



Artistic Legacy Grant (ALG) | Grant Guidelines

FY2017-2018 GRANT CYCLE

APPLICATION DEADLINE: Wednesday, March 7, 2018, 12 p.m. noon PST

SUBMISSION INFORMATION: Email complete application and additional attachments in a single PDF to sfac.grants@sfgov.org

*Include "18ALG: (organization name)" in the email subject line.
Example: 18ALG: Pegasus and Unicorns United for the Arts*

For questions about ALG, contact Director of Community Investments Barbara Mumby at Barbara.Mumby@sfgov.org or 415-252-2215.

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

*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.

本資助申請表的翻譯版本將應請求而提供；但僅受理英文版本的申請表。查詢詳情，請聯絡311。

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



City and County of
San Francisco

Important Dates

Applications Due (12 noon)	March 7, 2018
Staff Panel Review	March 2018
Funding Recommendations	April 2018
Commission Approval	May 2018
Annual Grants Meeting Presentation	September 2018
Grant Period	July 1, 2018 – June 30, 2019

Information about Artistic Legacy Grant (ALG)

About Artistic Legacy Grant

The Artistic Legacy Grant (ALG) is an annual grant for \$40,000 to acknowledge the impact of an artistic director that has served the organization consistently for 25 years or more. Through the vision of the artistic director, the awarded organization is considered to be a vital member of the respective community(ies) 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; and/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 San Francisco Arts Commission (SFAC) grants convening.

Alignment with SFAC Goals

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 marginalized communities (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS). Organizations must align with one of SFAC's goals for equitable grantmaking:

- **Capacity Building:** Build capacity, resilience and economic viability of individual artists from historically marginalized communities.
- **Accessibility:** Provide a space to access art and creativity for historically marginalized communities.
- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.

Eligible Request Amount

The Artistic Legacy Grant may be up to \$40,000.

Who Can Apply

Eligibility

- **The organization must be tax-exempt under Internal Revenue Code Section 501(c)(3) or have a fiscal sponsor that is so qualified.**

- The organization (and its fiscal sponsor, if applicable) must be currently based in San Francisco and has been for the majority of their history.
- 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 25 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. For example, if an organization has two artistic directors that have served for at least 25 years, they may apply. However, you cannot combine the experience of multiple artistic directors to make 25 years total.
- 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 marginalized community(ies) identified in its proposal.
- The organization must demonstrate a continuing and stable presence in the community and must have been in existence for at least 25 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 supplier (formerly called a vendor) and meet the City of San Francisco’s insurance and business tax requirements. For more information about supplier requirements, visit: <http://sfgov.org/oca/qualify-do-business>. Please note if you are not already a City supplier, 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 may only be awarded an Artistic Legacy Grant once, and cannot reapply 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 Artistic 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.
- The awarding of funds does not imply that the Arts Commission or any other City agency will produce, exhibit, or present the art created. It is the responsibility of the applicant to secure a venue and any required permits and insurance for public presentations or workshops.

Grant funds may not pay for:

- Deficit reduction.
- Start-up costs/seed money for new organizations or businesses.
- Food and beverage expenses.

Panel Evaluation and Scoring Criteria

Grants Panelists

ALG applications are evaluated internally by a panel of SFAC staff and appropriate partners. This panel is not open to the public.

Panel Review Attendance

ALG panel meetings are not open to the public. However, please be sure that you include a working email address in your application materials, as staff may contact you for information during any phase of the review process. Take steps to ensure that emails from SFAC are not lost in your spam filter.

Funding Recommendations

Based on an evaluation of the proposals, panelist scores create a ranking for funding recommendations. Panelists will evaluate and rank proposals. Applicants that do not score above 75 percent of the allotted points will not be eligible for funding. Grant amounts are either the full amount of the grant sought or a substantial portion of the requested grant—and never less than 75 percent.

Scoring Criteria

Panelists will be instructed to use the following scoring criteria that correspond with the noted application questions. Close review of this grid may help you focus your application responses.

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
Alignment with SFAC Goals (25 points)	10	The applicant demonstrates a thorough understanding of communities served and intentionality for serving those communities, and has a sound strategy for meeting the needs of the communities they serve.	<ul style="list-style-type: none"> - <u>Who</u> does your organization serve and <u>why</u>? - <u>How</u> does your organization meet the needs of the communities you serve?
	10	The organization strongly aligns with one of SFAC goals for equitable grantmaking.	- Using detailed explanation and examples, describe <u>how</u> your organization aligns with the selected goal.
	5	Leadership has adequate relevant experience to work in communities served.	- Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve.
Artistic History (25 points)	15	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 marginalized 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. - Artistic Director's Resume or CV - Up to 20 photographs documenting the span of the Artistic Director's time with the organization.
	10	Letters of Support provide meaningful firsthand account(s) of the artistic director(s) and organization's impact on the communities the organization serves.	- Letter(s) of Support (1 minimum, 3 maximum)
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.	- 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.	- 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.	- DataArts SFAC Funder's Report & Budget Notes
	15	Plans to address the next phase of the organization's trajectory have been well thought out and have board support.	- Describe future challenges and how the organization and Board of Directors are working to address these challenges.

Panel Notes

SFAC staff takes notes on panel comments during deliberations. You may contact sfac.grants@sfgov.org to obtain panel comments.

Funding Approval

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

Grant Awards

Notifications will be emailed. The award letter will include instructions about contracting procedures.

How to Submit an Application

Apply by Email

Email complete application and additional attachments in a single PDF only to sfac.grants@sfgov.org by 12 p.m. PST on Wednesday, March 7, 2018.

Include "18ALG: (organization name)" in the email subject line.

Example: 18ALG: 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.

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

Download the application and instructions in Microsoft Word Format at:
http://www.sfartscommission.org/sites/default/files/18ALG_Application_InstructionsFINAL.docx