



Fiscal Year 2025-2026 Grant Application Instructions for Individual Artists

How to Prepare and Submit an Application

Version 1

The Grant Application Instructions work together with the Grant Guidelines. Please review the Grant Guidelines first, read the Grant Application Instructions second, and finally login to the SmartSimple Grants Portal to complete the application. You may want to have the Instructions and Guidelines open while working on your application.

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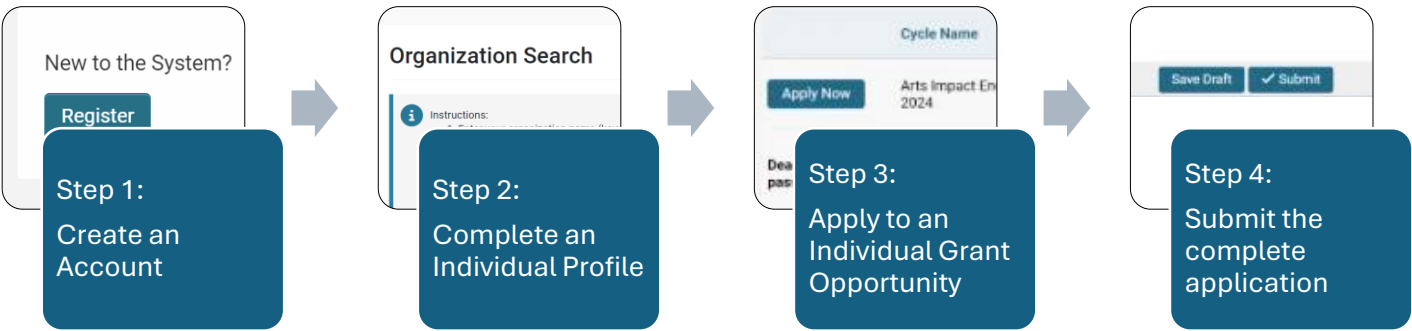
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***NOTE: The Collaborator function in the application is under construction. We will post a second version of these instructions when it is available for use.**

BEFORE YOU BEGIN

Applications responding to these guidelines/this solicitation must be submitted through the SmartSimple Grants Portal using the process detailed below.

APPLICATIONS ARE AVAILABLE ONLINE AT: <https://sfartscommission.us-1.smartsimple.com/>



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

Applicants who need an Americans with Disabilities Act accommodation must contact sfac.grants@sfgov.org or the category specific Program Officer at least two weeks before the application deadline, in order for us to appropriately accommodate.

GRANT GUIDELINES ARE AVAILABLE ONLINE AT: <https://bit.ly/sfacfy26grantguidelines>

VIEW UPCOMING GRANT SEEKER INFORMATION SESSIONS AT:
<https://sfartscommission.org/content/grant-information-sessions>

APPLICATION PREPARATION CHECKLIST

☐ **Review the grant guidelines and ensure you meet eligibility requirements BEFORE YOU COMPLETE AN APPLICATION.** For details about each of the eligibility requirements, please review SFAC's FY 2025-2026 Grant Guidelines PDF, which is available online at: <https://bit.ly/sfacfy26grantguidelines>.

☐ **Attend a Grant Seeker Information Session** These are helpful live webinars and in-person info sessions, and the schedule and link is here: <https://sfartscommission.org/content/grant-information-sessions>. Recordings of the webinars will also be made available.

☐ **Save a digital copy of your Proof of SF Address Document** 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. Document should be no more than three (3) months old and must include applicant'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 using a Fiscal Sponsor (If Applicable), **gather the following documents** (see full details in STEP 3):

- ☐ Fiscal Sponsorship Agreement or MOU
- ☐ Proof of Fiscal Sponsor Corporate Address
- ☐ Proof of fiscal sponsor's IRS good standing - [IRS Tax Exempt Search](#)
- ☐ Proof of fiscal sponsor's CA Franchise Tax Board good standing - [CA Franchise Tax Board Entity Status Search](#)
- ☐ Proof of fiscal sponsor's CA Attorney General good standing - [CA Attorney General Registry of Charitable Trusts](#)
- ☐ Proof of fiscal sponsor's CA Secretary of State good standing
<https://bizfileonline.sos.ca.gov/search/business>
- ☐ Fiscal Sponsor's signed, dated and submitted Federal Form 990, 990-EZ or 990-N

☐ **Decide which Grant Category you are applying for** (You can only apply to one of these categories):

- Arts Impact Endowment (AIE)
- Artist Legacy Grant (ALG)

FOR ARTS IMPACT ENDOWMENT (AIE) APPLICANTS:

☐ **Decide which Artist Funding Area you are applying for** Select one funding area for your application. You can only apply to one area. The Maximum request amount for all funding areas for artists is \$50,000.

1. General Support 1 - Supports Artist Basic Needs.
2. General Support 2 - Supports equipment purchase of \$10,000 or more for a single item, professional development, capital (not labor).
3. Project Support - Supports artistic works and/or activities, research and development, a phase or portion of a larger project.

- ☐ **Draft your responses to the application questions.** Please note below the maximum character or word count for each section of the application.
- ☐ **Draft your Grant Plan** Timeline of six grant plan activities and outputs that take place between July 1, 2026-July 31, 2028
- ☐ **Draft your Budget** For an example of the budget, download the budget template [here](#). For each expense provide a breakdown of costs in the Notes field. For example: *5 artists @ \$100/hr x10 hours*.
- ☐ **Gather your required documents, work samples and/or supporting documents** Up to five (5). Examples of documents to provide: Cost estimates or planning documents for the proposed funding request, samples of your past work (see page 24). 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, etc.
- ☐ **Fill out your grant application and click “Save as Draft” as you go** Make sure to save your answers as you work on your application. For longer answers, we strongly advise using a separate document for notes and drafting your responses, then copying/pasting your answer into the application.
- ☐ **Consider scheduling a one-on-one meeting with an SFAC Program Officer (optional, and subject to availability)** Once you have your application filled out and saved as a draft, it can be helpful to schedule a session with a program officer to ask any questions you may have about your application before finalizing and submitting.
- ☐ **Set a calendar reminder for the application deadline and make sure to click “Submit”** Please note that all grant deadlines are at 12PM noon during the day. Pay special attention to the grant category’s deadline, and plan to submit early if you can. Applications cannot be accepted after the deadline.

STEP 1: Create an Account/Register with the SmartSimple Grants Portal

<https://sfartscommission.us-1.smartsimple.com/>

Example registration recordings for both individuals and organizations can be found here: [Grant Information Sessions | San Francisco Arts Commission \(sfartscommission.org\)](#)

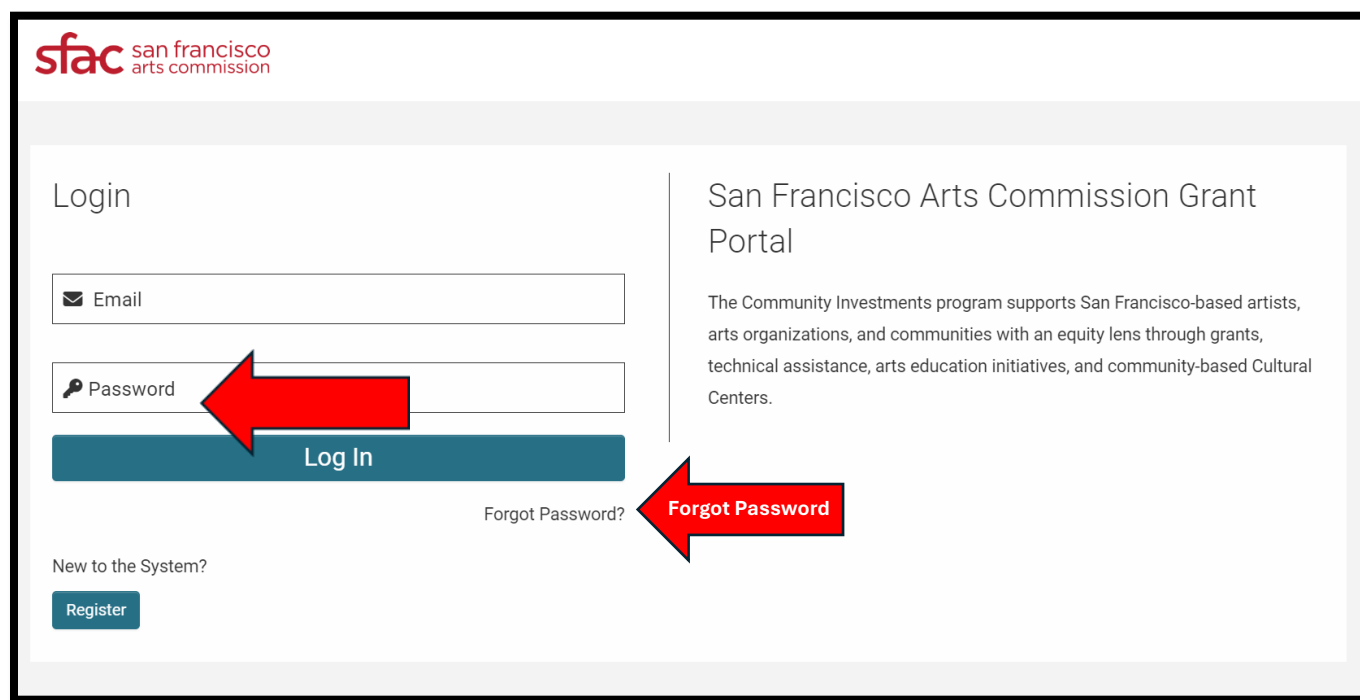
For technical assistance or questions about registering with or accessing an existing SmartSimple account, please email sfac.grants@sfgov.org.

Individual and Organization Applicants must have separate accounts. Individuals that may both apply on behalf of an organization and for themselves will need two unique accounts with two separate email addresses. This is because applicants must register either an individual artist account or organizational account in the grants portal and individual artist accounts will only be able to access individual grant applications and organization accounts will only be able to access organization grant applications.

Fiscally sponsored applicants. Applicants working with a fiscal sponsor need to register as the ARTIST, NOT the fiscal sponsor. Fiscal sponsor information is requested as part of the application process on the first tab, APPLICANT INFORMATION.

Previously registered applicants with accounts, please log into the SmartSimple Grants Portal using the account email address and password. Applicants who previously applied already have an account. Use the “Forgot Password” option on the homepage to reset the password. The password reset email will be sent from noreply@smartsimplemailer.com. Once logged in, click on Funding Opportunities and move on to Step 2.

SFAC Grant Portal Homepage



The screenshot shows the SFAC Grant Portal Homepage. At the top left is the SFAC logo (san francisco arts commission). Below it is a 'Login' section with an 'Email' input field, a 'Password' input field, and a 'Log In' button. A red arrow points from the 'Forgot Password?' link to the 'Password' field. Another red arrow points from the 'Forgot Password?' link to the 'Forgot Password' button. Below the 'Log In' button is a 'New to the System?' section with a 'Register' button. To the right of the login fields is a section titled 'San Francisco Arts Commission Grant Portal' with a description of the Community Investments program.

ADD THIS EMAIL TO SAFE SENDERS LIST: noreply@smartsimplemailer.com

Returning Applicants: Use your preexisting account email and password to login to access the grants portal landing page. Use the Forgot Password feature if you need to recover the password to your existing account.

New Applicants: After clicking the registration button, select “INDIVIDUAL APPLICANT”

Reminder: Individual applicants who are working with a fiscal sponsor need to register for an Individual account, NOT the fiscal sponsor. Fiscal sponsor information is requested as part of the application process on the first tab, APPLICANT INFORMATION.

Registration Options

sfac

Registration Options

I am applying as:

Registered Nonprofit Organization
Register yourself and your organization.

Individual Applicant
Register yourself as an individual.

Applicants who are applying on behalf of an organization and as an individual must create two separate accounts with two separate emails.

Complete the eligibility questions. Only eligible applications will move forward to the Registration page.

Artist Eligibility Information

Artist Eligibility Information

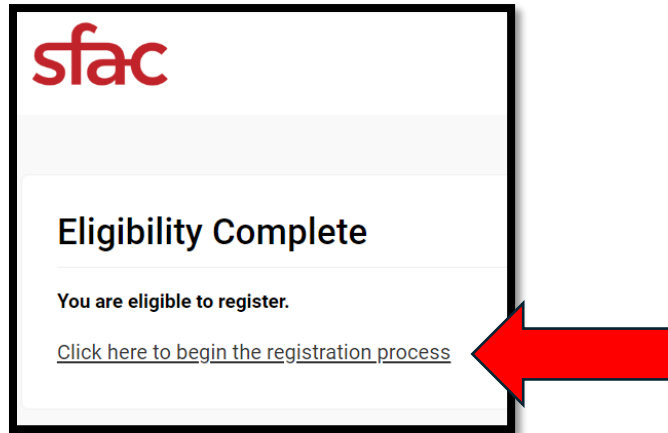
i **Instructions**
Please complete this quiz to see if you are eligible for a SFAC grant.

*** Has the applicant been a continuous resident of San Francisco since October 2023? (Documentation demonstrating San Francisco residency must be submitted with the application.)**

☐ Yes

☐ No

Eligibility Complete



Select the “Click here to begin the registration process” link to access the Contact Information Form.

On the next page titled Contact Information, enter the applicant’s contact information, including: San Francisco address, the Supervisor District, the Cultural District(s) that the applicant works with (if applicable), the applicant’s phone number, and website. Fields marked with an asterisk are required.

The address listed should match the applicant’s San Francisco address that you will provide proof of, in the Applicant Information tab of the application.

Contact Information

Contact Information



Instructions

Required fields are marked with an asterisk "*".

* First Name

* Last Name

* Email

* Confirm Email

Click Submit after all the applicable Contact Information fields are complete.

Click Submit

The image shows the bottom section of a registration form. On the left, there is a reCAPTCHA widget with the text "I'm not a robot" and a small icon. To the right of the reCAPTCHA is a blue "Submit" button. A large red arrow points from the right towards the "Submit" button.

An email will be sent from noreply@smartsimplemailer.com to the email of the applicant to set up the SmartSimple account password.

Registration Complete

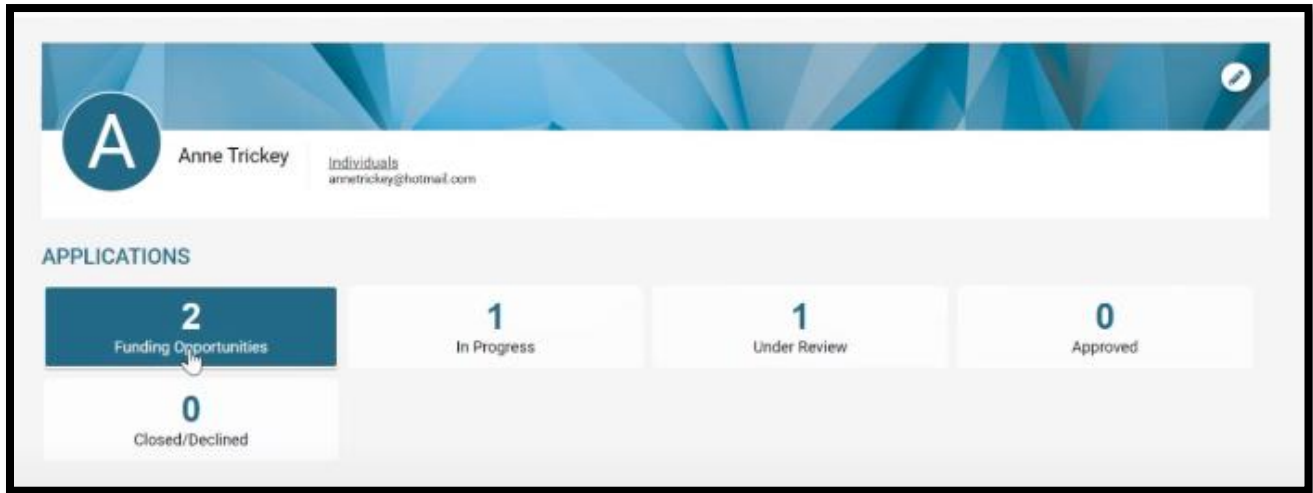
The image shows a confirmation page for registration. At the top left is the "sfac" logo in red, followed by the word "Registration" in grey. Below this is a white box with the heading "Registration Complete". Inside the box, the text reads: "You will receive an email with a link to create a password and login in the next 5 minutes. If you do not receive this email, please check your spam folder." Below this text is a link that says "Log in here". A large red arrow points from the right towards the "Log in here" link.

Once the SmartSimple account password is created, log into the grant portal at <https://sfartscommission.us-1.smartsimple.com/> to fill out the application.

The portal shows all applications: those previously submitted, in progress applications, applications under review and current grants. Click on Funding Opportunities to view available funding opportunities.

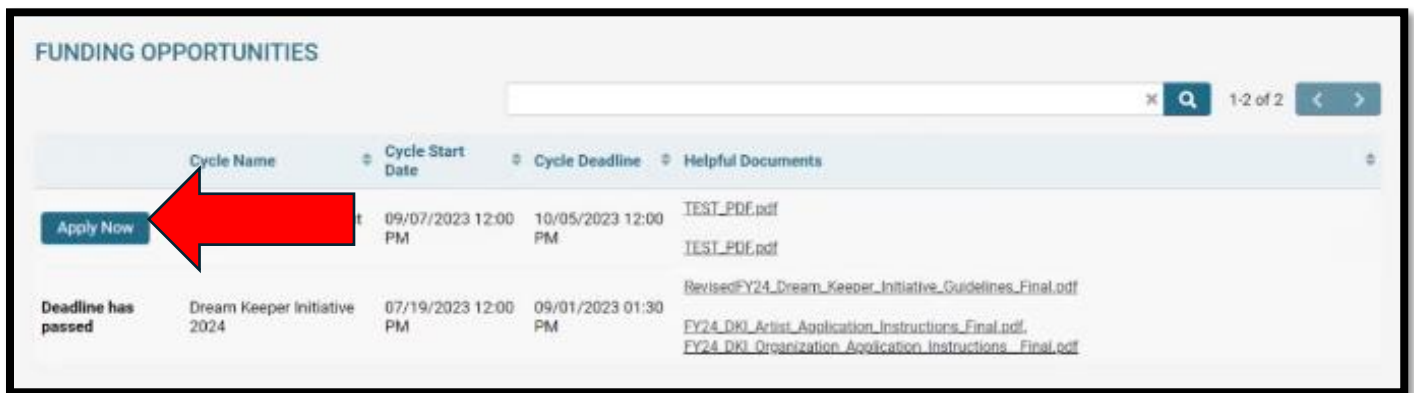
Click In Progress to open grant applications that have been started but not submitted yet.

Funding Opportunities in Grants Portal



In the Funding Opportunities view, Individual accounts will only see Individual applications. Open opportunities will have a blue “Apply Now” button.

Apply Now



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STEP 2: Application Preparation

We strongly advise applicants to use the criteria in the category specific section of the [guidelines](#) to prepare their application responses in a separate document. Applicants should paste their completed answers into the online application when they are ready to submit.

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

1. Click the Save Draft box at the bottom of the page.

Save Draft

The screenshot shows the 'New Grant' application form. At the top, there is a header 'New Grant' and a list of instructions. Below the instructions is a horizontal menu with tabs: CONTACT INFORMATION, APPLICANT INFORMATION, PROJECT INFORMATION, GRANT PLAN, WORK SAMPLES, DEMOGRAPHIC SURVEY, and CERTIFICATION AND RELEASE. At the bottom of the form, there is a 'Save Draft' button and a 'NEXT >' button. A large red arrow points to the 'Save Draft' button.

2. Log back into the account to view the Applications section.
3. Click on “In Progress” to find open applications. Applications that have been submitted can be accessed by clicking Under Review.

In Progress and Under Review

The screenshot shows the 'APPLICATIONS' section of the user interface. At the top, there is a user profile for Anne Trickey with the email address annetrickey@hotmail.com. Below the profile, there is a section titled 'APPLICATIONS' with three tabs: 'In Progress', 'Under Review', and 'Closed/Declined'. The 'In Progress' tab shows a count of 1, and the 'Under Review' tab shows a count of 1. Two red arrows point from callout boxes to these tabs. The 'In Progress' callout box says: 'In Progress: Applications that were started and saved, but not submitted.' The 'Under Review' callout box says: 'Under Review: Applications that have been submitted.'

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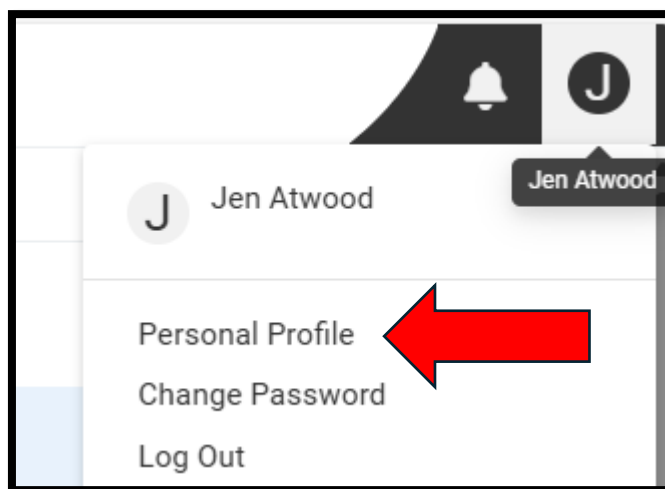
STEP 3: Application

- Click on the top menu of tabs to enter each section of the application.
 - Please note that the tabs, questions, and materials required for the Arts Impact Endowment (AIE) grant category and the Artist Legacy Grant (ALG) grant category, may be different. Carefully review the criteria in the category specific section for each category in the [guidelines](#) and prepare your responses and materials accordingly.
- Click SAVE DRAFT after information is entered in each tab.

APPLICANT INFORMATION

- **Legal Name of Applicant**
 - Enter individual name as it appears on tax form 1040.
- **Preferred Name (If Applicable)**
 - Enter the name the applicant wants to be addressed as in conversation or on email.
- **Artist Name (If Applicable)**
 - If the applicant uses a different stage name or performance name, enter it here.
- **Pronunciation Guide**
 - Enter the phonetic pronunciation to help staff and readers say the name correctly.
 - Resource for phonetic pronunciation:
 - [Phonetic Spelling Instructions – Carnegie Mellon University](#)
- **Sole Proprietorship or LLC Name**
 - If you will be paid as a Sole Proprietorship or LLC, provide the legal name of the Sole Proprietorship or single member LLC otherwise write N/A.
- **Pronouns**
 - Check all that apply.
 - If not listed, please state in the provided field below this question.
- **Primary Contact**
 - This address should match the applicant's proof of address document.
 - To update contact information:
 - Upper right corner where the applicant's name shows and select **Personal Profile**.
 - From there, Applicants can update their cell phone, email, supervisor district, Cultural District, Artist Name, gender pronoun.

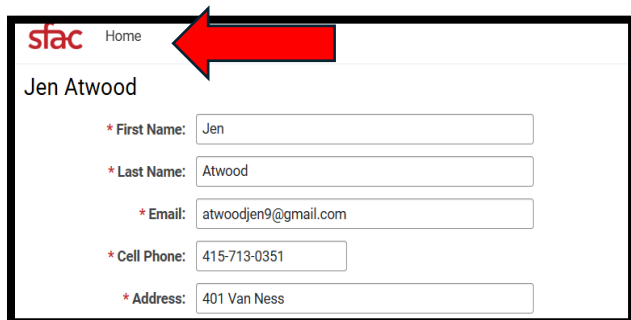
Edit Contact Information in Personal Profile



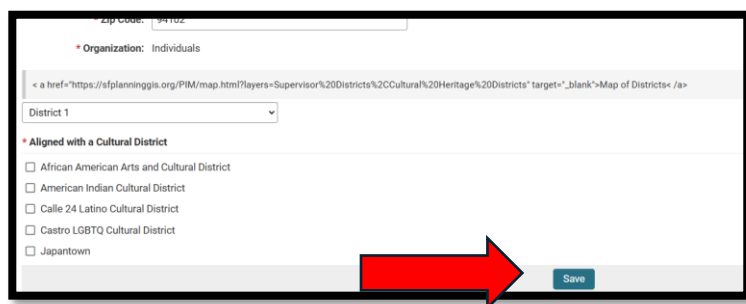
This is where to access the Smart Simple profile and update contact information.

From there, applicants can update their cell phone, email, supervisor district, Cultural District. After you are done editing the personal profile, click Save.

To return to your in-progress application, click the Home menu in the upper left corner of the portal. The Home menu is to the right of the SFAC red logo.

A screenshot of the SFAC web portal. At the top left, the SFAC logo is followed by a 'Home' link. A red arrow points to this 'Home' link. Below the header, the user's name 'Jen Atwood' is displayed. Underneath, there is a form with five fields, each preceded by an asterisk: 'First Name' (Jen), 'Last Name' (Atwood), 'Email' (atwoodjen9@gmail.com), 'Cell Phone' (415-713-0351), and 'Address' (401 Van Ness).

Click the Home menu to return to the Applications screen where you can access your SFAC applications.

A screenshot of the 'Aligned with a Cultural District' section of the SFAC form. It shows a dropdown menu for 'District 1'. Below this, there is a list of cultural districts with checkboxes: African American Arts and Cultural District, American Indian Cultural District, Calle 24 Latino Cultural District, Castro LGBTQ Cultural District, and Japantown. A red arrow points to the 'Save' button at the bottom right of this section.

Edit the contact information fields as needed and click Save at the bottom of the Personal Profile to save the edits.

The instructions below explain how to upload/provide on the Applicant Information tab the documentation required to prove the applicant and/or fiscal sponsor's eligibility and good standing with the required entities.

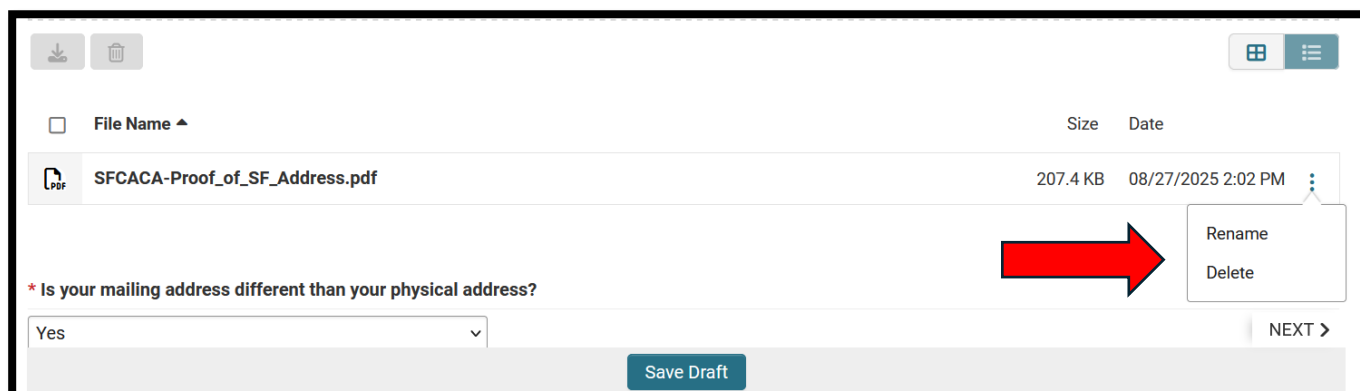
Technical Notes:

These are the file types that can be uploaded to the Applicant Information tab: pdf, doc, docx, xls, xlsx, jpg, png.



How to delete or rename an uploaded file

- For any application fields that require a file upload, to delete or rename a file click on the three dots located at the far right in the field. If you need technical assistance with deleting or renaming an uploaded file, please email sfac.grants@sfgov.org.
- To rename an uploaded file, click the three dots and click Rename.

Delete or Rename Uploaded Files



File Name ▲ Size Date

 SFCACA-Proof_of_SF_Address.pdf	207.4 KB	08/27/2025 2:02 PM	
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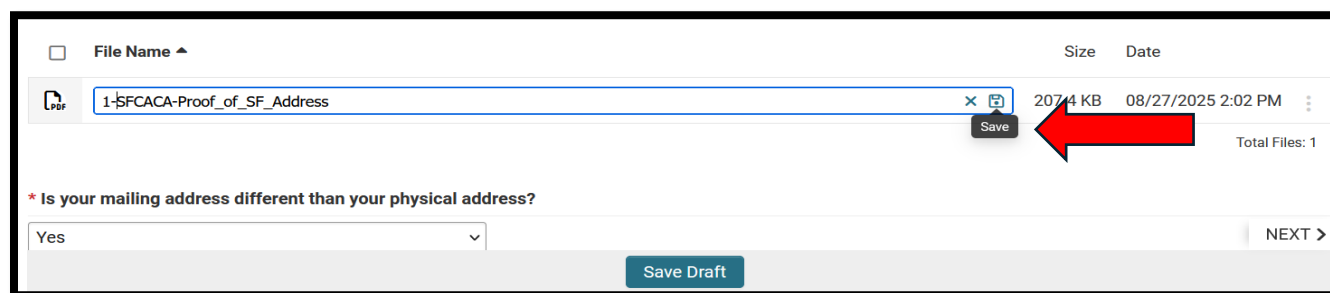
* Is your mailing address different than your physical address?

Yes ▼ NEXT >



Save Draft

- Rename the file and then click the square, floppy disk-shaped button located at the far right of the file name field (that is to the left of the Size column) to save the updated file name.
- Click the Save Draft button at the bottom of the tab.

Save New File Name



File Name ▲ Size Date

 1-SFCACA-Proof_of_SF_Address		207.4 KB	08/27/2025 2:02 PM
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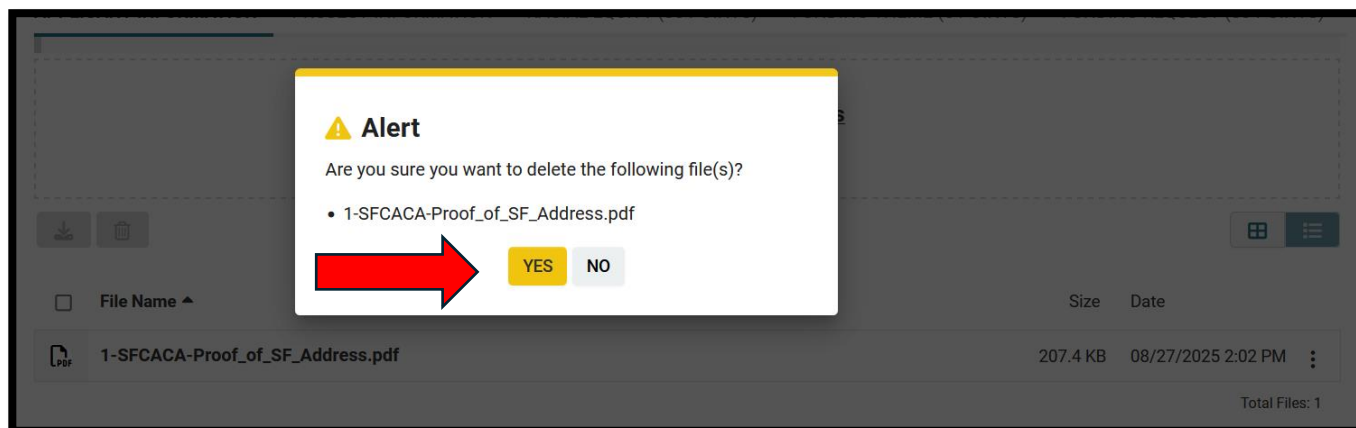
* Is your mailing address different than your physical address?

Yes ▼ NEXT >

Save Draft

- To delete an uploaded file, click the three dots and click Delete.
- Upon clicking Delete, a dialogue box will open that asks Are you sure you want to delete the following file(s)? followed by the list of uploaded file(s). Click Yes if you want to delete the file(s). Click No if you do not want to delete the file(s).

Select "Yes" to delete file




Alert

Are you sure you want to delete the following file(s)?

- 1-SFCACA-Proof_of_SF_Address.pdf

YES NO

File Name ▲ Size Date

 1-SFCACA-Proof_of_SF_Address.pdf	207.4 KB	08/27/2025 2:02 PM	
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Total Files: 1

- After the file has been deleted, you can upload a new file to that field.

- Click the Save Draft button at the bottom of the tab.
- If you need technical assistance with deleting or renaming an uploaded file, please email sfac.grants@sfgov.org.

Proof of San Francisco Address Upload

* Proof of San Francisco Address

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, signed lease agreement or mortgage statement. Document should be no more than three (3) months old and must include applicant's name.

Drop files here or [browse files](#)

Maximum file size: 2 GB

Proof of San Francisco address

- 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. Please note that drivers' licenses are not an approved form of proof of address.
- Documents should be no more than three (3) months old (September to November 2025) and must include the individual applicant's name.
- Unhoused or housing insecure applicants, please contact sfac.grants@sfgov.org.

Is your mailing address different than your physical address?

- Opportunity to provide a P.O. Box or other mailing address.

Will you have a fiscal sponsor?

- Selecting Yes will open fields for fiscal sponsor information.
- Applicants must have a different address than their fiscal sponsor.

Will you work with vulnerable populations?

- **Applicants working with vulnerable populations (minors under 18 years old, elderly over 65 years old, developmentally disabled populations) must apply with a fiscal sponsor.**

(If Applying with a Fiscal Sponsor) Fiscal Sponsor Questions and Required Uploads:

- Upload 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 which model of fiscal sponsorship is used;
 2. Description of the exact nature of the services to be provided by this 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.

- Legal Name of Fiscal Sponsor
- Fiscal Sponsor Signatory's Name
- Fiscal Sponsor Signatory's Title
- Fiscal Sponsor Signatory's Email
- Fiscal Sponsor Signatory's Cell Number
- Fiscal Sponsor Corporate Address, City, State, and Zip Code
- Fiscal Sponsor Corporate Address - 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. Document should be no more than three (3) months old.
- Proof of Fiscal Sponsor's IRS good standing
 1. Visit [IRS Tax Exempt Search](#)
 2. Select Database ""Pub 78 Data"".
 3. Search for the fiscal sponsor's EIN number.
 4. Select the correct organization.
 5. Save a PDF of the screen titled ""Publication 78 Data"" that shows your organization listed.
 6. Upload below.
- Proof of Fiscal Sponsor's CA Franchise Tax Board good standing
 1. Visit [CA Franchise Tax Board Entity Status Search](#)
 2. Search for the fiscal sponsor's name or CA entity number.
 3. Select the correct organization.
 4. Select Generate Letter.
 4. Save a PDF of the "Entity Status Letter" that shows your organization is active and in good standing.
 5. Upload below.
- Proof of Fiscal Sponsor's CA Attorney General good standing
 1. Visit [CA Attorney General Registry of Charitable Trusts](#)
 2. Search for the fiscal sponsor's name or CA entity number.
 3. Save a PDF of the screen titled "Registrant Details" that shows your organization listed as current.
 4. Upload below.
- Proof of Fiscal Sponsor's CA Secretary of State good standing
 1. Visit [CA Attorney General Registry of Charitable Trusts](#).
 2. Search for the fiscal sponsor's name or CA business entity number.
 3. Save a PDF of the screen titled "SOS Details" that shows your organization listed as active and in good standing.
 4. Upload below.
- Upload Fiscal Sponsor's IRS 990
 - Upload the Fiscal Sponsor's signed and dated copy of IRS form 990 showing total annual operating revenue for the most recent completed tax year. (calendar or fiscal year)
- **Artist Application Questions**

- Please identify your artistic genre or practice.
- How many years of experience do you have as a practicing artist?
 - Choose a range

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PROJECT INFORMATION

Amount Requested

- Artistic Legacy Grant maximum request amount is \$100,000.
- Arts Impact Endowment maximum request amount for individual artists of all funding areas is \$50,000.
- Applicants cannot receive more than the amount that they request, and they cannot receive more than they are eligible for.
 - For example, if an applicant enters \$500 for a maximum grant of \$50,000 and scores high enough to receive a grant, they will be granted \$500. **This amount cannot be adjusted after the application deadline is past.**

Artist Funding Areas (For Arts Impact Endowment Grant Only)

- Select one funding area for your application. You can only apply to one area.
 7. General Support 1 - Supports Artist Basic Needs.
 8. General Support 2 - Supports equipment purchase of \$10,000 or more for a single item, professional development, capital (not labor).
 9. Project Support - Supports artistic works and/or activities, research and development, a phase or portion of a larger project.
- Selecting the funding area will change the questions on this application form. Please refer to the guidelines for more information about each of the funding areas.

Project Summary

- Provide a brief Project Summary to be read aloud by Arts Commission staff during the panel discussion that starts with this sentence, "San Francisco Arts Commission funds will be used to support..." (75 word limit)
- **Make it easy to understand and don't use acronyms.**
- For help with character count: <https://wordcounter.net/character-count>.

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RACIAL EQUITY (ALL INDIVIDUAL ARTIST GRANTS)

Racial Equity – 30 Points (300 Word Limit)

- Answer the listed questions in the space provided.
 1. What is your understanding of racial equity?
 2. How does that understanding of racial equity apply to your artistic practice?
 3. What is your history of engaging with marginalized communities?

4. 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).

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ARTISTIC LEADERSHIP (ARTISTIC LEGACY GRANT ONLY)

Artistic Leadership Part 1 - 15 Points (250 Word Limit)

- Describe your practice and highlight your major accomplishments over your career, including the last 25 consecutive years or more.

Artistic Leadership Part 1a (4 Pages Maximum/1 File Maximum)

- Upload your Resume / Curriculum Vitae (CV) or a list of artistic practice accomplishments and artistic practice activities spanning the last 25 consecutive years or more.


Upload Resume or CV

* Artistic Leadership Part 1a (4 Pages Maximum/1 File Maximum)

Upload your Resume / Curriculum Vitae (CV) or a list of artistic practice accomplishments and artistic practice activities spanning the last 25 consecutive years or more.

Drop files here or [browse files](#)

Maximum file size: 2 GB | Maximum number of files: 1



Artistic Leadership Part 2 - 10 Points (250 Word Limit)

- 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.

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FUNDING THEME (ARTS IMPACT ENDOWMENT -FUNDING AREA GENERAL OPERAITING SUPPORT 1 & 2 ONLY)

Theme Part 1 - Keeping Artists in San Francisco - 5 Points (150 Word Limit)

- How will this funding counteract the threat of displacement as an artist?

Theme 1a - Keeping Artists in San Francisco (150 Word Limit)

- Provide your 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.
- 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](#)*

FUNDING REQUEST (ARTS IMPACT ENDOWMENT - FUNDING AREA GENERAL OPERATING SUPPORT 1 & 2 ONLY)

Funding Request Part 1 - 20 Points (300 Word Limit)

- Answer the following questions in the space provided:
How will this grant positively impact your community, practice, or career?
How do you define and measure your success related to your artist statement?

Funding Request 1a (150 Word Limit)

- If you are working with other partners or collaborators, please outline their role in the project.

Funding Request Part 2 – Public Benefit - 10 Points (250 Word Limit)

- All grants must provide a public benefit to San Francisco, its neighborhoods and/or communities. Answer the questions below:
 1. What is your public benefit (an event, a publication, ongoing programming etc.)?
 2. Include specific goals for your public benefit and how you will know you achieved them (how you will measure your public benefit goals).
 3. What is your outreach plan for intended audiences and communities? How many people will benefit?
 4. How will you collect and share community feedback?

PROJECT DESIGN- ARTS IMPACT ENDOWMENT PROJECT SUPPORT (ARTS IMPACT ENDOWMENT - FUNDING AREA PROJECT SUPPORT)

Project Design Part 1 – Ideas and Process 20 Points (300 Word Limit)

- 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.

Project Design Part 1a – Ideas and Process (150 Word Limit)

- If you are working with other partners or collaborators, please outline their role in the project

Project Design Part 2 – Public Benefit - 10 Points (250 Word Limit)

- All grants must provide a public benefit to San Francisco, its neighborhoods and/or communities. Answer the questions below:
 1. What is your public benefit (an event, a publication, ongoing programming etc.)?
 2. Include specific goals for your public benefit and how you will know you achieved them (how you will measure your public benefit goals).
 3. What is your outreach plan for intended audiences and communities? How many people will benefit?
 4. How will you collect and share community feedback?

Project Design Part 3 – Importance - 5 Points (250 Word Limit)

- Answer the questions below:
 1. Why is this project important to you?
 2. Describe how this grant will enhance your future artistic practice.

PROJECT DESIGN- ARTISTIC LEGACY GRANT (ARTISTIC LEGACY GRANT ONLY)

Please note that while the questions are similar to Arts Impact Endowment Grant, the weight of the scoring is different for the Artistic Legacy Grant

Project Design Part 1 - 10 Points (300 word limit)

- Answer the following questions in the space provided below:

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.

Project Design Part 1a – Public Benefit 10 Points (300 Word Limit)

- Answer the questions below:
 1. Describe the public benefit of the proposed project (an event, a publication, etc.), what specific San Francisco neighborhood or community will benefit?
 2. How many people will benefit and how will you reach them?
 3. Include specific goals for your public benefit and how you will know you achieved them (how you will measure your goals).

GRANT PLAN

Please note that the weight of the scoring is different for the Grant Plan depending on which grant you are applying to (Artistic Legacy Grant or Arts Impact Endowment) and it is also different for which funding area you choose to apply to if applying for Arts Impact Endowment.

GRANT PLAN POINTS:

ARTISTIC LEGACY GRANT - 5 Points

ARTS IMPACT ENDOWMENT: GENERAL SUPPORT 1 - ONGOING WORK = 10 POINTS

ARTS IMPACT ENDOWMENT: GENERAL SUPPORT 2 - GROWTH & PLANNING = 10 POINTS

ARTS IMPACT ENDOWMENT: PROJECT SUPPORT = 5 POINTS

GRANT PLAN INSTRUCTIONS:

1. Provide six grant plan activities.
 2. Grant activities must take place between July 1, 2026 and July 31, 2028.
 3. Grant activities can begin no earlier than July 1, 2026.
 4. List grant activities in chronological order, from the beginning of the grant term until the end of the grant term.
- Grant activities may be in person or virtual.

NOTE: If your application is funded, quarterly and final report dates will be added to the grant plan. Reports include expense reports, progress reports, completion reports, financial reports, data and photos.

Grant Activity Description (50 Word Limit)

- Add description of the grant activity.
- Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. Example: Hire performers, create rehearsal schedule and draft programming for annual SF ART festival.

Grant Activity Output (30 Word Limit)

- Add quantitative output of the grant activity. For example: 5 artists hired, 1 venue rental contract completed.

Grant Activity Estimated Completion Date

- Click on the calendar icon to select the date that the listed activity will be completed or type in the date using this format: mm/dd/yyyy
- Each activity should have an anticipated completion date that falls within the grant term.
- Example: 03/31/2027.

*** 1. Grant Activity Estimated Completion Date**

mm/dd/yyyy

Aug2026

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Limit)

example: Hire five artists for production and secure performance venue.

it)

- CLICK SAVE.

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GRANT BUDGET

Please note that the weight of the scoring is different for the Budget depending on which grant you are applying to (Artistic Legacy Grant or Arts Impact Endowment) and it is also different for which funding area you choose to apply to if applying for Arts Impact Endowment.

GRANT BUDGET POINTS:

ARTISTIC LEGACY GRANT - 5 Points

ARTS IMPACT ENDOWMENT: GENERAL SUPPORT 1 - ONGOING WORK = 10 POINTS

ARTS IMPACT ENDOWMENT: GENERAL SUPPORT 2 - GROWTH & PLANNING = 10 POINTS

ARTS IMPACT ENDOWMENT: PROJECT SUPPORT = 5 POINTS

Open Grant Budget Table

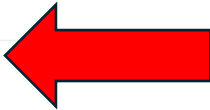
CLICK THE OPEN BUTTON BELOW TO FILL IN THE BUDGET

For each expense provide a breakdown of costs in the Notes field. For example 5 artists @ \$100/hr x10 hours.

For an example of the budget, download the budget template [here](#).

* Budget

Open



- Click the OPEN button to enter budget form.
- A separate box will open with the budget table.
- Enter Project Budget and notes detailing itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the "Notes" field (250 character limit, including spaces.).
- Download the [budget template](#) for a complete list of expenses here (Excel or .xlsx filetype required)

Complete Budget Table

The screenshot shows a web application for completing a budget table. At the top, a blue banner contains instructions: "CLICK THE OPEN BUTTON BELOW TO FILL IN THE BUDGET" and "For each expense provide a breakdown of costs in the Notes field. For example 5 artists @ \$100. For an example of the budget, download the budget template [here](#)." Below this is a "Budget" section with an "Open" button. The main area is titled "Grant Budget Notes" and includes a character limit warning: "Budget notes 250 character limit, including spaces. Click 'save' at the bottom of this window to save your work and calculate the subtotal of the expenses you have filled out. NOTE: The subtotal of expenses in the budget must equal the same amount you requested in the Project Information tab in the 'Amount Requested' field." The budget table itself has two columns: "Amount" and "Notes". It is divided into three sections: "Salaries and Benefits" (with rows for "W2 Employees (salaries)" and "Employee Taxes and Benefits"), "Independent Contractors" (with a row for "Administrative"), and "Other funding sources". A red box highlights the "Amount" and "Notes" columns. Another red box highlights the "Save" and "Clear" buttons at the bottom. A third red box highlights the "X" button in the upper right corner. A red arrow points from the "X" button to the right, and another red arrow points from the "Save" button to the left.

- The **Remaining Grant Amount** field will automatically tally (subtract the subtotal of expenses from the grant request amount entered on the Project Information tab) to assist you in tracking how much you are listing in the budget table.
- The **Grant Request Amount** in the budget table will be automatically populated with the amount entered on the Project Information tab of the application.
- The **Subtotal of Expenses** must equal the grant request amount entered on the Project Information tab.
- Click the Save button at the bottom of the budget table box.
- CLICK X in upper right corner to return to the Grant Budget tab.

Grant Budget Notes (optional)

PROJECT INFORMATION RACIAL EQUITY (30 POINTS) FUNDING THEME (5 POINTS) FUNDING REQUEST (50 POINTS) GRANT PLAN **GRANT BUDGET** REQUIREMENTS

CLICK THE OPEN BUTTON BELOW TO FILL IN THE BUDGET
 For each expense provide a breakdown of costs in the Notes field. For example 5 artists @ \$100/hr x10 hours.
 For an example of the budget, download the budget template [here](#).

* Budget
 Open

Grant Budget Notes
 Provide any budget notes including, if this grant request is part of a larger project budget, provide information on expenditures covered by other funding source(s). (150 Word Limit)

This grant request is part of a larger project budget that includes these expenses that the funds requested from SFAC will not support:
 - The position title's time spent managing the staff involved with this project.
 - food and drinks for program participants.
 - Other expense
 - Other expense

Other funding sources that we are seeking to pay for the project expenses not covered by the funds requested from SFAC are:
 - Funder Name 1: \$amount
 - Funder Name 2: \$amount
 - Funder Name 3: \$amount
 - Funder Name 4: \$amount

67 words left

- Text box: Provide any budget notes including, if this grant request is part of a larger project budget, provide information on expenditures covered by other funding source(s) (150 words)
- Click the Save Draft button at the bottom of the Grant Budget tab to save the content.

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REQUIRED DOCUMENTS

Please note that the weight of the scoring is different for Required Documents depending on which grant you are applying to (Artistic Legacy Grant or Arts Impact Endowment) and it is also different for which funding area you choose to apply to if applying for Arts Impact Endowment.

REQUIRED DOCUMENT POINTS:

ARTISTIC LEGACY GRANT: 25 POINTS

ARTS IMPACT ENDOWMENT: GENERAL SUPPORT 1 - ONGOING WORK = 15 POINTS

ARTS IMPACT ENDOWMENT: GENERAL SUPPORT 2 - GROWTH & PLANNING = 15 POINTS

ARTS IMPACT ENDOWMENT: PROJECT SUPPORT = 20 POINTS

Pro Tip: Prepare the required documents, including work samples, in advance.

- This is the amount of time that panelists will spend reviewing the required documents provided:
 - Arts Impact Endowment: General Support 1 - Supports General Operations: **No more than fifteen (15) minutes total.**
 - Arts Impact Endowment: General Support 2 - Supports equipment purchase of \$10,000 or more for a single item, organizational development, professional development for staff, capital (not labor): **No more than fifteen (15) minutes total.**
 - Arts Impact Endowment: Project Support - Supports artistic works and/or activities, research and development, a phase or portion of a larger project: **No more than twenty (20) minutes total.**

- Artistic Legacy Grant - 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. Panelists will spend **no more than twenty-five (25) minutes** reviewing these materials total.
- **You may provide up to 5 uploads or links.** Required documents can be provided by using online links (video or audio) JPGs (images), and PDFs (documents).
- Describe how the work samples relate to the proposed project.
- For all provided required documents, please include the necessary user/password info and cueing/viewing instructions.
 - A cue is where to start and stop a longer audio or video file so that work sample materials stay within the total time allowed for panel review.
 - Viewing instructions can include, for example, specific pages or content in a provided required document that should be reviewed.
- Review the Required Document Technical Assistance Webinar: [Grant Information Sessions | San Francisco Arts Commission \(sfartscommission.org\)](#)

(Arts Impact Endowment Only) Summary of Two Year History of Artistic Work (150 Word Limit)

- Provide a summary of the last two years of your work in San Francisco.
- Click the Save Draft button at the bottom of the tab to save your response.

Enter Summary and Save Draft

*** Summary of Two Year History of Artistic Work (150 Word Limit)**

Provide a summary of the last two years of your work in San Francisco.
Applicant must 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). Refer to the guidelines for more information.

San Francisco Camping and Cat Arts has been providing camping and cat arts activities to the City of San Francisco, its neighborhoods and communities over the last two years (since October 2023) through the following activities:

114 words left

Required Documents Uploads

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 uments numerically. For example: Document 1 - Work Sample: Document 2 - Audience Data. etc.
 NEXT >

Save Draft

Required Documents Uploads

- **ONLY IF UPLOADING FILES CLICK the Arrow Up/Upload button or browse files.**
 - If all work samples are links, uploaded documents are not required.
- **Label the Required Documents:**
 - ApplicantName_1
 - ApplicantName_2
 - ApplicantName_3

- ApplicantName_4
- ApplicantName_5
- Upload or drag file to upload.
- Once upload is complete the file will appear in the application.

Browse Files to Upload

Required Documents Uploads

Label documents numerically. For example: Link 1 - Work Sample + LINK ; Link 2 - Audience Data + LINK, etc.

TECHNICAL NOTES
The total number of uploaded or linked documents cannot exceed five (5).
The total size of all your required documents cannot exceed 50 MB. Large files should be linked not uploaded. To avoid exceeding this size limit, we recommend linking documents. The total size of your application uploads cannot exceed 50 MB.

ACCEPTED FILE TYPES: pdf, doc, docx, mp3, mp4, vma, divx, mov, avi, wmv, wma, pdf, doc, docx, jpg, png

Applicants cannot delete or change uploads.

Clicking on “browse files” opens the local file finder on your computer. Navigate to the saved location of your prepared required documents files.

File Upload

Name	Status	Date modified
SFCACA-FY25 Audience Data.pdf	✓	4/15/2025 4:14 PM
SFCACA-FY26-FY30 Strategic Plan.pdf	✓	4/15/2025 4:14 PM

File name: SFCACA-FY25 Audience Data.pdf | All Supported Types (*.mpg;*.m...)

Open Cancel

Drop files here or browse files

Maximum file size: 50 MB | Maximum number of files: 5 | Allowed file types: MPG, MP3, MP4, VMA, DIVX, MOV, AVI, WMV, WMA, PDF, DOC, DOCX, JPG, PNG

Required Documents Links

The total number of uploaded or linked documents cannot exceed five (5).
 < BACK | Your links below.

Save Draft

NEXT >

Required Documents Links

- Provide any links of work samples into the comment box
- Label links numerically, For example: Link 1 - Work Sample + LINK ; Link 2 - Audience Data + LINK, etc.
- Click enter to add a new line.
- Click the Save Draft button at the bottom of the tab to save your response.

Enter Document Links

Required Documents Links

The total number of uploaded or linked documents cannot exceed five (5).
Provide any links below.
Links may include viewing ques and password information, if applicable.
Label links numerically, For example: Link 1 - Work Sample + LINK ; Link 2 - Audience Data + LINK, etc.

Click enter to add a new row.

Link 1 - Work Sample <https://www.youtube.com/watch?v=kRuEP0Qae7k> | Artistic Legacy Grant Awardee: [Rhodessa Jones](#) | viewing cues: 0:00-05:39 | no password
Link 2 - Work Sample <https://www.youtube.com/watch?v=snILBmAqXms> | San Francisco Arts Commission Presents the 2025 Annual Arts Convening | viewing cues: 0:05-04:14 | no password

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NEXT >

Save Draft

Technical Notes:

- **Large files over 20MB should be linked to your preferred hosting site and not uploaded.**
 - Large files are difficult to upload and download, please link to larger files whenever possible.
- **Accepted file types:** pdf, doc, docx, mpg, mp3, mp4, vma, divx, mov, avi, wmv, wma, jpg, png.

Pro Tip: Work samples do not need to be finished or polished work. They can be drafts, sketches and plans. Visual representations of work described in the project can be very useful. Often sharing multiple types of work samples help the panelists visual a project.

Types of Required Documents:

- **Images**
 - Images are best for still practices: craft, design, craft-based traditional art, visual art.
 - Images can be useful to show attendees or audience members at events.
 - While work samples will not be scored on the quality of the image, provide images that are clear and relevant to the proposed project.
 - Images can be uploaded separately or combined into one file.
- **Documents or PDFs**
 - Cost estimates or planning documents for the proposed funding request
 - When possible, PDF files are best for document-based practices: comics, design plans, graphic novels, music scores, theater scripts, websites, writing. Saving your work sample as a PDF will keep the fonts and spacing visible to viewers as intended.
 - If submitting a work sample that tells a story, ensure the selection or excerpt includes a good amount of the narrative arc.
- **Audio or Video**
 - Audio or Video are best for dynamic practices: dance, film, media, music performance, theater performance, performance-based traditional arts.

- Clips, sizzle reels, previews, reviews and highlights do not always show a complete concept, movement, narrative or thought. **We recommend at least three (3) minutes of uninterrupted audio or video that does not skip in time to best demonstrate the work to the panelists.**
- Identify what panelists should view or listen to by including a timestamp or viewing cue.

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STEP 4: Demographic Survey

The San Francisco Arts Commission collects demographic data about our grant applicants to better serve our communities and to maintain our commitment to equity. Completion of this demographic survey is optional.

ANY DATA PROVIDED WILL NOT BE SEEN BY PANELISTS OR USED IN THE EVALUATION OF AN APPLICATION.

It will be used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff. The Arts Commission does not enter any applicant information into public generative AI tools, including demographic data. We understand that the criteria/categories in this survey might not be perfect, and we appreciate any feedback to revise categories in ways that may feel more appropriate. We thank you for your participation!

Demographic Survey Questions

Individuals:

- How did you learn about this grant opportunity?
 - If not listed above, please state
- If applicable, please specify which cultural ambassador or organization informed you about this opportunity.
- In which supervisorial district are you or your organization located?
- How do you identify in terms of race/ethnicity? (Select all that apply)
 - If you wish to specify further, please do so here:
- Which gender do you most identify with? (select one)
 - If you wish to specify further, please do so
- What is your sexual orientation/identity? (select one)
 - If you wish to specify further, please do so
- Do you identify as Transgender?
- Do you have any of these disabilities? Check all that apply. If your disability is not listed here, you can specify in the box below.
 - If not listed, please state
- How old are you? (select one)
- What is your annual household income? (select one)
- Is this your first time applying for a grant from SFAC?
- If no, have you previously been awarded a grant from SFAC?
- Any comments about this survey or the overall application?

Complete Demographic Survey

CONTACT INFORMATION APPLICANT INFORMATION PROJECT INFORMATION GRANT PLAN WORK SAMPLES **DEMOGRAPHIC SURVEY** CERTIFICATION AND RELEASE

* Which gender do you most identify with? (select one)

Please Select

If not listed above, please state here

* What is your sexual orientation/identity? (select one)

Please Select

* How old are you? (select one)

Please Select

* What is your annual household income? (select one)

Please Select

* Is this your first time applying for a grant from SFAC?

Please Select

Any comments about this survey or the overall application?

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STEP 5: Certification and Release

This certification and release must be signed by the principal officer of the organization or artist with the knowledge of the matters contained herein and with legal authority to obligate the organization or artist. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on the data available at the time of the application and that there are no misstatements or misrepresentations contained herein or in attachments. The artist or organization will comply with State and Federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersign hereby release the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to SmartSimple, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of SmartSimple, its respective officers, employees or agents.

- Check the “I confirm” box.
- Enter the Applicant Contact Name.
- The date is automatically added and not visible to the applicant
- BE 100% READY TO SUBMIT THE APPLICATION. Applicants cannot reopen the application. If needed, email sfac.grants@sfgov.org to reopen the application before the deadline. Reopened applications must be submitted by the deadline to be eligible.

When ready to submit, CLICK the SUBMIT button.

Submit Application When Ready

Application Summary

CONTACT INFORMATION APPLICANT INFORMATION PROJECT INFORMATION GRANT PLAN WORK SAMPLES DEMOGRAPHIC SURVEY **CERTIFICATION AND RELEASE**

This certification and release must be signed by the principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on the data available at the time of the application and that there are no misstatements or misrepresentations contained herein or in attachments. The individual applicant or organization will comply with State and Federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby release the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to SmartSimple, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of SmartSimple, its respective officers, employees or agents.

* I confirm that the information within this application is true and correct.


☐ I confirm

* Applicant's Contact Name:

* Title

* Date

◀ BACK Save Draft ✓ Submit



An email confirmation with a pdf copy of the application will be sent. If you do not receive this email, please contact sfac.grants@sfgov.org

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