Individual Artist Commission (IAC)

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:** 12:00 p.m. noon on Thursday, November 8, 2018.

Applications must be received online via the link above. 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.

Submission Guidelines

Do NOT submit more materials than stipulated; excess materials will be discarded. This document provides step by step instructions of how to fill the application. If you have any questions about the application, please contact Senior Program Officer Barbara Mumby at 415-252-2215 or barbara.mumby@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

New applicants will need to **Sign-Up** and create an account in the GMS with appropriate username and password. This account should be created by the applicant (individual artist) or an authorized representative of the applicant. Please create a unique username that is easy to remember as the username CANNOT be changed. Account information should be reflective of the applicant and not external parties such as a fiscal sponsor or contracted grants writer.

You do not need to sign up again if you have 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 (1/2)

**FIRST NAME, LAST NAME:** Enter the name of the applicant responsible for executing the grant and communicating with SFAC.

**ADDRESS IN SAN FRANCISCO:** Enter the physical home address of the individual artist applying for the grant. The individual artist must have a home 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 a home address in San Francisco showing the applicant’s name on an official document.

**PHONE | MOBILE:** Enter the contact number(s) for the individual artist responsible for communicating with the 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 communication from SFAC is via email.

**USERNAME:** Create a generic username that represents your organization as the username CANNOT be changed. Please note: If you have created a username for another Go Grants system like the National Endowment for the Arts or the California Arts Council, you must create a different username when starting with SFAC.

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

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

**INDIVIDUAL ARTISTS:** When asked at the bottom of the page “would you like to associate this user account with an organization” select **NO**. This will allow the system to associate your Username as an individual, and give you access to SFAC’s grants applications for individual artists.

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

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

Terms and Conditions (2/2)

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

Eligibility

**ARE YOU BASED IN SAN FRANCISCO?:** The applicant must attach proof of a San Francisco home address in the Supporting Materials section.

**ARE YOU 18 YEARS OF AGE OR OLDER?:** All applicants must be at least 18 years of age to be eligible to apply.

**ARE YOU A FULL-TIME STUDENT AT THE TIME OF THE APPLICATION OR DURING THE GRANT PERIOD?:** To be eligible for the grant, the applicant cannot be a student at the time of the application or during the grant period.

**ARE YOU AN EMPLOYEE OF THE CITY & COUNTY OF SAN FRANCISCO, OR SAN FRANCISCO UNIFIED SCHOOL DISTRICT, OR DO YOU PLAN TO BE AT ANY TIME DURING GRANT WINDOW (CONTACT SFAC STAFF IF YOU CHECK “YES”)?**: The applicant cannot be part of another City agency or department.

**WILL YOU HAVE A FISCAL SPONSOR?:** The applicant can have fiscal sponsorship through a San Francisco based 501(C)(3) organization. The applicant will be required on the next page to list the name of your fiscal sponsor, their San Francisco address, the contact’s name, phone and email address.

**HAVE YOU PRODUCED TWO PUBLICLY ACCESSIBLE ARTS ACTIVITIES IN THE LAST TWO YEARS?:** To be eligible for this grant, you must have held two publicly accessible activities or events in San Francisco that span from October 2016 to the grant deadline. These activities could have taken place at formal or informal venues, and include readings, performances, screenings, exhibitions, workshops or presentations of a work to the public.

**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 INITIATIVE DURING JULY 1, 2019-JUNE 30, 2020?**:The proposed project must take place in San Francisco between July 1, 2019 and June 30, 2020.

**ARE YOU 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?**: The applicant 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.

**ARE YOU 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 referred to as ‘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.

Fiscal Sponsor (if applicable)

**IMPORTANT:** If you are using a fiscal sponsor that has its own 501(C)(3) determination, you should have clicked ‘YES’ in the previous eligibility section. This will prompt a fiscal sponsor form to appear.

**NAME OF FISCAL SPONSOR:** List the legal name of your San Francisco-based fiscal sponsor. The fiscal sponsor must be a 501(C)3 organization.

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

**EMAIL:** Please provide your fiscal sponsor's e-mail. Your fiscal sponsor will not be contacted until the contracting period.

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

**FISCAL SPONSOR'S SAN FRANCISCO ADDRESS:** Fiscal sponsor must 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.

Applicant 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.

**Please note:** The applicant’s full legal name should match the name on the applicant’s income tax return. This is the name used to sign legal documents, deeds or contracts. If your legal name is not provided, this may delay your initial grant payment.

**FIRST NAME:** Enter the applicant’s legal first name as it appears on your IRS tax form.

**LAST NAME:** Enter the applicant’s legal last name as it appears on your IRS tax form.

**BUSINESS NAME, IF APPLICABLE:** Enter your “doing business as” (DBA) name only if you have registered it with the State of California.

**ARTIST NAME, IF APPLICABLE:** Enter your preferred or commonly known name.

**GENDER PRONOUN:** Enter the applicant’s preferred gender pronoun.

**SF HOME ADDRESS 1:** Enter the physical home address of the artist applying for the grant. The artist must have a home address in San Francisco to be eligible for funding. You will be required to attach proof of a San Francisco home address in the Supporting Materials section. 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 artist applying for the grant.

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

**CITY:** Enter the city for the physical home address of the artist applying for the grant.

**STATE:** Enter the state for the physical home address of the artist applying for the grant.

**ZIP:** Enter the zip for the home address of the artist applying for the grant.

**NUMBER OF THE SUPERVISOR’S DISTRICT** in which you live: 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 home address or fiscal sponsor address.

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

**CITY:** Enter the city of the home address of the applicant.

**STATE:** Enter the state of the home address of the applicant.

**ZIP:** Enter the zip code of the home address of the applicant.

**NUMBER OF THE SUPERVISOR’S DISTRICT** in which you live: District numbers can be found at: <http://propertymap.sfplanning.org>.

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

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

**WEBSITE:** Enter your website URL.

**List of San Francisco-based Activities:**This list should highlight major programmatic activities and emphasize your presence in San Francisco. Please input the most relevant activities that span the last two years, as well as projected activities through the end of June 30, 2019.

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

Project Information

**GRANT REQUEST AMOUNT:** The maximum amount that can be requested is $15,000. Due to limited funding, it is possible that recommendations will be made for less than what was requested, but never less than 75 percent of that amount

**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 sequential illustrations depicting the story of immigration and encounters with the juvenile justice system. These black and white charcoal illustrations will be displayed during the May Day Rally at La Raza Centro Legal’s gallery lobby and later compiled into a graphic novel.*

**ARTISTIC PROJECT DISCIPLINE PRIMARY FOCUS:** We review our grants in three panel categories for the 2019 grant cycle: Literary Art, Media Art, and Visual Art. Please check the box indicating which grant panel you would like your proposal reviewed in. We will select panelists with expertise in that genre and who can speak to the breadth and diversity of the proposals. If your project involves multiple genres, or if you work in a cultural tradition, please select the panel that you think best reflects the primary artistic content.

Alignment with SFAC’s Cultural Equity Goals (20 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.

Priority funding for the Individual Artist Commission goes to individual artists 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>).

**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. The Cultural Equity Endowment Legislation pertains to marginalized communities and not fringe artistic disciplines.

**DESCRIBE YOUR RELATIONSHIP TO HISTORICALLY MARGINALIZED COMMUNITIES (2000 CHARACTERS MAX.):** Please be specific about the communities you are deeply rooted in and the nature of that relationship.

**HOW WOULD THIS FUNDING IMPACT YOUR ARTISTIC CAREER AND FURTHER SFAC’S CULTURAL EQUITY GOALS? (2000 CHARACTERS MAX.):** Please refer to SFAC’s cultural equity goals above. SFAC’s cultural equity goals do not pertain to the content of an artist’s work.

Quality of Proposed Project (45 Points)

**DESCRIBE YOUR PROPOSED PROJECT IN DETAIL. WHAT IS THE CONCEPT? WHAT ARE YOUR GOALS, AREAS OF EXPLORATION, AND PRIMARY METHODS OR TECHNIQUES? (3000 CHARACTERS MAX.):** The project’s concept should be communicated with depth and clarity. Take time to define your artistic or social goals with the project. Talk about the research and experimentation you’ll explore during the grant window. Outline the methods or techniques by which you plan to carry out your project. If you are proposing to work with collaborators/partners, describe the nature of the collaboration/partnership and how they will contribute to the execution of the proposed project. If this is part of a larger project, how does this phase fit in with the full project?

**DESCRIBE THE SIGNIFICANCE OF THIS PROJECT FOR YOU AT THIS TIME. WHAT LONG TERM IMPACT WILL THIS HAVE ON YOUR CAREER DEVELOPMENT AND FUTURE OPPORTUNITIES? (3000 CHARACTERS MAX.):** Why is now the time to create and present this particular work? Please consider and describe the long-term impact this award could have on your career development as an artist. This may include a significant shift in direction, an opportunity to deepen one’s practice, a chance to explore new areas of growth, or to participate in meaningful partnerships that push one’s career forward or create new opportunities.

**DESCRIBE YOUR EVALUATION AND DOCUMENTATION PLANS. (1000 CHARACTERS MAX.):** How will you know that your project goals have been reached? How will you learn throughout the creative process and public presentation? For example: Will you collect feedback from the audience or your collaborators? Will you create time for self-reflection on the creative process and public presentation?

Documentation may be the primary factor of how your work is remembered. How will you document the work for archive, future use, display, or review to best leverage this project towards your career goals?

**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.

**Activity:** Applicants should break down their project into no more than six main activities. Each of these activities should be described succinctly in one sentence.

**Output**s: 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, the number of performances given, or the expected audience in attendance.

**Completed by**: Each activity listed should have a targeted completion date that falls within the grant window.

**EXAMPLE**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Outputs** | **Completed by:** |
| Hold weekly studio hours at Counterpulse between June and November 2018. | 80 studio hours | 12/31/18 |
| Test content at community venues (local bars, fairs, podcasts and other venues) in November and December 2018. | 5 tests at local venues | 12/31/18 |
| Contract with sound and light designer between February and March 2019. | 1 sound designer1 light designer | 6/30/19 |
| Hold rehearsals in May and June 2019. | 8 rehearsals | 6/30/19 |
| Present in-progress showings at Counterpulse during June 2019. | 4 showings 400 attendees | 6/30/19 |
| Submit final report to SFAC. | 1 Final Report | 7/30/19 |

Public Benefit (10 Points)

**PUBLIC PRESENTATION PLAN:** All applicants are required to have a publicly accessible presentation of their project in San Francisco. These presentations can be readings, performances, screenings, workshops or exhibitions that take place in formal and informal venues. The broadcast of a radio documentary or podcast or release of a web-based project does not fulfill this requirement on its own but rather requires a physical gathering of the audience. The public presentation may be part of an artist’s open studio event, street happenings, galleries, museums, or film festivals. Please include the presentation you would like to have funded, the date that you estimate it will be presented, where it will be presented, and which supervisor's district the presentation will take place. District numbers can be found at http://[propertymap.sfplanning.org](http://propertymap.sfplanning.org).

**DESCRIBE THE TARGET AUDIENCE(S) IN YOUR PUBLIC PRESENTATION PLAN AND YOUR RELATIONSHIP TO THEM. (600 CHARACTERS MAX.):** The more specific you can be about your intended audience, the better. This may include cultural, socio-economic, geographic, or behavior factors such as new audience members or long- time supporters. Describe why this venue is right for your public event.

**DESCRIBE OUTREACH PLAN TO THE IDENTIFIED TARGET AUDIENCE(S) AND/OR COMMUNITIES. (1300 CHARACTERS MAX.):** Be specific about your marketing and publicity plans, engagement activities, and if applicable, name any collaborators or partners you plan to work with. If you hope to cultivate a new audience, provide a strategy to reach this audience. If you mention your email list or social media platforms, be sure to include the size of your list and the number of followers. Include any impact the presentation of your work may have on the audience.

**INCLUDE VENUE CONFIRMATION FORM:** A public presentation of the commissioned work is required. The broadcast of a radio documentary or podcast or release of a web-based project does not fulfill this requirement on its own but rather requires a physical gathering of the audience. The public presentation can be of a work-in-progress or of the final, polished piece. The presentation must take place in San Francisco within the grant period. Venues can be formal or informal. At least one Venue Confirmation Form is required to help demonstrate the applicant’s ability to bring their project to fruition and fulfill the public presentation requirement.

**Please note:** If an artist is planning on using their own residence or studio for the public presentation requirement, they are still required to fill out and sign the Venue Confirmation Form. Applicants will be asked to upload the form in the Supporting Materials section. To download the template, [follow this link.](http://www.sfartscommission.org/sites/default/files/Venue%20Confirmation%20Form%20FINAL.docx)

Ability to Complete the Project (25 Points)

**DESCRIBE YOUR ARTISTIC PRACTICE (3000 CHARACTERS MAX.):** Describe major areas of inquiry including your research methods, process of exploration, and themes (which may be artistic or social). How has your practice evolved and how has this evolution prepared you for the proposed project?

**DESCRIBE MAJOR ACTIVITIES OR ACHIEVEMENTS ATTAINED IN YOUR CAREER (3000 CHARACTERS MAX.):** Pick out a few specific projects or achievements in your artistic history that best demonstrates your professional path or direction. A CV/Resume provides detail, but this is an opportunity to expand on key, emblematic projects or activities.

**LIST OF TWO SAN FRANCISCO-BASED PUBLIC EVENTS**

This list should highlight **two**public events in San Francisco in the last two years since October 2016.

**CURRENT RESUME/CV:** This document should be no more than two pages long. Applicants will be asked to attach the resume/CV in the Supporting Materials section.

**WORK SAMPLES:** Include work samples that clearly demonstrate your artistic vision, craftsmanship, and ability to execute the proposed project. Please attach up to six work samples in the Supporting Materials section.

Supporting Materials

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. Please do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

**ATTACH PROOF OF SF HOME ADDRESS:** Attach verifiable proof that the applicant has a home 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 artist’s name.

**VENUE CONFIRMATION FORM**: You are required to attach a Venue Confirmation Form for your proposed public presentation site/s. The Venue Confirmation Form can be downloaded from the SFAC website [at this link.](http://www.sfartscommission.org/sites/default/files/Venue%20Confirmation%20Form%20FINAL.docx) The venue should fill in the required information and can also provide additional comments in the space provided. The form must include an original signature (not electronic) by the main contact of the venue. You may submit no more than three venue confirmation forms. If an artist is planning on using their own residence or studio for the public presentation requirement, they are still required to fill out and sign the Venue Confirmation Form.

**ATTACH CV/RESUME (Two Page Maximum):** Resumes or CVs help panelists determine the depth and breadth of an artist’s professional career.

**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 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:**

* 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.

***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.

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.