postmarked by the US Postal Service by that date. We cannot accept postmarks from office postage meters or applications sent via email or fax. In fairness to others, we cannot accept late applications.

An application may be deemed incomplete and ineligible if the organization does not provide a complete set of information in the appropriate format and in a timely manner.

Updates and Changes

If there are any updates or changes relevant to your project after submission, you may provide six copies of additional information in writing to be distributed to the panel. Please contact Program staff in advance to inform us of any changes.

A Note on Budgets and Budget Notes

Together the Budget and Budget Notes represent the financial plan for your project. The following points will assist you in providing the panel with the necessary information to evaluate your proposal.

- If you had significant in-kind support, discuss them in your notes, not as a monetary figure in your Budget.
- Indicate your plans for obtaining additional support and whether it is secured and if you've had previous success with certain support sources.
- Discuss any large support or expense items that you think might be questioned by the panel. Explain any anomalies or inconsistencies, e.g., if there was a fluctuation in any line item of more than 10 percent from year to year.
- Project budgets should not project a deficit. If you have a significant fund balance detail your plans/policies for it. Explain significant operating deficits and negative fund balances.
- Be as detailed as you can in your budget notes and explain how the numbers are derived. For instance, when explaining admissions, discuss the number of people you expect to attend and at what cost sold. For example, a \$1000 line item for Admissions can be further explained by a budget note which indicates that 100 people have or are expected to buy tickets at \$10 apiece.

Samples of Artistic Work (for IAC & OPG only)

Please note: We only consider artistic work samples for Organization Project Grants and Individual Artist Commissions.

Use samples that show your work at its best. In general, use excerpts from completed works. However, if your proposal relates to a work-in-progress, you may submit an excerpt of the work-in-progress as a work sample.

The following parameters are firm. We review hundreds of samples and want it to go smoothly during panel reviews with no materials misplaced:

- Manuscript excerpts should be collated with each application form. Up to ten pages.
- One to three publications (books, journals, magazines, etc.) from the past two years. One copy of each is sufficient.
- Two audio or video CUED; multiple DVD excerpted in clips, cuts or chapters-- one to two minutes each, Up to 4 minutes total.
- Up to eight slides or up to three recent exhibition catalogues. You may submit maquettes of work-in-progress instead of slides. Please call first.

You may also submit a combination of these sets (for instance, one video and four slides), but please check with CEG staff first.

Include self-addressed packaging of adequate size with sufficient postage for the return of your samples. Other proposal materials will be recycled unless you specifically request otherwise.

How to Submit Samples of Work

Submit materials that are of the highest quality and relevance to the proposed project. Whenever possible, provide samples of work done within the past two years, relevant to the art form in which you are applying. Do not send originals or your only copy of documented work.

Slides

- ❑ Enclose slides in a clear plastic slide file sheet. Use plastic or cardboard mounts only. Make sure your name is on the file sheet.
- ❑ Slides must be numbered 1–8 in the top right-hand corner, marked with group/artist name, and have a red dot marked on the bottom left corner.

Audio and Video Samples

- ❑ Audio and Visual samples must be cued. Due to time constraints, the panel may choose not to review the entire sample.
- ❑ Video samples must be in VHS or (clearly labeled) DVD format.
- ❑ Audio samples must be on cassettes or CDs.
- ❑ Visual samples can be submitted on CD-R (clearly labeled).
- ❑ Label cassette and box with organization/artist name and title of work.

- ❑ Please limit the length of applause and commentary, and avoid pauses and fade-outs.
- ❑ If you are submitting more than one sample please number the samples in the order that they should be reviewed.

Other Materials

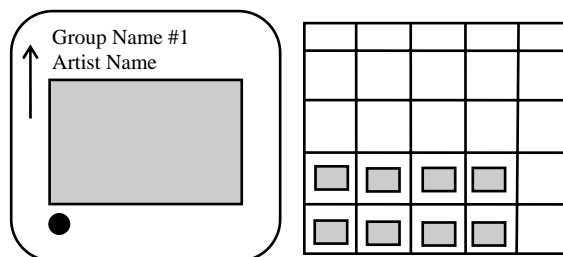
If your work samples differ from the above, please call staff prior to submission.

How to Submit Samples of Work

Submit materials that are of the highest quality and relevance to the proposed project. Whenever possible, provide samples of work done within the ***past two years***, relevant to the art form in which you are applying. **Do not send originals or your only copy of documented work.**

Slides

- Enclose slides in a clear plastic slide file sheet. Use plastic or cardboard mounts only. Make sure your name is on the file sheet.
- Slides must be numbered 1–8 in the top right-hand corner, marked with group/artist name, and have a red dot marked on the bottom left corner.



Audio and Video Samples

- Video samples must be in VHS or (clearly labeled) DVD format.
- Audio samples must be on cassettes or CDs.
- Label cassette **and** box with organization's/artist's name and title of work.
- Cue the sample you want the panel to review. Due to time constraints, the panel may choose not to review the entire sample.
- Please limit the length of applause and commentary, and avoid pauses and fade-outs.
- If you are submitting more than one sample please number the samples in the order that they should be reviewed.

Other Materials

If your work samples differ from the above, please call staff prior to submission.

What was any art but a mould in which to imprison for a moment the shining, elusive element which is life itself.
~Willa Cather

IX. MANAGING YOUR GRANT AWARD

This section is intended for those of you who are recommended and approved for a grant by our review panel and the San Francisco Arts Commission. Congratulations! Please keep in mind that CEG grants are not reimbursement grants. We pay a minimum of 80% of your award up front, after you complete all the requirements listed below. This section also covers how to manage your grant throughout the life of your project.

Keep these guidelines on hand over the course of your grant.

City and County Requirements

Grantees must submit the following to show they are in compliance with city guidelines before any grant disbursements can occur. In some cases there may be waivers available. These requirements are subject to change and applicable to any and all active grants.

Organizations

- ❑ **IRS 501(c)3 determination letter** for applicant/fiscal sponsor dated within 5 years.
- ❑ **Fiscal sponsor agreement** where applicable
- ❑ **Minimum Compensation Ordinance (MCO).** The MCO requires City grantees to provide the following to their employees: minimum wages, paid and unpaid time off. The MCO applies to nonprofit organizations which have at least \$50,000 in cumulative annual business with the City, and have more than 20 employees, including employees of any parent, subsidiaries and subcontractors. There are waivers you may request. For more information, go to www.sfgov.org/mco. You can also contact someone at MCO_Public_Office@ci.sf.ca.us or (415) 554-6269.

Organizations and Individual Artists

- ❑ **Equal Benefits for Employees with Spouses and Employees with Domestic Partners.** CEG grantees must be certified as meeting the provisions of Chapter 12B (Non-Discrimination in City Contracts) of the San Francisco Administrative Code, which prohibits the City and County of San Francisco from doing business with any entity that discriminates in the provision of benefits (e.g., health insurance, retirement benefits, family leave, bereavement leave) between employees with domestic partners and employees with spouses, and between the domestic partners and spouses of employees. There are waivers for qualifying organizations. For information and certification, go to www.sfgov.org/sfhumanrights or call the Human Rights Commission (415) 252-2500. TTY/TDD (415) 252-2550.
- ❑ **Business Tax Registration Certificate.**
Artists: Artists who are in business for themselves in San Francisco need to register with the Treasurer/Tax Collector's Office RM140/ City Hall for a Registration Certificate. If you have questions on 'being in business for yourself', see the Business Tax Declaration form P-25, especially question # 4.

Artists who are not in business for themselves, but only receiving a grant from the San Francisco Art Commission will be asked to complete the Business Tax Declaration and the Artist Exemption form and submit it to CEG.

To register for a Registration Certificate, go to RM 140 /City Hall, or, obtain the Application form and Fee information at www.sfgov.org/tax scroll to Business Zone and click on Business Registration, then scroll /click on How to Register .

If you have questions on the Business Tax Declaration form, on Registration, or, to inform her of your Registration/Certificate number, call Arlene Williamson/TTX/415-554-6718.

If you have registered and decide to close your business, you will need to Inactivate your Registration Certificate by downloading/completing the "Request for Information" form and doing a closing Payroll filing form. These can be obtained at the above web address at Business Zone...Download Business forms.

Nonprofit Organizations: All Nonprofit Organizations located in San Francisco must be registered for a Registration Certificate. Obtain/complete the Partnership/Corporation Application form, bring it with your 501c3 letter and a list of the members of your Board of Trustees (including the SS# / home phone# of at least one of them, or a notation as to why they do not wish to) to RM 140/City Hall, or fax it to 554-6207 Att: Arlene Williamson (or Richard Simon if she is not available).

□ **Insurance Certificates and Insurance Waivers**

A certificate of insurance must be submitted for each of the three types of insurance otherwise, you must request a waiver. Insurance requirements apply to both individual artists and organizations.

- **Commercial General Liability Insurance** with limits not less than one million dollar (\$1,000,000) each occurrence with an aggregate annual ceiling of at least two million dollars (\$2,000,000). The City must be listed as additionally insured with the San Francisco Arts Commission as certificate holder. If you do not, please contact staff.
- **Worker's Compensation** with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident. This requirement is applicable if you have at least one employee. If you do not, you can request a waiver for this requirement.
- **Business Automobile Liability Insurance** with limits not less than one million dollars (\$1,000,000). If automobile is not used, you can request a waiver for this requirement.
- **Insurance Waivers** If you can not meet any of the above insurance requirements, you may request a waiver from the city's Risk Manager. Waiver forms come as part of your grant agreement package.

Additional Requirements for Creative Space Grants

No disbursement can be made unless Grantee has submitted the following to CEG staff:

Capital Improvement project:

- ❑ Evidence of title to the property on which the improvements are to be made or a copy of a lease that meets the requirements described in the Guidelines, whichever is applicable.
- ❑ If the property has been leased by Grantee, then provide a letter from the property owner or the owner's authorized agent, on appropriate letterhead, stating that the owner has given Grantee permission to make capital improvements to the property.
- ❑ Evidence that organization has documented such Building Permits as may be required for the work to be supported by the grant and that it has obtained those permits. Staff may defer this requirement provided Grantee can document that it has filed applications for required building permits in a timely manner and is waiting to receive them.

Grant Disbursements

Please Note: Disbursement forms (invoice) are attached to your grant agreement as an appendix.

In most cases and at the discretion of staff, grants are disbursed in two installments, as follows:

1. Up to 80 percent as an advance on the satisfactory execution of the grant agreement and other preliminary City disbursement requirements.
2. Up to 20 percent as final payment, after the completion of the project and submission of a satisfactory Final Report.

Since project time frames may overlap in successive grants, a grantee may still be working on a project from a previous grant cycle when another grant is awarded in this round. In this case, no disbursements from the new grant will be made until the previous project has been completed.

Grant Requirements and Defaulting

Please Note: Report forms are attached to your grant agreement as an appendix.

Please pay close attention to our requirements and be certain that you are able to meet them. If your organization fails to meet the requirements satisfactorily, your organization will be considered in default, in which case the grantee and its fiscal sponsor (where appropriate) will not be able to seek support from the Arts Commission for three years. Staff is required

to report on the resolution of previously defaulting applicants when they return to eligibility and submit proposals.

- **Final Report:** Grantee must submit a satisfactory final report by its due date. Reports include a narrative and appropriate financial documentation. Grantees that are repeatedly late in reporting will have more stringent disbursement guidelines.
- **Addendum/Extension:** Grantee must notify Cultural Equity Grants staff of substantial changes to the focus and/or scope or timeline of project as initially outlined in their proposal (artistically, administratively or financially). If an organization finds it necessary to implement changes, it **MUST** seek an addendum and/or extension in writing and in advance. The addendum/extension should be requested as soon as the change is identified and before the expiration of the project time frame.
- **Project Window:** Grantees that have not completed their projects by the end of the project time frame without seeking an extension may have their grants terminated at the discretion of the Cultural Equity Grants staff.
- **Limit of Extensions:** Projects not completed within two years of the end of the original Project Window will be considered in default.

Art is not a mirror held up to reality, but a hammer with which to shape it ~Bertolt Brecht

2007 Eligibility Form Applicant name and Grant Category:

\$ _____
Grant Request

\$ _____
Total Project Budget

Applicant Name _____

Legal Name, if different _____

Location in San Francisco _____

Number and Street. Do not use mailing address.

City, Zip Code

Corporate Address, if different _____

Number and Street. Do not use mailing address.

City, Zip Code

- Grant Application for:
- CEI-I.2 - letter of Intent due July 14, 2006
 - CEI-L1 due September 15, 2006
 - Creative Space due November 3, 2006
 - Planning Capital Improvement, Lease term/Date Lease Ends:
 - Organization Project Grants due January 26, 2007
 - Check here if applying for multi-year OPG funding
 - Individual Artist Commissions due March 23, 2007

Please indicate the number of the Supervisor's district in which your organization is located
 If you do not know, you can look up your district at: <http://gispubweb.sfgov.org/website/nuviewer/monsmmap.asp>.

Please list 3 most recent SFAC grants received (please call if you're unsure of grant type or program):

Grant Name or Grant Number	From Which Program? (CEG or CAE)	Year Awarded

Have you met all reporting requirements, etc. to date for the above grants? Yes No
 If no, state the current status on a separate sheet of paper.

Demographic Information is voluntary. It is not intended for the review panel, but will help us in meeting certain mandates. Please check each one that applies to you. **Individuals:** Check the appropriate box(es) that apply to you. **Organizations:** indicate if part of your regular activities foster artistic expression deeply rooted in and reflective of the following communities:

- | | | |
|---|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> Disabled |
| <input type="checkbox"/> L/G/B/T | <input type="checkbox"/> Latino | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Women | |

For program purposes, Asian American includes all peoples whose ethnic or racial origins are in Asia, including the Far East, Southeast Asia (including the Philippines), South Asia (Bangladesh, India, Pakistan, Sri Lanka), Central Asia, and the Middle East.

2007 Eligibility Form Applicant name and Grant Category:

Organization Eligibility (Individual Artist Applicants please skip to Individual Eligibility)

Does your organization's mission statement involve *mainly and clearly* the development, production and/or presentation of arts activities in San Francisco? Yes No

Dates/Locations of last two publicly accessible arts activities in San Francisco:

DATE	ACTIVITY (concert, workshop, etc.)	PLACE

Check the box to the right if your arts group is an incorporated, tax-exempt 501(c)(3) arts organization:

If not a 501(c)(3) organization, state other exempt category or please name your

Fiscal Sponsor: _____

Indicate the amounts of income and expenses for your last three completed fiscal years and indicate whether you are on a fiscal year or a calendar year and which years they are.

Calendar/Fiscal	200_	200_	200_	3 Year Average
Income				
Expenses				

Individual Eligibility (Organizations skip ahead to Certification)

If you have not resided at the above address since March 2004, please list other addresses since March 2004:

Check the art form(s) which best describe(s) your professional artistic focus:

Literature Media Arts Visual Arts

Do you have at least a two-year history of work in the project art form? _____

Are you/do you expect to be a full-time student at any time up to February 28, 2007? _____

Date of birth: _____

Certification (Required For All Applicants)

I certify that, to the best of my knowledge, the applicant fully meets all the eligibility requirements for 2006 Cultural Equity Grants and the data in this application and any attachments are true and correct. The governing body of the applicant organization has duly authorized this application.

Authorized Signature

Date

Print **Name** and **Title** of Person Signing this Form

Date project is to **start:** _____ Date project is to **end:** _____

1. Provide your organization's *official mission statement* and indicate the year your organization began its operations. (Individual Artists skip.)

2. Provide a brief overview of your organization or your history as an artist. (All Applicants)
For organizations: Describe the kind of programming the organization has done and does currently and its goals. What are its particular strengths and challenges? In separate list, give us staff and board information.
(Please double space.)

Total number of people attending all events in the last completed program year: _____
Point of contact with public by Supervisors District _____(Venue or workshop space)

3. Describe the Project for which you are seeking the grant. (All Applicants) Include a discussion of the following questions below.

- Goals of the project; how you intend to achieve them (implementation, work plan, timeline).
- How will you measure the project's success?
- Resources (personnel, financial, etc.) you will need to implement the project, whether you already have those resources or, how you plan to obtain them.
- CEI applicants – explain the reason for the project, whether it is part of a larger organizational plan and whether or not it builds on a previous initiative, how your normal operations and resources will be affected for the duration of this project.
- IAC applicants – identify your venue and indicate some of the potential costs of your project. Format and influence of your project: example: media artist, how long is your film; name your influences, etc.

(Please double space all three pages.)

3. Describe the Project (*continued — second page*).

3. Describe the Project (*continued — last page*).

4. Describe your audiences and/or community. Is there a particular community that you serve? Describe the audience or participants you intend to reach with this project. How many people will you try to reach? Is this more or less or different from your regular target audience? Are you trying to draw from a particular community of interest? How will you try to reach your audience (e.g., what are your publicity/promotional plans)? Where possible, provide specific numbers. (All Applicants)

Total number of people expected to attend this project (OPG applicants only): _____

5. How will the gains from the initiative be sustained after the term of the grant? (For CEI applicants only, all others skip.)

6. Project Budget. (Individual Artists do not use this form. You may assign the full commission to yourself.)
 Project Start Date: _____ End Date: _____

Attach budget notes, numbered to correspond with lines: explaining how figures were determined and reasons for any significant increase/decrease; in-kind contributions, pending grants. Individual artists please do not use budget forms. Please type.

PROJECT SUPPORT (Cash only. Detail in-kind support in the budget notes.)

Admissions and Sales	<i>Amount</i>
1. Admissions	_____
2. Touring	_____
3. Contracted Services	_____
4. Tuition/Workshops	_____
5. Product Sales	_____
6. Concession Sales	_____
7. Other: _____	_____
Subtotal Admissions and Sales	_____

Contributions and Grants	
8. Individuals	_____
9. Businesses	_____
10. Foundations	_____
11. Fundraising Events (net)	_____
12. Federal Government	_____
13. State Government	_____
14. Local Government (other than CEG grant requested)	_____
15. Other: _____	_____
16. CEG Grant Requested	_____
Subtotal Contributions and Grants	_____

17. Total Project Support (not including in-kind) _____

EXPENSES Asterisk items paid specifically from grant. Do not include in-kind support here.

Personnel (indicate numbers of various personnel in your budget notes)	
18. Artistic	_____
19. Administrative	_____
20. Technical and Production	_____
21. Other Services (detail in budget notes)	_____
Subtotal Personnel Expenses	_____

Non-Personnel	
22. Production/Exhibition Expenses	_____
23. Facility Expenses/Space Rental	_____
24. Materials and Supplies	_____
25. Marketing/Promotion	_____
26. Insurance	_____
27. Fundraising Expenses	_____
28. Other Project Expenses (specify in budget notes)	_____
29. Contingency	_____
Subtotal Non-personnel Expenses	_____

30. Total Project Expenses (not including in-kind) _____

31. Project Net (Total Support *minus* Total Expenses) _____
 Project budgets should not project a deficit or a significant surplus

7. **Organization's Annual Budget** Month Fiscal Year ends: _____

Please attach budget notes, numbered to correspond with lines: explaining how figures were determined and reasons for significant increase/decrease; in-kind contributions; pending grants, explain surplus or deficit. Individual Artists do not use budget forms.

REVENUE (do not include in-kind)	200 _____	200 _____	200 _____
	<i>(last closing)</i>	<i>(current)</i>	<i>(projected yr)</i>
Admission and Sales			
1. Admissions	_____	_____	_____
2. Touring	_____	_____	_____
3. Contracted Services	_____	_____	_____
4. Tuition/Workshops	_____	_____	_____
5. Product Sales	_____	_____	_____
6. Concession Sales	_____	_____	_____
7. Other: _____	_____	_____	_____
Subtotal Earned	_____	_____	_____
Contributions and Grants			
8. Individuals	_____	_____	_____
9. Businesses	_____	_____	_____
10. Foundations	_____	_____	_____
11. Fundraising Events (gross)	_____	_____	_____
12. Federal Government	_____	_____	_____
13. State Government	_____	_____	_____
14. Local Government (other than CEG grant)	_____	_____	_____
15. Other: _____	_____	_____	_____
16. CEG Request (place in appropriate year[s])	_____	_____	_____
Subtotal Contributions and Grants	_____	_____	_____
17. Total Revenue	_____	_____	_____
EXPENSES (do not include in-kind)			
Personnel (indicate numbers of various personnel in notes)			
18. Artistic	_____	_____	_____
19. Administrative	_____	_____	_____
20. Technical and Production	_____	_____	_____
21. Other Services (detail in budget notes)	_____	_____	_____
Subtotal Personnel	_____	_____	_____
Non-Personnel			
22. Production/Exhibition Expenses	_____	_____	_____
23. Facilities Expenses/Space Rental	_____	_____	_____
24. Materials and Supplies	_____	_____	_____
25. Marketing/Promotion	_____	_____	_____
26. Insurance	_____	_____	_____
27. Fundraising Expenses	_____	_____	_____
28. Other (please specify in budget notes)	_____	_____	_____
29. Contingency	_____	_____	_____
Subtotal Non-Personnel	_____	_____	_____
30. Total Expenses	_____	_____	_____
31. Operating Surplus (Deficit) (line 17- 30)	_____	_____	_____
32. Accumulated Surplus (Deficit) at year end	_____	_____	_____

8. Work Sample Sheet Total number of Work Samples _____

For Organization Project Grants and Individual Artist Commissions only. Please review information on how to submit work samples in the guidelines on page 31, before filling out this form.

Work Sample 1

Name of Work Sample _____

Format (Please check appropriate format):

- VHS DVD Cassette CD Slides Manuscript Publication

Length of Sample _____

Audio or video excerpts must be one to two minutes each. (Up to four minutes total)

Work sample description

Work Sample 2

Name of Work Sample _____

Format (Please check appropriate format):

- VHS DVD Cassette CD Slides Manuscript Publication

Length of Sample _____

Audio or video excerpts must be one to two minutes each. (Up to four minutes total)

Work sample description

Work Sample 3

Name of Work Sample _____

Format (Please check appropriate format):

- VHS DVD Cassette CD Slides Manuscript Publication

Length of Sample _____

Audio or video excerpts must be one to two minutes each. (Up to four minutes total)

Work sample description

Please choose ONE:

- I've included a Self Addressed Stamped Envelope, so that my samples may be returned to me.
- I will pick up my sample within one week after the panel review date, or I will make special arrangements with staff.
- Keep my sample.