



# Special Project Grants (SPX) Application Instructions

## How to Prepare and Submit your Application

**Deadline to apply: Tuesday, February 16, 2021, 12 p.m. PST**

Applications are available online at: <https://sfac.tfaforms.net/71>

Please visit the Special Project Grant Guidelines to review eligibility, project requirements and scoring criteria here:

<https://www.sfartscommission.org/content/special-project-grants-spx>

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.

### Application Submission

*We strongly advise applicants to use the information in this document to prepare their application responses in a separate document. Applicants should paste their completed answers into the online application when they are ready to submit.*

Applicants are able to save their progress and return to the online application, as needed. To do so, complete the following steps:

1. Check the “Save my progress and resume later” box at the top of the page.
2. Enter an email address and password (use the same email address and password each time you exit the application) and hit “Save”.
3. You will receive an email with a link that allows you to return to the application.
4. OR you can return to the application website and select the “Resume a previously saved form” link to return to the application.

### Required Materials with Application Submission

**Verifiable proof of San Francisco corporate address:** This may be in the form of an electric or telephone bill or bank statement. Document should be no more than three (3) months old and must include applicant's name.

**Proof of IRS good standing:** Visit IRS-Tax Exempt Organization Search: <https://apps.irs.gov/app/eos/pub78Search.do> Select Database “Pub 78 Data”. Search for the applicant organization EIN number or Organization Name. Select the correct organization. Save a PDF of the screen titled “Publication 78 Data” that shows your organization listed.

**Financials:** Audited financial statements or IRS 990, 990-EZ or 990-PF. **For fiscally sponsored projects:** Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years of the applicant

organization; and budget notes.

#### **Required Information for Fiscally Sponsored Applicants:**

- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization executive leader's name, phone number, and email address
- Fiscal Sponsor's mailing address
- Signed Fiscal Sponsor Form between the Applicant Organization and the Fiscal Sponsor Organization. Fiscal Sponsor form downloadable here: <https://tinyurl.com/SFAC-FiscalSponsorForm>

## **Application Questions and Project Requirements**

#### **Organization Information:**

- Legal Name of Applicant Organization
- Mission Statement (250 words)
- Core Programs and Services (500 words)
- Intended Communities/Audience (500 words)
- Contact name, title, email address, phone number
- Number of the Supervisor's District in which your organization operates
- Supplier ID Number: If you are unsure of your Supplier ID Number, please create a new ticket at <https://sfcitypartner.sfgov.org/pages/contact.aspx>. If you do not have a Supplier ID Number, please enter 0.

#### **Application Questions:**

- Provide a brief Project Summary (300 words)
- Highlight your organization's activities over the last two (2) years engaging with historically marginalized communities. (500 words)
- Describe how the proposed project will enhance the organization's ability to engage the intended audience/communities. (1,000 words)
- Describe the proposed project in detail referring to the SPX Guidelines for specific elements to address. (1,500 words)
- Provide brief bios of key project staff (up to five) and include relevant experience and qualifications. (1,500 words)
- Describe how you will evaluate the success of the project. (1,000 words)

#### **Project Budget\***

The online application requires a project budget detailing itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the "Notes" field. Each field is REQUIRED. Enter "0" if the expense is not applicable.

Download the budget template for a complete list of expenses here (Excel required): [http://tiny.cc/SFAC\\_BudgetTemplate](http://tiny.cc/SFAC_BudgetTemplate)

## Project Budget

### PERSONNEL EXPENSES

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, **please put 0**.

#### Salaries and Benefits (Budgeted)

W2 Employees (salaries) \*

0

If this category does not apply, enter 0.

Notes

Employee Taxes and Benefits \*

0

If this category does not apply, enter 0.

Notes

#### Independent Contractors

Administrative \*

0

If this category does not apply, enter 0.

Notes

Artistic / Technical \*

0

If this category does not apply, enter 0.

Notes

Professional Services \*

0

If this category does not apply, enter 0.

Notes

SUBTOTAL - PERSONNEL EXPENSES

0

This is the subtotal for this section.

SFAC GRANT REMAINING

20000

This calculated amount is the total remaining amount of your request.

### OPERATING EXPENSES

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, **please put 0**.

Advertising / Marketing \*

0

If this category does not apply, enter 0.

Notes

Equipment Rental \*

0

If this category does not apply, enter 0.

Notes

Facility / Space Rental \*

0

If this category does not apply, enter 0.

Notes

Insurance \*

0

If this category does not apply, enter 0.

Notes

Internet / Website \*

0

If this category does not apply, enter 0.

Notes

Office Supplies \*

0

If this category does not apply, enter 0.

Notes

Production / Exhibition Costs \*

0

If this category does not apply, enter 0.

Notes

Program Costs \*

0

If this category does not apply, enter 0.

Notes

Software / Hardware \*

0

If this category does not apply, enter 0.

Notes

**Project Budget Notes:** If this grant request is part of a larger project budget, please provide information on expenditures covered by other funding source(s).

## □ Grant Plan

The Grant Plan outlines up to six (6) primary activities that will take place during the grant period (May 1, 2021 – October 31, 2022) and the intended outputs the applicant hopes to achieve.

**Grant Plan**  
The project activities must take place during the grant period: May 1, 2021 – October 31, 2022. To create the grant plan describe six (6) primary activities and include the anticipated outputs the applicant hopes to achieve with the completed date.

Activity Description (125 words) \*

Lead artist and ensemble musicians engage in work-in-progress community performances featuring traditional and Western instruments and hold community education conversations.

Activity Outputs (75 words) \*

3 performances, 3 community education conversations, 150 attendees.

Date activity will be completed \*

06/01/2021

Click the "Add another activity" link below.

[Add another activity](#)

**Activity Description** (125 words): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example:* Lead artist and ensemble musicians engage in work-in-progress community performances featuring traditional and Western instruments and hold community education conversations.

**Activity Outputs** (75 words): The Outputs field represents the anticipated quantitative measure for the corresponding activity. For example, this may be the number of artists compensated or the number of rehearsals or performances held. *Example:* 3 performances, 3 community education conversations, 150 attendees.

**Date activity will be completed:** Each activity should have a targeted completion date that falls within the grant period. *Example:* 6/01/21.

## Demographic Survey

The San Francisco Arts Commission collects demographic data about our grant applicants to better serve our communities and to maintain our commitment to equity.

Completion of this demographic survey is optional. Any data you provide will not be seen by panelists or used in the evaluation of your application. Rather, it will be used

to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff.

We collect demographics based on the locations of artists and organizations within San Francisco's supervisorial districts and designated Cultural Districts. For information on the boundaries of these districts, please click here:

<https://sfplanninggis.org/PIM/map.html?layers=Supervisor%20Districts,Cultural%20Heritage%20Districts>

Finally, we understand that the criteria/categories in this survey might not be perfect, and we appreciate any feedback to revise categories in ways that may feel more appropriate.

## Certification and Release

This page requires you to check the box on the release form, input your legal name and select the date you are submitting the form. It will not go through if it has a different date selected.

After you click "Submit" the form will show you all of your answers. Review it to make sure everything is complete. You can edit the form by clicking "Make a correction." You'll need to click through the entire form again to "Submit."

Once you've reviewed everything and ensured it's correct, choose "Print this page." Print and save your application as a pdf for your records.

Finally, click "Confirm." Your application is not fully complete until you click "Confirm." You will get an email that says your application has been submitted. If you do not get this email, please contact [sfac.grants@sfgov.org](mailto:sfac.grants@sfgov.org).

## Scoring Criteria

Panelists are instructed to use the scoring criteria published on page 7 of the Special Project Grant Guidelines when reviewing each application. Please visit **Special Project Grant Guidelines** to review eligibility, project requirements and scoring criteria <https://www.sfartscommission.org/content/special-project-grants-spx>