



Special Project Grants | Grant Guidelines

FOR PROJECTS TAKING PLACE JANUARY 1, 2020 — JUNE 2021, or as indicated.

APPLICATION DEADLINE: Wednesday, October 30, 2019 12 p.m. (noon) PT

For any questions about Special Project Grants, please contact Director of Community Investments, Barbara Mumby at barbara.mumby@sfgov.org or 415-252-2215.

San Francisco Arts Commission

Tom DeCaigny
Director of Cultural Affairs

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*A translation of this grant application is available upon request; however, only applications in English will be accepted. For more information, please contact 311.

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Lorena Moreno al 415-252-2211 ó lorena.moreno@sfgov.org para una traducción al español.

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

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



City and County of
San Francisco

Information about Special Project Grants (SPX)

Important Dates

Applications Due	October 30, 2019 12 NOON PT
Panel Review	November 2019
Funding Recommendations	December 10, 2019
Commission Approval	January 6, 2020
Grant Period Begins	January 2020

About SPX

The Special Project Grants (SPX) program consists 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. SFAC has allocated resources to make grants in multiple program areas based on supervisorial districts and/or specific communities.

Applicants may only apply for funding specific to those geographic areas or communities outlined within these guidelines. 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 Amount

Special Project Grants vary project to project and the award amounts this cycle range from \$10,000 to \$250,000. Please refer to each category project description for the eligible request amount.

How to Apply

APPLICATIONS ARE AVAILABLE ONLINE AT: <https://sfac.tfaforms.net/37>

Applications must be submitted online. Emailed, hard copy, postal mail, and faxed applications are not accepted. In fairness to others, we cannot accept late or incomplete applications. If the applicant does not provide the complete set of information in the appropriate format by the deadline, the application may be deemed incomplete and ineligible. No deadline extensions will be granted.

DEADLINE TO APPLY: 12 p.m. (noon) PT on Wednesday, October 30, 2019.

Categories and Project Descriptions

District numbers can be found at: <http://propertymap.sfplanning.org/>

1. **District 1 Neighborhood Art Walk:** Support up to \$10,000 for a neighborhood-based nonprofit 501(c)(3) or fiscally sponsored neighborhood or merchant organization, association or volunteer coalition to produce a one-time neighborhood and community focused art walk in the District 1 commercial corridor.

Applicants should address the following within their proposed project:

- The organization's history and previous experiences working cooperatively with merchants and other neighborhood-based partners, such as neighborhood associations and/or schools on neighborhood-based events.
- How the organization will outreach and engage the neighborhood.
- How diverse art forms will be integrated into the event; highlighting family friendly arts-based activities such as hands on art making, performances and/or art exhibitions.
- A budget that reflects payment to San Francisco based artists.

2. **District 3 Art Walk:** Support up to \$70,000 for a neighborhood-based nonprofit 501(c)(3) or fiscally sponsored neighborhood or merchant organization, association or volunteer coalition to produce a neighborhood and community focused art walk in the District 3 commercial corridor.

Applicants should address the following within their proposed project:

- The organization's history and previous experiences working cooperatively with merchants and other neighborhood-based partners, such as neighborhood associations and/or schools on neighborhood-based events.
- How the organization will outreach and engage the neighborhood.
- How diverse art forms will be integrated into the event; highlighting family friendly arts-based activities such as hands on art making, performances and/or art exhibitions.
- A budget that reflects payment to San Francisco-based artists.

3. **District 5 Juneteenth Celebration:** Support up to \$50,000 for an arts nonprofit or fiscally sponsored entity to provide arts programming and/or event(s) to commemorate Juneteenth. Activities may include gallery shows, workshops and classes, special events and general community engagement. The organization will be responsible for site oversight and on-site security and maintenance.

Applicants should address the following within their proposed project:

- The organization or collaboration's history and experience producing community engagement opportunities through the arts.

- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.
- A budget that reflects payments to San Francisco based artists.

4. **District 5 Hayes Valley Art Activation:** Support up to \$25,000 for an organization or collaborative to provide art activation of vacant parcels along Octavia Boulevard. Activities may include gallery shows, workshops and classes, special events and general community engagement. The organization will be responsible for site oversight and on-site security and maintenance.

Applicants should address the following within their proposed project:

- The organization or collaborative's history and experience producing community engagement opportunities through the arts.
- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.
- A budget that includes payment to San Francisco based artists.

5. **District 5 Administration Support:** Support up to \$180,000 for an arts nonprofit located in the Western Addition. This organization should have a deep history of serving the African American community through arts and cultural events and programming. Funds are to support administrative infrastructure and capacity building for the organization.

Applicants should address the following within their proposed project:

- The organization's history and experience producing cultural events and programming through the arts in the Western Addition.
- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.
- A clear strategic plan which indicates where funds are needed to stabilize and strengthen the organization.

6. **District 5 Performing Arts Programming for Youth:** Support up to \$27,500 for an arts nonprofit to provide performing arts programming for vulnerable communities, such as transitional age youth, LGBTQ, and/or youth of color. Funds may be used to support arts education programming, including creative development, full productions and/or mentorships. Two grants are available.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing theater and performing arts programming.
- Demonstrated history of successfully and authentically working with targeted vulnerable community(ies).
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

7. **District 5 Youth Storytelling and Mentorship Program:** Support up to \$24,000 for an arts nonprofit deeply rooted in the Japanese American community with at least a twenty-year history of providing culturally specific arts programming. Funds should go to programming in D5 that supports intergenerational learning and works to uplift cultural bearers that represent the Asian American diaspora.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing culturally specific arts and cultural events and/or activities.
- Demonstrated history of successfully and authentically working within the Japanese American community as well as the broader diaspora of the Asian American community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

8. **District 5 Theatre Programming for Youth:** Support up to \$50,000 for an arts nonprofit that provides free theater and arts education opportunities for K-12 youth within the SFUSD while addressing relevant social and health topics. Funds should be used to support programming and access to free classes and performances.

Applicants should address the following within their proposed project:

- A history of creating and/or performing youth specific theater that addresses relevant issues to student populations such as HIV/AIDS, bullying, violence prevention, or issues facing LGBTQ youth.
- A demonstrated ability to provide no-cost performances and classes to SFUSD.
- A demonstrated knowledge of promising practices for in-school arts education programs.

9. **District 6 Creative Storytelling in the Tenderloin:** Support up to \$15,000 for an arts nonprofit deeply rooted in the Tenderloin to engage SRO residents in creative storytelling and theater. Funds should go to programs that engage professional artists to create multi-disciplinary, site-specific performance installations that amplify the rich and complex stories, life experiences, and talents of community members.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing site-specific performance installations.
- Demonstrated history of successfully and authentically working with SRO residents of the Tenderloin.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

10. **District 8 Classical Programming for Youth:** Support up to \$15,000 for an arts nonprofit based in District 8 to provide musical education in SFUSD schools. The organization must have a mission and history of teaching and performing classical

music to elementary and middle school youth. Funds may be used to create curriculum materials, pay artist stipends to teach, rehearsal time and expenses directly related to classroom and school assembly and performing. Effort must be made to provide classes and workshops in SFUSD schools located in District 8 that serve a diverse and/or historically marginalized community and whose students may not be previously exposed to classical music.

Applicants should address the following within their proposed project:

- The organization's demonstrated history producing, presenting and teaching classical music to children and youth.
- Proposed curriculum that is appropriate for the targeted age group of students.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

- 11. District 8 Youth Theater Education:** Support up to \$50,000 for an arts nonprofit located in the Mission/Castro area that has over ten years' experience implementing accessible, low-cost theater education to youth from elementary to high school. Funds may go to supporting after school programming as well as intensive spring and summer camps.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing arts education in theater arts in the Mission/Castro area.
- Demonstrated history of successfully and authentically working with youth.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

- 12. District 8 Trans Dance Festival:** Support up to \$25,000 for an arts nonprofit that focuses on dance and is deeply rooted within the Trans community. Funds should go to producing and executing a Transgender dance festival.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully providing arts programming in dance.
- Demonstrated history of successfully and authentically working with the local Transgender community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

- 13. District 8 South Asian Film Festival:** Support up to \$20,000 for an arts nonprofit located in D8 with at least a fifteen-year history of implementing multi-day film festivals screenings, performances, co-presentations and educational programs on various issues related to South Asian cinema. Funds may go to general operating expenses and/or programmatic related expenses.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing Southeast Asian film programming for at least fifteen years.

- Demonstrated history of successfully and authentically working with the South Asian community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

14. District 9 Transgender Dance Arts Programming: Support up to \$25,000 for an arts nonprofit deeply rooted within the Transgender community to provide arts programming in dance.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully providing arts programming in dance.
- Demonstrated history of successfully and authentically working with the local Transgender community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

15. District 9 Mural Preservation and Restoration: Support up to \$10,000 for an arts nonprofit located in District 9 with more than two-decades experience preserving and restoring murals. Funds will go to support the preservation and restoration of a mural located at York mini-park.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully working with communities to develop, execute, preserve and restore murals.
- Demonstrated history of successfully and authentically working with the local, Mission community through a collaborative process.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

16. District 9 24th Street Family Art Walk: Support up to \$25,000 for an arts nonprofit located in District 9 and is deeply rooted in the Latinx community. Funds should go to supporting bilingual neighborhood art walks that provide families and individuals the opportunity to experience the cultural vitality of the 24th Street corridor.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing bilingual family friendly programming.
- Demonstrated history of successfully and authentically working with the local Latinx community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

17. District 9 Capital Planning Support for Dance Organizations: Support up to \$30,000 for an arts nonprofit feminist dance organization to work towards building acquisition in District 9.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully and authentically providing opportunities for women in dance.
- Demonstrated history of successfully working towards a building acquisition in District 9.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

18. Strategic Planning for LGBTQ Archival Institution: Support up to \$200,000 to an arts nonprofit that works to collect, preserve, exhibit and makes accessible to the public materials and knowledge to support and promote understanding of LGBTQ history, culture and arts. Funds should go to support the acquisition of permanent programming and archival space, such as: identifying and acquiring potential sites; planning build-out; launching a feasibility study for a capital campaign; and / or engaging a strategic planning consultant to manage the project.

Applicant should address the following in their application:

- Demonstrate a history of exhibitions and an archival collection that addresses the history of the LGBTQ community.
- Articulation of a clear plan that supports the acquisition of permanent space.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

19. Capacity Building for a Dia de los Muertos Cultural Organization: Support up to \$40,000 for an arts nonprofit or fiscally sponsored entity that provides artistic programming to highlight the cultural traditions of Dia de los Muertos. Funds should go to building the organizations infrastructure and long-term sustainability.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing annual Dia de los Muertos events for at least five years.
- Demonstrated history of successfully and authentically working with the local Latinx community.
- Articulation of an intentional capacity building initiative that will work to strengthen the organization and work towards long-term sustainability.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

20. Citywide LGBT Historical Event Festival: Support up to \$15,000 for an arts nonprofit or fiscally sponsored entity that has a history of producing San Francisco based, LGBTQ outdoor festivals. Two grants are available.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing an outdoor LGBTQ event or festival for at least five years.

- Demonstrated history of successfully and authentically working with the local LGBTQ community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

21. Citywide API Arts Programming: Support up to \$100,000 for an arts nonprofit deeply rooted in the Japanese American community with at least a twenty-year history of providing culturally specific arts programming. Funds may go to supporting programming or increasing the sustainability of the organization.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing culturally specific arts and cultural events and/or activities.
- Demonstrated history of successfully and authentically working with the Japanese American community as well as the broader diaspora of the Asian American community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

22. Citywide Arts Service Organizations (I): Support up to \$40,000 to an arts nonprofit service organization that supports the broader arts community in San Francisco through capacity building, technical assistance and grant writing support.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully mentoring and supporting artists and organizations that represent historically underserved communities.
- Proposes a feasible timeline and demonstrates sound fiscal management.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

23. Citywide Arts Service Organizations (II): Support up to \$20,000 to arts nonprofit service organizations that support the broader arts community in San Francisco. Funds are to provide services that may include the following: fiscal sponsorships; grant writing; legal assistance; capacity building; technical assistance; training and paid internships. Five grants are available.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully mentoring and supporting artists and organizations.
- Proposes a feasible timeline and demonstrates sound fiscal management.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

24. Citywide Native American Arts and Cultural Festival: Support up to \$50,000 for an arts nonprofit with a long established history of producing events and working with the local Native American community to highlight the legacy and history of Indigenous Peoples. Funds should go to support two distinct, on-going, free and accessible art and cultural events to take place in San Francisco.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing cultural festivals for at least five years.
- Demonstrated history of successfully and authentically working with the local Native American community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

25. Citywide Native American Cultural Activities: Support up to \$10,000 for an arts nonprofit or fiscally-sponsored entity to highlight the cultural traditions of the Native American community in San Francisco. Specifically, the proposed project should provide an opportunity to engage and celebrate the resurgence and resilience of Indigenous peoples in contemporary and traditional practices. Five grants available.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing arts and cultural events and/or activities.
- Demonstrated history of successfully and authentically working with the local Native American community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

26. Citywide ADA Improvements for an LGBTQ Cultural Facility: Support up to \$250,000 to an arts nonprofit cultural facility located in District 8 with a long history of supporting the LGBTQ community through choral productions and educational programs. Funds may go to pre-construction costs, such as architectural fees and permitting as well as to actual construction costs to ensure the facility is ADA compliant.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing arts and cultural events and/or activities.
- Demonstrated history of successfully and authentically working with the local LGBTQ community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

27. Citywide Anti-Tagging Program for Youth: Support up to \$56,000 for an artist or organization that can demonstrate no less than a two-year history of providing an arts-based curriculum for youth to address issues and outcomes of illegal tagging and unwarranted graffiti. The grant window is from January 1, 2020 through June 30, 2021.

Applicants should address the following within their proposed project:

- Demonstrated ability to provide a series of no less than four arts-based anti-graffiti classes at no cost to 10 or more participating schools or afterschool programs serving grades 5-12.

- Demonstrated qualifications to teach both in school and in afterschool settings.
- Demonstrated support by providing a letter of support from teaching site.

28. Citywide Support for Arts Education Providers: Support up to \$30,000 for an arts nonprofit to provide programs for arts providers, including: arts education, advocacy, professional development and networking events for San Francisco and Bay Area-based teaching artists and arts education organizations. Funds will be used to support the organization's infrastructure as well as plan and implement a free, half-day mini conference on promising practices in arts-based afterschool programming for youth. The grant window is from January 1, 2020 through June 30, 2021.

Applicants should address the following within their proposed project:

- Demonstrates a history of partnership and knowledge of promising practices with teaching artists and arts education organizations in the arts education field.
- Identify strategies to implement a conference format to inspire and build capacity of attendees regarding promising practices in arts focused youth programming in afterschool settings.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

Who Can Apply

Eligibility

- The applicant organization or fiscal sponsor must be tax-exempt under Internal Revenue Code Section 501(c) (3)
- The applicant organization (and its fiscal sponsor, if applicable) must be San Francisco-based, and must demonstrate two years of programmatic activity with at least four programmatic San Francisco-based activities since November 2017.
- The applicant organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco or clearly aligns with the intent and purpose of the applicable grant category.
- The applicant organization cannot be part of another City agency or department.
- 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) Community Vision Capital and Consulting; (5) Community Arts Stabilization Trust; and/or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has fiduciary relationships with these particular organizations, through either shared City resources or other pooled philanthropic funds.

- **The proposed project must take place in San Francisco between January 1, 2020 and June 30, 2021, or as indicated in the grant category.**
- **The organization must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco.** In order to receive a grant payment from the San Francisco Arts Commission, you must become a registered, compliant supplier and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

Please note: you will only be required to register as a City Supplier if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

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 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.

Ineligible Expenses

Grant funds may not pay for:

1. Activities outside of San Francisco;
2. Deficit reduction;
3. Start-up money for new organizations.

Grantee and Insurance Requirements

- **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, insurance, and approvals. This planning should be reflected in your project timeline.

- **Insurance Requirements:**

General Liability:

- To authorize any grant payment, insurance must cover the entire grant period (July 1, 2020 through June 30, 2021 or 2022). Awarded grantees will need to submit a certificate of General Liability Insurance and the Endorsement Page with the first and final invoices. General liability insurance **cannot** be waived.

Abuse and Molestation Insurance: Abuse & Molestation Insurance must be purchased and added to the General Liability policy if the project involves working with vulnerable populations (youth under the age of 18, people with disabilities, or people over the age of 65).

Professional services related to construction and facility projects must evidence **Professional Liability Insurance** coverage.

- **Workers Comp Insurance:** Workers Comp insurance is required for an organization that has employees.
- **Waiver of Subrogation addendum** is required for projects on ANY City-owned property.
- **Auto Insurance:** Auto Insurance is required if use of a vehicle is necessary to fulfill the project.
- **Art Installation:** 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. 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, budget narrative and timeline. Please contact Craig Corpora at craig.corpora@sfgov.org for questions about murals or Aleta Lee at aleta.lee@sfgov.org for questions about sculpture or any other type of public art.

Panel Evaluation and Scoring Criteria

Scoring Criteria

Please be aware each category will have distinct areas to address, which are listed in the aforementioned Categories and Project Description section above. The review panel will assess all applications and will recommend grants for applicants that strongly meet the review criteria below. The panel's review of applications and required documents is a multi-step process and involves assigning applications as "Fund" or "Not Fund". Applications must be assigned a "Fund" by the review panel to be considered for funding.

Quality of Proposed Project

- Project goals, vision and process are clearly defined; demonstrate clarity and depth of concepts; and are relevant to requirements of the specific grant category.

Impact

- Strength of the impact of the project on the organization and audience(s) and/or community.
- Ability to demonstrate the impact and benefits of the project, including qualitative and quantitative results.

Application Review

Grantees will be selected by a review process comprised of representatives from the San Francisco Arts Commission and other City department staff and/or funding partners. 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 and Influence

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

Applications that do not have "Fund" assigned 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 Investments Committee and then by the full Commission.

Grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank an application receives from the peer review panel.

Arts Commission meetings are open to the public. Agendas are available at **sfartscommission.org** 72 hours in advance of a meeting.

Grant Awards

Grant award notifications are e-mailed to the address listed on the application and include instructions about the contracting process and orientation dates.

Panel Notes

Panelists may take notes during their review. You may contact sfac.grants@sfgov.org to request panel comments. Requests are fulfilled in the order they are received.