



## CREATIVE SPACE GRANTS | 2011-2012

Creative Space (CRSP) grants support the enhancement of cultural facilities in San Francisco through planning and capital improvement grants. The program aims are two-fold:

- »» 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; and
- »» to promote the availability of affordable live/work spaces for low- and moderate-income artists.

<b>Grant Amount:</b>	Up to \$15,000 for Planning Grants	
	Up to \$20,000 for Capital Improvement Grants (see restrictions below)	
<b>Deadlines:</b>	June 8, 2011	Draft Narrative (optional)
	June 30, 2011	Full Application
<b>Award Announcement:</b>	October 2011	
<b>Grant Period:</b>	January 1, 2012 – June 30, 2013	

### 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

For program spaces (e.g., galleries, theaters, multi-media labs, rehearsal studios, live/work rental units), applicants may submit proposals for one large facility improvement project, or up to three smaller facility improvements within the same application for:

- »» Up to \$10,000, if your lease has at least three years remaining at the start of the project window.
- »» Up to \$10,000, if your organization has a year-to-year lease it must have leased the space for a minimum of 10 years prior to the application.
- »» Up to \$20,000, if your organization holds the title, or if your lease has at least five years remaining at the start of the project window.

For improvements to convert existing space to live/work use for low- and moderate-income artists:

- »» Up to \$10,000 per unit, but no more than \$20,000 for multiple units.

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. "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.

## **CREATIVE SPACE FUNDING POLICIES**

- »» Improvements must be of a “built-in” or “permanent” nature and/or specific to the space. They can include code corrections, disability 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.
- »» For Capital Improvement Grants  
Organizations must either hold the title or be in possession of a qualifying lease, or have a letter of intent from the property owner to enter into a qualifying lease or sale. Lease or title must be active 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.
- »» If awarded a CRSP grant, permits must be secured in order to begin the grant contracting process. See Appendix B: Managing Your Grant & Required Documentation for more information.

## **ELIGIBILITY REQUIREMENTS**

- »» Mission is focused primarily on the arts. The mission statement is clearly focused on the development, production and/or presentation of arts activities in San Francisco.
- »» Tax-exempt organization. All applicants must have 501(c)(3) tax-exempt status.
- »» San Francisco-based. The organization’s corporate address and offices must be in San Francisco; and the proposed project must be in San Francisco.
- »» Continuing and stable presence in the community. The organization has a continuing existence and ongoing operations.
- »» Must be an active arts presenter. The 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 smaller organizations, it has successfully completed at least two arts activities that are open to the public in the City, within the 24 months prior to the proposal deadline.
- »» In good standing on previous or current SFAC grants. The applicant must have completed reporting requirements for any past grants. If it has defaulted on a grant, they are not eligible for funding until the term of their default has passed.
- »» **Operating Budget Eligibility**
  - »» If your three-year average operating budget (income or expense) is under \$1 million, your organization must have a mission focused on the arts and have 501(c)3 tax exempt status.
  - »» If your three-year average operating budget (income or expense) is \$1 million to \$2 million, your organization must have 501(c)3 tax exempt status, have a mission focused on the arts, and a history of fostering artistic expression deeply rooted in, and expressive of, a historically underserved community, such as the African American, Asian American, Disabled, L/G/B/T, Latino, Native American, Pacific Islander, and Women. To demonstrate that the organization is deeply rooted in a historically underserved community, it must have the following:

- »» a mission statement that is specifically focused on the development, production and/or presentation of arts activities that express the experiences of the historically underserved community.
- »» a substantive and substantial history of working with and/or presenting on-going activities to members of the historically underserved community identified in the organization's mission.
- »» continuing financial/material support from within that community and/or substantial input from members of that community in the organization's governance.
- »» at least fifty percent of the organization's governing body must be members of that historically underserved community.

Note: Simply being located in a historically underserved community or periodically offering programs addressing that community does not define the organization as being eligible to apply to Creative Space Grants.

- »» Non-profit Housing Developers Are Eligible. 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.

## **FUNDING RESTRICTIONS**

- »» Organizations may not receive successive Creative Space grants for identical Planning or Capital Improvement projects. Proposals can be for distinct projects or phases of a capital campaign.
- »» Organizations may not receive Creative Space grants for more than three successive years. Following three successive years, an organization must sit out for one year.
- »» City-owned Cultural Centers are ineligible for Creative Space funding.
- »» Programs of another City agency or department are not eligible to apply.
- »» Applicants cannot receive simultaneous funds from multiple SFAC programs to support the same project, e.g. *Community Arts and Education, Public Art, Cultural Equity Grants, etc.*
- »» Applicants cannot submit more than one application.
- »» Creative Space will NOT fund:
  - »» Routine and ongoing maintenance.
  - »» Down payments, lease deposits or deficit reduction.
  - »» Transportable equipment, e.g., TV, CD or DVD players, amplifiers, furniture, etc.

## **FISCAL RESPONSIBILITY**

Please provide a budget narrative that will help panelists understand your organization's financial position.

- »» Organizations with a reserve or operating surplus should provide a budget narrative that explains your reserve policy or plans for use of the surplus.
- »» Organizations with accumulated deficits must provide a budget narrative that details how the deficit developed and plans for the deficit reduction.
- »» Organizations that hold outstanding loans or have defaulted on loans must provide a budget narrative that details the terms of the loan repayment or circumstances of the default.

## **EVALUATION CRITERIA**

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

### **Planning Grant**

- »» Quality of the organization's existing artistic and/or service provision, and community impact.
- »» Degree to which the facilities project advances the organization's mission and future directions.
- »» Soundness of the proposed planning process (including qualifications of key personnel) and the organization's capacity to follow through.
- »» Appropriateness of the project budget, and the financial health of the organization in relation to the demands of a facilities project.

### **Capital Improvement Grant**

- »» Quality of the organization's existing artistic and/or services provision, and community impact.
- »» Degree to which the facilities project will advance the organization's mission and provide long-term benefits to its programs, operations and community/public impact.
- »» Soundness of an overall facilities plan (formal or informal), qualifications of the key personnel, and the organization's capacity to follow through.
- »» Appropriateness and feasibility of the project budget, including the organization's capacity to raise other required funds.
- »» Given the scale of the proposed facility improvements and their potential impact on the ongoing programmatic activities and operations, the organization's capacity to maintain the facility improvements.

## **CREATIVE SPACE PRIORITIES**

Given the limited funding available, the following kinds of facility improvements are prioritized:

- »» Safety, health and code compliance
- »» Increasing programmatic and operational efficiencies
- »» Creation of affordable, accessible programmatic space

Other projects may be considered. Please contact CEG Staff if you have any questions.

## **SUBMITTING YOUR COMPLETED APPLICATION PACKET**

All applications must be in the Cultural Equity Grants office by 5pm the day of the deadline or postmarked by the U.S. Postal Service by the deadline date. We do not accept postmarks from office postage meters or applications sent via e-mail or fax. Proposals sent via mail carriers other than USPS (i.e., UPS, FedEx) are subject to the in-office deadline.

Deliver application packets to:

Cultural Equity Grants  
San Francisco Arts Commission  
25 Van Ness Ave., Suite 200, Second Floor  
at Oak St, just north of Market Street

Mail application packets to:

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

**In fairness to others, late and substantively incomplete applications will not be accepted.**

Applications are immediately determined as incomplete and ineligible if missing any of the following: Application Form, Application Narrative, Project Budget, CCDP Report, Artistic Work Samples or the correct number of application packets and copies.

Applications missing any documents or required information (including key signatures) not listed above will automatically result in a 5% deduction from the grant award (if recommended for funding) for each missing element.

## **FOR ASSISTANCE**

You may contact the SFAC Cultural Equity Grants Staff for further assistance. Please do not hesitate to call or email if you have additional questions.

Beatrice Thomas  
Program Associate  
415.252.2553  
beatrice.thomas@sfgov.org

Weston Teruya  
Program Associate  
415.252.2593  
weston.teruya@sfgov.org

San San Wong  
Director of Grants  
sansan.wong@sfgov.org

## APPLICATION CHECKLIST

Submit ten (10) sets in the following order; copied, double-sided and three-hole-punched.

- Application Form**
- IRS tax determination letter.** If you have never applied to CEG.
- Narrative for Planning OR Capital Improvement.**
- Planning or Capital Improvement Budget with Budget Notes.**

Provide a detailed budget, including income and expenses.

If the grant is to support a larger capital improvement project, rather than a discrete purchase, then include the entire facilities/campaign budget. In a second column, identify the expense allocations that will be covered by the grant (basically in a similar format to the Project Budget form).

As part of the budget notes, bid information and cost analyses may be included.

- Current Balance Sheet.**
- Explanations of surplus/deficit.**
- California Cultural Data Project Funder Report with Budget Notes.** Generated by the applicant from the CCDP Website, use the San Francisco Arts Commission template, for the two most recently completed fiscal years.
- For Capital Improvement Projects, and for Planning Projects, if venue is identified:** Photos of the space and if available, overview design drawings. This will help panelists visualize the project.
- Key Project Personnel:** For each, include a one-paragraph bio and description of roles, and indicate if the person is a regular staff member or specifically engaged for the project. If a key position(s) is vacant, provide a list of the qualifications and describe the search process.
- List of Staff members with positions:** Add a "V" next to the name of each volunteer and a "P" next to the name of each person who will be paid.
- List of Board of Directors:** Include their affiliation, length of time served and term expiration dates. Describe the roles and responsibilities of the board, specifically for the proposed Initiative.
- For organizations with a three-year average budget of \$1 million to \$2 million,** state the percentage of Board members who are from the historically underserved community identified in your mission statement.
- Your organization's calendar of arts activities** for the last completed program year, current year, and proposed next year. Not applicable to non-profit housing developers.
- Optional:** Master Facility Plan, Construction or Feasibility Study (unbound if possible).

**Promotional Materials. Submit three (3) labeled sets in separate envelopes.**

- Up to three (3) samples of your organization's promotional materials, such as brochures, fliers, catalogues, etc. If you are submitting a more complicated or costly item, such as a book, you need only submit two (2) sets.

**Digital File of Application. Submit one (1) set.**

- Digital File of Application on CD. Include application form and all attachments in digital form.



# APPLICATION FORM

CEG GRANT CATEGORY \_\_\_\_\_

GRANT APPLICANT: \_\_\_\_\_

LEGAL NAME, IF DIFFERENT \_\_\_\_\_

CONTACT PERSON + TITLE \_\_\_\_\_

CORPORATE ADDRESS \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT \_\_\_\_\_

CHECK IF NEW ADDRESS  CHECK IF NEW MAILING ADDRESS

DAY PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

PROVIDE A VALID E-MAIL. PANEL NOTICES AND IMPORTANT GRANT INFORMATION WILL BE SENT TO THIS E-MAIL.

NUMBER OF THE SUPERVISOR'S DISTRICT WHERE YOUR OFFICE IS: \_\_\_\_\_

NUMBER OF THE SUPERVISOR'S DISTRICT OF THE FACILITY ADDRESSED BY THE PROJECT: \_\_\_\_\_

YOUR DISTRICT NUMBER CAN BE FOUND AT: [HTTP://GISPUBWEB.SFGOV.ORG/WEBSITE/NUVIEWER/MONSMAP.ASP](http://GISPUBWEB.SFGOV.ORG/WEBSITE/NUVIEWER/MONSMAP.ASP)

HAS YOUR ORGANIZATION APPLIED FOR OR RECEIVED FUNDS FROM GFTA THIS FISCAL YEAR?  YES  NO

IF YES, PLEASE INDICATE THE AMOUNT EXPECTED OR RECEIVED: \$ \_\_\_\_\_

IF YES WHAT PORTION OF THE FUNDS WILL BE USED FOR THIS PROJECT? \$ \_\_\_\_\_

## ELIGIBILITY

CHECK THE BOX IF YOUR ARTS GROUP IS A 501(C)(3) ARTS ORGANIZATION:

DOES YOUR ORGANIZATION'S MISSION STATEMENT INVOLVE **MAINLY AND CLEARLY** THE DEVELOPMENT, PRODUCTION AND/OR PRESENTATION OF ARTS ACTIVITIES?  YES  NO

YEAR FOUNDED: \_\_\_\_\_ YEAR INCORPORATED: \_\_\_\_\_

IF YOU ARE A CULTURALLY SPECIFIC ORGANIZATION WITH A BUDGET BETWEEN \$1 MILLION TO \$2 MILLION, STATE THE HISTORICALLY UNDERSERVED COMMUNITY IDENTIFIED IN YOUR MISSION STATEMENT: \_\_\_\_\_

STATE THE PERCENTAGE OF BOARD MEMBERS WHO ARE FROM THE HISTORICALLY UNDERSERVED COMMUNITY: \_\_\_\_\_%

DO YOU HAVE A TWO-YEAR HISTORY OF CREATING AND PRESENTING ORIGINAL WORKS TO THE PUBLIC?  YES  NO

### DATES/LOCATIONS OF LAST TWO PUBLICLY ACCESSIBLE ARTS ACTIVITIES IN SAN FRANCISCO:

DATE	BRIEF ACTIVITY DESCRIPTION	PLACE

**LIST 3 MOST RECENT SFAC GRANTS RECEIVED** (CALL IF YOU'RE UNSURE OF GRANT TYPE OR PROGRAM):

GRANT NAME OR NUMBER	FROM WHAT PROGRAM AND CATEGORY?	YEAR AWARDED	HAS REPORTING BEEN COMPLETED? IF NOT, STATE THE PROJECT END DATE.

**3-YEAR AVERAGE.** INDICATE INCOME AND EXPENSE FOR THE LAST THREE COMPLETED FISCAL YEARS AND INDICATE WHETHER YOU ARE ON A FISCAL YEAR OR A CALENDAR YEAR AND WHICH YEARS THEY ARE.

CHECK <input type="checkbox"/> CY OR <input type="checkbox"/> FY	YEAR:	YEAR:	YEAR:	3 YEAR AVERAGE
INCOME				
EXPENSE				
SURPLUS/(DEFICIT)				
ACCUMULATED SURPLUS/(DEFICIT)				
SIGNIFICANT IN-KIND				

**3-YEAR AVERAGE BUDGET NARRATIVE.** SUMMARIZE THE REASONS FOR SIGNIFICANT VARIANCES, SURPLUSES OR DEFICITS. IF NECESSARY, ATTACH A SEPARATE SHEET THAT FURTHER DETAILS HOW IT DEVELOPED, THE PLANNED USE OF THE SURPLUS OR PLANS TO ADDRESS THE DEFICIT.

**DEMOGRAPHIC INFORMATION**

THIS INFORMATION IS VOLUNTARY, AND WILL HELP US IN MEETING CERTAIN MANDATES.

DEMOGRAPHICS OF YOUR ORGANIZATION'S STAFF AND BOARD OF DIRECTORS.

- |                                  |   |  |   |
|----------------------------------|---|--|---|
| <input type="checkbox"/> AFRICAN | <input type="checkbox"/> ASIAN            | <input type="checkbox"/> DISABLED        | <input type="checkbox"/> EUROPEAN/CAUCASIAN |
| <input type="checkbox"/> L/G/B/T | <input type="checkbox"/> LATINO           | <input type="checkbox"/> NATIVE AMERICAN | <input type="checkbox"/> PACIFIC ISLANDER   |
| <input type="checkbox"/> WOMAN   | <input type="checkbox"/> BI-/MULTI-RACIAL |  |   |

DEMOGRAPHICS OF YOUR TARGET AUDIENCES AND/OR COMMUNITIES SERVED.

- |                                  |   |  |   |
|----------------------------------|---|--|---|
| <input type="checkbox"/> AFRICAN | <input type="checkbox"/> ASIAN            | <input type="checkbox"/> DISABLED        | <input type="checkbox"/> EUROPEAN/CAUCASIAN |
| <input type="checkbox"/> L/G/B/T | <input type="checkbox"/> LATINO           | <input type="checkbox"/> NATIVE AMERICAN | <input type="checkbox"/> PACIFIC ISLANDER   |
| <input type="checkbox"/> WOMAN   | <input type="checkbox"/> BI-/MULTI-RACIAL |  |   |

FOR PROGRAM PURPOSES, ASIAN 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.

**PROJECT INFORMATION**

**PROJECT SUMMARY.** SUMMARIZE YOUR PROPOSED PROJECT IN 75 WORDS OR LESS. WORD OVERAGE WILL **NOT** BE READ.

GRANT REQUEST AMOUNT \_\_\_\_\_ TOTAL PROJECT BUDGET \_\_\_\_\_

PERCENTAGE OF GRANT REQUEST OF TOTAL PROJECT BUDGET \_\_\_\_\_

PROJECT START DATE \_\_\_\_\_ PROJECT END DATE \_\_\_\_\_

PROJECTED NUMBER OF PEOPLE TO BE SERVED/IMPACTED BY THIS PROJECT THIS YEAR: \_\_\_\_\_

PROJECTED NUMBER OF ARTISTS TO BE SERVED BY YOUR ORGANIZATION THIS YEAR: \_\_\_\_\_

PROJECTED AUDIENCE NUMBER TO BE SERVED BY YOUR ORGANIZATION THIS YEAR: \_\_\_\_\_

PROJECTED AUDIENCE NUMBER TO BE REACHED BY THE WEB: \_\_\_\_\_

TOTAL AUDIENCE NUMBER SERVED BY YOUR ORGANIZATION LAST YEAR: \_\_\_\_\_

**PROJECT ARTISTIC DISCIPLINE PRIMARY FOCUS.** THIS INFORMATION WILL HELP US ASSIGN YOUR APPLICATION TO THE APPROPRIATE DISCIPLINE-BASED PANEL. PLEASE CHECK ONE.

- DANCE    LITERARY ARTS    MEDIA ARTS    MUSIC    THEATER ARTS    VISUAL ARTS
- FOLK & TRADITIONAL ARTS, PLEASE SPECIFY \_\_\_\_\_
- INTER-/MULTI-DISCIPLINARY OR OTHER, PLEASE SPECIFY \_\_\_\_\_

**PROJECT ARTISTIC DISCIPLINE(S) SECONDARY FOCUS.**

- DANCE    LITERARY ARTS    MEDIA ARTS    MUSIC    THEATER ARTS    VISUAL ARTS
- FOLK & TRADITIONAL ARTS, PLEASE SPECIFY \_\_\_\_\_
- INTER-/MULTI-DISCIPLINARY OR OTHER, PLEASE SPECIFY \_\_\_\_\_

**CERTIFICATION**

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE APPLICANT FULLY MEETS ALL THE ELIGIBILITY REQUIREMENTS FOR FY2011-2012 CULTURAL EQUITY GRANTS AND THE DATA IN THIS APPLICATION AND ANY ATTACHMENTS IS TRUE AND CORRECT. I UNDERSTAND THAT ANY MISREPRESENTATIONS OF INFORMATION WILL AUTOMATICALLY DISQUALIFY THIS APPLICATION, AND RENDER THE APPLICANT INELIGIBLE TO APPLY TO ALL SFAC GRANTS IN FY2011-2012.

AUTHORIZED SIGNATURE OF **APPLICANT** \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME AND TITLE OF PERSON SIGNING THIS FORM \_\_\_\_\_



# CREATIVE SPACE GRANT

## FACILITY OVERVIEW

ADDRESS OF FACILITY (AND CROSS-STREETS): \_\_\_\_\_

SQUARE FOOTAGE OF FACILITY IN GRANT PROPOSAL: \_\_\_\_\_ NUMBER OF YEARS IN THE FACILITY: \_\_\_\_\_

TOTAL CAPACITY OF FACILITY \_\_\_\_\_ AUDIENCE CAPACITY \_\_\_\_\_

SUMMARY OF HOW FACILITY IS CURRENTLY USED.

YOUR RELATIONSHIP TO THE FACILITY:

CURRENTLY OWN    CURRENTLY LEASE    PLAN TO LEASE\*    PLAN TO OWN\*

\* SEE REQUIREMENTS FOR PENDING LEASES AND PROPERTY PURCHASES OUTLINED IN THE GUIDELINES

IF YOU LEASE, OR PLAN TO LEASE THE FACILITY:

NAME OF LANDLORD: \_\_\_\_\_ NUMBER OF YEARS REMAINING ON LEASE: \_\_\_\_\_

DETAIL OF RESPONSIBILITIES AROUND FACILITY IMPROVEMENTS AS OUTLINED IN YOUR LEASE AGREEMENT:

ALL APPLICANTS:

ESTIMATED CURRENT MAINTENANCE BUDGET: \_\_\_\_\_

IF THE PROPOSED PROJECT IS PART OF A LARGER CAPITAL CAMPAIGN OR SERIES OF IMPROVEMENTS  
INDICATE THE OVERALL PROJECT BUDGET:

SUMMARY OF CURRENT FACILITY MAINTENANCE PLAN AND SCHEDULE, INCLUDING PERSONNEL IF APPLICABLE:

SUMMARY OF PAST IMPROVEMENTS MADE TO THE FACILITY BY YOUR ORGANIZATION:

SUMMARY OF ANY FUTURE PLANS FOR FACILITY IMPROVEMENTS BEYOND THIS PROJECT:

## **NARRATIVE INSTRUCTIONS FOR PLANNING & CAPITAL IMPROVEMENT GRANTS**

Maximum of six (6) pages – you need not use all the pages allowed. Use 12pt font size or larger. Use single line spacing, adding one line space between paragraphs, and a minimum of one- inch margins. Be sure to put the name of the applicant in the upper right corner of each page.

### **YOUR ORGANIZATION & YOUR COMMUNITY/AUDIENCE.**

Provide your mission and vision statements, an overview of your organization's evolution, and programmatic activities. Describe your community and/or audience, and how your organization engages them.

### **THE PROPOSED PROJECT.**

- »» Describe the proposed project in detail. Explain why the project is necessary/important.
- »» Describe how the project will impact your ability to provide programs and/or services to your artists, community and audience.
- »» Discuss the human, financial and other resources needed to implement this project, addressing both existing and needed resources.
  - »» How will project implementation affect the organization's normal operations and resources?
  - »» Be specific in describing whether the resources already exist within the organization; need to be obtained from outside and how; your experience in managing and securing the necessary resources; and any contingency plans.
- »» Describe your plans to maintain the improvements.
- »» If you are moving into a new/renovated building, discuss your capacity to address the expanded operational and facility needs.
- »» Describe how the staff leadership and Board of Directors (and community members, if appropriate) are involved in the project; and the decision making process.
- »» If you are a non-profit developer proposing a new building project that your organization may not occupy, describe the needs of and benefits to the target constituency, including your research processes, any engagement of constituencies and/or partnering organizations, etc.

### **DETAILED WORKPLAN.**

Provide a detailed workplan for the implementation of the project, include permitting process, indicating if already secured or to apply.

## **Appendix A: On-line Artistic Work Samples**

Panelists will review your artistic work samples on-line in advance of the panel meeting.

Provide no more than two links to samples that show the artistic work of your organization, reflecting the vision, artistic quality and relationship to expressing/supporting the experiences of the historically underserved community. Samples can be from your organization's website, a downloadable PDF, YouTube video, Flickr image set, or from another web-hosted media site.

Panelists will spend approximately 5-10 minutes with your samples. If there is a segment of a video, or particular image you want seen, direct panelists to it with notes, time-stamps or direct links.

**Attach a separate sheet, as part of the application packet, formatted to provide the following information for each clip:**

SAMPLE 1:

URL:

Navigation notes:

Title of Work:

Artists Involved:

Year Work Created:

Venue:

Organization Relationship to Work:

Total Length of Work:

Length of Sample:

Short Description of Work:

## Appendix B: Managing Your Grant & Required Documentation

This section is intended for applicants who are approved for a grant by our review panel and the San Francisco Arts Commission. Please retain this section as it contains useful information on managing your grant throughout the life of your funding.

### Payment of Awarded Funds

In most cases and at the discretion of the staff, up to 80% of your award can be made in an initial disbursement after satisfactory execution of your grant agreements and other City requirements. The earliest this payment can be made is the start of your grant period. The remaining balance of your grant is available on a reimbursement basis upon completion of the project and all reporting requirements. Please retain receipts and records of expenses covered by the grant. You will have to submit copies of proof of payment for expenses over \$100.

*Note: Disbursement forms (invoices) are attached to your grant agreement as an appendix. Blank forms are also available for download from the CEG website: [www.sfartscommission.org/ceg/](http://www.sfartscommission.org/ceg/)*

In some cases the initial disbursement of your grant funds may not be made until after the start of the grant period. If your project is set to begin early in the grant window, please plan accordingly. Eligible expenses can begin at the start of the grant period, regardless of disbursement. Handling the required paperwork as soon as possible will facilitate the payment process. However, it can still take a few months for all documentation to be approved and processed.

Since project time frames may overlap in successive grants, a grantee may still be working on a project from a previous grant cycle when a grant is awarded in this round. At the discretion of Cultural Equity Grants staff, disbursements from the new grant may be put on hold until the previous project and reporting has been completed.

### Required Documentation

Grantees must submit the following to set up their grant and show they are in compliance with the City of San Francisco's guidelines. These requirements are subject to change and applicable to any and all active grants.

#### Grant Agreements

- Grantees must sign a standard contract with the City & County of San Francisco. This is required of all entities contracting with the City.

#### Compliance Documentation

If you have not received funding from the City of San Francisco in the past, you will have to establish a record with the City through the submission of the following forms:

- W-9 Taxpayer Identification Form  
If this is your first time doing business with the city, you must complete and sign this form in order to receive any payments from the city and to establish a vendor record. Official updates to your address must also be made by W9. Grant payments will not be made without a current address on file.
- Human Rights Commission Non-Discrimination Documentation Form  
Grantees must be certified as meeting the legally mandated non-discrimination and equal benefits requirements of the City of San Francisco. Please note that this is a one time process but it is extensive and can take several months. If you have employees to whom you provide benefits, you

will have to prove that these benefits are extended equally to employees with domestic partners and employees with spouses. All decisions are at the sole discretion of the Human Rights Commission.

- Business Tax Registration Form**  
If your business is a non-profit organization, it is exempt from the Business Tax Certificate registration fee and San Francisco payroll taxes. However, tax-exempt organizations must still register with the Tax Collector and are required to provide proof of their non-profit status in order to receive an exemption. You must provide a copy of the statement from the Internal Revenue Service verifying exempt status. If you have not registered, please contact the Tax Collector's office directly: [www.sftreasurer.org](http://www.sftreasurer.org)

### Insurance and Waiver Requests

The City & County of San Francisco requires three forms of insurance coverage from grantees: General Liability, Workers' Compensation and Commercial Automobile Insurance. Certificates demonstrating adequate coverage must be provided.

- General Liability coverage must be maintained at a minimum of \$1 million each occurrence and \$2 million aggregate. The "City & County of San Francisco, its officers, agents and employees" must be named as additional insured and the Arts Commission must be named as the certificate holder.
- Workers' Compensation insurance coverage must be a minimum of \$1 million.
- Automobile Insurance coverage must be at a minimum of \$1 million.

If you do not have the required insurance or do not have coverage at the required levels, you will have to submit a waiver request. Please note that all waiver requests are subject to approval by the City Risk Manager's office. Additional proof of coverage or information may be requested by the Risk Manager at their discretion.

\* Organizations with a budget over \$100,000 must carry General Liability coverage and cannot request a waiver. A General Liability waiver request does not release grantees from the obligation to have coverage for your project activities through a venue or other presenting agent. If a venue will not be covering your events, you must purchase event insurance. Event insurance certificates must name the "City & County of San Francisco, its agents, officers and employees" as additional insured and the San Francisco Arts Commission as certificate holder.

### **Creative Space Grantees: Additional Requirements for Capital Improvement Projects**

No disbursements can be made unless grantees have submitted the following paperwork to CEG.

- Evidence of title to the property on which 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, a letter from the property owner or the owner's authorized agent on appropriate letterhead stating that the owner has given the grantee permission to make capital improvements to the property.
- Evidence that the organization has obtained the required building permits for the work supported by the grant. If permits are not required, the grantee should submit a letter noting that an assessment has been made and permits are not needed.

## Final Reports, Extension and Default Policy

### *Final Reports*

Grantees must submit a satisfactory final report within 90 days of the end of the grant window. If a final report is not received within those 90 days, the grantee will have breached the Grant Agreement and be considered in default. Grantees are responsible for submitting a timely report. A reminder will *not* be sent at the end of the grant period. The most up-to-date report forms are always available for download at the CEG website. [www.sfartscommission.org/ceg/](http://www.sfartscommission.org/ceg/)

### *Extensions & Project Modifications*

Extension requests are meant to facilitate communication and keep CEG staff updated on the status of projects. During your grant period, grantees may submit a formal letter to the Director of Grants outlining changes to their grant project, including a revised grant timeline and, as needed, a budget update. Almost all extension requests are approved if the project retains the spirit and intent of the original grant, adequate rationale has been provided and the request is received before the end of the grant window.

Projects may be extended beyond the end of the original grant window, with a corresponding extension to the final reporting requirements. However, the maximum allowable extension is two years from the end of the original grant window. After this point projects will be considered in default.

### *Default Policy*

If a final report is not received in a timely manner, the grantee will have breached the Grant Agreement and be considered in default. Grantees in default will be ineligible to apply to Cultural Equity Grants for a period equal to the time they are in default (the period from end of their grant window until a complete final report is received), with **a minimum period of ineligibility of twelve months**. In addition, any remaining balance on the grants in default will be dissolved.

In those cases when there are outstanding reports for a project for which an individual artist and an associated organization may have received grant support for different project phases, both artist and organization will be held accountable and in default.