



artistic legacy grant| grant guidelines

FY17 GRANT CYCLE

San Francisco Arts Commission

Tom DeCaigny
Director of Cultural Affairs

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



City and County of
San Francisco

APPLICATION DEADLINE: June 7, 2017

Email complete application and additional attachments in a single PDF only to sfac.grants@sfgov.org by 12 p.m. PST on Wednesday, June 7, 2017.

Include "17ALG: (organization name)" in the email subject line.

Example: 17ALG: Pegasus and Unicorns United for the Arts

*A translation of this grant application is available upon request; however, only applications in English will be accepted.

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Kate Patterson-Murphy al 415-252-2229 ó kate.patterson@sfgov.org para una traducción al español.

此拨款申请书的翻译版本将应请求而提供；然而，只有英文版本的申请书才会被接纳。请联系 Esther Ip 以获取中文翻译。联系电话：415-252-2220 或 电子邮箱：esther.ip@sfgov.org.

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Cece Carpio, 415-252-2217 o cece.carpio@sfgov.org.



artistic legacy grant (ALG)

grant guidelines | FY17 grant cycle

APPLICATION DEADLINE: June 7, 2017

about Artistic Legacy Grant

The Cultural Equity Legacy Grant (LG) program offers one annual grant for \$40,000 to an arts organization that is deeply rooted in a historically underserved San Francisco community to recognize its long-time artistic director and that person's leadership in the cultural community. The artistic legacy grant acknowledges the impact of an artistic director that has served the organization consistently for twenty five years or more. Through the vision of the artistic director, this organization is considered to be a vital member of the respective community that they serve and has a history of working to educate the broader community on the importance of their culture and/or artistic genre. Legacy funds may be used to support organizational or artistic legacy planning including: transition or succession planning; strategic planning; implementing retirement plans; or artistic documentation or publications reflecting the history of the organization. The recipient of the annual Artistic Legacy Grant will be recognized at the annual SFAC grants meeting.

For any questions about the Artistic Legacy Grants, please contact Senior Program Officer Barbara Mumby at 415-252-2215.

alignment with SFAC goals

As with all SFAC grants, the Artistic Legacy Grant will go to an artistic director and the organization they serve that fosters artistic expression deeply rooted in and reflective of historically underserved communities (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS). Organizations must align with one or more of SFAC's goals for equitable grantmaking:

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

- [Explore intersections](#) of race, gender, sexuality, ability, socioeconomic status, immigration status, religion, etc.

eligible request amount

The Artistic Legacy Grant award is \$40,000.

important dates

Applications Due	June 7, 2017
Staff Panel Review	June 9, 2017
Funding Recommendations	June 13, 2017
Commission Approval	July 10, 2017
Annual Grants Meeting Presentation	September, 2017
Grant Period	July 1, 2017 – June 30, 2018



cultural equity legacy grant (LG)

eligibility | restrictions | requirements

applicant eligibility

- The organization must be currently based in San Francisco and has been for the majority of their history.
- **Tax-exempt status:** Organizations must be a 501 (C)(3) tax-exempt organization.
- The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco.
- The organization and its artistic director must have a history of partnership spanning twenty-five years or more.
- An organization that recognizes multiple artistic leaders may only submit one application and the grantee will be recognized with multiple recipients' names.
- The applicant organization cannot be part of another City agency or department.
- The organization must have a fundamental and substantial history of working with and/or presenting ongoing activities to members of the historically underserved community(ies) identified in its proposal.
- The organization must be able to demonstrate ongoing support from the identified community and a mechanism for their input for the organization's governance.
- The organization must demonstrate a continuing and stable presence in the community and must have been in existence for at least twenty-five years with documentation of creating and presenting original works to the public in San Francisco.
- The organization's three-year average annual operating budget must not exceed \$1.5 million in income (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report).
- Applicants must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor's Office of Housing

and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds.

- **The organization must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco.** In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant vendor and meet the City of San Francisco's insurance and business tax requirements. For more information about vendor requirements, visit: sfgov.org/oca/qualify-do-business. Please note if you are not already a City vendor, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

restrictions

- **An organization that is awarded a Legacy Grant cannot reapply for a Legacy Grant in subsequent years.** If an organization has more than one artistic director, the application can include co-artistic directors but the award amount will not be increased.
- **Organizations cannot submit more than one application to the Legacy Grant category each year.**
- **Grant funds can be used for general operating expenses, to support the long-term sustainability of the organization or to design a legacy strategy for the artistic director.**



artistic legacy grant (ALG) evaluation & scoring criteria

scoring criteria

Alignment with SFAC Goals (25 points)

- Thorough understanding of communities served and intentionality for serving those communities; strongly aligns with one or more of SFAC goals for equitable grantmaking.
- The organization has a sound strategy for meeting the needs of the communities they serve; leadership has adequate relevant experience to work in communities served.

Artistic History (25 points)

- The organization and its artistic leadership's history and accomplishments are strong and demonstrate a meaningful evolution, as well as a deep connection to and impact on historically underserved communities.

Pivotal Juncture (25 points)

- The organization and its artistic director(s) demonstrate awareness of its current state and positioning (opportunities, challenges, and major change) in relation to the sustainability of the organization.
- The organization demonstrates that the continuance of its work has a direct impact on the community served as well as on the broader arts ecosystem.

Organization Sustainability (25 points)

- The organization has shown the ability to mitigate economic challenges to ensure the long-term viability of the organization.
- Plans to address the next phase of the organization's trajectory have been well thought out and have board support.

Artistic Legacy Grant alignment of questions and criteria

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

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
Alignment with SFAC Goals (25 points)	15	Thorough understanding of communities served and intentionality for serving those communities; strongly aligns with one or more of SFAC goals for equitable grantmaking.	<ul style="list-style-type: none"> - Who does your organization serve and why? - Describe how your organization aligns with one selected goal.
	10	The organization has a sound strategy for meeting the needs of the communities they serve; leadership has adequate relevant experience to work in communities served.	<ul style="list-style-type: none"> - How does your organization meet the needs of the communities you serve? - Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve.
Artistic History (25 points)	25	The organization and its artistic leadership's history and accomplishments are strong and demonstrate a meaningful evolution, as well as a deep connection to and impact on historically underserved communities.	<ul style="list-style-type: none"> - Describe the artistic leadership and how they have contributed to the vitality of the organization: highlight major accomplishments that have supported the organization's general trajectory. - Organization's website - Artistic director's resume or CV - Letters of support (1 min/3 max)
Pivotal Juncture (25 points)	15	The organization and its artistic director(s) demonstrate awareness of its current state and positioning (opportunities, challenges, and major change) in relation to the sustainability of the organization.	<ul style="list-style-type: none"> - Describe the current state of your organization and how the artistic leadership has worked to ensure long-term sustainability.
	10	The organization demonstrates that the continuance of its work has a direct impact on the community served as well as on the broader arts ecosystem.	<ul style="list-style-type: none"> - Describe the continuing impact the organization has upon the community served.
Organizational Sustainability (25 points)	10	The organization has shown the ability to mitigate economic challenges to ensure the long-term viability of the organization.	<ul style="list-style-type: none"> - DataArts SFAC Funder's Report
	15	Plans to address the next phase of the organization's trajectory have been well thought out and have board support.	<ul style="list-style-type: none"> - Describe future challenges and how the organization and Board of Directors are working to address these challenges.



artistic legacy grant (ALG)

application review & approval process

application review

The Legacy Grant category is reviewed internally by a panel of SFAC staff and appropriate partners. This panel is not open to the public.

funding recommendations

Based on an evaluation of the proposals, the panel will put forth one recommendation for funding for the annual \$40,000 grant award.

panel notes

SFAC staff can provide review panel scores and the panel notes if requested.

funding approval

Panel recommendations are subject to the approval of the Arts Commission. Typically, recommendations are first reviewed by the Community Arts, Education and Grants Committee, then by the Full Commission. Meetings of the Commission are public. The agenda will be available on the Arts Commission website sfartscommission.org 72 hours in advance of the meeting.

grant awards

- Notifications will be emailed. The award letter will include instructions about contracting procedures.
- **Deadline to apply:** 12 p.m. PST on Wednesday, June 7, 2017.
- Must attach proof of San Francisco corporate address in Supporting Materials.
- The awarded grantee will be required to attend the annual Grants Meeting in September to participate in a presentation of the organization's history.



artistic legacy grant (ALG)

how to submit your application

apply by email

APPLICATION DEADLINE: June 7, 2017

Email complete application and additional attachments in a **single PDF** only to sfac.grants@sfgov.org by 12 p.m. PST on Wednesday, June 7, 2017.

Include “17ALG: (organization name)” in the email subject line.

Example: 17ALG: Pegasus and Unicorns United for the Arts

Applications must be emailed. Hard copy, postal mail and faxed applications will not be accepted. In fairness to others, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the individual does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.

application instructions

Do NOT submit more materials than stipulated; excess materials will be discarded. If you have any questions about the application, please contact Senior Program Officer Barbara Mumby at 415-252-2215 or barbara.mumby@sfgov.org.

application checklist

Please submit a **single PDF** containing the following documents in the order listed:

- ☐ Application Form
- ☐ Proof of San Francisco Corporate Address
- ☐ Artistic Director’s resume or CV
- ☐ Letters of Support (1 min. / 3 max.)
- ☐ DataArts SFAC Funder Report & Budget Notes

application form

1) Grant Applicant Name: _____

2) Contact Person & Title: _____

3) Corporate Address in San Francisco: _____

4) Mailing Address if Different: _____

5) Day Phone: _____

Mobile: _____

6) Email: _____

Website: _____

Provide a valid email. Important grant information will be sent via email.

7) Number of the supervisor's district where the organization is located: _____

District numbers can be found at: propertymap.sfplanning.org

eligibility

8) Is your organization a 501(C)(3) arts organization? ☐ yes ☐ no

9) Attach proof of San Francisco corporate address ☐

10) Check this box to confirm you are not in default for any grants or loans from: SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, the Community Arts Stabilization Trust, or the Center for Cultural Innovation. ☐

section 1: alignment with SFAC goals (25 points)

11a) What is your organization's mission statement? (Please describe even if disclosed elsewhere in application). (250 words).

11b) Who does your organization serve and why? (250 words).

11c) Select **one** of SFAC's cultural equity outcomes that best aligns with your organization.

- ☐ **Build capacity, resilience and economic viability of individual artists** from historically underserved communities
- ☐ **Provide a space to access art and creativity** for historically underserved communities.
- ☐ **Promote forms of expression and cultural traditions** that are often marginalized.
- ☐ **Strengthen communities** with cross-cultural collaboration.
- ☐ **Explore intersections** of race, gender, sexuality, ability, socioeconomic status, immigration status, religion, etc.

11d) How does your organization foster artistic expression that is deeply rooted in and reflective of historically underserved communities? Answer this question in relation to your chosen outcome. (250 words).

section 2: artistic history (25 points)

12a) Describe the artistic leadership and how they have contributed to the vitality of the organization. Highlight major accomplishments indicative of the organization's general trajectory. (250 words).

12b) Attach Artistic Director's resume or CV ☐

12c) Attach at least one and no more than three letters of support ☐

section 3: pivotal juncture (25 points)

13a) Describe the current state of your organization and how the artistic leadership has worked to ensure the sustainability of the organization. (250 words).

13b) Describe the continuing impact the organization has upon the community served. (250 words).

section 4: organizational sustainability (25 points)

14a) **Attach DataArts SFAC Funder's Report and Notes.** Include a separate page for notes to provide more information to the review panel on any variations, either positive or negative, to your organizational budget. A previously submitted DataArts report for the 2017 grants cycle or a pulled report for any existing SFAC category is acceptable ☐

14b) Describe future challenges and how the organization and Board of Directors are working to address these challenges. (250 words).