



## Special Project Grants | Grant Guidelines

FOR PROJECTS TAKING PLACE JULY 1, 2020 — JUNE 2021

**APPLICATION DEADLINE: Friday, February 14, 2020 at 12 p.m. (noon) PST**

For any questions about Special Project Grants, please contact Senior Program Officer, Jaren Bonillo at [jaren.bonillo@sfgov.org](mailto:jaren.bonillo@sfgov.org) or 415-252-2227.

San Francisco Arts Commission

Tom DeCaigny  
Director of Cultural Affairs

401 Van Ness Avenue, Ste. 325  
San Francisco, CA 94102  
tel 415-252-2590  
fax 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)  
[facebook.com/sfartscommission](https://facebook.com/sfartscommission)  
[twitter.com/SFAC](https://twitter.com/SFAC)

\*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](mailto: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](mailto:cece.carpio@sfgov.org).



City and County of  
San Francisco

# Information about Special Project Grants (SPX)

## Important Dates

Applications Due	February 14 NOON PST
Panel Review	February 2020
Funding Recommendations	April 2020
Commission Approval	May 2020
Grant Period Begins	July 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 Senior Program Officer, Jaren Bonillo at [jaren.bonillo@sfgov.org](mailto:jaren.bonillo@sfgov.org) or 415-252-2227.

## Eligible Request Amount

**Up to \$30,000.** 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.

## 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) PST on Friday, February 14 , 2020.**

## Category and Project Description

**Native American Film Festival:** Support up to \$30,000 for an arts nonprofit with at least 40 years' experience producing a Native American Film Festival in San Francisco.

**Applicants should address the following within their proposed project:**

- Demonstrated history of successfully executing Native American film festivals for at least forty 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.

## 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 July 1, 2020 and June 30, 2021.**
- **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). 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](mailto:craig.corpora@sfgov.org) for questions about murals or Luna Izpisua at [luna.izpisua@sfgov.org](mailto:luna.izpisua@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 Category 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](https://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](mailto:sfac.grants@sfgov.org) to request panel comments. Requests are fulfilled in the order they are received.