



Fiscal Year 2025-2026 Grant Guidelines

Version 1

Posted September 15, 2025

Please review the Grant Guidelines first, read the Grant Application Instructions second, and finally login to SmartSimple to complete the application. We suggest that you have the Guidelines and Instructions open while working on your application.

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

Para obtener información en español, comuníquese al 311.

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 art-info@sfgov.org.

To make an Americans with Disabilities Act (ADA) request related to this Grant Application, please email sfac.grants@sfgov.org at least two weeks before the application deadline in order for us to appropriately accommodate your request.

Contents

Land Acknowledgement.....	4
Racial Equity Statement.....	4
Strategic Plan.....	5
Grant Opportunities Fall 2025 for Fiscal Year 25-26.....	5
Artist Grant Opportunities.....	5
Organization Grant Opportunities.....	5
Eligibility – Who Can Apply	5
Restrictions	9
• NEW: No Regranting	9

• NEW: General Liability Insurance Requirement.....	9
Eligible Expenses for all Grant Categories	9
Ineligible Expenses for all Grant Categories	9
General Information	10
Timeline & Important Elements	10
Submission Requirements	11
Communications Policy	11
Technical Assistance Webinars & Questions	11
Program Officer Consultations	11
Right Not To Fund	11
Right to Rescind	12
Terms & Conditions	12
A. Errors and Omissions in Guidelines	12
B. Revision of Application.....	12
C. Late or Conditional Applications	12
D. Appeals Procedure	12
F. Artificial Intelligence, Large Language Model (AI) Policy	13
G. Sunshine Ordinance	14
Application Review	14
Grant Panelists	14
Panel Review Framework	14
Panel Attendance	14
Panel and Commissioner Influence – Automatic Disqualification	15
Panel Recordings and Scores	15
Funding Recommendations.....	15
Instructions	15
Glossary of Terms	15
Requirements if your application is funded.....	17
City Permits and Permissions.....	17
Temporary Public Art:.....	17
Murals:.....	17
City Supplier Registration	17
Grantee Compliance	17

Grant Agreement	17
Grant Deliverables	18
Advance Payments	18
Grant Reporting	18
Grant Start Date	18
Grant Reassignment	18
Insurance	19
Minimum Compliance Standards	19
Minimum Compensation Ordinance (MCO)	19
Residency	19
Grant Categories	21
Arts Impact Endowment (AIE) – For Artists and Organizations	22
About	22
Purpose	23
Important Dates	23
Project Requirements	24
Eligible and Ineligible Expenses (link)	24
General Support 1: Ongoing Work	24
General Support 1: Ongoing Work	25
Scoring Criteria	25
General Support 2: Growth & Planning	30
General Support 2: Growth & Planning	30
Scoring Criteria	31
Project Support	35
Project Support:	35
Scoring Criteria	36
Artistic Legacy Grant (ALG) – For Artists	42
Important Dates	42
About	43
Purpose	43
Project Requirements	43
Eligible and Ineligible Expenses (link)	43
Scoring Criteria	43

Special Project Grants (SPX) – For Organizations	49
Important Dates	49
About	50
Eligible and Ineligible Expenses (link).....	50
Purpose and Funding Categories	50
Scoring Criteria.....	51

Land Acknowledgement

The San Francisco Arts Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors, elders and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples. As a department dedicated to promoting a diverse and equitable Arts and Culture environment in San Francisco, we are committed to supporting the traditional and contemporary evolution of the American Indian community.

<https://www.sfartscommission.org/content/land-acknowledgement>

Racial Equity Statement

The San Francisco Arts Commission is committed to creating a city where all artists and cultural workers have the freedom, resources and platform to share their stories, art and culture, and where race does not predetermine one’s success in life. We also acknowledge that we occupy traditional and unceded Ohlone land. Fueled by these beliefs, we commit to addressing the systemic inequities within our agency, the City and County of San Francisco and the broader arts and culture sector. This work requires that we focus on race as we confront inequities of the past, reveal inequities of the present and develop effective strategies to move all of us towards an equitable future.

[https://www.sfartscommission.org/sites/default/files/SFAC%20RE%20Action%20Plan%20%28Final%29.p
df](https://www.sfartscommission.org/sites/default/files/SFAC%20RE%20Action%20Plan%20%28Final%29.pdf)

The Arts Commission seeks to fund artists and organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities, including for example those communities highlighted by the Cultural Equity Endowment Legislation and the Grantmakers in the Arts’ “[Racial Equity in Arts Funding: Statement of Purpose and Recommendations for Action](#),” and the Cultural Equity Endowment Fund. If you are a part of a community not listed that you feel should be included, we encourage applicants to articulate and provide supporting evidence regarding the historical and current inequities experienced by your community.

Strategic Plan

The Arts Commission is in the process of updating its five-year strategic plan. As part of the Mayor's FY2025-2026 budget, the City will bring together three city teams that serve the incredible arts and cultural institutions, film and media industry, and creative professionals of San Francisco. The Arts Commission, Grants for the Arts, and Film Commission will be working together to unite our work.

[Back to Top](#)

Grant Opportunities Fall 2025 for Fiscal Year 25-26

Artist Grant Opportunities

- [Arts Impact Endowment](#)
- [Artistic Legacy Grant](#)

Organization Grant Opportunities

- [Arts Impact Endowment](#)
- [Special Project Grants](#)

Eligibility – Who Can Apply

If you have questions about your eligibility, please email sfac.grants@sfgov.org **before you apply.**

All Applicants

If you are a current San Francisco Arts Commission grantee, you are not eligible to apply for a category that is the same as your open grant. Your current grant term must expire and your grant must be closed, which includes an approved final report, required entity compliance, and current insurance, before you are eligible to apply for a grant in that category. If you have questions about eligibility, please contact your Program Officer.

All Applicants Must:

- Be a continuous resident of the City and County of San Francisco for a minimum of two years (since October 2023).
- Provide proof of a physical San Francisco address that is not a P.O. box or commercial mailbox service:
 - This may be in the form of a utilities bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, or mortgage statement.
 - Documents should be no more than three (3) months old and must include the applicant's name. For organization applicants, it must have the organization's name.
 - If using a fiscal sponsor, the applicant's address must be different from their fiscal sponsor. If the applicant is operating their business in a fiscal sponsor's space, they must provide a current signed co-working agreement.

- **If your organization's address is the same as a known fiscal sponsor, you will need to provide a co-working agreement at the time of application. This applies whether your organization is fiscally sponsored or not.**
- Be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco, including the grant agreement's disbursement schedule.
- Have a consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years (since October 2023).

All Applicants Must NOT:

- Be on the City's suspended or debarred list and unable to participate in contracting with the City and County of San Francisco: <https://www.sf.gov/resource--2022--suspended-and-debarred-contractors>.

Artists

Artist Applicants Must:

- Be at least 18 years old.
- Have a fiscal sponsor IF they are:
 - **Working with minors under 18 years old, (including the applicant's family members) and any performances or events at schools.**
 - **Working with seniors over 65 years old, (including the applicant's family members) and any performances or events at senior centers.**
 - **Working with people with disabilities (including the applicant's family members) and any performances or events at community centers serving the disabled population.**
 - Former employees of the City and County, including the San Francisco Unified School District and San Francisco City College.
- Artist Applicants may be Sole Proprietors or single member LLCs with a budget cap of \$500,000.

Artist Applicants Must NOT:

- Be a full-time student.
- Be a City employee.
 - **The Arts Commission works in tandem with the Department of Human Resources to review artist applicants for employment conflicts.**
 - **Per City accounting rules, Applicants recommended for funding who accept employment with the City and County of San Francisco will have their grant terminated and will not be paid any additional funds and may also have to return accepted funds.**
- Apply on behalf of an organization.

Organizations

Organization Applicants Must:

- Be a 501c3 filing a 990PC or Fiscally Sponsored by a San Francisco based 501c3 in good standing with the following entities **at the time of application, and during the entire grant term, (if funded)**:
 - The IRS <https://apps.irs.gov/app/eos/>

- The California Franchise Tax Board
<https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
- The California Attorney General's Registration of Charitable Trusts
<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- The California Secretary of State <https://bizfileonline.sos.ca.gov/search/business>
- Organizations that receive grants must remain in good standing during the term of the agreement.
- Have annual operating revenue under \$2,000,000.
 - Organizations that exceed the \$2,000,000 budget cap due to funds which are going to be used for re-granting or capital costs must verify their operational budget without pass-through funds at the time of application. Applicants must provide audited financials from the most recently completed fiscal year demonstrating the dollar amount of pass-through funds or capital costs.
- A submitted Federal Form 990, 990-EZ or 990-N is required of all applicants.
 - Provide a submitted and signed and dated copy of Federal Form 990 for the most recent tax year (calendar or fiscal). Applicants with budgets under \$50,000 should submit a copy of their most recently submitted 990-N, Profit and Loss Statement and Balance Sheet for the most recently completed year (calendar or fiscal).
- If you are a fiscally sponsored project, submit Profit and Loss Statement and Balance Sheet for the most recently completed year (calendar or fiscal).
- Have a mission statement clearly focused on the development, production, presentation, and/or support of project-based artistic works, cultural practices, and/or youth arts activities in San Francisco. This must be the main mission statement of the organization and arts must be central to the organization's purpose and operations.

Organization Applicants Must NOT:

- Be a 501c3 private foundation filing a 990PF.
- Be a for profit entity.
 - LLCs with a budget cap of \$500,000 and sole proprietorships may apply with a fiscal sponsor.
- Be a part of another City agency or Department
- A Cultural Center funded by the Cultural Center Endowment.
- Be a Community Benefit District.

Fiscal Sponsors

Fiscal Sponsors must:

- Be a 501c3 in good standing with **the following entities at the time of application, and during the entire grant term (if funded:)**
 - The IRS <https://apps.irs.gov/app/eos/>
 - The California Franchise Tax Board
<https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
 - The California Attorney General's Registration of Charitable Trusts
<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

- The California Secretary of State <https://bizfileonline.sos.ca.gov/search/business>
- Organizations that receive grants must remain in good standing during the term of the agreement.
- If the applicant working with a Fiscal Sponsor is a 501c3PC ALL of the above compliance requirements are required of both the fiscally sponsored applicant and the Fiscal Sponsor.
- At the time of application provide proof of a Fiscal Sponsorship Agreement or Memorandum of Understanding (MOU) between the fiscal sponsor and the fiscally sponsored applicant that includes the following:
 - 1) Define the model of fiscal sponsorship used;
 - 2) Description of the exact nature of the services to be provided by the fiscal sponsor;
 - 3) The manner in which funds will be disbursed from the grant to the fiscally sponsored project/entity;
 - 4) An outline of the reporting requirements for the fiscally sponsored project/entity;
 - 5) The fiscal sponsorship fee;
 - 6) Identification of the fiscal sponsor's staff person who will serve as the primary liaison with the fiscally-sponsored project/entity.
- Maintain adequate fiscal staff and systems to support the sponsored program.
- Provide a submitted and signed and dated copy of Federal Form 990 for the most recent tax year (calendar or fiscal).
- Hold operating reserves sufficient to support the sponsored program.
- Be the legal grantee and receive the funds on behalf of the applicant who is the subgrantee.
- Work with the subgrantee to complete and submit financial documentation of the disbursement of funds with the grant's quarterly and final reports.
- **Pay all funds to the subgrantee in advance of the final disbursement of the grant.**
- Fiscally sponsored projects may include:
 - 1) LLCs with a budget cap of \$500,000 that demonstrate a focus on the development, production, presentation, and/or support of project-based artistic works and/or youth arts activities in San Francisco.
 - 2) Sole proprietorships for artists.

Fiscal Sponsors must NOT:

- Be fiscally sponsored themselves.
- Be engaged retroactively, changed, removed or added after a grant application is submitted or approved for funding.
- Sponsor a for-profit entity or project.
- Act as a fiscal sponsor for employees, artists or board members contracted by that organization; a third-party fiscal sponsor is required.

The City does not consider the racial, ethnic, gender, sexual orientation, or national origin make up of proposers' staff, leadership, and/or board of directors. Despite a proposer's particular focus, experience, or expertise, all services funded by the Arts Commission shall be open to all regardless of an individual's race, ethnicity, gender identity, sexual orientation, and/or national origin.

[Back to Top](#)

Restrictions

- Applicants may submit ONE application per endowment grant category.
- The Arts Impact Endowment (AIE) is considered one grant category, regardless of funding channel. Organizations applying to endowment grants may also apply to the Special Project Grant (SPX) category.
- **Partners and collaborators cannot apply separately for the same project in any grant category. To avoid conflicts and potential ineligibility, a third-party reviewer must be able to distinguish grant plan activities submitted by artists and organizations that regularly work together but are applying for separate projects. Such projects must also have different activity dates and descriptions.**
- An artist who owns and operates an arts organization may apply to the individual artist grant categories; and their organization may also apply to the organization grant categories. The proposed artist and organization projects must be unique, with clearly distinct budgets and grant plan activities, which are **discernably different by a third-party reviewer with different activity dates and descriptions.**
- Grant funding does not imply that the San Francisco Arts Commission or any other City agency will produce, exhibit, promote or present the art created. **It is the responsibility of the grantee to secure a venue, insurance, and any permits for public presentations.**
- **NEW: No Regranting**
 - **Regranting is not an eligible project scope or grant plan activity. Regranting projects will be deemed ineligible.**
- **NEW: General Liability Insurance Requirement**
 - **All projects that include dance, movement or physical theater are required to obtain general liability insurance and maintain the coverage throughout the entire grant term. Proof of General Liability insurance must be provided before payment.**

Eligible Expenses for all Grant Categories

- Artistic and Technical (including lodging for artists)
- Direct Personnel
- Professional Services
- Administrative costs (including travel in San Francisco)
- Facility and Maintenance

Ineligible Expenses for all Grant Categories

- Travel outside of San Francisco
- Fundraising activity (Development staff **is** allowed as a direct personnel cost)
- Costs or expenses prohibited under the terms and conditions of any federal or state grant supplying all or any portion of the Grant Funds
- Penalties, late charges or interest on any late payments

[Back to Top](#)

General Information

Timeline & Important Elements

Unless otherwise specified

Applications Open	September 15, 2025
Program Officer Consultations	September 23, 2025 - November 7, 2025 (schedule is different for each category)
Technical Assistance Webinars Links below to category specific webinars. <ul style="list-style-type: none">• Arts Impact Endowment• Artistic Legacy Grant	Monday, September 22, 2025: Arts Impact Endowment Tuesday, September 29, 2025: Artistic Legacy Grant Friday, October 3, 2025: Required Documents/Work Sample Friday, October 10, 2025: Arts Impact Endowment Q & A Fiscal Sponsor Webinar (Pre-Recorded): Grants San Francisco Arts Commission (sfartscommission.org)
In Person Information Sessions	Wednesday, September 17, 2025: Southeast Community Center Friday, September 19, 2025: Disability Cultural Center (Hybrid) Tuesday, September 23, 2025: Southeast Community Center Tuesday, October 7, 2025: Pacific Felt Factory
Instagram Live Sessions @sf_arts_commission	Wednesday, October 1, 2025: Organizations Thursday, October 16, 2025: Artists Thursday, October 23, 2025: Reminders & Common Mistakes
Applications Close	12 p.m. noon October 8, 2025: Special Project Grants 12 p.m. noon October 22, 2025: Artistic Legacy Grant 12 p.m. noon November 13, 2025: Arts Impact Endowment
Eligibility and Panel Review Notifications	January – March 2026 (sent via SmartSimple)
Grant Application Panel Review	January – April 2026 (Virtual)
Funding Recommendations	April 2026 Community Investments Committee
San Francisco Arts Commission Approval	May 2026 Full Commission
Notification of Funding	May - June 2026

Grant Term Begins	July 1, 2026
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^ Dates subject to change

Submission Requirements

All Applications must be submitted using the SmartSimple grants portal. Application Instructions for artists are [here](#) and are [here](#) for organizations. Each grant category has a specific deadline. Applications will not be accepted after the stated deadline.

Communications Policy

All communications to SFAC staff regarding grant applications must include the applicant and fiscal sponsor (if applicable). Grant writers and other contacts may be part of written communications, but they cannot make material decisions or request escalation without the full consent of the applicant or fiscal sponsor (if applicable) in writing. SFAC **staff will not meet with or communicate with grant writers or contacts other than the applicant and fiscal sponsor on their own.** The applicant and fiscal sponsor (if applicable) must be present for all conversations regarding an application. This policy remains in effect for communications regarding grantees during the grant term.

Technical Assistance Webinars & Questions

The San Francisco Arts Commission is committed to providing as much clarity as possible during the application period. We have included a formal questions procedure for this year's guidelines. Please submit questions in writing to sfac.grants@sfgov.org or at the Technical Assistance webinars.

Submit Questions to:	Deadline for Question Submission:
sfac.grants@sfgov.org	Thursday, October 9, 2025 at 5 p.m.

To ensure that all applicants have access to both the submitted questions and their corresponding answers, SFAC will publish on the website all received questions and answers by Friday, October 10, 2025.

Duplicate questions will not be addressed. The current list of questions is here: bit.ly/sfacfy26FAQ.

Program Officer Consultations

Program Officers are available for application consultations. Each applicant is allowed one 15-minute meeting. Technical assistance, webinars, and grant portal support are offered via email. To schedule an application consultation please contact the Program Officers listed for the grant category to schedule.

Right Not To Fund

The issuance of these guidelines does not constitute a guarantee by the City that a grant will be awarded or executed by the City. The City expressly reserves the right at any time to: 1) Waive or correct any defect or informality in any response, application, or application procedure; 2) Reject any or all applications; 3) Reissue these guidelines and instructions; 4) Prior to submission deadline for applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements under the application, or the requirements for contents or format of the applications.

Right to Rescind

An applicant may rescind a grant application at any time without consequence. Notice of rescinding an application must be received in writing via email to the Program Officer managing the grant category. Once an applicant rescinds an application, we will remove the applicant from any pending grant application panel schedules and, if the application was scored, we will remove the applicant's panel score. Rescinding an application has no negative effect on the applicant or any other current or pending applications or grants.

Terms & Conditions

A. Errors and Omissions in Guidelines

Applicants are responsible for reviewing all portions of these guidelines. Applicants should notify SFAC at sfac.grants@sfgov.org if they discover any ambiguity, discrepancy, omission or other error in the guidelines. Any such notification should be directed to SFAC promptly after discovery and no later than five working days prior to the application deadline. Any modifications and clarifications deemed necessary by the SFAC will be clarified in a revised posted version of these guidelines.

B. Revision of Application

An applicant may revise an application at any time before the application deadline. Because the SmartSimple grants portal does not allow applicants to reopen an application after the final submission, applicants should email sfac.grants@sfgov.org if revisions are necessary. Re-opened applications must be submitted before the deadline to be considered eligible.

In no case will a statement of intent to submit a revised application or commencement of a revision process extend the application deadline for any applicant.

C. Late or Conditional Applications

Any application received after the exact time specified as the deadline will not be accepted and will be considered ineligible.

Any application may be rejected if it is incomplete, or deviates from specifications stated in these guidelines.

D. Appeals Procedure

The appeals procedure provides an opportunity to ensure that the decision to recommend a grant application for funding was reached in a manner consistent with these guidelines.

The reason to appeal must be based on evidence of at least one of the following:

1. The grant application was reviewed on the basis of criteria other than those appearing in these guidelines.
2. The grant application review panel was influenced willfully or unwilfully by members who failed to disclose conflicts of interest.

3. Erroneous information was knowingly provided to the grant application review panel during its review of proposals.

The following are not reasons to appeal:

1. Dissatisfaction with not being recommended for funding.
2. Dissatisfaction with the recommended funding amount.
3. Incomplete grant applications or errors contained within the grant application.

Please note that funding recommendations as a whole are not subject to appeal.

How to appeal:

1. If the applicant wishes to pursue an appeal, a request must be made in writing to the Director of Cultural Affairs within 7 days of the date of notification of the Arts Commission's ratification of panel recommendations.
2. If the Arts Commission determines that a meeting with the respondent is necessary, such meeting will be scheduled within 10 business days of the receipt of an appeal to review and attempt to resolve the appeal.
3. If the Arts Commission determines that a meeting with the applicant is not necessary, at a minimum, the applicant will receive a written response to the appeal within 15 business days of the submission of a timely appeal.
4. The appeal letter must include a written statement specifying in detail each of the grounds asserted for the appeal and include one or more of the reasons listed above for the appeal, and specify facts and evidence sufficient for the City to determine the validity of the appeal.

Review of Appeal:

The decision of the Director of Cultural Affairs on all appeals is final. For questions about appeals, please contact the Program Officer managing the grant category via email.

F. Artificial Intelligence, Large Language Model (AI) Policy

San Francisco Generative AI Guidelines

The Generative AI policy for the City and County of San Francisco prohibits entering any information into public AI tools that cannot be fully released to the public. Since grant applications include applicant contact information and demographic data, the Arts Commission does not enter any applicant information into public generative AI tools. The Arts Commission does not use an internal generative AI tool for templates, guidelines, or other materials shared in relation to the grant application and panel review process. Any future use of an internal generative AI tool would require an approved published policy and notification to applicants. The City's guidelines are provided below.

[San Francisco Generative AI Guidelines](#)

Use of AI for Application Narratives

The Arts Commission does not prohibit applicants and grant writers from using AI tools. We recognize that some artists may find generative AI useful for responding to questions and application content. We recommend that all applicants review any output for accuracy and clarity and to ensure that they

understand and are capable of completing any generative AI provided outputs for the project summary, grant plan or budget as those sections, if approved, will be entered into the grant agreement.

Use of AI for Technical Assistance

The Arts Commission in general, does not allow recordings for consultations. However, applicants may use AI notetaking tools.

G. Sunshine Ordinance

The Arts Commission, like all City agencies, is governed by the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67), which guide public access to government records. Please be mindful that all correspondence and documents submitted to the San Francisco Arts Commission are public records and, as such, are subject to the [Sunshine Ordinance](#) and California Public Records Act, and can be requested by the public. If this happens, the Arts Commission will redact certain financial and personal information such as Social Security numbers from records provided to a member of the public.

[Back to Top](#)

Application Review

Unless otherwise stated, applications will be reviewed by a public panel.

Grant Panelists

SFAC grant applications are evaluated in an open review process by a panel of peers. Grant application review panelists reflect the diversity of San Francisco, have broad knowledge about racial equity, and have experience that aligns with the purpose of the grant. San Francisco residency is not required to serve as a panelist.

Panel Review Framework

Panelists will review and score applications based on the stated scoring criteria for the specific category. Additionally, panelists may reference the [Aesthetic Perspectives Framework and list of Aesthetic Attributes](#) identified by Americans for the Arts and [Racial Equity Tool's Glossary](#). These concepts help panelists recognize and discuss qualities of art-making outside of an academic or institutional lens.

Panel Attendance

Grant application review panels are publicly accessible. A schedule of the application panel review will be posted on the SFAC website calendar, and applicants will be notified in advance via email sent from the SmartSimple grants portal. **Please be sure the email address in your application is current and regularly checked. Take steps to ensure that emails from the San Francisco Arts Commission's sfac.grants@sfgov.org and noreply@smartsimplemailer.com email addresses are not lost in your spam filter.** Many applicants find it informative to listen to the discussion of applications and are welcome to observe the application panel review. Applicants may not engage in discussion with any panelists or San Francisco Arts Commission staff during the panel. Applicants may request a breakdown of scores and a meeting with the category Program Officer, once we share the panel recording.

Panel and Commissioner Influence – Automatic Disqualification

If an applicant is found to have attempted to influence a panelist or Mayoral-appointed Commissioner in any way, including contacting them before or after the panel to discuss the application, the applicant's grant application will be automatically disqualified.

Panel Recordings and Scores

We will record public panels. We will email links to the application panel review recording and preliminary scores to applicants within 10 business days of the review.

NEW: Panel Scores will not be published on the Arts Commission's website but can be requested.

[Back to Top](#)

Funding Recommendations

Funding recommendations take into consideration the panel score, number of applicants, number of grant categories, and the amount of funding available.

Instructions

Please review the grant application instructions for [artists](#) and [organizations](#) which include screenshots of the SmartSimple grants portal.

Attendance and review of the technical assistance webinars is highly encouraged. You can find those dates and recordings here: <https://sfartscommission.org/content/grant-information-sessions>

[Back to Top](#)

Glossary of Terms

- **Advance Payment Request:** A request made by a grantee for up to 50% of the grant to be paid out in advance of funds being spent. All funds not related to an advance payment must be spent before they can be reimbursed.
- **Agency:** A department or program of the City and County of San Francisco.
- **Applicant:** The non-profit organization, fiscal sponsor or individual submitting an application.
- **Application:** The full set of information, documentation and materials reviewed by staff and panelists also called a proposal.
- **Artist Statement:** An artist statement is a brief statement which tells someone about your art, its current direction and an explanation of your style, theme or approach. It is a statement of intention.
- **Budget:** The project budget, part of the application materials and, if funded, the grant agreement.
- **Docket:** A set of grantees managed by a specific Program Officer or Arts Commission staff member.
- **Fiscal Sponsor:** Fiscal Sponsorship is a partnership in which a 501(c)3 nonprofit ("the fiscal sponsor") sponsors a project so the project can access grants. Fiscal sponsors must meet and fulfill all fiscal and insurance requirements.

- **Grantee:** An applicant that is funded and has entered into a grant agreement with the City and County of San Francisco.
- **Grant Plan Activity:** A short description of a proposed activity that takes place during the grant term and is part of the application materials. Grant Plan activities are included in the grant agreement and are considered the scope of work for the grant. The Grant Plan Outputs are considered the performance measures of the grant.
- **Grant Plan Output:** The quantitative measure of a grant plan activity that starts with a number and designates a specific amount of time or things. Grant Plan Outputs are included in the grant agreement and are considered the performance measures of the grant.
- **Non-profit:** An agency that holds a 501(c)(3)PC designation from the Internal Revenue Service to provide services.
- **Online Application:** Creating and submitting an application using the web-based SmartSimple grants portal.
- **Panelist:** An artist or arts administrator that reviews and scores grant applications using the category-specific scoring criteria and racial equity framework.
- **Payment:** A paper check or direct deposit payment from the City that reflects the disbursement schedule included in the grant agreement.
- **Performance Measure:** Performance Measures are the Grant Plan Outputs and are used to evaluate the success of the grant. Grantees will report on their Grant Plan Outputs in their reports.
- **Program Officer:** A San Francisco Arts Commission staff member assigned to a specific grant category or grantee docket.
- **Reports:** All grants require quarterly and final reports. Quarterly reports are when grantees can submit a request for reimbursement. All funds must be spent before grantees submit the final report. Once the final report is complete and includes all of the required report components, grantees will be reimbursed the final balance of grant funds.
- **SFAC:** The San Francisco Arts Commission.
- **SmartSimple:** An online grants management portal that hosts the applications, where application review panelists review and score grant applications. The portal also sends communications to applicants.
- **Teams/Microsoft Teams:** A software system used by the Arts Commission which may be used to support virtual one-on-one meetings between applicants and Program Officers.
- **Technical Assistance:** Support in many forms including email, phone calls, meetings and webinars, that provide in-depth information and support for applicants.
- **Webinar:** Virtual online meetings that cover a grant category or application topic.
- **Zoom:** The software system used by the Arts Commission for some public meetings, which may be used for technical assistance webinars.

[Back to Top](#)

Requirements if your application is funded

City Permits and Permissions

If the application includes components that require City permits or approvals such as publicly installed art, murals, street closures or sound amplification in public space, the grantee will be solely responsible for securing the necessary permits, permissions and approvals. The grantee is responsible for determining the property owner or responsible City agency. The applicant should include this planning in the grant plan and budget. We recommend using the property lookup tool (see below) in the Temporary Public Art guidelines in advance of submitting an application.

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 is the responsibility of the grantee to add this process into their grant plan and budget. Please contact Paris Cotz at paris.cotz@sfgov.org for questions about murals, sculpture or any other type of public art.

Temporary Public Art: <https://www.sfartscommission.org/our-role-impact/about-commission/policies-guidelines/guidelines-for-Temporary-Public-Art>

How to Determine Ownership or Jurisdiction of Proposed Installation Site:

To determine the owners, department or agency responsible for any property, and to obtain information about permitting, please review the [San Francisco Planning Department's Property Map](#). Visit the [Planning Department's website](#) for more detailed contact information.

Murals: <https://www.sfartscommission.org/our-role-impact/about-commission/policies-guidelines/mural-design-approval-guidelines>

City Supplier Registration

In order to receive a grant payment from the San Francisco Arts Commission, the grantee must become a registered, compliant city supplier and must meet the City of San Francisco's insurance requirements. For more information about supplier requirements, visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>. You will only be required to register as a City Supplier and provide insurance if you are approved for funding.

Grantee Compliance

Grantees must complete and maintain all compliance requirements including City Supplier Account Registration, State and Federal agency compliance, and fulfill insurance requirements by the grant term start date or their grant funding will be rescinded.

Grant Agreement

Grant agreements will be based on the City's template for City Grants, the G-100. [G-100 \(03-24\) Grant Agreement \(City as Grantor\).doc](#)

[Standard City contract and grant agreement templates | SF.gov](#)

Grant Deliverables

Grantees must complete all grant deliverables within the grant term. Grant deliverables include:

- Grant Activities included in the Grant Plan.
- Grant Outputs included in the Grant Plan.
- Expend all grant funds as defined by the approved grant budget during the grant term and prior to submitting the final report.

Advance Payments

In compliance with the City Controller's Accounting Policies & Procedures, the San Francisco Arts Commission (SFAC) is updating its policy on how we pay SFAC Grantees.

The updated policy provides that SFAC may make a payment of up to 50% of the grant total as an advance payment (first payment) to grantees.

In order to receive an advance payment all grantees must submit an advance payment request letter to the Director of Community Investments and the Program Officer managing the grant. SFAC staff will advise grantees on this process.

After your advance (first payment) you will follow a reimbursement schedule.

Your grant agreement will include a schedule to request reimbursements, which will be quarterly.

All reimbursement requests will require interim quarterly reports that will include:

1. Narrative update on the grant deliverables;
2. Expense report of all funds expended to date; and
3. Proof of current and compliant insurance.

Quarterly reporting is required regardless of a request for reimbursement.

Grant Reporting

All quarterly reports will require an expense report and a grant deliverable progress report.

All final reports will require answers to narrative questions, a grant deliverable completion report, quantifiable data, an expense report that aligns with the approved budget and a photo; final reports for grants to organizations will also require the most recent balance sheet and profit and loss statement. Reports may require additional supporting materials such as receipts and cancelled checks, if requested. SFAC staff must receive, review and approve all reports before grant payments can be made.

Grant Start Date

Grantees may not start work or spend funds related to the approved grant activities prior to the grant term start date.

Grant Reassignment

If your grant is funded through a fiscal sponsor and you terminate your agreement with your fiscal sponsor, your grant with SFAC will be terminated. If the fiscal sponsor organization ceases operations, at the

discretion of the SFAC, staff may elect to reassign a grant to either the subgrantee or a new fiscal sponsor with Arts Commission approval.

Insurance

Insurance is NOT required to submit an application. BUT you will be required to provide insurance if you are recommended for funding. Below are the insurance requirements for all grantees.

All Insurance EXCEPT Special Event insurance is required prior to entering into a grant agreement and ALL insurance coverage must be **maintained throughout the entire grant term**.

General Liability or Special Event Insurance: Coverage with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. **All projects that include dance, movement or physical theater are required to obtain general liability insurance.**

Commercial Automobile Liability Insurance: Coverage with limits not less than one million dollars \$1,000,000 each occurrence for Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

Sexual Misconduct Insurance: Working with vulnerable populations (minors under 18 years old, elderly over 65 years old, developmentally disabled populations) requires that sexual misconduct insurance be added to the general liability policy in amounts not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.

Worker's Compensation Insurance: Coverage is required for all organizations that have salaried employees; in statutory amounts, with Employers' Liability limits not less than \$1,000,000 each accident, injury, or illness.

A **Waiver of Subrogation** must be added to the worker's compensation insurance, if any work that the grant is funding happens on City-owned or managed property.

Minimum Compliance Standards

All SFAC grantees are required to meet SFAC's Minimum Compliance Standards at all times. Funded entities will be required to comply with these standards.

Minimum Compensation Ordinance (MCO)

Applicants will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires grantees and contractors to provide employees covered by the Ordinance who do work funded under the grant or contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For more information, including the amount of hourly gross compensation currently required under the MCO, see <https://www.sf.gov/information/minimum-compensation-ordinance>.

Residency

If approved for funding, applicants must live and/or operate in San Francisco during their entire grant term.

[Back to Top](#)

Grant Categories



24DKI Reza John Harris |Turf Feinz dance show | Milly Millions

Arts Impact Endowment (AIE) – For Artists and Organizations

About

For the next five years, Arts Impact Endowment (AIE) funds are focused on ***Keeping Artists in San Francisco***. This theme comes from the [2024-2029 Cultural Services Allocation Plan \(CSAP\)](#). The CSAP and AIE address needs in the arts community by keeping artists and arts workers from being displaced. It does this by funding:

- Their work
- Their working environments
- Their connections to the communities that nurture them
- The organizations and ecosystem that support them

The CSAP for the AIE 2024-2029 will support three broad areas which have become our funding channels. Racial equity and social justice is the primary lens for all program design. Based on the Arts Impact Endowment year one survey, the funding channels have been renamed for clarity of purpose and now provide examples of the types of projects and expenses each area covers. Please carefully read each funding area and its description as these have changed.

The three funding areas are:

1. **Sustaining Ongoing Initiatives = General Support 1: Ongoing Work**

What this funds:

Artists: basic needs

Organizations: general operations

2. **Resilience & Growth = General Support 2: Growth & Planning**

What this funds:

Artists: equipment purchase of \$10,000 or more for a single item, professional development, capital (not labor)

Organizations: equipment purchase of \$10,000 or more for a single item, organizational development, professional development for staff, capital (not labor)

3. **New Creative Opportunities = Project Support**

What this funds:

Artists: artistic works and/or activities, research and development, a phase or portion of a larger project

Organizations: artistic works and/or activities, research and development, a phase or portion of a larger project

NEW: Funding for the Arts Impact Endowment comes from the Hotel Tax Fund and is supported by both the Cultural Equity Endowment and Arts Impact Endowment line items.

[What this means for you:](#)

All available grant funding for fiscal year FY25-26 from both the Cultural Equity and Arts Impact Endowments will be granted through the Arts Impact Endowment funding areas and the Artistic Legacy Award.

APPLICANTS LOOKING FOR THE CULTURAL EQUITY INITIATIVES OR SAN FRANCISCO ARTISTS CATEGORIES ARE ENCOURAGED TO APPLY TO THE AIE CATEGORIES.

Purpose

Arts Impact Endowment grants provide San Francisco-based artists up to \$50,000 and San Francisco-based arts organizations between \$50,000 to \$100,000 depending on the funding area. Grant terms are 25 months. Projects and activities must take place in San Francisco and provide a public benefit to the City of San Francisco and its communities.

- Artists and Organizations **MUST** select one funding area for their application. *Please see above funding area list*
- Creation of work and any related public benefit must take place between July 1, 2026 and July 31, 2028.

The AIE will fund small and mid-sized organizations including artists who are rooted and connected to historically marginalized communities and those communities highlighted in the [Cultural Equity Legislation](#). This funding is open to all.

Important Dates

Applications Open	September 15, 2025
Program Officer Consultations	September 23, 2025 - November 7, 2025
Technical Assistance Webinars	Monday, September 22, 2025: Arts Impact Endowment Friday, October 3, 2025: Required Documents/Work Sample Friday, October 10, 2025: Arts Impact Endowment Q & A
In Person Information Sessions	Wednesday, September 17, 2025: Southeast Community Center Friday, September 19, 2025: Disability Cultural Center (Hybrid) Tuesday, September 23, 2025: Southeast Community Center Tuesday, October 7, 2025: Pacific Felt Factory
Instagram Live Sessions @sf_arts_commission	Wednesday, October 1, 2025: Organizations Thursday, October 16, 2025: Artists Thursday, October 23, 2025: Reminders & Common Mistakes
Application Deadline	November 13, 2025 at 12 p.m. noon
Grant Application Panel Review	January – April 2026 (Virtual)
Eligibility and Panel Review Notifications	January – March 2026 (sent via SmartSimple)
Funding Recommendations	April 2026 Community Investments Committee
San Francisco Arts Commission Approval	May 2026 Full Commission

Notification of Funding	May - June 2026
Grant Term Begins	July 1, 2026

^ dates subject to change

Grant Term: 25 Months, JULY 1, 2026 — JULY 31, 2028.

This application is issued pursuant to San Francisco Administrative Code Chapter 21G: Grants. The San Francisco Arts Commission reserves the right to: 1) reissue these guidelines and request for applications; 2) reject or cancel any or all applications; and 3) prior to the application deadline, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any services to be provided under these guidelines, or the requirements for content or format of the applications.

Project Requirements

- Alignment with the 2024-2029 Cultural Services Allocation Plan (CSAP) theme ***Keeping Artists in San Francisco***. While this funding aims to help artists and organizations stay open and active in San Francisco, this is not a needs-based application. Personal Income for artists is not part of the eligibility review. Organizations are required to provide financials to ensure their annual operating revenue is under \$2,000,000.
- **Public Benefit:** Projects must demonstrate a public benefit, something that is open and accessible to the general San Francisco-based public. This can be through a virtual or in person public event, or through other means as imagined and realized by the applicant, which benefit the City of San Francisco, its neighborhoods and communities.

[Eligible and Ineligible Expenses \(link\)](#)

General Support 1: Ongoing Work

Funding Channel 1: Sustaining Ongoing Initiatives

San Francisco Arts Commission Staff

Artist Program Officer:

Jennifer Atwood (she/her) jennifer.atwood@sfgov.org or 415-252-2271

Organization Program Officer:

Jennifer Chu (she/her) jennifer.chu@sfgov.org or 415-252-2258

Application Deadline: Thursday, November 13, 2025, at 12 p.m.

Grant Amount: \$50,000 Artists and \$100,000 Organizations

A grant awarded pursuant to this solicitation shall have a not to exceed (“NTE”) amount of \$50,000 for Artists and \$100,000 for Arts Organizations for the total allowable maximum term.

We anticipate that successful proposals will be for a term of 25 months beginning in fiscal year 2026-2027 with a possible extension 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.

Program Officers are available for application consultations. Each applicant is allowed one, 15-minute meeting. Technical assistance, webinars, and grant portal support are offered via email. To schedule an application consultation please contact the program officers listed above.

General Support 1: Ongoing Work

This area funds the following types of projects and expenses. For other examples of allowable expenses, please refer to the technical assistance webinar and/or contact the program officer(s) listed above.

Artists:

- Rent for studio and/or home and/or utilities
- Tools or supplies (\$9,999 or less per item) for ongoing artist work
- Membership fees
- Compensation and/or benefits for collaborators, consultants and other personnel to support ongoing artistic work

Organizations:

- Advertising, marketing, and/or community outreach
- Ongoing artistic/program planning and programming
- Compensation and/or benefits for salaried employees, independent contractors, consultants, and other personnel to support ongoing operations or artistic work
- Rent for facility/space and/or utilities

Scoring Criteria

Panelists are instructed to use the following scoring criteria which corresponds to the application questions below. Close review of this information will help you prepare your application responses. Please thoroughly review the application instructions for the complete overview of grant application questions, required documents, and guidance.

Scoring Overview

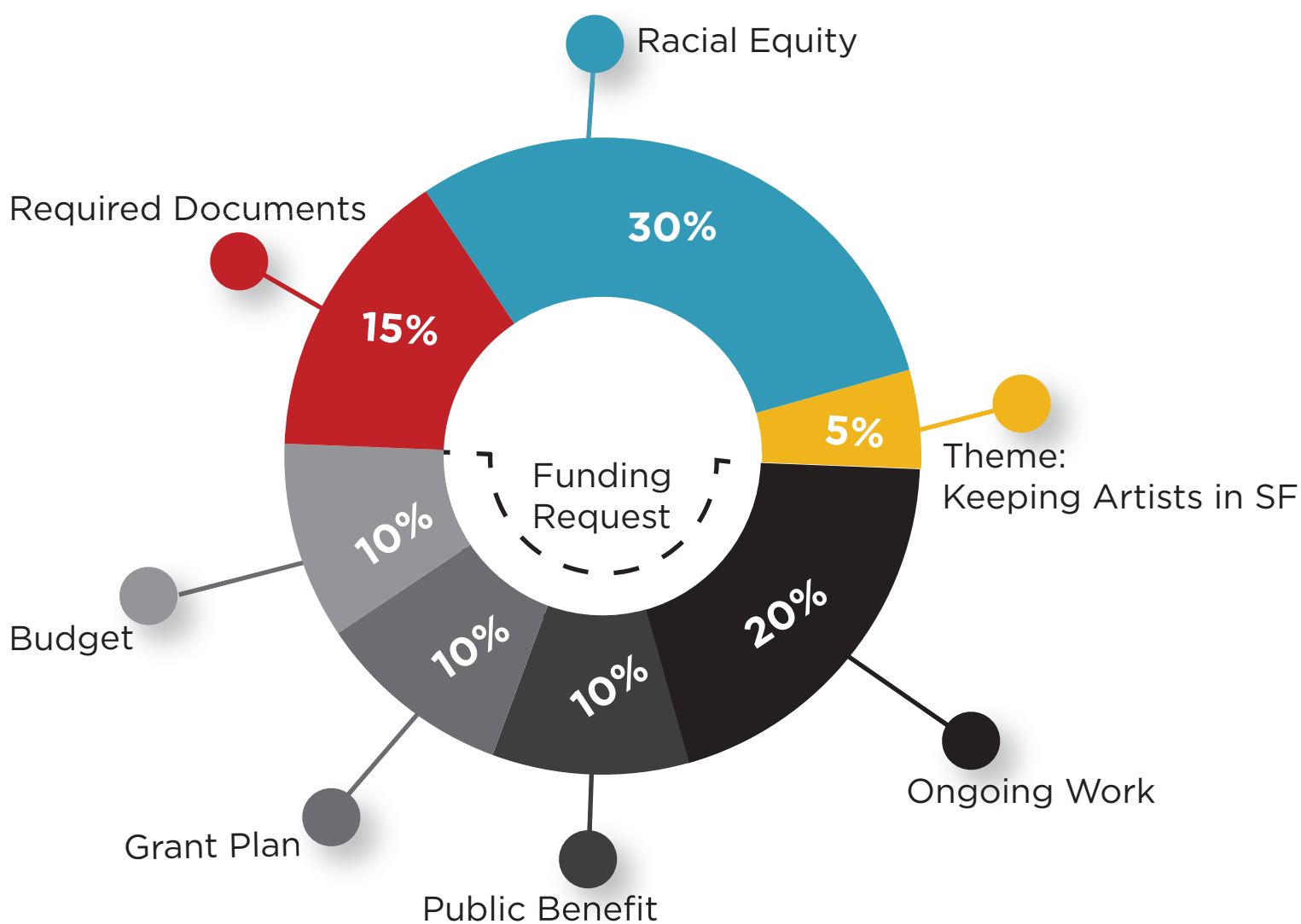
Racial Equity	1 Question	30 Points
Theme	1 Question, Artist and Mission Statement	5 points
Funding Request	2 Questions, Grant Plan and Budget	50 Points
Required Documents	1 Question, uploads/links	15 Points
		100 Total Points

Please see the next page for a visual representation of the scoring criteria, followed by detailed scoring criteria and questions.

Arts Impact Endowment (AIE) – For Artists and Organizations

Funding Channel: **General Support 1: Ongoing Work**

- **Artists:** Support for basic needs or ongoing artistic work
- **Organizations:** General operating support



Scoring Detailed

Category: Racial Equity

Points: 30

Application Questions:

1.

- **Artists:**

- What is your understanding of racial equity?
- How does your understanding of racial equity apply to your artistic practice?
- What is your history of engaging with marginalized communities?
- Please list any specific examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5). *300 word limit*

- **Organizations:**

- What is your organization's understanding of racial equity?
- How does that understanding of racial equity apply to your organization's artistic practice?
- What is your organization's history of engaging with marginalized communities?
- Please list any specific examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5). *300 word limit*

Scoring Criteria: Applicant provides a clear understanding of racial equity, demonstrates a history of engaging with marginalized communities, and provides strong examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#).

Category: Theme - Keeping Artists in San Francisco

Points: 5

Application Questions:

2. How will this funding counteract the threat of displacement as an artist **OR** arts organization? *150 word limit*

- **Artists:**

- Please add your artist statement. *150 word limit*
 - Definition: An Artist Statement is a brief statement which tells someone about your art, its current direction and an explanation of your style, theme or approach. It is a statement of intention.
 - Resources for artist statements:
 - [How to Write an Artist Statement - Flying Arts Alliance](#)
 - [School of the Arts Institute of Chicago - Artist Statement.pdf](#)
 - [How to write an artist statement – The Creative Independent](#)

- **Organizations:**

- Please add your organization's Mission or Vision/Purpose statement. *150 word limit*

Scoring Criteria: Applicant makes the case for funding counteracting the threat of displacement. Applicant's statement reflects their experience relevant to the proposed funding request.

Category: Funding Request

Points: 50

Applications Questions:

Funding Request Part 1 – Ongoing Work

Part 1 Points: 20

3. How will this grant positively impact your organization, community, practice, or career?

How do you define and measure your success related to your mission or artist statement? *300 word limit*
If you are working with other partners or collaborators, please outline their role in the project. For organizations, please include key staff. *150 word limit*

Scoring Criteria: Applicant successfully and clearly describes the positive impact this funding will make on their organization, community, practice, or career. Applicant has defined goals and measures for success. If applicable: applicant clearly outlines the roles of any partners or collaborators.

Funding Request Part 2 – Public Benefit

Part 2 Points: 10

4. All grants must provide a public benefit to San Francisco, its neighborhoods and/or communities. *250 word limit*

- What is your public benefit (an event, a publication, ongoing programming etc.)?
- Include specific goals for your public benefit and how you will know you achieved them (how you will measure your public benefit goals).
- What is your outreach plan for intended audiences and communities? How many people will benefit?
- How will you collect and share community feedback?

Scoring Criteria: Applicant clearly describes the public benefit, the number of people who will benefit, and how applicant will reach members of the public. Applicant sets goals for a successful public benefit. Applicant clearly describes a method for collecting and sharing community feedback.

Funding Request Part 3 – Grant Plan

Part 3 Points: 10

5. Completed grant plan with distinct activities, outputs, and date completed by.

See instructions for example and word limit.

Scoring Criteria: Applicant describes how they intend to use the funds in distinct activities, outputs, and date completed by during the grant window. The grant plan reflects the funding request and includes the public benefit.

Funding Request Part 4 – Budget

Part 4 Points: 10

6. Completed budget

See instructions for budget template and required uploads.

Scoring Criteria: Budget aligns with the funding request and line items are explained in detail.

Category: Required Documents

Points: 15 points

Application Questions:

7. You may provide up to 5 uploads or links. Panelists will spend no more than fifteen (15) minutes reviewing these materials. Please upload a 150 word summary of the last two years of your work in San Francisco along with one or more of the following:

Organizations:

- Current strategic plan or most recent annual report

Artists and Organizations:

- **Required:** Summary of the last two years of your work in San Francisco *150 word limit*
- Cost estimates or planning documents for the proposed funding request
- Samples of your past work. The samples should show your ability to complete your ongoing artistic work, as well as demonstrate knowledge of and experience in your creative practice.

- Other supporting documents that support your funding request such as audience data, survey questions, job descriptions, etc.

Scoring Criteria: Uploaded or linked documents show an ability to complete the proposed funding request, as well as demonstrate knowledge of and experience in the applicant’s creative practice.

[Back to Top](#)

General Support 2: Growth & Planning

Funding Channel 2: Resilience & Growth

San Francisco Arts Commission Staff

Artist Program Officer:

Jennifer Atwood (she/her) jennifer.atwood@sfgov.org or 415-252-2271

Organization Program Officer:

Anne Trickey (they/them) anne.trickey@sfgov.org or 415-252-2213

Deadline: Thursday, November 13, 2025 at 12 p.m.

Grant Amount: \$50,000 Artists and \$75,000 Organizations

A grant awarded pursuant to this solicitation shall have a not to exceed (“NTE”) amount of \$50,000 for Artists and \$75,000 for Arts Organizations for the total allowable maximum term.

We anticipate that successful proposals will be for a term of 25 months beginning in fiscal year 2026-2027 with a possible extension 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.

Program Officers are available for application consultations. Each applicant is allowed one, 15-minute meeting. Technical assistance, webinars, and grant portal support are offered via email. To schedule an application consultation please contact the Program Officers listed above.

General Support 2: Growth & Planning

This area funds the following types of projects and expenses. For other examples of allowable expenses, please refer to the technical assistance webinar and/or contact the program officer(s) listed above.

Equipment purchases of \$10,000 or more per single item. Funds can be used to purchase more than one item of \$10,000 or more and pay for other costs such as the following:

Artists:

- Professional development opportunities
- Attending artistic workshops and/or trainings
- Studio equipment or space upgrades (NO LABOR COSTS are allowable)

- Compensation and/or benefits for a consultant for growth opportunities

Organizations:

- Strategic planning
- Professional Development for staff
- Personnel
- Board development and/or recruitment, board manual development
- Equipment for capital upgrades (NO LABOR COSTS are allowable)

Scoring Criteria

Panelists are instructed to use the following scoring criteria which corresponds to the application questions below. Close review of this information will help you prepare your application responses. Please thoroughly review the application instructions for the complete overview of grant application questions, required documents, and guidance.

Scoring Overview

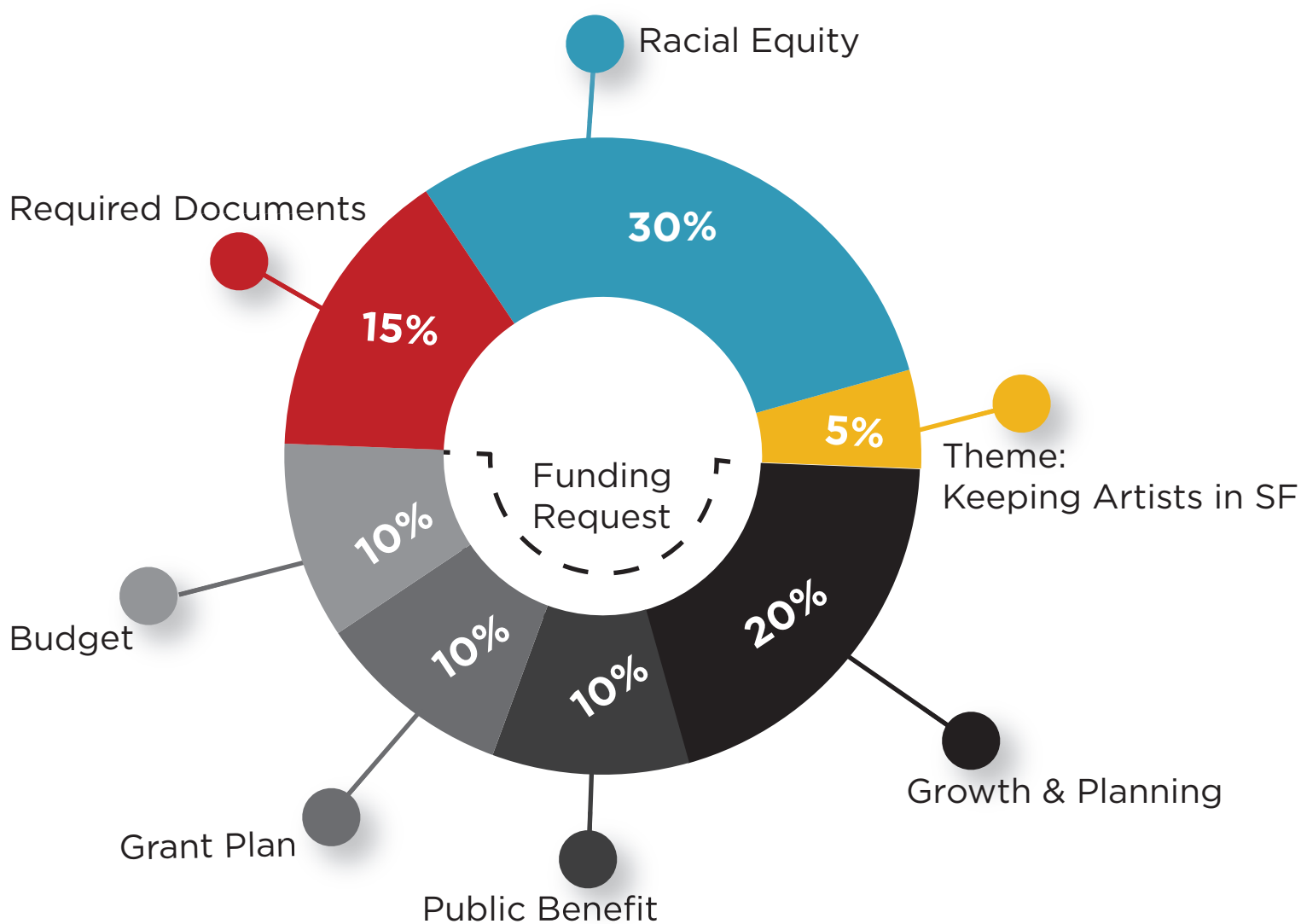
Racial Equity	1 Question	30 Points
Theme	1 Question, Artist and Mission Statement	5 points
Funding Request	2 Questions, Grant Plan and Budget	50 Points
Required Uploads/Links	1 Question, uploads/links	15 Points
		100 Total Points

Please see the next page for a visual representation of the scoring criteria, followed by detailed scoring criteria and questions.

Arts Impact Endowment (AIE) – For Artists and Organizations

Funding Channel: **General Support 2: Growth and Planning**

- **Artists:** Equipment purchase or professional development
- **Organizations:** Equipment purchase or professional development



Scoring Detailed

Category: Racial Equity

Points: 30

Application Questions:

1.

- **Artists:**

- What is your understanding of racial equity?
- How does your understanding of racial equity apply to your artistic practice?
- What is your history of engaging with marginalized communities?
- Please list any specific examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5). *300 word limit*

- **Organizations:**

- What is your organization's understanding of racial equity?
- How does that understanding of racial equity apply to your organization's artistic practice?
- What is your organization's history of engaging with marginalized communities?
- Please list any specific examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5). *300 word limit*

Scoring Criteria: Applicant provides a clear understanding of racial equity, demonstrates a history of engaging with marginalized community, and provides strong examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#).

Category: Theme - Keeping Artists in San Francisco

Points: 5

Application Questions:

2. How will this funding counteract the threat of displacement as an artist **OR** arts organization? *150 word limit*

- **Artists:**

- Please add your artist statement. *150 word limit*
 - Definition: An Artist Statement is a brief statement which tells someone about your art, its current direction and an explanation of your style, theme or approach. It is a statement of intention.
 - Resources for artist statements:
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 - [How to write an artist statement – The Creative Independent](#)

- **Organizations:**

- Please add your organization's Mission or Vision/Purpose statement. *150 word limit*

Scoring Criteria: Applicant makes the case for funding counteracting the threat of displacement. Applicant's statement reflects their experience relevant to the proposed funding request.

Category: Funding Request

Points: 50

Applications Questions:

Funding Request Part 1 – Growth & Planning

Part 1 Points: 20

3. How will this grant positively impact your organization, community, practice, or career?

How do you define and measure your success related to your mission or artist statement? *300 word limit*
If you are working with other partners or collaborators, please outline their role in the project. For organizations, please include key staff. *150 word limit*

Scoring Criteria: Applicant successfully and clearly describes the positive impact this funding will make on their organization, community, practice or career. Applicant has defined goals and measures for success. If applicable: Roles of any partners or collaborators are outlined.

Funding Request Part 2 – Public Benefit

Part 2 Points: 10

4. All grants must provide a public benefit to San Francisco, its neighborhoods and/or communities. *250 word limit*

- What is your public benefit (an event, a publication, ongoing programming etc.)?
- Include specific goals for your public benefit and how you will know you achieved them (how you will measure your public benefit goals).
- What is your outreach plan for intended audiences and communities? How many people will benefit?
- How will you collect and share community feedback?

Scoring Criteria: Applicant clearly describes the public benefit, the number of people who will benefit, and how they will be reached. Applicant sets goals for a successful public benefit. Applicant clearly describes a method for collecting and sharing community feedback.

Funding Request Part 3 – Grant Plan

Part 3 Points: 10

5. Completed grant plan with distinct activities, outputs, and date completed by.

See instructions for example and word limit.

Scoring Criteria: Applicant describes how they intend to use the funds in distinct activities, outputs, and date completed by during the grant window. The grant plan reflects the funding request and includes the public benefit.

Funding Request Part 4 – Budget

Part 4 Points: 10

6. Completed budget

See instructions for budget template and required uploads.

Scoring Criteria: Budget aligns with the funding request and line items are explained in detail.

Category: Required Documents

Points: 15 points

Application Questions:

Application Questions:

7. You may provide up to 5 uploads or links. Panelists will spend no more than fifteen (15) minutes reviewing these materials. Please upload a 150 word summary of the last two years of your work in San Francisco along with one or more of the following:

Organizations:

- Current strategic plan or most recent annual report

Artists and Organizations:

- **Required:** Summary of the last two years of your work in San Francisco *150 word limit*
- Cost estimates or planning documents for the proposed funding request
- Samples of your past work. The samples should show your ability to complete your ongoing artistic work, as well as demonstrate knowledge of and experience in your creative practice.

- Other supporting documents that support your funding request such as audience data, survey questions, job descriptions, etc.

Scoring Criteria: Uploaded or linked documents show an ability to complete the proposed funding request, as well as demonstrate knowledge of and experience in the applicant’s creative practice.

[Back to Top](#)

Project Support

Funding Channel 3: New Creative Opportunities

Artist Program Officer:

Jennifer Atwood (she/her) jennifer.atwood@sfgov.org or 415-252-2271

Organization Program Officer:

Jennifer Chu (she/her) jennifer.chu@sfgov.org or 415-252-2258

Deadline: Thursday, November 13, 2025 at 12 p.m.

Grant Amount: \$50,000 Artists and \$50,000 Organizations

A grant awarded pursuant to this solicitation shall have a not to exceed (“NTE”) amount of \$50,000 for Artists and \$50,000 for Arts Organizations for the total allowable maximum term.

We anticipate that successful proposals will be for a term of 25 months beginning in fiscal year 2026-2027 with a possible extension 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.

Program Officers are available for application consultations. Each applicant is allowed one, 15-minute meeting. Technical assistance, webinars, and grant portal support are offered via email. To schedule an application consultation please contact the Program Officers listed above.

Project Support:

This area funds the following types of projects and expenses. For other examples of allowable expenses, please refer to the technical assistance webinar and/or contact the program officer(s) listed above.

Artists:

- An artistic work and/or activity that has a distinct beginning and end.
- Development and implementation of an artistic output or series of artistic works.
- Can be a subset or portion of a longer/bigger project such as the draft, storyboarding, interviewing, editing, outreach, or evaluation phase of a project.
- Research & Development such as exploring new artistic methods or materials, conducting field research, creating concepts or pilot for larger initiative, interviewing, documenting, or archiving.

Organizations:

- An artistic work and/or activity that has a distinct beginning and end.
- Development and implementation of an artistic output or series of artistic works.
- Can be a subset or portion of a longer/bigger project such as the draft, storyboarding, interviewing, editing, outreach, or evaluation phase of a project.
- Research & Development such as exploring new artistic methods or materials, conducting field research, creating concepts or pilot for larger initiative, interviewing, documenting, or archiving.

Scoring Criteria

Panelists are instructed to use the following scoring criteria which corresponds to the application questions below. Close review of this information will help you prepare your application responses. Please thoroughly review the application instructions for the complete overview of grant application questions, required documents, and guidance.

Scoring Overview

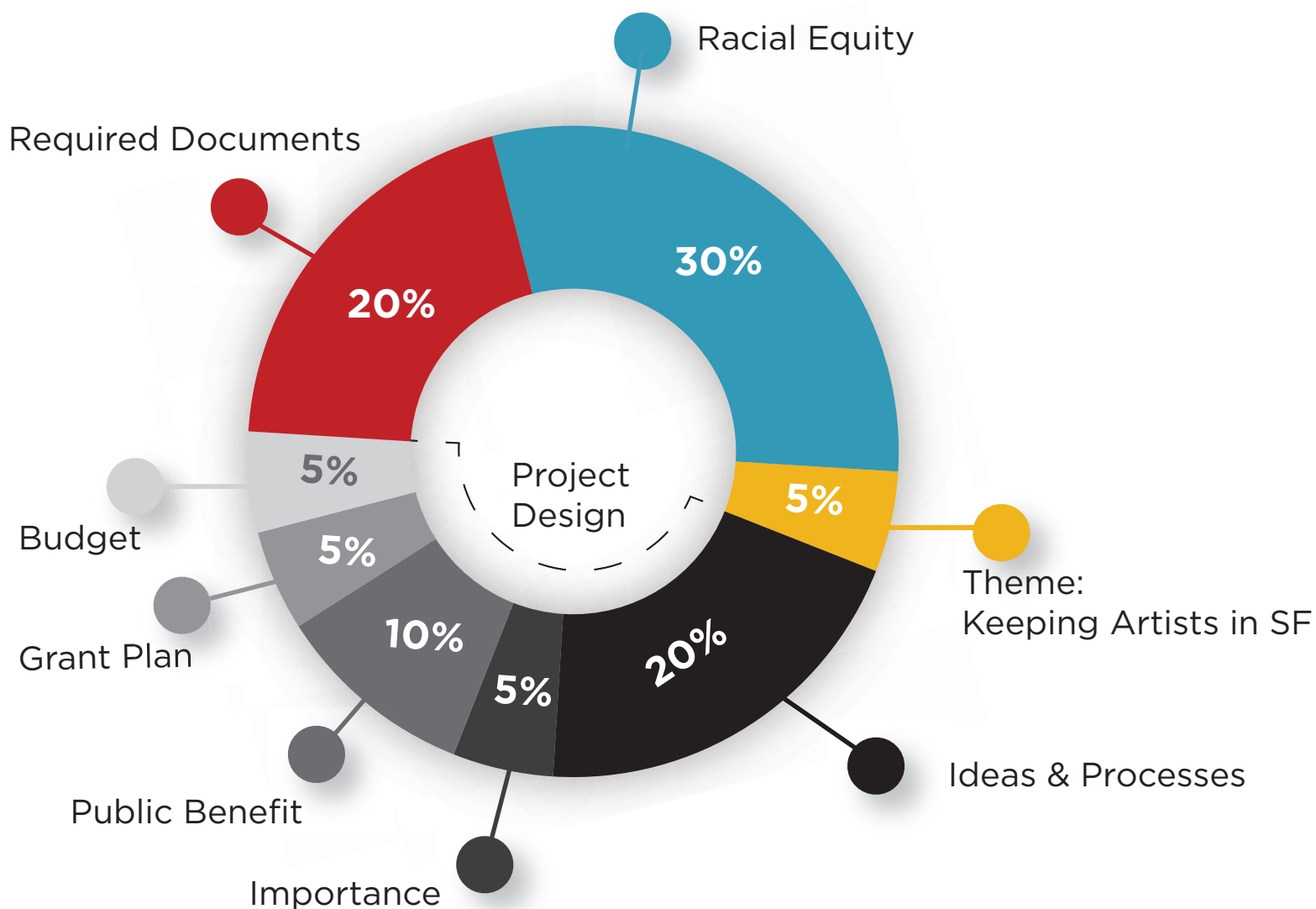
Racial Equity	1 Question	30 Points
Theme	1 Question	5 points
Project Design	3 Questions, Grant Plan and Budget	45 Points
Required Documents	1 Question, uploads/links	20 Points
		100 Total Points

Please see the next page for a visual representation of the scoring criteria, followed by detailed scoring criteria and questions.

Arts Impact Endowment (AIE) – For Artists and Organizations

Funding Channel: **Project Support**

- **Artists:** Artistic projects or phase of a project
- **Organizations:** Artistic projects or phase of a project



Scoring Detailed

Category: Racial Equity

Points: 30

Application Questions:

1.

- **Artists:**

- What is your understanding of racial equity?
- How does your understanding of racial equity apply to your artistic practice?
- What is your history of engaging with marginalized communities?
- Please list any specific examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5). *300 word limit*

- **Organizations:**

- What is your organization's understanding of racial equity?
- How does that understanding of racial equity apply to your organization's artistic practice?
- What is your organization's history of engaging with marginalized communities?
- Please list any specific examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5). *300 word limit*

Scoring Criteria: Applicant provides a clear understanding of racial equity, demonstrates a history of engaging with marginalized community, and provides strong examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#).

Category: Theme - Keeping Artists in San Francisco

Points: 5

Application Questions:

2. How will this funding counteract the threat of displacement as an artist **OR** arts organization? *150 word limit*

- **Artists:**

- Please submit your artist statement. *150 word limit*
 - Definition: An Artist Statement is a brief statement which tells someone about your art, its current direction and an explanation of your style, theme or approach. It is a statement of intention.
 - Resources for artist statements:
 - [How to Write an Artist Statement - Flying Arts Alliance](#)
 - [School of the Arts Institute of Chicago - Artist Statement.pdf](#)
 - [How to write an artist statement – The Creative Independent](#)

- **Organizations:**

- Please add your organization's Mission or Vision/Purpose statement. *150 word limit*

Scoring Criteria: Applicant makes the case for funding counteracting the threat of displacement. Applicant's statement reflects their experience relevant to the proposed funding request.

Category: Project Design

Points: 45

Applications Questions:

Project Design Part 1 – Ideas and Process

Part 1 Points: 20

3. Describe the ideas and processes involved in making your project and your role in the creative process. It is important to give the panelists a clear picture of what you are doing and how you are doing it. *300 word limit*

If you are working with other partners or collaborators, please outline their role in the project. For organizations, please include key staff. *150 word limit*

Scoring Criteria: Applicant clearly describes the ideas and processes involved in making the project and their role in the creative process. If applicable: Roles of any partners or collaborators are outlined. Key staff are identified.

Project Design Part 2 – Public Benefit

Part 2 Points: 10

4. All grants must provide a public benefit to San Francisco, its neighborhoods and/or communities. *250 word limit*

- What is your public benefit (an event, a publication, ongoing programming etc.)?
- Include specific goals for your public benefit and how you will know you achieved them (how you will measure your public benefit goals).
- What is your outreach plan for intended audiences and communities? How many people will benefit?
- How will you collect and share community feedback?

Scoring Criteria: Applicant clearly describes the public benefit, the number of people who will benefit, and how they will be reached. Applicant sets goals for a successful public benefit. Applicant clearly describes a method for collecting and sharing community feedback.

Project Design Part 3 – Importance

Part 3 Points: 5

5. Why is this project important to you? *250 word limit*

- Describe how this grant will enhance...
 - **Artists:** your future artistic practice.
 - OR**
 - **Organizations:** your vision and mission in the community.

Scoring Criteria: Applicant articulates why the project is important to them and to the future growth of their artistic practice and/or vision and mission as an arts organization.

Project Design Part 4 – Grant Plan

Part 4 Points: 5

6. Completed grant plan with distinct activities, outputs, and date completed by.

See instructions for example and character limit.

Scoring Criteria: Applicant clearly describes their project summary and plan into distinct activities, outputs, and date completed by during grant window.

Project Design Part 5 – Project Budget

Part 5 Points: 5

7. Completed project budget

See instructions for budget template and required uploads.

Scoring Criteria: Project budget aligns with project summary and line items are explained in detail.

Category: Required Uploads and/or Links

Points: 20 points

Application Questions:

8. You may provide up to 5 uploads or links. Panelists will spend no more than twenty (20) minutes reviewing these materials. Please upload a 150 word summary of the last two years of your work in San Francisco along with one or more of the following:

Organizations:

- Current strategic plan or most recent annual report

Artists and Organizations:

- **Required:** Summary of the last two years of your work in San Francisco *150 word limit*
- Cost estimates or planning documents for the proposed funding request
- Samples of your past work. The samples should show your ability to complete your ongoing artistic work, as well as demonstrate knowledge of and experience in your creative practice.
- Other supporting documents that support your funding request such as audience data, survey questions, job descriptions, etc.

Scoring Criteria: Uploaded or linked documents show an ability to complete the proposed funding request, as well as demonstrate knowledge of and experience in the applicant's creative practice.

[Back to Top](#)

21ALG Theatre of Yugen | Yuriko Doi, Founder | in Kawakami (The Kawakami Headwaters



Artistic Legacy Grant (ALG) – For Artists

Program Officer: Jennifer Chu (she/her) jennifer.chu@sfgov.org or 415-252-2258

Deadline: Wednesday, October 22, 2025, at 12 p.m. noon

Grant Amount: \$100,000

Grant Term: 25 Months, JULY 1, 2026 — JULY 31, 2028.

We anticipate that successful proposals will be for a term of 25 months beginning in fiscal year 2026-2027 with a possible extension 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.

This application is issued pursuant to San Francisco Administrative Code Chapter 21G: Grants. The San Francisco Arts Commission reserves the right to: 1) reissue these guidelines and request for applications; 2) reject or cancel any or all applications; and 3) prior to application deadline, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any services to be provided under this Solicitation, or the requirements for content or format of the applications.

Program Officers are available for application consultations. Each applicant is allowed one, 15-minute meeting. Technical assistance, webinars, and grant portal support are offered via email. To schedule an application consultation please contact the Program Officers listed above.

Important Dates

Applications Open	September 15, 2025
Program Officer Consultations	September 23, 2025 - October 17, 2025
Technical Assistance Webinars	Tuesday, September 29, 2025: Artistic Legacy Grant Friday, October 3, 2025: Required Documents/Work Sample
In Person Information Sessions	Wednesday, September 17, 2025: Southeast Community Center Friday, September 19, 2025: Disability Cultural Center (Hybrid) Tuesday, September 23, 2025: Southeast Community Center Tuesday, October 7, 2025: Pacific Felt Factory
Application Deadline	October 22, 2025 at 12 p.m. noon
Eligibility and Panel Review Notifications	January (sent via SmartSimple)
Grant Application Panel Review	January (Virtual)
Funding Recommendations	April 2026 Community Investments Committee

San Francisco Arts Commission Approval	May 2026 Full Commission
Notification of Funding	May - June 2026
Grant Term Begins	July 1, 2026

^ dates subject to change

About

The Artistic Legacy Grant (ALG) acknowledges the impact of an artist who has been living and practicing their craft in San Francisco for the last 25 consecutive years or more. This grant category aims to uplift and celebrate an artist who has contributed to San Francisco's diverse arts and culture ecosystem.

Through their artistic practice, the applicant artist is a vital member of their respective community(ies), has a history of deeply engaging with San Francisco communities including one or more of the historically underrepresented communities highlighted in the 1993 Cultural Equity Endowment Legislation, has a history of working to educate the broader community on the importance of their culture and/or artistic genre, and seeks to preserve their artistic legacy.

Purpose

ALG funds may be used to support the artist's artistic legacy through professional development activities, salaries, artistic planning, artistic programs/events/projects and associated costs, sabbaticals, artistic documentation, archiving of artistic work, or publications reflecting the history, legacy, and impact of the artist.

The recipient of the Artistic Legacy Grant may be asked to participate in an in-person or a virtual presentation produced by the SFAC and may be asked to designate a representative to work with the SFAC on the announcement and/or associated public programming associated with the announcement.

Project Requirements

Public Benefit: Projects must demonstrate a public benefit, something that is open and accessible to the general San Francisco-based public. This can be through a virtual or in person public event, or through other means as imagined and realized by the applicant, which benefit the City of San Francisco, its neighborhoods and communities.

[Eligible and Ineligible Expenses \(link\)](#)

Scoring Criteria

Panelists are instructed to use the following scoring criteria which corresponds to the application questions below. Close review of this information will help you prepare your application responses. Please thoroughly review the application instructions for the complete overview of grant application questions, required documents, and guidance.

Scoring Overview

Racial Equity

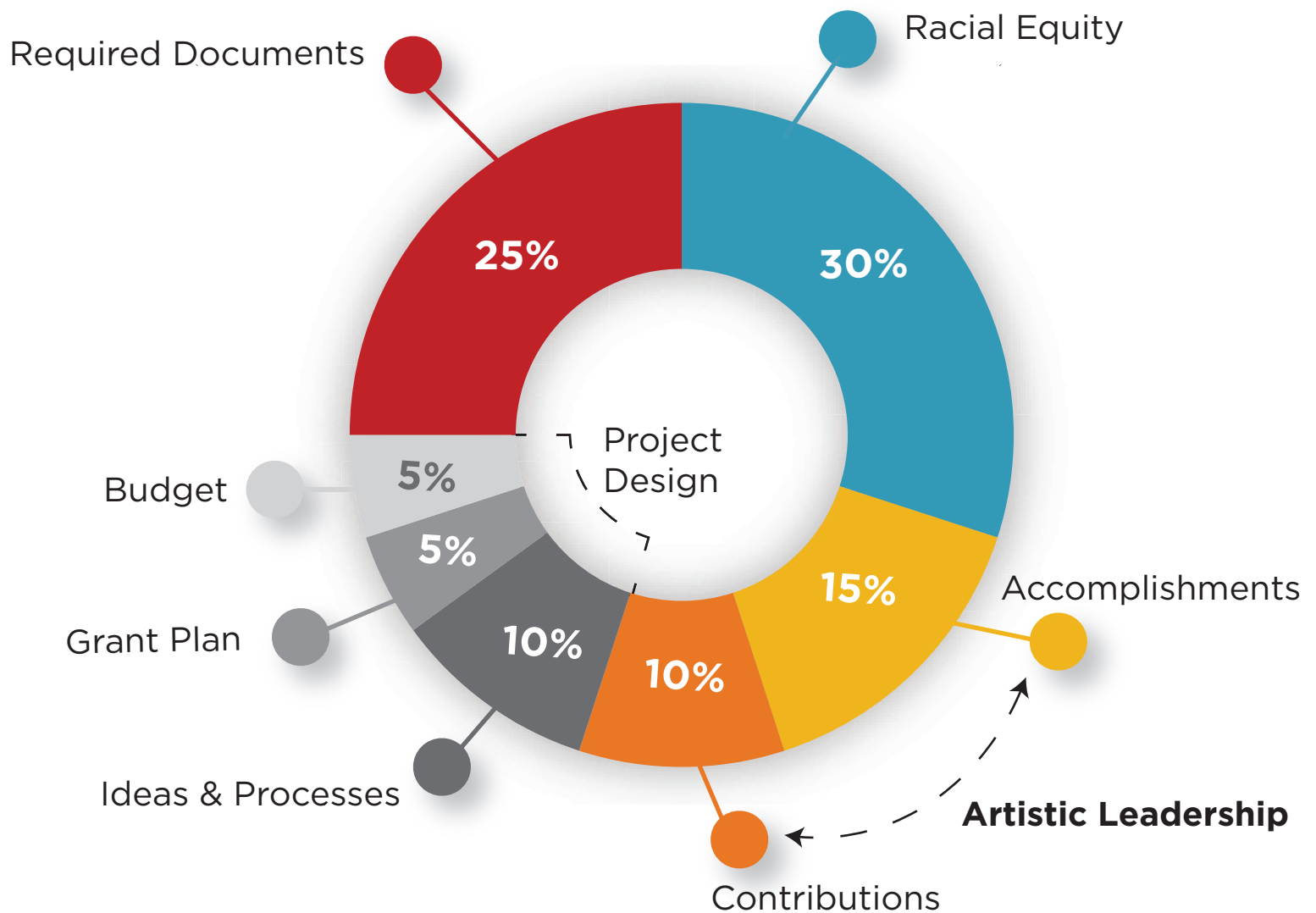
1 Question

30 Points

Artistic Leadership	2 Questions and Resume/CV or list of artistic activities	25 Points
Project Design	3 Questions	20 Points
Required Documents	1 Question, uploads/links	25 Points
		100 Total Points

Please see the next page for a visual representation of the scoring criteria, followed by detailed scoring criteria and questions

Artist Legacy Grant (ALG) – For Artists



Scoring Detailed

Category: Racial Equity

Points: 30

Application Questions:

1.

- What is your understanding of racial equity?
- How does your understanding of racial equity apply to your artistic practice?
- What is your history of engaging with marginalized communities?
- Please list any specific examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5). *300 word limit*

Scoring Criteria: Applicant provides a clear understanding of racial equity, demonstrates a history of engaging with marginalized community, and provides strong examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#).

Category: Artistic Leadership

Points: 25

Application Questions:

Artistic Leadership Part 1

Part 1 Points: 15

2. Describe your practice and highlight your major accomplishments over your career, including the last 25 consecutive years or more. *250 word limit*

File upload: Artist's Resume / Curriculum Vitae (CV) or a list of artistic practice accomplishments and artistic practice activities spanning the last 25 consecutive years or more. *4 page limit*

Scoring Criteria: The applicant's artistic practice spans at least 25 consecutive years or more. The applicant's artistic practice and major accomplishments are clear. The applicant's resume/CV or list of artistic accomplishments are clear and strong, lists artistic activities spanning at least the last 25 consecutive years or more, and demonstrates a meaningful evolution of the artist's artistic practice.

Artistic Leadership Part 2

Part 2 Points: 10

3. Describe your leadership and how you have contributed to the vitality of San Francisco's arts ecosystem over the last 25 consecutive years or more. *250 word limit*

Scoring Criteria: The applicant provides clear examples of their leadership and contributions to San Francisco's arts ecosystem over the last 25 consecutive or more years.

Category: Project Design

Points: 20

Application Questions:

Project Design Part 1

Part 1 Points: 10

4. Describe the ideas and processes involved in your proposed project and your role in the creative process. Include how the proposed project will preserve and support your artistic legacy and continued change on the community(ies) with whom you engage. It is important to give the panelists a clear picture of what you are doing and how you are doing it. *300 word limit*

Describe the public benefit of the proposed project (an event, a publication, etc.), what specific San Francisco neighborhood or community will benefit, how many people will benefit and how will you reach them? Include specific goals for your public benefit and how you will know you achieved them (how you will measure your goals). *300 word limit*

Scoring Criteria: Applicant clearly describes the ideas and processes involved in the project and their role in the creative process. The applicant demonstrates how the proposed project will further the artist's vision, preserve the artist's artistic legacy, and ensure the artist's longevity and lasting change on the community(ies) engaged.

The applicant describes the public benefit that the proposed project will provide to San Francisco, its neighborhoods and/or communities. Applicant sets goals for a successful public benefit. Applicants clearly describe a method for how they will measure their goals.

Project Design Part 2

Part 2 Points: 5

5. Completed Grant Plan with distinct activities, outputs, and date completed by.

See instructions for example and character limit.

Scoring Criteria: Applicant clearly describes their project summary and plan into distinct activities, outputs, and project activity completion date during the grant window.

Project Design Part 3

Part 3 Points: 5

6. Completed Project Budget

See instructions for budget template and required uploads.

Scoring Criteria: Project budget aligns with project summary and line items are explained in detail.

Category: Required Uploads and/or Links

Points: 25

Application Questions:

7. You may provide up to 5 uploads or links. Panelists will spend no more than twenty-five (25) minutes reviewing these materials. Please upload one or more of the following:

- Cost estimates or planning documents for the proposed funding request.
- Samples of your past work. The samples should span your 25 consecutive year (or more) artistic practice history, show your ability to complete your ongoing artistic work, as well as demonstrate knowledge of and experience in your creative practice.
- May include letter(s) of support.

Scoring Criteria: Uploaded or linked documents document the span of the artist's 25 consecutive or more years of experience as a practicing artist, show the artist's ability to complete the proposed project, provide examples of the artist's engagement or connection with one or more of the communities identified in the [Cultural Equity Endowment legislation](#),* and demonstrate knowledge of and experience in the applicant's creative practice, artistic accomplishments, and contributions to the field.

[Back to Top](#)



Queer Cultural Center | OYSTERKNIFE at Grace
Cathedral | Chani Bockwinkel

Special Project Grants (SPX) – For Organizations

Program Officer: Anne Trickey (they/them) anne.trickey@sfgov.org or 415-806-5884

Deadline: Wednesday, October 8, 2025 at 12 p.m.

Grant Amount: \$120,000 - \$145,000 (Two Grants Available)

Organizations applying to the Arts Impact Endowment category may also apply to Special Project Grants. The one application per endowment category limit does not include the Special Project Grant category because Special Project Grants are funded by separate funding sources from the Arts Impact or Cultural Equity Endowments. Special Project Grants funding sources differ depending on the purpose of the grant.

The anticipated maximum amount for a Special Project Grant awarded pursuant to this solicitation is \$145,000 based on current budget availability. Should additional City funding become available, the not to exceed amount for a grant awarded pursuant to this solicitation may increase and shall be based on the selected Application.

Grant Term: 25 – 31 months

A grant funded pursuant to these guidelines will have a 25 – 31 month grant term. The City at its sole, absolute discretion shall have the option to extend the term for additional years as determined by the San Francisco Arts Commission and city contracting requirements.

We anticipate that successful proposals will be for a term of 25 - 37 months beginning in fiscal year 2025-2026 or as otherwise indicated, with possible extensions 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.

This application is issued pursuant to San Francisco Administrative Code Chapter 21G: Grants. The San Francisco Arts Commission reserves the right to: 1) reissue these guidelines and request for applications; 2) reject or cancel any or all applications; and 3) prior to application deadline, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any services to be provided under this Solicitation, or the requirements for content or format of the applications.

Program Officers are available for application consultations. Each applicant is allowed one, 15-minute meeting. Technical assistance, webinars, and grant portal support are offered via email. To schedule an application consultation please contact the Program Officers listed above.

Important Dates

Application Open	September 15, 2025
Program Officer Consultations	September 16, 2025 – October 7, 2025
Applications Deadline	October 8, 2025, at 12 p.m. noon
Internal Grant Panel Review	October 17, 2025 (SPX grant panels are not public)

Funding Recommendations	October 2025 Community Investments Committee
Commission Approval	November 2025 Full Commission
Notification of Funding	November 2024
Grant Period Begins	January 1, 2026

^ dates subject to change

About

Special Project Grants are an opportunity for other City partners to fund arts and culture opportunities that are mission aligned with the San Francisco Arts Commission. These grants are one time opportunities and based on specific project goals shared by the funding source.

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

[Eligible and Ineligible Expenses \(link\)](#)

Purpose and Funding Categories

1. SOMA Pilipinas Cultural District Support for Arts and Cultural Programming: Support for up to \$145,000 for 25 months for an arts and culture nonprofit located in SOMA Pilipinas ([see map](#)) that is dedicated to a long-term programming vision for a new narrative focused on culturally relevant placemaking. Funding should be used to support temporary public art, storefront art, arts festivals, art and education programming throughout SOMA Pilipinas, addressing the cultural district's economic recovery and narrative change, or arts and education programming in the geographic area.

Applicants should address the following within their proposed project:

- Demonstrated history of strong partnership and ongoing collaboration with organizations within the geographic boundaries of SOMA Pilipinas in planning and housing, civil rights, media, immigration and contemporary arts.
- Demonstrated history of developing anti-racism programs utilizing art and education that build solidarity with all communities including communities of color through narrative change.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

2. Citywide Night of Ideas Curation: Support up to \$120,000 for 31 months for a nonprofit arts and cultural 501(c)(3) organization or fiscally sponsored entity to curate performances for the San Francisco Public Library's Night of Ideas, scheduled for dates in Spring 2026, 2027 and 2028. The organization is responsible for partnering with the SF Public Library to curate approximately six (6) performances for the evening. Performances should be engaging and diverse and may include dance, acrobatics, music, etc.

Applicants should address the following within their proposed project:

- The organization or entity's history should show a demonstrated track record of work producing events of similar scale and scope with libraries.
- A budget that reflects payments to San Francisco-based artists.

- Demonstrate strong leadership and partnerships that convey confidence that the proposed activities will be successful.

Scoring Criteria

Please be aware each category will have distinct areas to address, which are listed in the Purpose and Funding Categories 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 to “Fund” or “Not Fund”. Applications must be assigned a “Fund” by the review panel to be recommended 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.

Budget and Financials

- Completed Budget
- Budget Notes
- Financials

Application Review

Funds will be granted 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. An applicant that is found to have made attempts to influence a panelist in any way will be automatically disqualified.

[Back to Top](#)