

Creative Space- Planning and Facilities

How to submit your application

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 November 14, 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 step-by-step instructions of how to fill out the application. If you have any questions about the application, please contact Senior Program Officer Jaren Bonillo 415-252-2227 or [jaren.bonillo@sfgov.org](mailto:jaren.bonillo@sfgov.org).

PLEASE NOTE: The online grant application form ([**sf.culturegrants.org**](http://sf.culturegrants.org)) limits entry based on the defined character 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

**See pages 26-27 for information on how to create an account in the GMS**. 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.

Eligibility

**IS YOUR ORGANIZATION OR FISCAL SPONSOR A 501(C)(3) ARTS ORGANIZATION?**: All organizations are required to have a 501(C)(3) and be in good standing with the IRS as a tax-exempt organization to qualify.

**IS YOUR ORGANIZATION OR FISCAL SPONSOR 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 timely document, 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?**: The organization’s mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco.

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

**HAS YOUR ORGANIZATION HELD FOUR PUBLICALLY ACCESSIBLE ARTS ACTIVITIES FOR TWO YEARS?** Please note, to be eligible for this grant, you must have held four publically accessible events that span over the last two years at the time of application. You will be asked to provide a list of art activities for the past two years through the end of the grant period in the Artistic History section of the application.

**IS YOUR ORGANIZATION’S TWO-YEAR AVERAGE ANNUAL OPERATING BUDGET LESS THAN $2 MILLION IN INCOME? (determined by the two-year average annual operating revenue detailed in the DataArts SFAC Funder Report ):** The organization’s two-year average annual operating budget must not exceed $2 million in income or expense. The annual operating budget is not inclusive of pass through funds that are re-granted to other organizations and/or of funds received or expended for capital projects.

**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, the 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 THE 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, 2021?**:The proposed project must take place in San Francisco between July 1, 2019 and June 30, 2020 (for Level 1) or 2021 (for Level 2).

**DO YOU HAVE TITLE TO THE PROPERTY:** **LEVEL 1:** Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. **LEVEL 2:** Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

**DO YOU HAVE A LEASE WITH AT LEAST FIVE YEARS REMAINING AS OF JULY 1, 2019:** **LEVEL 1:** Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. **LEVEL 2:** Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

**HAVE YOU LEASED THE SPACE FOR AT LEAST TEN YEARS AND HAVE A YEAR-TO-YEAR LEASE? LEVEL 1:** Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. **LEVEL 2:** Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

**DO YOU HAVE THREE (3) ESTIMATES FROM CONTRACTORS REGISTERED WITH THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS FOR THE PROJECT EXPENSES? (LEVEL 1 and LEVEL 2 only):** For the Level 1 and 2 grants, City fundedContractors and Sub-Contractors responsible for construction or maintenance projects must comply with all relevant local, state and federal prevailing wage laws at the time of bidding. Applicants must provide the name of contractors and registration# in the Project Description section of the application. To search or have a contractor register, please visit: <https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>

**WILL YOU HAVE FULL BOARD PARTICIPATION IN CONTRIBUTING FUNDS TO THE PROJECT BY JUNE 30, 2021? (LEVEL 2 only):** One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants.

**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://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.

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.

**APPLICANT ORGANIZATION’S LEGAL NAME:** Enter the legal name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the lead applicant that will be the signatory on the grant.

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

**APPLICANT CONTACT’S 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.  
  
**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.

**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, 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.

**ARE YOU APPLYING FOR THE NATIVE AMERICAN ARTS AND CULTURAL TRADITIONS GRANT (NAACT-CRSP-F):** **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.

**PLEASE SELECT THE CREATIVE SPACE GRANT CATEGORY**: Selecting Planning, Facilities Level 1 or Facilities Level 2 will populate the specific application questions for each category.

Fiscal Sponsor  
**PLANNING ONLY:**This form will populate if you clicked ‘NO’ in the eligibility section asking whether your organization has its own 501(c)(3) determination as well as designating yourself a Planning applicant. To remove this form from your application, please go back to the Eligibility tab and change your answer to 'YES' or return to the Organizational Information tab and designate yourself as a Level 1 or Level 2 applicant.

NEW: [**Click here**](https://www.sfartscommission.org/sites/default/files/Fiscal%20Sponsorship%20Form%20FINAL.pdf) to download the Fiscal Sponsorship Confirmation form.  
  
A Fiscal Sponsorship Confirmation form is required at the time of application. The form must be completed and signed by the applicant organization and a staff person from the San Francisco-based fiscal sponsorship organization. You will be asked to upload it in the Supporting Materials tab.

**LEGAL NAME OF FISCAL SPONSOR:** Enter the legal name of the fiscal sponsor   
organization.

**FISCAL SPONSOR CONTACT PERSON:** Enter the contact person from your fiscal sponsor.

**FISCAL SPONSOR’S SAN FRANCISCO ADDRESS:** Fiscal sponsors must be located in San Francisco.

Project Information   
**APPLICANT ORGANIZATION’S LEGAL NAME:** The legal name of the organization entered in the Organizational Information auto populates.

**MISSION STATEMENT (500 CHARACTERS MAX):** The organization’s mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco.

**GRANT REQUEST AMOUNT:** The maximum amount that can be requested is $50,000 for Level 1 , $100,000 for Level 2. Organizations may ask for no more than 50 percent of the two-year average of their operating budget income (determined by the line: Total Operating Revenues (2-year average) in the DataArts SFAC Funder Report) or up to $50,000/$100,00, whichever is less.

**SFAC DATAARTS REPORT AMOUNT:** Enter the Total Operating Revenues (2-year average) in the DataArts SFAC Funder Report. 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 used to support the installation of a wheelchair lift between the second and third floor to support accessibility and grow our partnership with the Children's Hospital Recovery Program which will serve 200 students annually. This proposal requests $50,000 to make the third floor print studio of the Arts Space Building ADA accessible.

Project Information Continued – Facilities only

**FACILITY ADDRESS IF DIFFERENT THAN CORPORATE ADDRESS:** Enter the facility address of the applicant if different from the physical address.

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

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

**SQUARE FOOTAGE OF FACILITY:** Please share with us the usable space in your facility. Exclude equipment rooms and non-public spaces.

**NUMBER OF YEARS IN THE FACILITY:** How long has your organization had a presence in this location?

**TOTAL AUDIENCE CAPACITY:** According to fire code, what is the maximum capacity of the space?

**RELATIONSHIP TO THE FACILITY? CHECK THE APPROPRIATE BOX:** Do you rent, own, plan to lease, or plan to own.

**IF YOU LEASE OR PLAN TO LEASE, LANDLORD NAME** Enter the name of your landlord or the primary contact of the leasing agency.

**LANDLORD PHONE NUMBER:** Enter the phone number for the primary contact.

**LANDLORD EMAIL:** Enter the email for the primary contact.

**NUMBER OF YEARS REMAINING ON THE LEASE:** Enter the number of years remaining on the lease as of July 1, 2019.

**RESPONSIBILITY FOR FACILITY IMPROVEMENTS.** **Summarize your organization’s responsibility for facility improvements as outlined in your lease:** Some leases state facilities improvements are the landlord’s responsibility. If this is the case, why are you, the tenant, requesting funds for the facilities improvement?

**ESTIMATES FROM REGISTERED CONTRACTORS:** Provide (3) three names and registration numbers of contractors conducting the (3) three estimates for the proposed project. For a current search of registered public works contractors, visit: <https://efiling.dir.ca.gov/PWCR/Search>   
  
**CONTRACTORS LEGAL NAME**: Enter the legal name of the contractor.  
  
**CONTRACTOR’S LICENSE NUMBER**: Enter the license number of the contractor.  
  
**CONTRACTOR’S REGISTRATION NUMBER**: Enter the Public Works Contractor (PWC) Registration number of the contractor.  
  
**CONTRACTORS LEGAL NAME**: Enter the legal name of the contractor.  
  
**CONTRACTOR’S LICENSE NUMBER**: Enter the license number of the contractor.  
  
**CONTRACTOR’S REGISTRATION NUMBER**: Enter the Public Works Contractor (PWC) Registration number of the contractor.  
  
**CONTRACTORS LEGAL NAME**: Enter the legal name of the contractor.  
  
**CONTRACTOR’S LICENSE NUMBER**: Enter the license number of the contractor.  
  
**CONTRACTOR’S REGISTRATION NUMBER**: Enter the Public Works Contractor (PWC) Registration number of the contractor.

Alignment with SFAC’s Cultural Equity Goals

**WHO DOES YOUR ORGANIZATION SERVE AND WHY? HOW DOES YOUR ORGANIZATION MEET THE NEEDS OF THE COMMUNITIES YOU SERVE? (3000 CHARACTERS MAX):** Applicants are encouraged to refer to demographic data and community engagement strategies where appropriate.

**SFAC’S CULTURAL EQUITY GOALS:** Select **one** of SFAC’s Cultural Equity goals that best align with your organization. SFAC seeks to support organizations that:

* **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.

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).

**Please note:** 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.

**USING DETAILED EXPLANATION AND EXAMPLES, DESCRIBE HOW YOUR ORGANIZATION ALIGNS WITH THE SELECTED GOAL. (2000 CHARACTERS MAX):** Applicants should expand upon the organization’s core philosophies, not the proposed project.

**DESCRIBE THE LEADERSHIP TEAM AND STAFF’S RELEVANT EXPERIENCE AND QUALIFICATIONS WORKING IN THE COMMUNITIES YOU SERVE. (2000 CHARACTERS MAX):** Please answer in relation to the organization’s leadership team (such as the executive director, managing director, artistic director, and/or board president) and not project staff (if different from core staff).

Artistic History

**DESCRIBE YOUR ORGANIZATION’S HISTORY AND HIGHLIGHT MAJOR ACCOMPLISHMENTS (3500 CHARACTERS MAX):** Outline moments in the organization’s history that exemplify the implementation of its mission, values and vision. Strong proposals will demonstrate a deep connection to communities identified in the Cultural Equity Endowment Legislation and the Grantmakers in the Arts “Racial Equity: Statement of Purpose.”

**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. Provide the following information for each event: event name, date, location, brief description and estimated attendance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Public Event | Date(s) | Facility | Brief Description | Estimated Attendance |
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**LEVEL 2: CONSIDER YOUR ROLE AS AN ANCHOR INSTITUTION WITH GREAT POTENTIAL TO SUPPORT THE SURROUNDING COMMUNITY. HOW DO YOU MAKE YOUR RESOURCES AVAILABLE TO YOUTH, NEIGHBORS, OR OTHERS IN NEED OF SPACE?**  **(1350 CHARACTERS):** Strong proposals will show that the organization is deeply rooted in their surrounding community and the arts ecosystem and provides access to the facility perhaps at discounted rates.

Quality of Proposed Project

**PLANNING: DESCRIBE THE PROPOSED PLANNING PROJECT. WHY IS IT NECESSARY AND WHAT ARE THE PROJECT GOALS? (2000 CHARACTERS MAX):** Strong proposals demonstrate need for the project with achievable goals that address the articulated need.

**PLANNING: DESCRIBE HOW THE PROPOSED PROJECT WILL ADVANCE THE ORGANIZATION’S MISSION AND FUTURE DIRECTIONS. (1400 CHARACTERS MAX):** Strong proposals will demonstrate the impact the project will make on the organization and their service to the community.

Need & Preparedness  
**FACILITIES: CRSP priorities are for:**

1. Capital expenditures for emergency situations that render the artistic activities at a creative space inoperable such as to correct cited fire, ADA and/or safety code violations or to address issues prior to receiving a citation.
2. Capital expenditures to improve the capacity of the creative space by significantly improving an organization's artistic presentation such as improved stage floor, lighting system, or new sound equipment.
3. Capital expenditures which will have significant positive effect on audience accessibility, comfort, and enjoyment to creative space such as soundproofing, seating areas, or heating/cooling equipment.

**FACILITIES: DESCRIBE THE CURRENT STATE OF YOUR CREATIVE SPACE, INCLUDING ANY OPPORTUNITIES, CHALLENGES, AND MAJOR CHANGES (1350 CHARACTERS MAX):** Strong proposals will provide context for the project’s need and demonstrate the leadership’s understanding of the project’s requirements.

**FACILITIES: DESCRIBE THE PROPOSED PROJECT, HOW THE PROJECT WILL ADDRESS THE CREATIVE SPACE PRIORITIES, AND THE ORGANIZATION'S PREPARATIONS FOR THE PROJECT (5000 CHARACTERS MAX).** Strong proposals will demonstrate need according to the CRSP priorities, consider the project's impact on staff during the project implementation, and the show preparation for the completed project's impact on the organization's normal operations and resources.

**LEVEL 2: HOW WILL THIS PROJECT BENEFIT THE NEIGHBORHOOD, THE ARTS COMMUNITY, AND THE COMMUNITY AT LARGE? (1350 CHARACTERS):** Strong proposals demonstrate this project will have an impact on the organization’s neighbors and the larger arts community. For example, repairs to the HVAC system will create a more comfortable environment for elders in the community who have expressed discomfort at the current space.

**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. LEVEL 2: Applicants may use up to two years to complete the project, but are not required.

**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.

**OUTPUTS 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 targeted completion date that falls within the grant window.

**EXAMPLE:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Outputs** | **Completed by:** |
| Purchase all fixtures for the lighting upgrades throughout the facility. | 10 LED lighting fixtures  Control console  Fixtures and bulbs | 12/31/18 |
| Installation of all fixtures. | Project Complete | 6/30/19 |
| Train five staff, eight volunteers, eight interns, and fifteen members on use of the system. | 1 two-day training  4 follow-up trainings  36 individuals trained | 6/30/19 |
| Submit SFAC final report | 1 Final Report | 7/30/19 |

Impact on Neighbors   
**LEVEL 2: HOW WILL THIS PROJECT BENEFIT THE NEIGHBORHOOD, THE ARTS COMMUNITY, AND THE COMMUNITY AT LARGE? (1350 CHARACTERS MAX):** Strong proposals demonstrate this project will have an impact on the organization’s neighbors and the larger arts community. For example, repairs to the HVAC system will create a more comfortable environment for elders in the community who have expressed discomfort at the current space.

Care for Facility

**SUMMARIZE PAST IMPROVEMENTS MADE TO THE FACILITY BY YOUR ORGANIZATION (1000 CHARACTERS MAX):** Successful applications will demonstrate quality care for the existing facility with a solid maintenance and repair plan, budget, and staffing that extends the life of the building systems.

**DESCRIBE YOUR CURRENT FACILITY MAINTENANCE PLAN, SCHEDULE, AND BUDGET INCLUDING PERSONNEL (1350 CHARACTERS MAX):** Successful applications will demonstrate quality care for the existing facility with a solid maintenance and repair plan, budget, and staffing that extend the life of the building systems.

**WHAT ARE YOUR PLANS FOR COVERING THE COSTS OF OPERATING THE NEW FACILITY, MAINTAINING THE IMPROVEMENT, AND/OR ADJUSTING TO THE PROGRAMMATIC IMPACT (1000 CHARACTERS MAX)?** Strong applications will demonstrate solid plan to adapt to, and maintain, the proposed improvements. For example, with better theater lighting and HVAC, the space may be rented more. A strong proposal has a plan to meet this change in demand.

Project Feasibility and Organization Health  
**TOTAL PROJECT BUDGET and SFAC GRANT REQUEST BUDGET:**The applicant is required to fill out the budget template. If you would like to download the budget template as an Excel spreadsheet, [follow this link](https://www.sfartscommission.org/sites/default/files/FY19%20Budget%20Template%20FINAL.xlsx), however you still must complete the budget in the GMS.

[Click here for instructions](https://www.sfartscommission.org/sites/default/files/FY19%20Budget%20Instructions%20FINAL.pdf) on how to complete the budget template.

**KEY PERSONNEL:** List the primary individuals that will be involved in the proposed project including preferred pronouns, a brief bio, and a description describing their role and contribution to the successful implementation of the project.

**TOTAL PROJECT and SFAC Grant Request Budget:**  
This budget should include the total income and expenses for the full cost of the proposed project, if applicable. Use the SFAC Grant Request column to input the total grant request amount and related expenditures.

**Detailed budget notes are required in the Notes field.**

Organization Health **BOARD OF DIRECTORS:** Include a list of the organization's board of directors with their affiliation, length of time served, and term expiration.

**BOARD PRESIDENT CONTACT INFORMATION:** Please include the name and contact information for your organization's board president.

**LEVEL 1 and LEVEL 2: ESTIMATES SUMMARY:** Summarize the estimates for the project that you are submitting. Create a line that mentions each aspect of the project like "replace plumbing" or "soundproof the rehearsal room."   
  
**Identify the source of the quote and the dollar amount.**

**LEVEL 2: LIST THE ORGANIZATION'S BOARD OF DIRECTORS WITH THEIR GIFTS AND/OR PLEDGES TO THE PROPOSED PROJECT:** One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants. Make sure that a dollar amount is listed next to each board member and note if the financial contribution is in hand or a pledge. If your board members request confidentiality, you may list them as “board member 1”,” board member 2”, etc..

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.

**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 telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization’s name.

**ATTACH 990 FORM**. 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.  
  
**PLANING ONLY:** If using a fiscal sponsor, attach the Fiscal Sponsorship Form: The Fiscal Sponsorship Form can be downloaded from the SFAC website [at this link](https://www.sfartscommission.org/sites/default/files/Fiscal%20Sponsorship%20Form%20FINAL.pdf).   
  
You are required to attach a Fiscal Sponsorship Confirmation Form if you are using a fiscal sponsor. The fiscal sponsor should fill in the required information. The form must include a signature by the main contact of the organization. A typed name is not a signature.  
  
**FACILITIES: ATTACH PROPERTY TITLE, CURRENT LEASE AGREEMENT, OR LETTER OF INTENT FROM PROPERTY OWNER OF A NEW LEASE OR PURCHASE.** **LEVEL 1:** Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. **LEVEL 2:** Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.

#### ATTACH IMAGES OF THE SPACE THAT WILL BE MODIFIED OR IMPORVED: Images should support the need for the project. Please name the images MOD1, MOD2, etc. (5 images max)

#### ATTACH DESIGN DRAWINGS OF THE INTENDED OUTCOME. The design drawings demonstrate the intended outcome and the thoughtfulness put into the design. (2 attachments max.)

#### ATTACH A LETTER OF SUPPORT FOR THE PROJECT. Letters may be from organizations or artists who have rented or performed in your space, audience members, and/or community members and should speak to the need for this facility improvement and how the improvement would impact the building's usage. Letters must be no more than two years old and must be signed; typed signatures will not be accepted. (3 letters max.)

**LEVEL 1 AND 2: ESTIMATES FROM THREE SOURCES:** City funded Contractors and Sub-Contractors responsible for construction or maintenance projects must comply with all relevant local, state and federal prevailing wage laws at the time of bidding. Applicants must provide the three estimates from contractors registered with the California Department of Industrial Relations. To search or have a contractor register, please visit: <https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>

**ATTACH A BALANCE SHEET:** Panelists will be gauging the organization’s financial health by looking at the DataArts Report (which reflects the last two years) and the current balance sheet, which should reflect the organization’s standing as of June 30, 2018.

**ATTACH A DATAARTS SFAC FUNDERS REPORT AND BUDGET NOTES:** 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. If you operate on a calendar year, the report must include CY16, and CY17. If you operate on a July to June year, the report must include FY 15-16, and FY16-17.

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 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.

**CRSP-F applicant is required to submit:**

* At least one work sample that demonstrates the organization’s artistic history.

**CRSP-F applicant is required to submit:**

* A work sample that takes place in the affected area this project will address.

**RECOMMENDATIONS**

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

Please **submit samples that**:

* Demonstrate your skills in the art form(s), manifestation or treatment of ideas.
* 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.
* Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project already underway. This sets the proper context for the stage of work being shared.
* 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; three 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!**

### Demographics 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. We ask demographics for the following:

**RACE/ETHNICITY:**

* **Is more than 50 percent of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities 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.   
    
  Communities of color include African American/Black, Latino, Arab/Middle Eastern, Asian American, Pacific Islander, Native American, and others.
* **If you answered "yes" above, please select which communities of color make up 25 percent or more 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).

**Write In**: Enter in a category not listed

**GENDER:**

* **Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention 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.
* **Is more than 50 percent of your artists and/or audience trans and/or gender non-binary? And/or does your mission statement explicitly mention trans and/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:**

* **Is more than 50 percent of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ 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:**

* **Is more than 50 percent of your artists and/or audience from immigrant communities?** Answer “yes” if more than 50 percent of your artists and/or audience are immigrants. And/or if your mission statement explicitly mentions immigrant communities.

**DISABILITY:**

* **Is more than 50 percent of your artists and/or audience disabled? And/or does your mission statement explicitly mention 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:**

* **Is more than 50 percent of your artists and/or audience children and youth and/or family with children and youth? And/or does your mission statement explicitly mention families and/or children and/or youth? Children and youth are defined as ages 0-24.** 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.

**If your organization does not reflect the designated communities above, please provide a brief summary of the communities you do serve:  
  
Is this your organization's first time applying for an SFAC grant?** SelectYes, No, I’m not sure  
  
**If no, has your organization been awarded an SFAC grant in the past?** SelectYes, No, I’m not sure

**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).

**Do you have any suggestions for SFAC to improve this survey?** Feedback may be used to improve this survey for the future.

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.

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 in the form of a recent (no more than three months old) bill or statement, such as: telephone bill; electrical bill; bank statement. The proof of address **must** include the name of the applicant.

**DAY PHONE:** 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) to qualify.

**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.

**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. Post Office Box addresses will not be accepted. 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:** (Formally 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.