Native American Art and Cultural Traditions (NAACT) Grant Application

FY2018-2019 GRANT CYCLE

APPLICATION DEADLINE: Wednesday, August 29, 2018, 12 p.m. noon PST

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

Include "19NAACT: (organization name)" in the email subject line.
Example: 19NAACT: Pegasus and Unicorns United for the Arts

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

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

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

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

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

About Native American Arts and Cultural Traditions Special Grants (NAACT-SPX)

The Native American Arts and Cultural Traditions Special Grants (NAACT-SPX) consist of one-time grants to address emerging needs within the arts ecosystem of San Francisco. Projects cover a wide range of arts activities related to neighborhood and/or community-based engagement and arts access. For questions about this grant category, please contact Director of Community Investments, Barbara Mumby at barbara.mumby@sfgov.org or 415-252-2215.

Eligible Request Amounts
From $10,000 - $60,000.

Important Dates

Applications Due at <u>12 noon</u>	August 29, 2018
Staff Panel Review	September 2018
Funding Recommendations	September 11, 2018
Commission Approval	October 1, 2018
Grant Period	Varies

Restrictions
- **A proposed project cannot receive simultaneous funds from multiple SFAC funding sources;** this includes collaborators applying to work on different components of the same project and applying separately.
- **Applicants cannot submit more than one application for each NAACT-SPX category.**
- **The awarding of funds does not imply that the Arts Commission or any other City agency will produce, exhibit, or present the art created.** It is the responsibility of the applicant to secure a venue and any required permits for public presentations or workshops.
- **Grant funds may not pay for:**
  1. Projects that do not take place within San Francisco.
  2. Regranting.
  3. Start-up costs/seed money for new organizations or businesses.

Project Requirements

Public Presentation Requirement (if applicable)

Projects must be developed and presented in San Francisco and culminate in a local public presentation or a meaningful, accessible engagement of the public within the grant period. They may be targeted at specific audiences and/or charge a fee, but they cannot be limited to "closed" audiences. Projects that involve radio or television broadcasting, as well as internet-distributed projects, should have a clear San Francisco orientation with particular articulation of, and attention to, the intended audience. The same is true of publication-based projects and others that, by their nature, do not involve a presentation in a physical space. Applicants must include confirmation or a tentative commitment from a publicly accessible San Francisco venue for the project. Venues can be formal or informal and either the venue or the applicant must secure liability insurance.

City Permits and Permissions

If the proposal includes components that require City permits or approval such as publicly installed art, street closures, sound amplification in public space, or murals, the artist will be solely responsible for securing the necessary permits, permissions, and approvals. This planning should be reflected in your project timeline. Please note that any art installed with these grant funds on property owned by the City and County of San Francisco or on private property must be reviewed and approved by the San Francisco Arts Commission starting with the Visual Arts Committee of the Commission. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee to build this process into their grant plan and timeline. Please contact the following Public Art Program staff if you have questions: Alyssa Torres at alyssa.m.torres@sfgov.org for murals; Aleta Lee at aleta.lee@sfgov.org for sculpture or any other type of public art.

Panel Evaluation

Application Review

Grantees will be selected by a staff review process comprised of representatives from the San Francisco Arts Commission and other City department staff or funding partners as applicable. Panelists will review applications and make funding recommendations. Priority will be given to applicants who successfully meet the criteria within each funding category.

Panel Review Attendance

NAACT-SPX panels are not open to the public. Please note: an applicant that is found to have made attempts to influence a panelist in any way will be automatically disqualified.

Funding Recommendations

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

Funding Approval

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

Grant Awards

Grant award notifications will be emailed following Commission approval and include instructions about contracting procedures.

Scoring Criteria

Panelists will be instructed to use the following scoring criteria when reviewing applications. Please be aware each category will have distinct areas to address, which are listed in the Project Information section on page 11.

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
Quality of Proposed Project (40 points)	40	Proposed project is sound and strongly supports the target community in a way that is culturally appropriate.	• **Describe the proposed project, providing sufficient details.** Please refer to the specific category on page 10 to ensure that the appropriate details are included.
Leadership (20 points)	20	Leadership has adequate and relevant experience to work in the target community.	• **Describe the individual(s), staff, and Board, (as applicable) and their relevant experience and qualifications working with the local Native American community in the context outlined in the description of the proposed project.**
Community Engagement (20 points)	20	The applicant demonstrates a thorough understanding of communities served and intentionality for serving those communities, and has a sound strategy for meeting the needs of the communities they serve.	• **Describe how the local Native American community has been involved and will be furthered engaged in ensuring the success of the proposed project.** Please include any special protocols that are applicable, based upon the type of project being proposed. • **Attach letter(s) of support.**
Ability to Complete the Project (20 points)	10	Effective and in-depth plan to execute the proposed project; realistic project timeline and plan to serve target number of participants.	• **Describe when and where the proposed project actives will take place and how many people will be served and/or involved.**
	10	Viability of project budget; confidence in the project's team ability to manage funds.	• **Fill out Budget & Budget notes template.**

Project Budget and Budget Notes

Using the **downloadable Excel budget template** input and submit your project budget with any associated narrative or notes. The total budget request should equal the request amount in the application form.

Instructions on how to fill out the SFAC budget template are below.

PROPOSED SFAC GRANT BUDGET & NOTES: This template is for the expenditures that you would like **SFAC** to cover.

Budget Category: PERSONNEL

The PERSONNEL category is used to list all supervisory, direct staff and support/clerical staff that work directly on the funded initiative. These are positions that are ongoing and vital to the organization and do not include stipends, honorariums, temporarily contracted services, or artist fees, which are reported elsewhere.

Category Instructions:
- o   All salaries must be provided as an estimated number of hours dedicated to the initiative and the hourly rate, as well as the percentage of full-time equivalents (FTE).
- o   Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
- o   FTE should be calculated based upon a full-time salary (2,080 hours/year), even if the position is on a part-time basis.
- o   If the grant is for a two year period, distinguish the expenses that will incur in the first year from the second year in the NOTES column: the COSTS column should include the totals for both years.

Examples of allowable expenses:
- o   A portion of program staff salary overseeing the proposed initiative.
- o   A portion of the executive director's salary to support oversight of the initiative.
- o   Administrative support to the initiative.

Examples of disallowable expenses for PERSONNEL:
- o   Artist stipends or fees. These expenses should go under COMMISSION FEES/HONORARIUMS.
- o   Temporary, contracted services for technicians. These expenses should go under SUBCONTRACTORS or PERSONAL SERVICES.
- o   Staff who are primarily volunteer and receive small stipends for their work. These expenses should go under COMMISSION FEES/HONORARIUMS.

Budget Category: FRINGE BENEFITS

The FRINGE BENEFITS category is used to list expenses directly related to employment. We highly encourage organizations to provide some form of health care to their staff. Also, individual artists may allocate a portion of their commission to health care costs.

Category Instructions:
- o For organizations, costs can be shown either as a percentage of salary costs listed under PERSONNEL, or as a per person cost in the case of a health care stipend.
- o For individuals, costs can be shown either as a percentage of total costs paid or the full costs of health care.
- o Costs should not exceed 10 percent of the entire grant amount.
- o Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
- o Costs should be comparable to the FTE portion covered by the grant.
- o If the grant is for a two year period distinguish the expenses that will incur in the first year from the second year in the NOTES column: the COSTS column should include the totals for both years.

Examples of allowable expenses:
- o FICA and SUI
- o Workers Compensation
- o Health Benefits

Examples of disallowable expenses for FRINGE BENEFITS:
- o Vacation, sick time, or over time accruals for prior fiscal year.
- o Taxes or other amounts withheld from wages or salaries which have not actually been paid by grantee during the term of the grant agreement or which related to periods before or after the term of the grant agreement.

Budget Category: COMMISSION / FEES / HONORARIUMS

The COMMISSION /FEES/HONORARIUMS line items include costs associated directly with the proposed initiative. Individuals that are either salaried or hourly and are considered to be employees of the organization, such as executive directors, artistic directors, managing directors or administrative assistants, should be indicated under PERSONNEL unless they are mainly volunteers and receive small stipends for their work.

Category Instructions:
- o The amounts should only reflect the portion that will be paid through the SFAC grant, if approved.

Examples of allowable expenses:
- o Administrative: Stipends to individuals to support the administrative component of the proposed initiative.
- o Artistic: Curator fee; guest choreographer fee; honorariums to artists to participate in a show.

- o Technical & Production: Photographer to document a workshop; audio/visual technician to set up sound for a performance.

Examples of disallowable expenses for COMMISSION/FEES/HONORARIUMS:
- o Payments to individuals that are part of the organization's staff.

Budget Category: OPERATING EXPENSES

Category Instructions:
- o Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
- o Notes should clearly indicate how the expenses support the activities outlined in the Grant Plan.

Examples of allowable expenses:
- o Advertising & marketing: promotional materials; printing costs; banner ads.
- o Equipment rental: lighting rental or AV rental for a production.
- o Facilities/space rental: a cost allocation for the organization's space; theater rental for a performance; classroom rental for workshops.
- o Insurance: a cost allocation for general liability, automobile and/or workers compensation; cost for one-time liability coverage for a special event.
- o Internet/website: a cost allocation for hosting a domain.
- o Office supplies: general office supplies used by staff in the operation of the program.
- o Production/exhibition costs: general materials and supplies for mounting a new exhibit; costumes.
- o Program costs: art supplies; instruments; music CDs; video equipment integral to the artistic practice; catering directly related to the proposed project.
- o Professional services: payments to professionals for a highly technical or specialized service, such as: website developer; computer programmer; lighting designer.
- o Software/hardware: editing software; CSM database.
- o Other: allowable expenses not covered in the aforementioned line items. Details and explanation are required.

Examples of disallowable expenses for OPERATING EXPENSES:
- o Costs associated with payroll for an employee of the organization.
- o Alcohol or tobacco expenses.

Budget Category: SUBCONTRACTORS

Category Instructions:
- o Costs should only reflect the portion that will be paid through the SFAC grant, if approved.

- Subcontractors are non-staff individuals, organizations or companies that provide a service directly in fulfillment of the activities outlined in the Grant Plan and are required to uphold contractual obligations.
- Each service should be provided as an estimated number of hours dedicated to the project and the hourly rate wherever possible.

Examples of allowable expenses:
- HVAC contractor to upgrade the air conditioning system in a theater.
- General contractor to upgrade restrooms to be ADA compliant.
- Consultant to lead a year-long strategic planning process for the organization.
- Evaluator to develop a comprehensive evaluation strategy for the organization.

Examples of disallowable expenses for SUBCONTRACTORS:
- An employee of the organization working to meet the project deliverables.

Budget Category: ADMIN / INDIRECT

Category Instructions:
- A maximum of 10 percent of the total grant award is allowable.

Examples of allowable expenses:
- A cost allocation for janitorial services.
- A cost allocation for utilities.
- A cost allocation for accounting or payroll services.
- Audit expense.
- Fiscal sponsorship fees.

Examples of disallowable expenses for ADMIN/INDIRECT:
- Costs that are represented in other line items.

Application Checklist

Please submit a single submission (preferably in a PDF format) containing the following documents in the order listed:

☐ **Application Form:** The application form includes this application checklist, contact information, eligibility, project information, and narrative questions (Quality of Proposed Project, Leadership, Community Engagement, and Ability to Complete the Project). *Do not include the cover page above with your application.*

☐ **Project Budget & Budget Notes.** Complete and attach Excel document with notes.

☐ **Proof of San Francisco Address:** If an organization, you must have a corporate address in San Francisco to be eligible for funding. If an individual, you must have been a resident of San Francisco for at least two years. Post Office Box addresses will not be accepted.
Please attach proof of residency or 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 (either individual or organization).

If the applicant has a fiscal sponsor, they must provide proof that their fiscal sponsor has a corporate address in San Francisco AND that they applicant has a corporate address in San Francisco. For fiscal sponsee proof, this could be in the form of a letter from the fiscal sponsor stating that they accept mail on behalf of the fiscal sponsee at their corporate address. Please contact SFAC staff if you have questions about this requirement.

☐ **Proof of good standing with IRS if applying as an organization:** 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 include the page that shows your organization (or fiscal sponsor) listed and attach to the single PDF submission.

☐ **Attach at least one and no more than three letters of support.** Please attach letter(s) of support (one page max.) from representative(s) of the broader Native American community that show support for the proposed project.

Note: Before you submit your application, please remember to insert the name of your organization in the footer below.

Application Form

Contact Information

Grant Applicant Name: _____

Contact Person & Title: _____

 San Francisco Address: _____

Mailing Address if Different: _____

Day Phone: _____ Mobile: _____

Email: _____

Please provide a valid email. Important grant information will be sent via email.

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

Number of the supervisor's district where the project will take place: _____

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

Fiscal Sponsorship Information (if applicable)

Name of Fiscal Sponsor: _____

Contact Person & Title: _____

Corporate Address in San Francisco: _____

Mailing Address if Different: _____

Day Phone: _____ Mobile: _____

Email: _____

Please provide a valid email. Important grant information will be sent via email.

Note: Before you submit your application, please remember to insert the name of your organization in the footer below.

Eligibility

☐ yes   ☐ no   **If applying as an organization: Are you a 501(C)(3) organization based in San Francisco for at least the past two years?**
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 you are using a fiscal sponsor for this grant (or applying as an individual), you must check **NO**. Please fill out the above information to list the name of your fiscal sponsor, their San Francisco address, contact name, phone and email address.
- 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**.
- You will be required to provide proof of good standing with the IRS. See application checklist.
- You will be required to provide proof of corporate address. See application checklist.

Please note: If you do not designate the appropriate status, this could adversely delay funding if you are awarded a grant.

☐ yes   ☐ no   **If applying as an individual, have you been a resident of San Francisco for the past two years?** If you will be using a fiscal sponsor for this grant, please fill out the above information to list the name of your fiscal sponsor, their San Francisco address, contact name, phone and email address.
- You will be required to provide proof of residency. See application checklist.

☐ yes   ☐ no   **Are you, as an individual applicant or, if applying as an organization, a part of another City agency or department?**
The applicant or organization cannot be part of another City agency or department.

☐ yes   ☐ no   **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, the Community Arts Stabilization Trust, or the Center for Cultural Innovation?

☐ yes   ☐ no   **Will the proposed project take place in San Francisco between October 1, 2018 and December 31, 2019?**

☐ yes　☐ no　**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 called a vendor) and meet the City of San Francisco's insurance and business tax requirements. For more information about vendor 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.

Project Information

Grant Request Amount:

Check which category you are applying for:

☐ **Strategic Planning for an American Indian Cultural Center:** Support up to $50,000 to a non-profit or fiscally sponsored organization to increase organizational capacity, and to develop a business plan and staffing plan.

Applicants should address the following within their proposed project:
- Progress to date in establishing an American Indian Cultural Center including any unforeseen challenges and how they have been mitigated.
- The strength of the Board of Directors and how the Board will be integral to the proposed activities.
- Key staff and/or consultant's depth and breadth of experience working with the target community.

☐ **Program Support for Special Events:** Support up to $10,000 to individuals or non-profit organizations for special events that commemorate the 50th Anniversary of the Alcatraz occupation, the first official Indigenous Peoples Day, or celebrate Native American culture in San Francisco.

Applicants should address the following within their proposed project:
- Applicant's depth and breadth of experience working with the target community.
- Applicant's history of executing the type of project proposed.
- Letter(s) of support. Depending upon the extent of the proposed activity, up to three letters of support from reputable members of the Native community should be submitted.

☐ **Program Support for an American Indian Film Festival:** Support up to $60,000 to a non-profit for a film festival honoring Native American films and filmmakers. Awarded funds should go to supporting production costs, and may include staff salaries and artist honorarium.

Applicants should address the following within their proposed project:
- Long established history of producing a Native American film festival in San Francisco.
- Applicant's depth and breadth of experience working with the target community.
- Convey confidence that the activity/ies supported through this grant will be successfully executed and work to authentically and respectfully represent Native American history and culture.

Project Summary: Provide a brief summary of the proposed project in *75 words or less* that starts with "SFAC funds will be used to support..." For example: "SFAC funds will be used to support an annual Native American Pow Wow to be held at Yerba Buena Gardens in November of 2018."

Mission Statement: If applying as an organization, what is your organization's mission statement? If applying as an individual, please write 'not applicable'. *(250 words max.)*

Priority funding goes to organizations that are 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).

The Proposed Project

1. **Describe the proposed project, providing sufficient details.** Please refer to the specific category on page 10 to ensure that the appropriate details are included. *(500 words max.)*

2. **Describe the individual(s), staff, and Board, (as applicable) and their relevant experience and qualifications working with the local Native American community in the context outlined in the description of the proposed project.** *(300 words max.)*

3. **Describe how the local Native American community has been involved and will be furthered engaged in ensuring the success of the proposed project?** Please include any special protocols that are applicable, based upon the type of project being proposed. *(300 words max.)*

4. **Describe when and where the proposed project actives will take place and how many people will be served and/or involved.** *(300 words max.)*