

Artists & Communities in Partnership – Social Justice (ACIP-SJ)

Application Instructions

Applications are available online at:

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

**Deadline to apply:** 12 pm noon PST on Wednesday, October 31, 2018.

Applications must be received online via the link above. 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.

Submission Guidelines

These application instructions will provide a step by step walkthrough (by question #) of how to fill the application. If you have any questions about the application, please contact Program Officer Robynn Takayama, 415-252-2239.

PLEASE NOTE: The online grant application form ([**sf.culturegrants.org**](http://sf.culturegrants.org)) limits entry based on the defined word count for each question. **We strongly advise you to prepare your narrative draft in a separate document and then paste the completed answers into the form when you are ready to submit the application.** If you draft your narrative directly online, it’s possible that you could lose some of your responses.

Grants Management System ("GMS") Instructions

New applicant organizations will need to **Sign-Up** and create an account in the GMS with appropriate username and password. Please create a generic username that represents your organization as the username CANNOT be changed.

You do not need to sign up again if your organization has created an account. Go to the **Log-In** page and enter your username and password. If you forget your password or unsure of your username or password, please use the **Forgot Your Password** option to reset your password.

Create an Account in the GMS

User Information (1/3)

**CONTACT PERSON:** Enter the name of the person responsible for executing the grant and communicating with SFAC.

**CORPORATE ADDRESS IN SAN FRANCISCO:** Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. Post Office Box addresses will not be accepted. You will be required to attach proof of corporate address.

**DAY PHONE | MOBILE:** Enter the contact number(s) for the individual responsible for communicating with SFAC.

**EMAIL:** Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communications from SFAC is via email.

**USERNAME:** Create a generic username that represents your organization as the username CANNOT be changed.

**PASSWORD:** You must follow these four rules:

* Minimum 8 characters (case sensitive)
* Minimum 1 numeric character
* Must have 1 uppercase letter
* Must have 1 special character (e.g. @, !, or \*)

**ASSOCIATE ACCOUNT WITH AN ORGANIZATION:** When asked at the bottom of the page “would you like to associate this user account with an organization” select YES. This will allow the system to associate your Username as an organization, and give you access to SFAC’s grants applications for organizations.

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

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

Organization Information (2/3)

**ORGANIZATION ROLE:** All applicants must select DISTRIBUTOR/DIRECT RECEIVER

All organizations are required to have a 501(C)(3) or have fiscal sponsorship through a San Francisco-based 501(C)(3) organization. You can fill out the Fiscal Sponsor's information within the application.

**FEIN NUMBER:** Do not fill in your FEIN number. Please leave this field blank.

**ORGANIZATION NAME:** Enter the Applicant Organization’s legal name as registered with the IRS or name the organization uses for business purposes. If the organization is a project, department, or line item in the budget of a larger organization, give the larger organization’s name, followed by “dba” (doing business as) and the organization’s project or department name, for example, The City of Buena Vista dba The Buena Vista Arts Council. Do not enter the Fiscal Sponsor name here.

**ADDRESS:** Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address showing the applying organization's name on an official document. (Reenter CORPORATE ADDRESS IN SAN FRANCISCO).

**PHONE:** Enter the contact number for the individual responsible for communicating with SFAC.

**FAX PHONE NUMBER:** If applicable.

**WEBSITE:** Enter organization’s website.

**NUMBER OF THE SUPERVISOR'S DISTRICT IN WHICH YOUR ORGANIZATION OPERATES:** District numbers can be found at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org).

**SUPPLIER NUMBER:** (Formerly known as a ‘Vendor’ number). If known.

**VALIDATE AND SUBMIT:** This will bring you to the terms and conditions page.

Terms and Conditions (3/3)

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

Eligibility

**IS YOUR ORGANIZATION A 501(C)(3) ?**: All organizations are required to have a 501(C)(3) and be in good standing with the IRS as a tax-exempt organization or have fiscal sponsorship through a San Francisco based 501(C)(3) organization.

* + If your organization has its own 501(C)(3) designation and does not rely on the support of a Fiscal Sponsor, you will check **YES**.
  + If you are using a fiscal sponsor for your project, you must check **NO**. You will then be directed to the next page to list the name of your fiscal sponsor, their San Francisco address, contact name, phone and email address.
  + Please note: If you do not designate the appropriate status, this could adversely affect your ability to receive funding if you are awarded a grant.

**IS YOUR ORGANIZATION (AND ITS FISCAL SPONSOR, IF APPLICABLE) BASED IN SAN FRANCISCO?**: You will be required to attach proof of San Francisco corporate address in Supporting Materials. Proof of address must be a recent document (from the past 3 months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

**IS YOUR ORGANIZATION’S MISSION STATEMENT CLEARLY FOCUSED ON THE DEVELOPMENT, PRODUCTION, AND/OR PRESENTATION OF ARTS ACTIVITIES IN SAN FRANCISCO OR is clearly rooted in empowering communities based in San Francisco?** The applicant’s mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco or clearly rooted in empowering communities based in San Francisco.

**IS YOUR ORGANIZATION OR PARTNER ORGANIZATION PART OF ANOTHER CITY AGENCY OR DEPARTMENT?**: The applicant organization cannot be part of another City agency or department.

**HAS YOUR ORGANIZATION WORKED IN SAN FRANCISCO FOR OVER TWO YEARS WITH ACTIVITIES REPRESENTATIVE OF YOUR MISSION:** Please note, to be eligible for this grant, you must have provided activities that span from January 1, 2016 to the grant deadline. You will be asked to upload your organization’s list of activities for the past two years in the Supporting Materials section of the application.

**IF AN ARTS ORGANIZATION IS APPLYING, IS YOUR ORGANIZATION’S TWO-YEAR AVERAGE ANNUAL OPERATING BUDGET LESS THAN $1.5 MILLION IN INCOME (DETERMINED BY THE LINE REVENUE LESS IN-KIND MINUS NON-OPERATING REVENUE IN THE SFAC DATA ARTS REPORT)?**: The organization's two-year-average annual operating budget must not exceed $1.5 million in income or expense. The annual operating budget is not inclusive of funds received or expended for capital projects. Organizations that exceed the $1.5 million budget cap due to regranting must verify their operational budget without pass-through funds at the time of application. Applicants must upload their most recently completed IRS Form 990.

**IS YOUR ORGANIZATION’S TWO-YEAR AVERAGE ANNUAL OPERATING BUDGET LESS THAN $150,000 IN INCOME (DETERMINED BY THE TWO-YEAR AVERAGE ANNUAL OPERATING REVENUE DETAILED IN YOUR ORGANIZATION’S PROFIT AND LOSS STATEMENT)?:** If your organization’s two-year average annual operating budget does not exceed $150,000 in income or expense, DataArts in not required at the time of application.

**IS YOUR ORGANIZATION IN DEFAULT FOR ANY GRANTS OR LOANS FROM SFAC, OTHER CITY DEPARTMENTS, NORTHERN CALIFORNIA GRANTMAKERS ARTS LOAN FUND, NORTHERN CALIFORNIA COMMUNITY LOAN FUND, COMMUNITY ARTS STABILIZATION TRUST, OR THE CENTER FOR CULTURAL INNOVATION?**: 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.

**IS YOUR PROPOSED PROJECT TAKING PLACE IN SAN FRANCISCO?**: The proposed project must take place within the City and County of San Francisco.

**IS THE DURATION OF YOUR PROPOSED PROJECT DURING JULY 1, 2019-JUNE 30, 2020?**: The proposed project must take place in San Francisco between July 1, 2019 and June 30, 2020.

**IS YOUR ORGANIZATION 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: [sfgov.org/oca/qualify-do-business](http://sfartscommission.org). 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.

Fiscal Sponsor (if applicable)

**IMPORTANT:** If your organization does not have its own 501(c)(3) determination, you should have clicked ‘NO’ in the previous eligibility section. This will prompt a fiscal sponsor form to appear.

**NAME OF FISCAL SPONSOR:** If your organization does not have its own 501(c)(3) determination, list the legal name of your San Francisco-based fiscal sponsor. All organizations are required to have a 501(C)(3) or have fiscal sponsorship through a San Francisco-based 501(C)(3) organization. Please note: If you do not designate the appropriate status, this could adversely affect your ability to receive funding if you are awarded a grant.

**FISCAL SPONSOR CONTACT PERSON:** Please identify a contact person for your fiscal sponsor.

**EMAIL:** Please provide your fiscal sponsor's email. Your fiscal sponsor will not be contacted unless you are awarded a grant.

**PHONE:** Please provide your fiscal sponsor's phone.

**FISCAL SPONSOR'S SAN FRANCISCO ADDRESS:** Fiscal sponsorsmust be located in San Francisco.

**PLEASE NOTE**: A Fiscal Sponsorship Confirmation form available at [this link](https://www.sfartscommission.org/sites/default/files/Fiscal%20Sponsorship%20Form%20FINAL.pdf) must be completed and signed by both the applicant and a staff person from the San Francisco-based fiscal sponsorship organization. You may upload it in the Supporting Materials tab.

Organizational Information

Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

**GRANT APPLICANT: ORGANIZATION NAME:** Enter the full legal name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant. Failure to inter the legal name may delay the initial payment should you be recommended for funding.

**FIRST NAME:** Enter the first name of the person responsible for executing the grant and communicating with SFAC.

**LAST NAME:** Enter the last name of the person responsible for executing the grant and communicating with SFAC.

**TITLE:** Enter title of the person responsible for executing the grant and communicating with SFAC.

**SF CORPORATE ADDRESS:** Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

**ADDRESS 1:** Enter the physical corporate address of the organization applying for the grant.

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

**CITY:** Enter the city for the physical corporate address of the organization applying for the grant.

**STATE:** Enter the state for the physical corporate address of the organization applying for the grant.

**ZIP:** Enter the zip for the physical corporate address of the organization applying for the grant.

**NUMBER OF THE SUPERVISOR’S DISTRICT** in which your organization operates: District numbers can be found at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org)

**MAILING ADDRESS IF DIFFERENT:** Enter the mailing address of the applicant if different from the physical address.

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

**CITY:** Enter the city for the mailing address of the organization applying for the grant.

**STATE:** Enter the state for the mailing address of the organization applying for the grant.

**ZIP:** Enter the zip for the mailing address of the organization applying for the grant.

**EMAIL:** Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communications from SFAC are via email.

**PHONE:** Enter the contact number for the individual responsible for communicating with SFAC.

**WEBSITE:** Enter the organization’s website URL.

**List of San Francisco-based Activities:**This list should highlight **four**major programmatic activities and emphasize your organization's presence in San Francisco in the last two years, as well as **three**projected activities through the end of June 30, 2019.

**ARE YOU APPLYING FOR THE NATIVE AMERICAN ARTS AND CULTURAL TRADITIONS GRANT (NAACT-ACIP):** **YES** means your application will be reviewed by a panel of community members that represent the Native American community in San Francisco. **NO** means this is not applicable to your application.

Project Information

**GRANT REQUEST AMOUNT:** Organizations may ask for no more than 50 percent of their two-year average income of their operating budget (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC Data Arts Report), or up to $20,000, whichever is less.

**ANNUAL OPERATING AMOUNT:** Enter the Total Operating Revenues (2-year average) in the DataArts SFAC Funder Report or from your Profit and Loss Statement for the prior fiscal year. Organizations can request no more than 50 percent of this data point.

**PROJECT SUMMARY:** Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support." For example:

“SFAC funds will be to support musician Victor Chavez to work with day laborers at Immigrant Rights, Inc. to form a day laborer choir. The artist and participants will re-write traditional corridos to reflect today’s immigrant experience. Group participation will build the workers’ camaraderie, confidence in public speaking, and develop advocates for just immigration reform. The choir will be available to perform at political, cultural, and social events to present an immigrant narrative that reflects the hard work, honor, and dignity of these working people.”

Clarity of the Partnership (30 Points)

The San Francisco Arts Commission is committed to creating a city where all artists and cultural workers have the freedom, agency and platform to share their stories, art and culture.

**Please note:** Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts’ “Racial Equity: Statement of Purpose,” these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS and https://www.giarts.org/racial-equity-arts-philanthropy).

We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

This section of questions should be answered by **both partners** unless otherwise indicated.

**MISSION STATEMENT(S) (1000 CHARACTERS MAX):** Arts organizations must have a mission statement that is clearly based on the development, production, and/or presentation of arts activities in San Francisco. Community-based organizations must have a mission statement that is clearly rooted in empowering communities based in San Francisco. If the partner is an individual artist or art collective, they do not need to respond.

**Who do you ENGAGE and why (3000 CHARACTERS MAX)?** Responses should include demographic data and reflect a thorough understanding of the community/ies served. Also describe the reason for this focus. .

**How do YOU meet the needs of YOUR communities (2000 CHARACTERS MAX)?** This should expand upon the mission statement(s) and include a summary of programs (for organizations) and community engagement (for artists).

**WHY IS THIS PARTNERSHIP APPROPRIATE AND TIMELY (2000 CHARACTERS MAX)?** Strong responses will convey an authentic partnership that is mutually beneficial and both partners are eager and ready for this project. A partner support letter is required in the Supporting Materials section of this application.

Quality of Proposed Project (40 Points)

**DESCRIBE THE ISSUE BEING ADDRESSED AND ITS URGENCY. HOW WILL THIS PROJECT MOVE THE NEEDLE ON THE ISSUE? STATE YOUR MEASUREABLE GOALS (4000 CHARACTERS MAX).** A strong response will reflect that the applicant has researched and has a clear understanding of the issue being addressed and its timeliness. While no single intervention can solve the problem, the applicant has concrete goals that measure the progress on the issue.

**DESCRIBE THE TARGET COMMUNITY AND HOW THE ISSUE IMPACTS THIS COMMUNITY. (2000 CHARACTERS MAX).** Responses should demonstrate a deep understanding of the target community and the specific way the issue impacts them.

**SELECT ONE OF ACIP’S ARTS-BASED APPROACHES THAT BEST ALIGN WITH YOUR PROJECT:** Check the appropriate box to help the panelists understand the focus of your project in using the arts to:

* **Amplify voices** by developing and empowering of community members to express themselves and tell their stories.
* **Develop future leaders** by providing arts-based skills and tools to create visions for social change and more just futures.
* **Build community capacity** for civic expression, leadership, and organizing.
* Preserve, reclaim, and **(re)vitalize traditional cultural practices** as a form of empowerment or resistance to assimilation.

**DESCRIBE THE ARTS-BASED APPROACH YOU WILL USE TO ADDRESS THE ISSUE. DETAIL WHAT A WORKSHOP OR MEETING SESSION WILL LOOK LIKE. HOW WILL THE PROJECT ENGAGE AND INVOLVE COMMUNITY MEMBERS IN THE CREATIVE PROCESS (4000 CHARACTERS MAX)?** Strong responses will provide details about the arts-based approach and how the arts will be used. In addition, you may want to describe a lesson plan or meeting agenda and be specific about the expected number of attendees, how long a session will be, and how many sessions there will be.SFAC acknowledges that social change must center the voices of those most impacted by social issues. Strong proposals actively involve target community members in the creative/arts process.

**HOW WILL YOU EVALUATE THE IMPACT OF THE PROJECT? (2000 CHARACTERS MAX.):** Refer to the issue being addressed, the target community, and the stated goals. Explain how you will know you have met the project’s goals. What will this look like? Sound like? How will you tell the story of the impact of this partnership using both qualitative and quantitative results? Clearly articulated outcomes will help panelists understand the impact of the proposed project on the identified issue. Responses should be specific, measurable, achievable, relevant, and timely.

**GRANT PLAN TEMPLATE:** The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve. If your project will require permits, make sure to figure out the time frame for obtaining them within your project. See example below for an example of a strong grant plan. The submission of the Final Report will always be the last step in the Grant Plan.

**ACTIVITY COLUMN:** Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

**OUTPUT COLUMN:** The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.

**COMPLETED BY COLUMN:** Each activity listed should have a target completion date that falls within the grant window.

**EXAMPLE (ACIP):**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Outputs** | **Completed by:** |
| Outreach to participants at day laborer centers, paint shops, and recreational locations | 30 participants | 10/31/18 |
| Conduct 8 workshops that are ½ political education on immigration rights and ½ story sharing | 8 workshops | 2/28/19 |
| Conduct 8 workshops on songwriting and choir practice | 8 workshops | 4/30/19 |
| Evaluate effectiveness | - 90% of participants are more knowledgeable in their rights and resources  - 10 new Day Laborer Collective members | 12/31/18 |
| Submit SFAC final report | 1 final report | 7/30/19 |

Ability to Complete the Project (30 Points)

**DESCRIBE YOUR OUTREACH STRATEGY TO ENSURE PARTICIPATION OF THE TARGETED COMMUNITY (2000 CHARACTERS MAX):** A strong response will convey the depth to which the applicant and the partner understand the targeted community and the best way to recruit them to the project. If recruiting from an existing membership, what will keep the participants engaged?

**PROVIDE BIOS FOR THE PROJECT TEAM AND THEIR RELEVANT EXPERIENCE AND QUALIFICATIONS WORKING WITH THE TARGET COMMUNITY. PLEASE INCLUDE THE GENDER PRONOUN FOR EACH INDIVIDUAL:** We recognize that communities that are most affected by an issue are best positioned to identify effective strategies for change in their communities. Strong responses will demonstrate why the team is the right “fit” or “match” to implement this project. Team members should have at least a two-year history of working in this community. You must include team members from both of the partnership entities and list their role in the project.

**BUDGET**

Follow [this link](https://www.sfartscommission.org/sites/default/files/FY19%20Budget%20Instructions%20FINAL.pdf) to detailed budget instruction.

Supporting Material

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. NOTE: Please do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

**ATTACH FISCAL SPONSORSHIP FORM (if applicable):** The Fiscal Sponsorship Confirmation Form can be downloaded from the SFAC website [at this link](https://www.sfartscommission.org/sites/default/files/Fiscal%20Sponsorship%20Form%20FINAL.pdf).

**ATTACH PROOF OF GOOD STANDING WITH THE IRS:** Visit <https://apps.irs.gov/app/eos/pub78Search.do> and select the search to organizations that “Are eligible to receive tax-deductible charitable contributions.” Please print a PDF of the page that shows your organization listed and upload.

**ATTACH PROOF OF SF CORPORATE ADDRESS:** Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a utility, lease, mortgage statement, business license, or preprinted financial statement. The document should be no more than three months old.

**ATTACH A DATA ARTS SFAC FUNDERS REPORT AND BUDGET NOTES (IF THE APPLICANT IS AN ARTS ORGANIZATION. NOT REQUIRED IF THE ARTS ORGANIZATION’S BUDGET IS BELOW $150,000)** Applicants are required to submit an SFAC Funder Report from the DataArts website [culturaldata.org/](http://culturaldata.org/) that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile.

Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report.

Panelists will use your DataArts SFAC Funder Report to better understand your organization’s financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

* Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
* Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
* Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

**ATTACH A TWO-YEAR FINANCIAL REPORT WITH INCOME AND EXPENSE AND BALANCE SHEET FOR FY16-17 AND FY17-18 OR CY16 AND CY17 (IF THE APPLICANT IS A COMMUNITY-BASED ORGANIZATION or IF THE ARTS ORGANZATION HAS A BUDGET BELOW $150,000)** This financial report can be generated out of QuickBooks or another accounting system or the organization can submit their most recent audit to represent the organization’s financial standing.

**ATTACH A LETTER OF SUPPORT FROM THE PARTNERING ORGANIZATION** Please attach a letter of support (one page max.) from your partner for this proposal. The letter should convey the depth and breadth of the relationship, and the reason(s) why this partnership is so promising. This letter should be written by, and reflective of the “voice” of the partner. The letter should answer the following questions:

* How does this project fit with or further your mission, purpose, programming and/or services? Which part(s) of this project excites you? Why?
* If appropriate, letter may address how this project shifts the way the identified social issue has been addressed historically in the organization and neighborhood/community?

**ATTACH WORK SAMPLES**

Read this entire section, including all recommendations, requirements and instructions before filling out the **Work Sample Template** and submitting your work samples online.

**RECOMMENDATIONS**

Panelists review your work samples to learn about your artistic history, aesthetics, audience and capacity. They also evaluate your work samples for conformity to the following recommendations.

**Please submit samples that**:

* Demonstrate the artist or arts organization in a setting relevant to the proposed project.
* Demonstrate high production quality with clarity of sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality*.
* Have minimal edits/cuts.
* Provide a glimpse of your audience.

***Please do not* submit samples that:**

* Are promotional pieces or collages of performances that reflect more on the skill of your documenter than your own work. No “sizzle reels,” please!

**REQUIREMENTS**

Samples *must* conform with the requirements, or they will be removed. Samples exceeding the limit will not be viewed.

**Submit samples that:**

* Show work from the **last two years (2016-18)**.
* Reflects the creative production or presentation by the organization.
* Show at least two *consecutive* minutes of a work so that the panelists can immerse themselves in the content.

***Do not* submit samples that:**

* Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
* Add up to more than four minutes of playback time.
* Are links to sites that require work samples to be downloaded (e.g. Dropbox).
* Are reviews of or articles about your work. *Press clippings or news articles are not appropriate work samples.*

**INSTRUCTIONS**

Please refer to the table below for the maximum submissions based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. Only fill out the template to reflect the number of work samples that you are submitting. ***If you submit more than the limit, your excess work samples will be deleted.***

**Work sample descriptions must include:**

* Title, date, venue, length of work, dimensions, genre, and medium.
* Your role in the production, if the work was done in collaboration with other organizations, presenters, or artists.
* An explanation of the sample’s relevance to your proposed project if:
  + the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
  + the sample document is a work-in-progress; and/ or
  + the work is with a collaborator or commissioned artist outside of your usual work.

**LENGTH/SIZE REQUIREMENTS**

You may submit a combination of media formats, but are **limited to *two*media types**. If you decide to submit *two* media types, you may submit up to half of the time/size limit for each.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Video** | **Audio** | **Images** | **Documents** | **Interactive Media** |
| **Max #** | 4 minutes | 4 minutes | 6 images | 20 pages of a script or  10 pages of a film treatment, literary manuscript, or publication | Panelists will spend no more than 4 minutes reviewing. Provide suggested navigation. |
| **Max. Size Each Sample 250 MB for all work samples combined** | 250 MB | 5MB | 5MB | 5MB |  |
| **File Types** | Link | Link | PDF, JPG | PDF, Word | Link |
| **Resolution/ Quality** | 480 x 360 |  | 300 dpi, 800 x 600 pixels |  |  |

|  |
| --- |
| **You may submit one of the following:** |
| Twenty (20) pages of a script |
| Ten (10) pages of film treatment, literary manuscript, or publication |
| Four (4) minutes of audio or video |
| Six (6) images |
| Four (4) minutes of interactive media. |
| **OR any *two* of the following:** |
| Ten (10) pages of a script |
| Five (5) pages of film treatment, literary manuscript, or publications |
| Two (2) minutes of audio or video |
| Three (3) images |
| Two (2) minutes of interactive media. |

Examples of what is permitted with two media formats:

* up to two (2) minutes of video and up to three (3) images
* up to two (2) minutes of audio and up to five (5) pages of a publication
* up to ten (10) pages of a script and up to two (2) minutes of video
* up to two (2) minutes each for two (2) videos
* up to two (2) minutes of interactive media and up to five (5) pages of a publication.
* up to two (2) minutes of interactive media and up to three (3) images.

**FORMAT REQUIREMENTS**

Work samples that cannot be uploaded to the grant management system (if the file size is too large or not supported) must be hosted online through your website or a third party platform. Please be sure to include working links and include log in instructions and passwords if your content is restricted. **If panelists cannot access your work samples, they will not be reviewed.**

**AUDIO/VIDEO**

* The audio and video samples should have clarity of sound and/or image.
* Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
* Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
* Include instructions and time-stamps that cue panelists to the portion you want played.
* Minimum 640 x 480 video resolution is suggested.
* A video or audio work sample can be four minutes maximum; two minutes combining with other medium.

**IMAGES**

* Must be PDF or JPEG.
  + May combine all of your images into one single PDF file or upload each image in a separate file.
  + Image size should be consistent; 800 x 600 pixels is suggested.
  + Maximum size for each image is 5MB.
* Six images maximum; four if combining with other medium.

**FILM TREATMENTS, LITERARY MANUSCRIPTS, AND PUBLICATIONS**

* Must be PDF or Word. If formatting needs to be preserved, please submit a PDF.
* ​Include your name and the genre of your sample. Note if this is an excerpt.
* Maximum size for each document is 5MB.
* 10 page maximum; five pages if combining with other medium.

**SCRIPTS**

* Must be PDF or Word.
* Maximum size for each document is 5MB.
* 20 page maximum; 10 page maximum if combining with other medium.

**INTERACTIVE MEDIA**

* May be web-based online games, digital applications or digital art. (This is distinct from a traditional website, which will not be reviewed).
* Samples may include a PDF or link to documentation, mock-ups or demonstrations, previously completed works, works in progress by the key artists or individuals involved, or any other type of sample that best represents the artistic excellence and merit of the project.
* Please provide navigation instructions if applicable.
* Panelists will review no more than 4 minutes.

**Remember: Always test your final work sample link and/or download before submitting!**

Demographic Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.  
  
**Any data you provide will not be seen by panelists or used in the evaluation of your application.** Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves.

**RACE/ETHNICITY:**

* **Does your organization primarily serve people of color?** Answer “yes” if more than 50 percent of your artists and/or audience are people of color. And/or your mission statement explicitly mentions communities of color.
* **If you answered “yes” that your organization primarily serves people of color,** **please select which communities of color your organization primarily serves (only select communities that make up 25 percent of your artists/audience served).** If you selected “no”/”decline to state,” you can leave this section blank.
* Please note: We selected these categories based on the largest populations in San Francisco (according to citywide demographic data).

**GENDER:**

* **Does your organization primarily serve women?** Answer “yes” if more than 50 percent of your artists and/or audience are women. And/or if your mission statement explicitly mentions women.
* **Does your organization primarily serve trans or non-binary gender communities?** Answer “yes” if more than 50 percent of your artists and/or audience are trans or gender non-binary. And/or if your mission statement explicitly mentions trans or gender non-binary communities.

**SEXUALITY:**

* **Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities?** Answer “yes” if more than 50 percent of your artists and/or audience are LGBQ or two-spirit. And/or if your mission statement explicitly mention LGBQ or two-spirit communities.

**IMMIGRANT COMMUNITIES:**

* **Does your organization primarily serve immigrant communities?** Answer “yes” if more than 50 percent of your artists and/or audience are immigrants. And/or if your mission statement explicitly mention immigrant communities.

**DISABILITY:**

* **Does your organization primarily serve the disabled community?** Answer “yes” if more than 50 percent of your artists and/or audience are disabled. And/or if your mission statement explicitly mention the disabled community.

**YOUTH:**

**Does your organization primarily serve children and youth (0-24 years old) and/or family with children and youth (0-24 years old)?** Answer “yes” if more than 50 percent of your artists and/or audience are 0-24 years old. And/or if your mission statement explicitly mention serving children and/or youth.

**DID REPRESENTATIVES OF YOUR ORGANIZATION ATTEND ANY OF SFAC’S TECHNICAL ASSISTANCE WORKSHOPS?**

* Grants Programs Informational Workshops: Sessions that went more in depth into the content of the applications and grant categories for SFAC.
* One-on-One Sessions with SFAC staff (scheduled in 15 minute intervals).

Certification

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or attachment. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby releases the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees or agents.

Click Save and Validate.