



# Fiscal Year 2025-2026 Grant Application Instructions for Organizations

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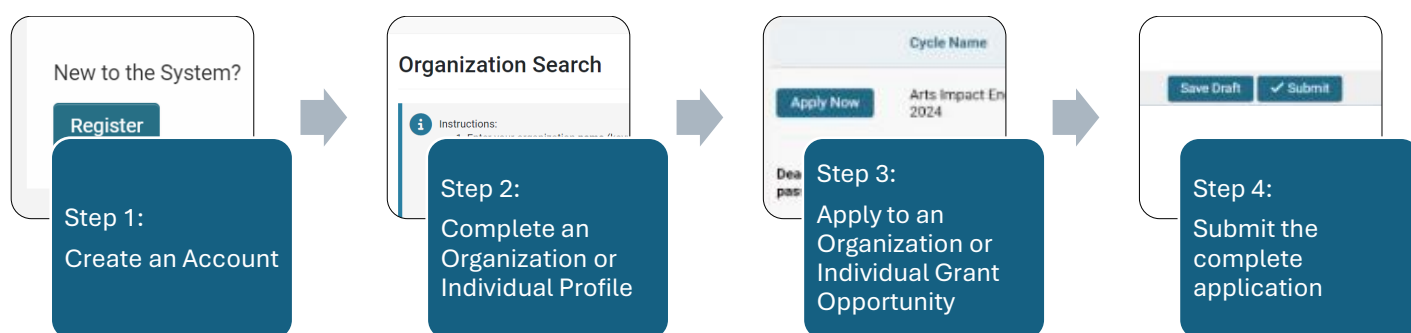
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**\*NOTE: The Collaborator function in the application is under construction. We will post a second version of these instructions when it is available for use.**

## 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](mailto: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 GRANTSEEKER INFORMATION SESSIONS AT:  
<https://sfartscommission.org/content/grant-information-sessions>

## APPLICANT PREPERATION 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.

☐ **Save a digital copy of each of the following required documentation for organization applicants** (Please see Grant Guidelines for more details)

- ☐ A signed and submitted Federal Form 990, 990-EZ or 990-N
- ☐ Profit and Loss Statement and Balance Sheet
- ☐ Proof of organization's IRS good standing- [IRS Tax Exempt Search](#)
- ☐ Proof of organization's CA Franchise Tax Board good standing - [CA Franchise Tax Board Entity Status Search](#)
- ☐ Proof of organization's CA Attorney General good standing- [CA Attorney General Registry of Charitable Trusts](#)
- ☐ Proof of the organization's California Secretary of State good standing: [CA Attorney General Registry of Charitable Trusts](#).

**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 - [Search | California Secretary of State](#)
- ☐ Fiscal Sponsor's signed, dated and submitted Federal Form 990, 990-EZ or 990-N

☐ **Decide which Organization Funding Area you are applying for and the grant request amount.**

Select one funding area for your application and determine the grant request amount. You can only apply to one area.

1. General Support 1 - Supports General Operations. Maximum request amount \$100,000.

2. General Support 2 - Supports equipment purchase of \$10,000 or more for a single item, organizational development, professional development for staff, capital (not labor). Maximum grant request amount: \$75,000

3. Project Support - Supports artistic works and/or activities, research and development, a phase or portion of a larger project. Maximum grant request amount: \$50,000

☐ **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) uploads or link: Examples of documents to provide: Cost estimates or planning documents for the proposed funding request. Samples of your past work (see page 27). 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.

☐ **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 organization account, please email [sfac.grants@sfgov.org](mailto:sfac.grants@sfgov.org).

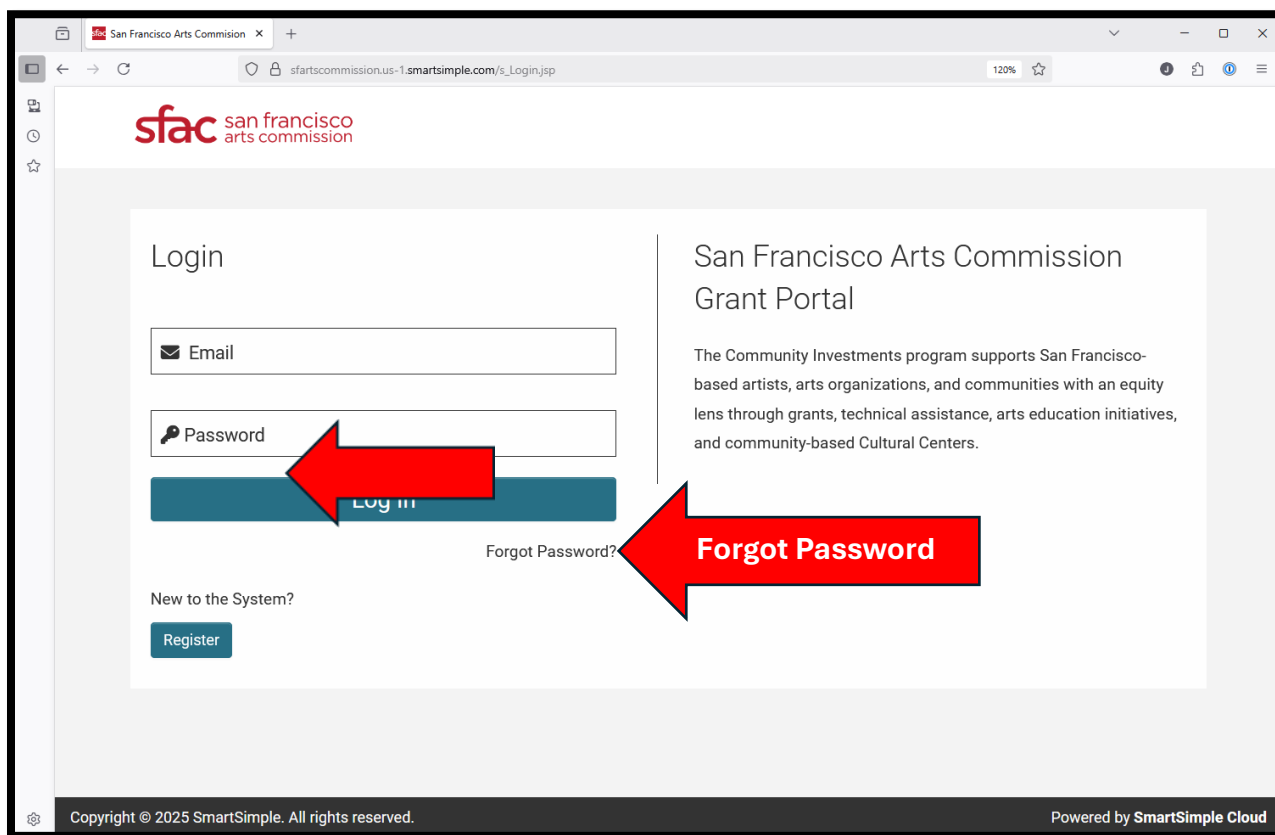
- **Check if your organization has an existing SFAC SmartSimple organization account:**  
Before contacting San Francisco Arts Commission staff for login assistance, please check with your organization's staff to see if anyone has previously created an account or has existing login credentials.

**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 organizational grant applications.

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

**Previously registered SFAC 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](mailto:noreply@smartsimplemailer.com). Once logged in, click on Funding Opportunities and move on to Step 2.

## SFAC Grant Portal Homepage



The screenshot displays the San Francisco Arts Commission Grant Portal homepage. The page features a login form on the left with fields for Email and Password, a blue 'Log in' button, and a 'Forgot Password?' link. Below the login form is a 'New to the System?' section with a 'Register' button. On the right, there is a header for 'San Francisco Arts Commission Grant Portal' and a description of the Community Investments program. A large red arrow points from the 'Forgot Password?' link to the 'Forgot Password' text in a red box. Another red arrow points from the 'Log in' button to the 'Forgot Password?' link. The footer includes copyright information for SmartSimple and a note that the portal is powered by SmartSimple Cloud.

San Francisco Arts Commission  
Grant Portal

The Community Investments program supports San Francisco-based artists, arts organizations, and communities with an equity lens through grants, technical assistance, arts education initiatives, and community-based Cultural Centers.

Login

Email

Password

Log in

Forgot Password?

New to the System?

Register

Forgot Password

Copyright © 2025 SmartSimple. All rights reserved. Powered by SmartSimple Cloud

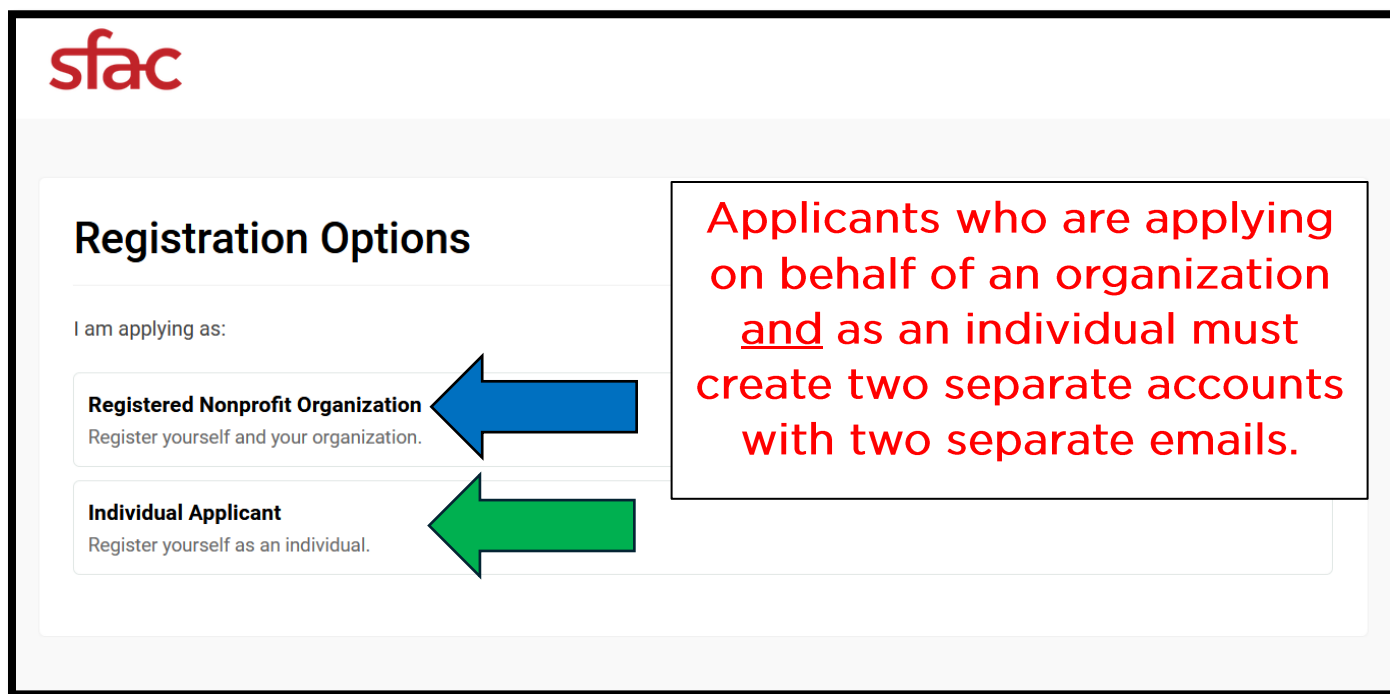
**ADD THIS EMAIL TO SAFE SENDERS LIST: [noreply@smartsimplemailer.com](mailto:noreply@smartsimplemailer.com)**

**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 “REGISTERED NONPROFIT ORGANIZATION”

Reminder: Organization applicants, including those that are a 501c3 or who are working with a fiscal sponsor need to register for an organization account as the ORGANIZATION OR FISCALLY SPONSORED project, NOT the fiscal sponsor. Fiscal sponsor information is requested as part of the application process on the first tab, APPLICANT INFORMATION.

## Registration Options



The screenshot shows the 'sfac' logo in the top left corner. Below it, the heading 'Registration Options' is displayed. Underneath, the text 'I am applying as:' is followed by two selection options. The first option is 'Registered Nonprofit Organization' with the subtext 'Register yourself and your organization.' and a blue arrow pointing to it from the right. The second option is 'Individual Applicant' with the subtext 'Register yourself as an individual.' and a green arrow pointing to it from the right. To the right of these options, a red callout box contains the text: '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.

## Organization Eligibility Information

### Organization Eligibility Information



#### Instructions

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

\* Is the applicant willing and able to meet the requirements associated with receiving funds from the City & County of San Francisco?

☐ Yes

☐ No

\* Is the applicant organization tax-exempt and in good standing with the State of California (including: the Attorney General's Registry of Charitable Trusts, Franchise Tax Board & Secretary of State) and under the Internal Revenue Service Code Section 501(c)(3)?

☐ Yes

☐ No



## Eligibility Complete



### Eligibility Complete

You are eligible to register.

[Click here to begin the registration process](#)



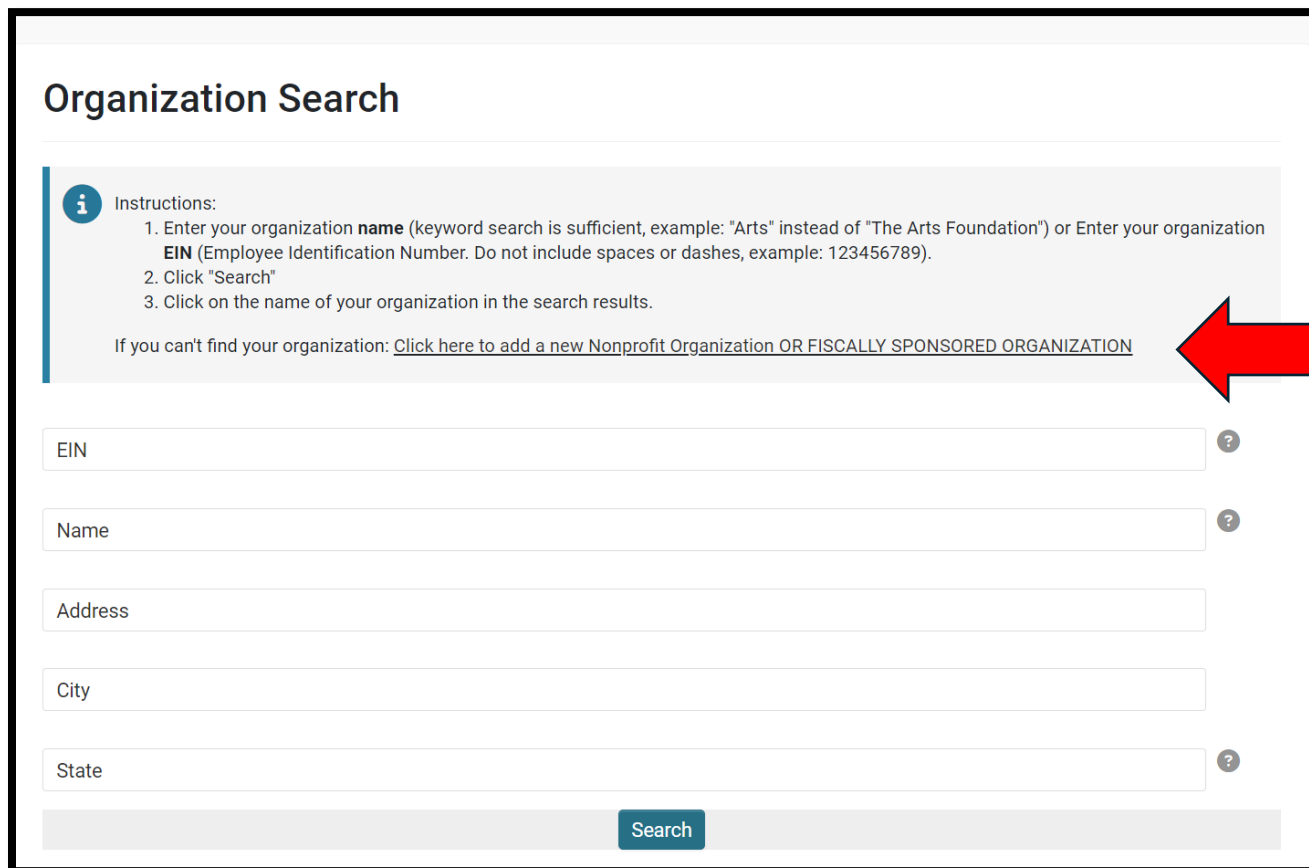
Select the “Click here to begin the registration process” link to access the Contact Information Form.

Organization Applicants that are a 501c3 will have the option to either register as a new organization or search for the organization’s Employer Identification Number (EIN).

**If you are a fiscally sponsored organization applicant that does not have an Employer Identification Number:** Click the link labeled “Click here” to add a new Nonprofit Organization OR FISCALLY

SPONSORED PROJECT to skip this page. **Do not add your fiscal sponsor's EIN and address in the Organization Search box.**

## Organization Search



The screenshot shows the 'Organization Search' form. At the top, there is a title 'Organization Search'. Below it, an information icon (i) is followed by 'Instructions:'. The instructions are a numbered list: 1. Enter your organization **name** (keyword search is sufficient, example: "Arts" instead of "The Arts Foundation") or Enter your organization **EIN** (Employee Identification Number. Do not include spaces or dashes, example: 123456789). 2. Click "Search". 3. Click on the name of your organization in the search results. Below the instructions, there is a link: 'If you can't find your organization: [Click here to add a new Nonprofit Organization OR FISCALLY SPONSORED ORGANIZATION](#)'. A large red arrow points from the right side of the page towards this link. Below the instructions and link, there are five input fields: 'EIN', 'Name', 'Address', 'City', and 'State'. Each field has a small question mark icon to its right. At the bottom of the form, there is a 'Search' button.

On the next page titled Organization Information, enter the applicant organization's contact information, including: San Francisco address, the Supervisor District the organization is in, the Cultural District(s) that the organization works with (if applicable), the organization's phone number, website, and Employer Identification Number (EIN). Fields marked with an asterisk are required.


Organization applicants that are applying with a fiscal sponsor and are not a 501c3PC should not enter a number in the EIN Number field.

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



## Organization Information

### Organization Information

 **Instructions**

Required fields are marked with an asterisk "\*".

\* Organization Name

\* Address

Address 2

\* City

\* State

California

\* Zip Code

\* Supervisor District

[Map of Districts](#)

Please Select

Below the Organization Information section is the Contact Information section. In the Contact Information fields, please enter the contact information (name, title, address, email, phone number) for the primary contact for the applicant organization. Fields marked with an asterisk are required.

The address listed in the Contact Information section should be the same as the applicant organization's San Francisco address that you will provide proof of, in the Applicant Information tab of the application.

## Contact Information

### Contact Information

Same as Organization Information.

\* First Name

\* Last Name

Title

\* Email

\* Confirm Email

\* Cell Phone

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

## Click Submit

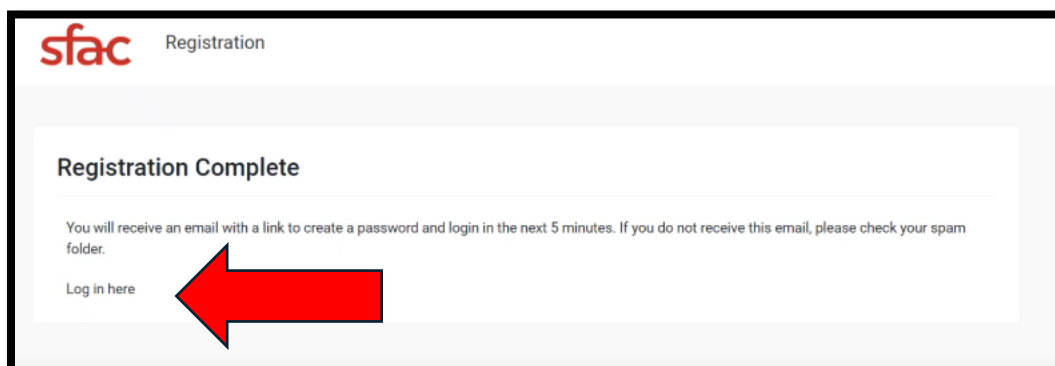
I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

An email will be sent from [noreply@smartsimplemailer.com](mailto:noreply@smartsimplemailer.com) to the email of the applicant organization's primary contact, in the Contact Information section, to set up the SmartSimple account password.

## Registration Complete

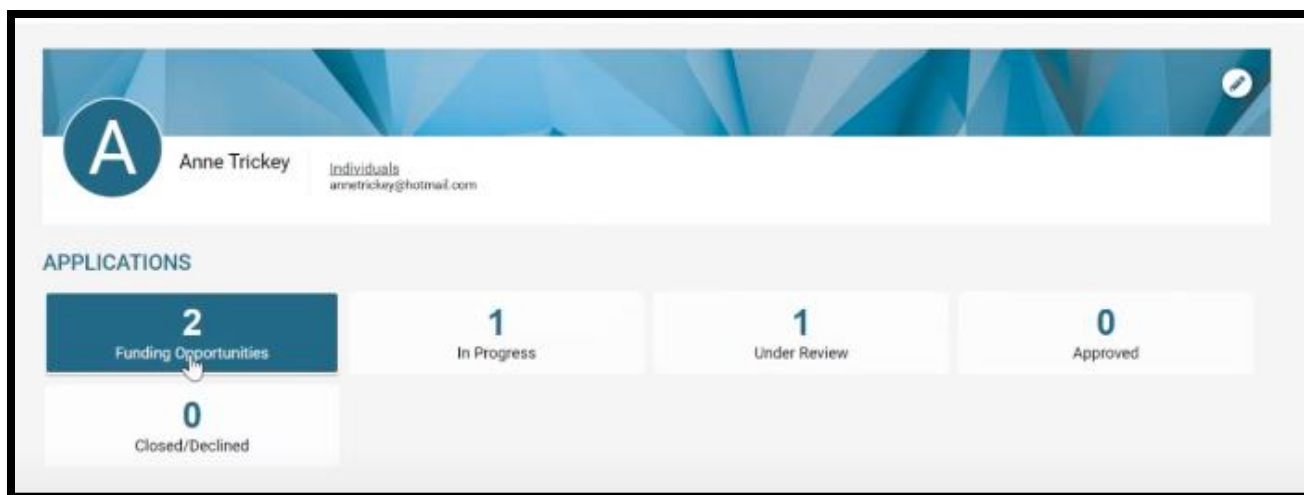


Once the SmartSimple account password is created, log into the grant portal at <https://sfartscommission.us-1.smartsimple.com/> to fill out the application.

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.

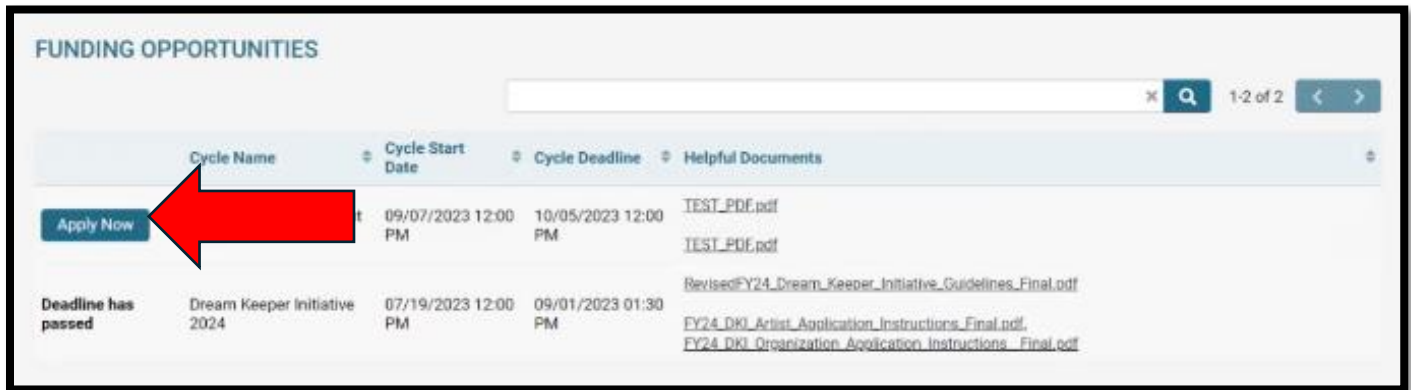
Click In Progress to open grant applications that have been started but not submitted yet.

## Funding Opportunities in Grants Portal



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

## Apply Now



The screenshot shows a table titled 'FUNDING OPPORTUNITIES'. It has columns for 'Cycle Name', 'Cycle Start Date', 'Cycle Deadline', and 'Helpful Documents'. A red arrow points to a blue 'Apply Now' button located to the left of the first row. The first row shows a cycle starting on 09/07/2023 and ending on 10/05/2023, with two links to 'TEST\_PDF.pdf'. The second row shows a cycle starting on 07/19/2023 and ending on 09/01/2023, with links to 'RevisedFY24\_Dream\_Keeper\_Initiative\_Guidelines\_Final.pdf', 'FY24\_DKI\_Artist\_Application\_Instructions\_Final.pdf', and 'FY24\_DKI\_Organization\_Application\_Instructions\_Final.pdf'. A 'Deadline has passed' label is next to the second row.

	Cycle Name	Cycle Start Date	Cycle Deadline	Helpful Documents
<a href="#">Apply Now</a>		09/07/2023 12:00 PM	10/05/2023 12:00 PM	<a href="#">TEST_PDF.pdf</a> <a href="#">TEST_PDF.pdf</a>
Deadline has passed	Dream Keeper Initiative 2024	07/19/2023 12:00 PM	09/01/2023 01:30 PM	<a href="#">RevisedFY24_Dream_Keeper_Initiative_Guidelines_Final.pdf</a> <a href="#">FY24_DKI_Artist_Application_Instructions_Final.pdf</a> <a href="#">FY24_DKI_Organization_Application_Instructions_Final.pdf</a>

[Back to Top](#)

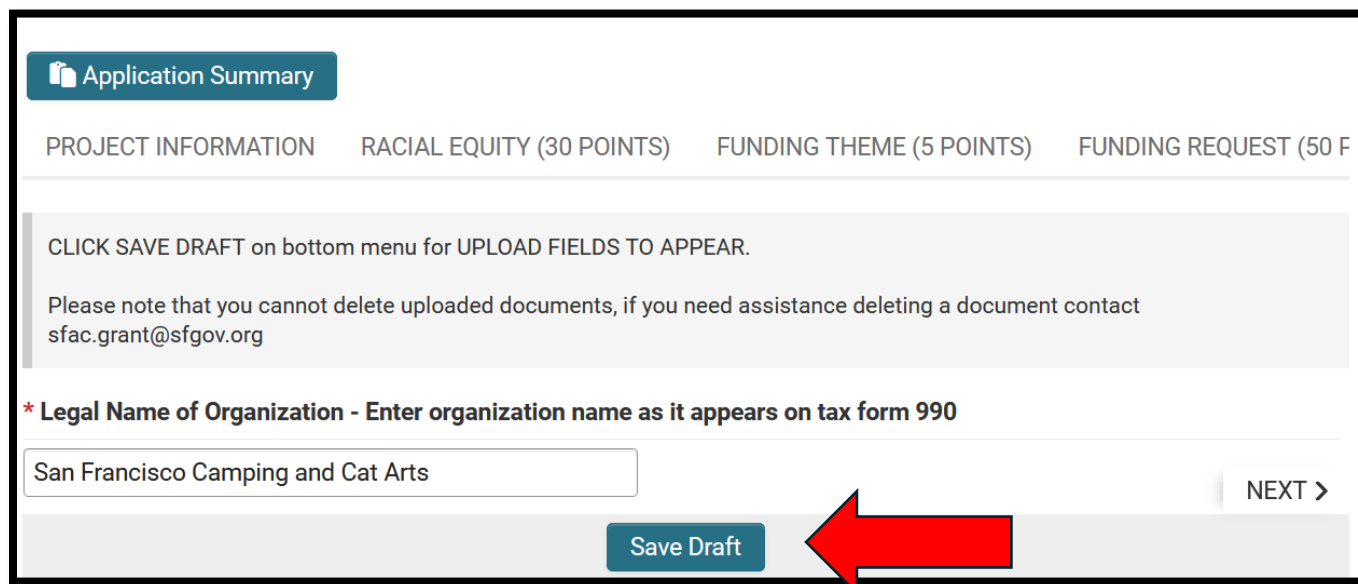
## STEP 2: Application Preparation

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 button at the bottom of the page.

### Save Draft



The screenshot shows the 'Save Draft' form. At the top is a blue button labeled 'Application Summary'. Below it are four tabs: 'PROJECT INFORMATION', 'RACIAL EQUITY (30 POINTS)', 'FUNDING THEME (5 POINTS)', and 'FUNDING REQUEST (50 F)'. The 'PROJECT INFORMATION' tab is active. The form contains a message: 'CLICK SAVE DRAFT on bottom menu for UPLOAD FIELDS TO APPEAR.' and 'Please note that you cannot delete uploaded documents, if you need assistance deleting a document contact sfac.grant@sfgov.org'. Below this is a section titled '\* Legal Name of Organization - Enter organization name as it appears on tax form 990' with a text input field containing 'San Francisco Camping and Cat Arts'. At the bottom right is a 'NEXT >' button. At the bottom center is a blue 'Save Draft' button, which is highlighted by a red arrow.

[Application Summary](#)

PROJECT INFORMATION   RACIAL EQUITY (30 POINTS)   FUNDING THEME (5 POINTS)   FUNDING REQUEST (50 F)

CLICK SAVE DRAFT on bottom menu for UPLOAD FIELDS TO APPEAR.

Please note that you cannot delete uploaded documents, if you need assistance deleting a document contact sfac.grant@sfgov.org

**\* Legal Name of Organization - Enter organization name as it appears on tax form 990**

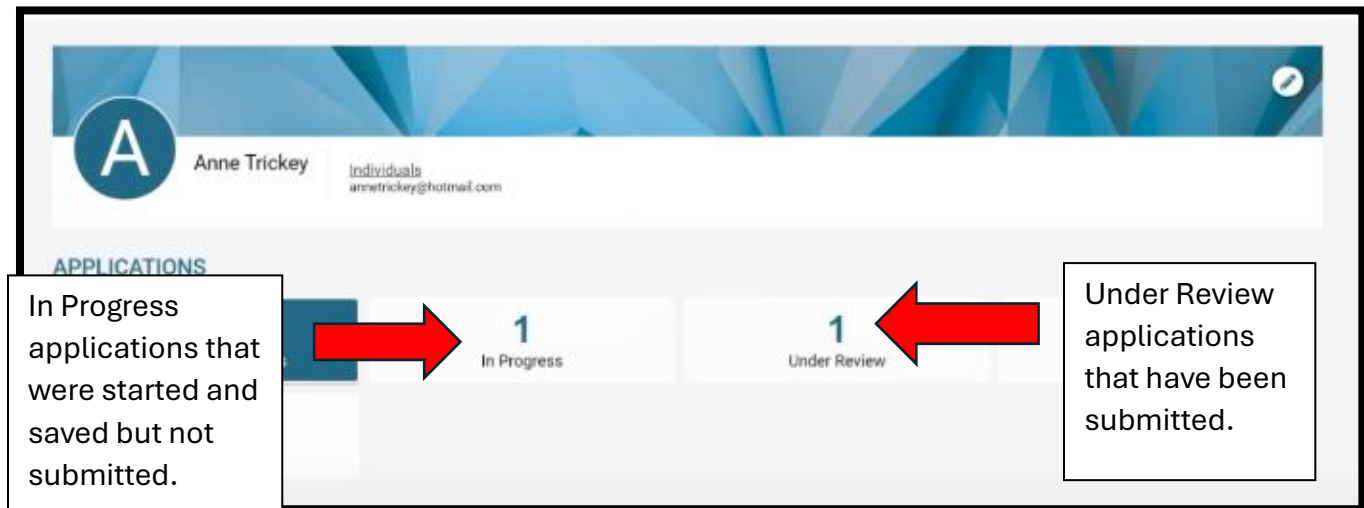
NEXT >

Save Draft

2. Log back into the SmartSimple 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



[Back to Top](#)

## STEP 3: Application

Click on the top menu of tabs to enter each section of the application.

Click SAVE DRAFT after information is entered in each tab.

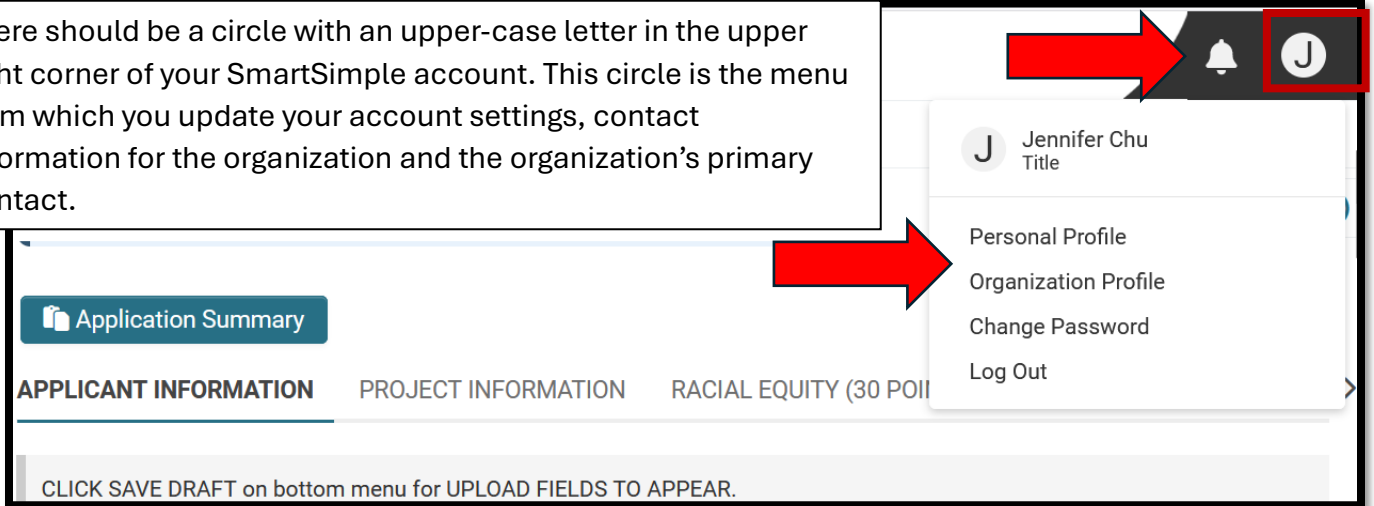
### APPLICANT INFORMATION

#### Legal Name of Applicant

- Enter the organization name as it appears on the IRS forms 990 or 990EZ or that the organization is recognized by (for fiscally sponsored organizations).
- The Organization Information field below the Legal Name field, is automatically filled with the organization contact information from the organization's SmartSimple profile.
- To update the organization's contact information:
  - In the upper right corner of your SmartSimple account, click the icon with the first letter of your Profile Name and select “**Organization Profile**”.

## Edit Organization Profile

There should be a circle with an upper-case letter in the upper right corner of your SmartSimple account. This circle is the menu from which you update your account settings, contact information for the organization and the organization's primary contact.



- Click Edit in the upper left corner of the Organization Profile screen to edit the organization information. Applicants can update the organization's contact information, including: address, website, phone number, EIN (if applicable).
- Click Save at the bottom of the Organization Profile to save the edits.

## Edit Organizational Profile



## Primary Contact

- The Primary Contact for organizations should list the organization's address, not the contact's personal address. This address should match the applicant's proof of San Francisco address document.
- To update the primary contact information:

- In the upper right corner of your SmartSimple account, under **My Links**, click **Personal Profile**.
- From there, applicants can update their cell phone, email, supervisor district, Cultural District.

This is the menu, from which you can update contact information for the organization's primary contact.

2025-3351 San Francisco Camping and Cat Arts

Application Summary

APPLICANT INFORMATION PROJECT INFORMATION RACIAL EQUITY (30 POI)

CLICK SAVE DRAFT on bottom menu for UPLOAD FIELDS TO APPEAR.

Jennifer Chu  
Title

Personal Profile  
Organization Profile  
Change Password  
Log Out

- 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.

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

Home

Jennifer Chu

\* First Name: Jennifer

\* Last Name: Chu

\* City: San Francisco

\* State: California

\* Zip Code: 94104

\* Organization: San Francisco Camping and Cat Arts

Save

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 organization and/or fiscal sponsor's eligibility and good standing with the required entities.

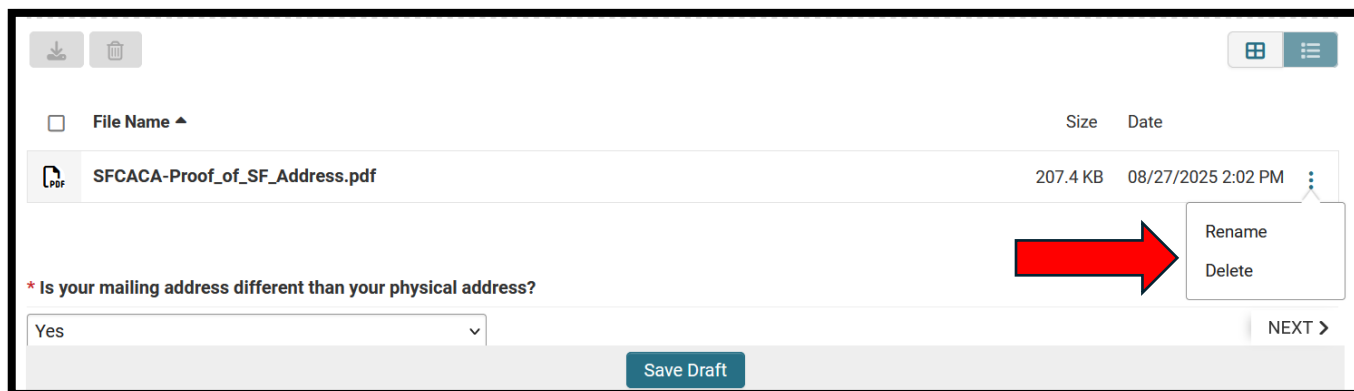
## Technical Notes:

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](mailto:sfac.grants@sfgov.org).
- To rename an uploaded file, click the three dots and click Rename.

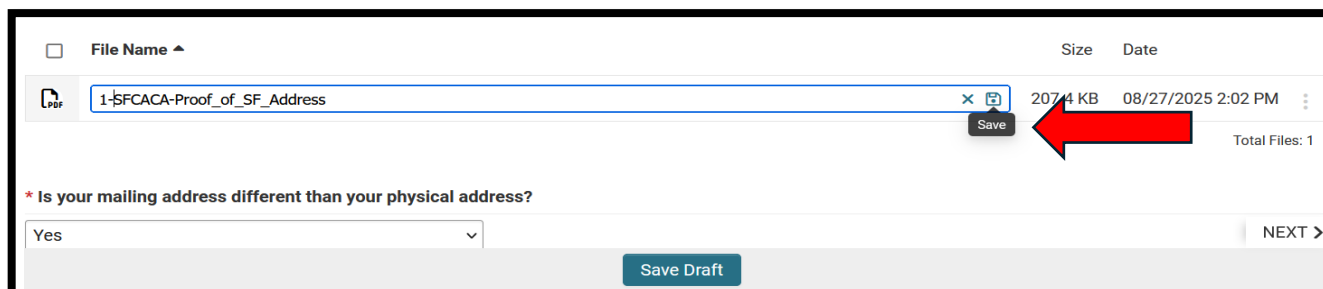
### Delete or Rename Uploaded Files



The screenshot shows a file management interface. At the top, there are icons for upload and delete. Below is a table with columns for File Name, Size, and Date. A file named 'SFCACA-Proof\_of\_SF\_Address.pdf' is listed with a size of 207.4 KB and a date of 08/27/2025 2:02 PM. A red arrow points to the three dots menu at the end of the file name, which contains 'Rename' and 'Delete' options. Below the table, there is a question: '\* Is your mailing address different than your physical address?' with a 'Yes' dropdown and a 'NEXT >' button. At the bottom, there is a 'Save Draft' button.

- 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



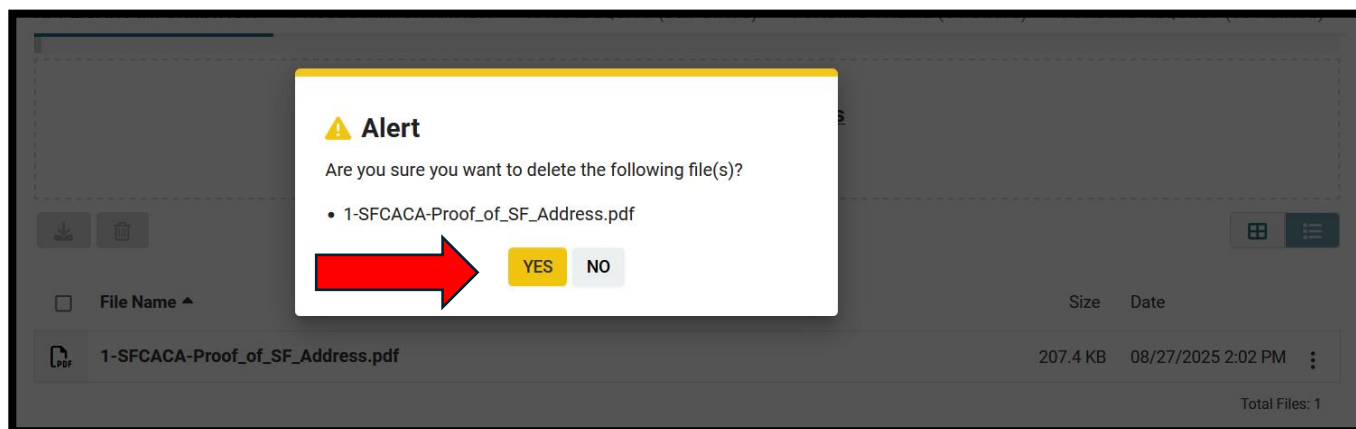
The screenshot shows the same file management interface. The file name field is now highlighted with a blue border, and a red arrow points to the 'Save' button (a square, floppy disk-shaped button) located at the far right of the file name field. The file name is '1-SFCACA-Proof\_of\_SF\_Address'. The 'Save' button is located to the right of the file name field. The 'Total Files: 1' text is visible on the right side. Below the table, there is a question: '\* Is your mailing address different than your physical address?' with a 'Yes' dropdown and a 'NEXT >' button. At the bottom, there is a 'Save Draft' button.

- 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**



- 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](mailto: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

### Organization's 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.
- Documents should be no more than three (3) months old (September to November 2025) and must include the organization applicant's name.
- If using a fiscal sponsor, the applicant's address must be different from their fiscal sponsor, unless the applicant is operating their business in a fiscal sponsor's space. If that is the case, 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.**

**Annual Operating Revenue** – Enter your organization’s most recent completed year of operating revenue.

**Upload IRS 990, 990-EZ or 990-N Postcard from the last completed year. (Fiscal or Calendar year)**

- Upload a submitted and signed and dated copy of the organization’s 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 Statements and Balance Sheets for the most recently completed year (calendar or fiscal).

**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.
- Organizations must have a different address than their fiscal sponsor, unless they can provide an office share or space rental agreement.

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

- Profit and Loss Statement and Balance Sheet for the most for the most recent completed tax year. (calendar or fiscal year) - The fiscally sponsored organization or entity provides a profit and loss statement and balance sheet for the most recent completed tax year. (calendar or fiscal year)
- 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 Phone 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
  - Visit [IRS Tax Exempt Search](#)
  - Select Database ""Pub 78 Data"".
  - Search for the fiscal sponsor's EIN number.
  - Select the correct organization.
  - Save a PDF of the screen titled ""Publication 78 Data"" that shows your organization listed.
  - 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)

**(If Applicable) Fiscally Sponsored Applicant 501c3 Compliance Documents**

If the applicant that is working with a Fiscal Sponsor is also a 501c3PC nonprofit organization, provide the following documents in the field below.

1. Proof of Fiscally Sponsored Applicant's IRS good standing (See above instructions)
2. Proof of Fiscally Sponsored Applicant's CA Attorney General good standing (See above instructions)
3. Proof of Fiscally Sponsored Applicant's CA Franchise Tax Board good standing (See above instructions)

4. Proof of Fiscally Sponsored Applicant's CA Secretary of State good standing (See above instructions)

#### **Organizations Applying without a Fiscal Sponsor:**

1. Proof of Applicant's IRS good standing (See above instructions)
2. Proof of Applicant's CA Attorney General good standing (See above instructions)
3. Proof of Applicant's CA Franchise Tax Board good standing (See above instructions)
4. Proof of Applicant's CA Secretary of State good standing (See above instructions)

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## **PROJECT INFORMATION**

### **Amount Requested**

- Each category includes an eligible maximum request amount.
- 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.**
- Please see below for the maximum request amount for each AIE Funding Area. Enter a request amount that does not exceed the maximum grant request amount for the AIE Funding Area that you are applying to.
  1. General Support 1: Ongoing Work: Maximum grant request amount: \$100,000
  2. General Support 2: Growth & Planning: Maximum grant request amount: \$75,000
  3. Project Support: Maximum grant request amount: \$50,000

### **Organization Funding Areas**

Select one funding area for your application. You can only apply to one area.

1. General Support 1 - Supports general operations.
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.

Selecting the funding area will change the questions on the application form. Please refer to the guidelines for more information about each of the funding areas.

### **Annual Operating Revenue**

- Enter the organization's annual operating revenue in this field.
- Fiscally sponsored organizations should enter their annual operating revenue in this field, not their fiscal sponsor's annual operating revenue.

- Reminder: Applicant organizations (not fiscal sponsors) must 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 year (fiscal or calendar) demonstrating the dollar amount of pass-through funds or capital costs.

### 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

### Racial Equity – 30 Points (300 Word Limit)

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

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## FUNDING THEME (FUNDING AREA GENERAL OPERATING 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 arts organization?

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

- Provide the organization's Mission or Vision/Purpose statement.

## FUNDING REQUEST (FUNDING AREAS GENERAL OPERATING SUPPORT 1 & 2 ONLY)

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

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

### **Funding Request 1a (150 Word Limit)**

- Include key staff and 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 (FUNDING AREA PROJECT SUPPORT ONLY)**

### **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 vision and mission in the community.

## **GRANT PLAN**

**Please note that the weight of the scoring is different for the Budget depending on which funding area you choose.**

GRANT PLAN 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**





Aug

2026

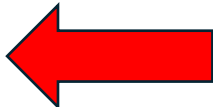


Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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 funding area you choose.**


GRANT BUDGET 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 open the Budget table.
- 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 interface for entering budget information. A modal window titled "Budget" is open, displaying a table for itemized expenses. The table has columns for "Amount" and "Notes". The "Amount" column is highlighted with a red box, and the "Notes" column is also highlighted with a red box. A red arrow points to the "Save" button at the bottom of the modal. Another red arrow points to the "X" button in the upper right corner of the modal, indicating how to close it. A text box explains that clicking "X" will close the budget table and return the user to the Grant Budget tab.

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 x 1 hr = \$500. For an example of the budget, download the budget template [here](#).

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.

	Amount	Notes
<b>Salaries and Benefits</b>		
W2 Employees (salaries)		
Employee Taxes and Benefits		
<b>Independent Contractors</b>		
Administrative		

Save Clear

- 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)

The screenshot shows a web application interface for a grant application. At the top, there is a navigation bar with tabs: PROJECT INFORMATION, RACIAL EQUITY (30 POINTS), FUNDING THEME (5 POINTS), FUNDING REQUEST (50 POINTS), GRANT PLAN, GRANT BUDGET (selected), and REQUEST. Below the navigation bar, there is a light blue informational box with an information icon and the text: "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](#)." Below this, there is a section titled "\* Budget" with a blue "Open" button. Underneath the button is the "Grant Budget Notes" section, which contains a text box with the instruction: "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)". The text box contains the following text: "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". At the bottom left of the text box, it says "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 funding area you choose to apply to.**

### GRANT PLAN POINTS:

GENERAL SUPPORT 1 - ONGOING WORK = 10 POINTS

GENERAL SUPPORT 2 - GROWTH & PLANNING = 10 POINTS

PROJECT SUPPORT = 5 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:
  - General Support 1 - Supports General Operations: **No more than fifteen (15) minutes total.**
  - 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.**
  - 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.

- **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 \(sfartscommission.org\)](#)
- **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**

< BACK documents 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

The screenshot shows the 'Required Documents Uploads' section of a web application. A text box contains instructions: 'Label documents numerically, For example: Document 1 - Work Sample; Document 2 - Audience Data, etc.' Below this is a 'Drop files here or browse files' area. A file upload dialog is open, showing a list of files including 'SFCACA-FY25 Audience Data.pdf' and 'SFCACA-FY26-FY30 Strategic Plan.pdf'. A red arrow points from the 'browse files' text to the dialog. Another red arrow points from the 'Save Draft' button at the bottom to the right.

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

**Required Documents Uploads**

Label documents numerically, For example: Document 1 - Work Sample; Document 2 - Audience Data, 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 using a cloud storage service.

The total size of your application uploads cannot exceed 50 MB.

**ACCEPTED FILE TYPES:** pdf, doc, docx, ppt, pptx, xls, xlsx, mp3, mp4, mov, avi, wmv, wma, pdf, doc, docx, jpg, png

Applicants cannot delete or change uploaded files.

**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](#) | [NEXT >](#)

[Save Draft](#)

## 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

The screenshot shows the 'Required Documents Links' section. It contains instructions: 'The total number of uploaded or linked documents cannot exceed five (5). Provide any links below. Links may include viewing cues 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.' Below this is a text area with two example links. A red arrow points from the 'Save Draft' button at the bottom to the right.

**Required Documents Links**

The total number of uploaded or linked documents cannot exceed five (5).

Provide any links below.

Links may include viewing cues 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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[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

### Organizations:

- How did you learn about this grant opportunity?
  - If not listed, please state in the space provided.
- If applicable, please specify which cultural ambassador or organization informed you about this opportunity.
- Is more than half of your executive leadership (Board and executive staff) BIPOC (Black, Indigenous, People of Color)?
  - If yes, of that BIPOC majority, please select which one of the following groups is most represented. (select one)
- If yes, of that BIPOC majority, please select which one of the following groups is most represented. (select one)
- Is more than half of your audience BIPOC (Black, Indigenous, People of Color)?
  - If yes, of that BIPOC majority, please select which one of the following groups is most represented. (select one)
- Is more than half of your audience transgender or gender-non-conforming ?
- In which supervisorial district are you or your organization located?
  - A map of all supervisorial districts is [available here](#).  
If the map does not display the Cultural Districts and supervisorial districts, please refresh your browser.
- 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](mailto: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  



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](mailto:sfac.grants@sfgov.org)

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