Special Project Grants | Grant Guidelines

FOR PROJECTS TAKING PLACE JANUARY 1, 2021 — JUNE 2022, or as indicated.

Amended 10/8/2020
#16 District 9 Administration Support

Amended 10/16/2020
#5 District 5 Administration Support – Hayes Valley

APPLICATION DEADLINE: Friday, October 30, 2020 at 12 p.m. PST

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

Important Dates

Applications Due: October 30, 2020 at 12 p.m. PST
Panel Review: November 2020
Funding Recommendations: November 2020
Commission Approval: December 2020
Grant Period Begins: January 2021

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. The San Francisco Arts Commission (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 or 415-252-2227.

Eligible Request Amount
Special Project Grants vary project to project and the award amounts in this cycle range from $5,000 to $85,000. Please refer to each category and project description for the eligible request amount.

How to Apply
DEADLINE TO APPLY: Friday, October 30, 2020 at 12 p.m. PST

APPLICATIONS ARE AVAILABLE ONLINE AT: https://sfac.tfaforms.net/71
Applications must be submitted online. Emailed or faxed applications are not accepted.

If you do not have access to the internet, you may mail your application, post marked
Friday, October 30, 2020, and you must notify Senior Program Officer Jaren Bonillo at (415) 252-2227. Mail to: 401 Van Ness Avenue, Suite 325, San Francisco, CA 94102.

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.

Categories and Project Descriptions
District numbers can be found at: http://propertymap.sfplanning.org/

1. **District 1 Neighborhood Art Walk**: Support up to $8,500 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 a 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 1 Mural Creation and Preservation**: Support up to $8,500 for an arts nonprofit 501(c)(3) located in District 1 with experience developing and restoring murals. Funds should be used to support the preservation and restoration of a mural in San Francisco.

   **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, Richmond District community through a collaborative process.
   - Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

3. **District 3 Art Walk**: Support up to $21,250 for a neighborhood-based nonprofit 501(c)(3) or fiscally sponsored neighborhood or merchant organization,
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.

4. **District 5 Juneteenth Celebration:** Support up to $42,500 for an arts nonprofit organization 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 event management and on-site security and maintenance.

Applicants should address the following within their proposed project:
- The organization’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.

5. **District 5 Administration Support – Hayes Valley:** Support up to $26,250 for an organization or entity located in Hayes Valley. The organization should have demonstrated experience producing gallery shows, workshops and classes, special events and general community engagement. Funds should be used to support administrative infrastructure and capacity building for the organization and $5k for coordinating and monitoring of Shared Spaces in Hayes Valley.

Applicants should address the following within their proposed project:
- The organization or entity’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 clear plan, which indicates where funds are needed to stabilize and strengthen the organization or entity.

6. **District 5 Administration Support – Western Addition:** Support up to $68,000 for an arts nonprofit organization 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 should be used 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 plan, which indicates where funds are needed to stabilize and strengthen the organization.

7. District 5 Arts Workshops to Mentor Young Artists: Support up to $25,000 for an arts nonprofit organization located in the Western Addition to provide arts workshops to recruit and mentor young artists. Funds may be used to support programming, including creative development, art production and mentorships.

Applicants should address the following within their proposed project:
- Demonstrated history of successfully executing arts workshops for young artists.
- Demonstrated history of successfully and authentically working with vulnerable community(ies).
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

8. District 5 Youth Storytelling: Support up to $10,000 for an arts nonprofit organization deeply rooted in the Japanese-American community with at least a twenty-year history of providing culturally specific arts programming. Funds should be used to support programming in District 5 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.

9. District 5 Afterschool Flute Programming for Youth: Support up to $5,000 for an arts nonprofit organization in the Fillmore that provides music education
opportunities for K-12 youth within the SFUSD. 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 music education that addresses relevant issues of student populations located in the Fillmore.
- A demonstrated ability to provide no-cost performances and classes to SFUSD.
- A demonstrated knowledge of promising practices for afterschool arts education programs.

10. **District 5 Mural Creation and Preservation:** Support up to $40,000 for an arts nonprofit organization located in District 9 with experience developing and restoring murals. Funds should be used to support the preservation and restoration of an Earl Gage mural located at Willow and Laguna Streets in San Francisco.

**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, community through a collaborative process.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

11. **District 8 Classical Programming for Youth:** Support up to $12,750 for an arts nonprofit organization based in District 8 to provide music 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 should be used to create curriculum materials, pay teaching artist stipends, and for rehearsal time and any expenses directly related to classroom and school assembly performances. 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 have exposure 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.
12. District 8 Youth Theater Education: Support up to $42,500 for an arts nonprofit organization 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 should be used to support afterschool programming as well as intensive spring and summer camps.

Applicants should address the following within their proposed project:
• Demonstrated history of successfully executing theater arts education in the Mission/Castro area.
• Demonstrated history of successfully working with youth.
• Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

13. District 8 Trans Dance Festival: Support up to $21,250 for an arts nonprofit organization that focuses on dance and is deeply rooted within the Trans community. Funds should be used to support the production of 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.
• A clear plan, which indicates where funds are needed to stabilize and strengthen the organization.

14. District 9 LGBTQ Art and Performance Programming: Support up to $25,000 for an arts nonprofit organization deeply rooted within the Transgender community to provide arts programming in dance. Funds should be used to support administrative infrastructure and capacity building for the organization.

Applicants should address the following within their proposed project:
• Demonstrated history of successfully providing arts programming in dance.
• Demonstrated history of successfully 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 Creation and Preservation: Support up to $8,000 for an arts nonprofit organization located in District 9 and is deeply rooted in the Latinx community. Funds should be used to support the creation and preservation of the Alex Nieto Monument in Bernal Heights Park.
Applicants should address the following within their proposed project:
• Demonstrated history of successfully working with communities to develop, execute, preserve and create memorials.
• Demonstrated history of successfully and authentically working with the local, community through a collaborative process.
• Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

16. **District 9 Administration Support**: Support up to $50,000 for an arts nonprofit feminist dance organization, and a literary and visual art organization located in the Mission District. Organizations should have a deep history of serving the Latinx community through arts and cultural events and programming. Funds are to support administrative infrastructure and capacity building for the organization. Two grants are available.

Applicants should address the following within their proposed project:
• The organization’s history and experience producing cultural events and arts programming in the Mission District.
• 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.

17. **Capacity Building for a Dia de los Muertos-Producing Cultural Organization**: Support up to $85,000 for an arts nonprofit organization or fiscally sponsored entity that provides artistic programming to highlight the cultural traditions of Dia de los Muertos. Funds should be used to support strengthening the organizational 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 promote long-term sustainability.
• Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

18. **Citywide LGBT Historical Event Festival**: Support up to $12,750 for an arts nonprofit organization 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.

19. **Citywide API Arts Programming**: Support up to $85,000 for an arts nonprofit organization deeply rooted in the Asian Pacific Islander community with at least a twenty-year history of providing culturally specific arts programming. Funds should be used to support programming or to increase 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 Asian Pacific Islander, 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.

20. **Citywide Support for Asian-American Artists**: Support up to $50,000 for an arts nonprofit organization deeply rooted in the Asian-American community with at least a twenty-year history of providing culturally specific arts programming. Funds should be used to support programming or increase the sustainability of the organization.

Applicants should address the following within their proposed project:
- Demonstrated history of supporting Asian-American artists and executing culturally specific arts and cultural events and/or activities.
- Demonstrated history of successfully and authentically working with the Asian-American community.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

21. **Citywide Arts Service Organizations (I)**: Support up to $34,000 to an arts nonprofit service organization that serves the arts community in San Francisco through capacity building, technical assistance and grant writing.

Applicants should address the following within their proposed project:
- Demonstrated success in 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.

22. Citywide Arts Service Organizations (II): Support up to $20,000 to arts nonprofit service organizations that serve the arts community in San Francisco. Funds are to provide services that may include the following: fiscal sponsorship services; 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.

23. Citywide Native American Arts and Cultural Events: Support up to $24,500 for an arts nonprofit organization with an established history of producing events and working with the local Native American community to highlight the legacy and history of Indigenous Peoples. Funds should be used to support two distinct, ongoing, free and accessible art and cultural events to take place in San Francisco. Two grants are available.

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.

24. Citywide Native American Cultural Activities: Support up to $12,000 for an arts nonprofit organization or fiscally-sponsored entity to highlight the cultural traditions of the Native American community in San Francisco. The proposed project should provide an opportunity to engage and celebrate the resurgence and resilience of Indigenous Peoples in contemporary and traditional practices. Three grants are 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.

25. Citywide Anti-Tagging Program for Youth: Support up to $56,000 for an artist or nonprofit organization that can demonstrate at minimum a two-year history of providing an arts-based curriculum for youth to address issues and outcomes of illegal tagging and unsanctioned graffiti.

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.
• Confirmed partnership by providing a letter of support from each school or teaching site.

26. Citywide Support for Arts Education Providers: Support up to $30,000 for an arts nonprofit organization to provide programs for arts providers, including: advocacy, professional development and networking events for San Francisco and Bay Area-based teaching artists and arts education organizations. Funds should 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.

Applicants should address the following within their proposed project:
• Demonstrated history of partnership and knowledge of promising practices with teaching artists and arts education organizations.
• Identified 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 (since October 2018).

- 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, 2021 and June 30, 2022, or as indicated in the specific grant category.

It is anticipated that successful proposals will be for a term of eighteen months beginning in fiscal year 2021-2022 with a possible extension for up to one additional year based on extenuating circumstances as determined by the Arts Commission in consultation with the grantee. Any extension is subject to Arts Commission approval and funding appropriation. The Arts Commission reserves the right, in its sole discretion, to not exercise an extension option.

- 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, the organization 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 approved for funding.

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.

Insurance Requirements

• General Liability Insurance: To authorize any grant payment, general liability insurance must cover the entire grant period (January 1, 2021 through June 30, 2022). If funded grantees will need to submit a certificate of General Liability Insurance with an Endorsement Page.

• Workers Compensation Insurance: Workers Compensation Insurance is required for an organization that has employees.

• Abuse and Molestation Insurance: Abuse & Molestation Insurance must be added to the Workers Compensation policy if the project involves working with vulnerable populations defined as: minors under the age of 18, seniors over the age of 65 and developmentally disabled populations.

• Auto Insurance: Auto Insurance is required if use of a vehicle is necessary to fulfill the project.
• **Waiver of Subrogation addendum** is required for projects on ANY City-owned property.

• **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.

• **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, sculpture or any other type of public art.

Panel Evaluation and 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 approved 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

Grants will be awarded based on a review process that includes a review panel 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 to them 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 Notifications**
Grant notifications are emailed 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.