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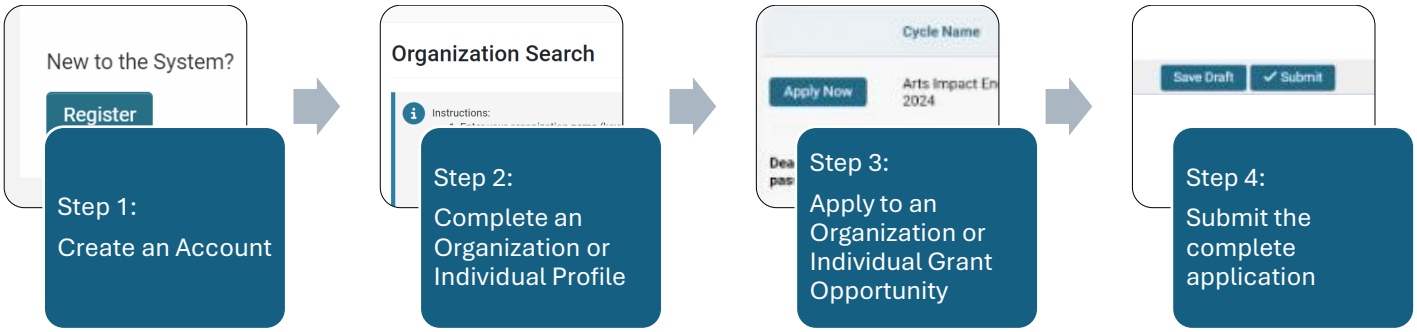
***NOTE: The Collaborator function in the application is under construction. We will post a second version of these instructions when it is available for use.**

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 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.

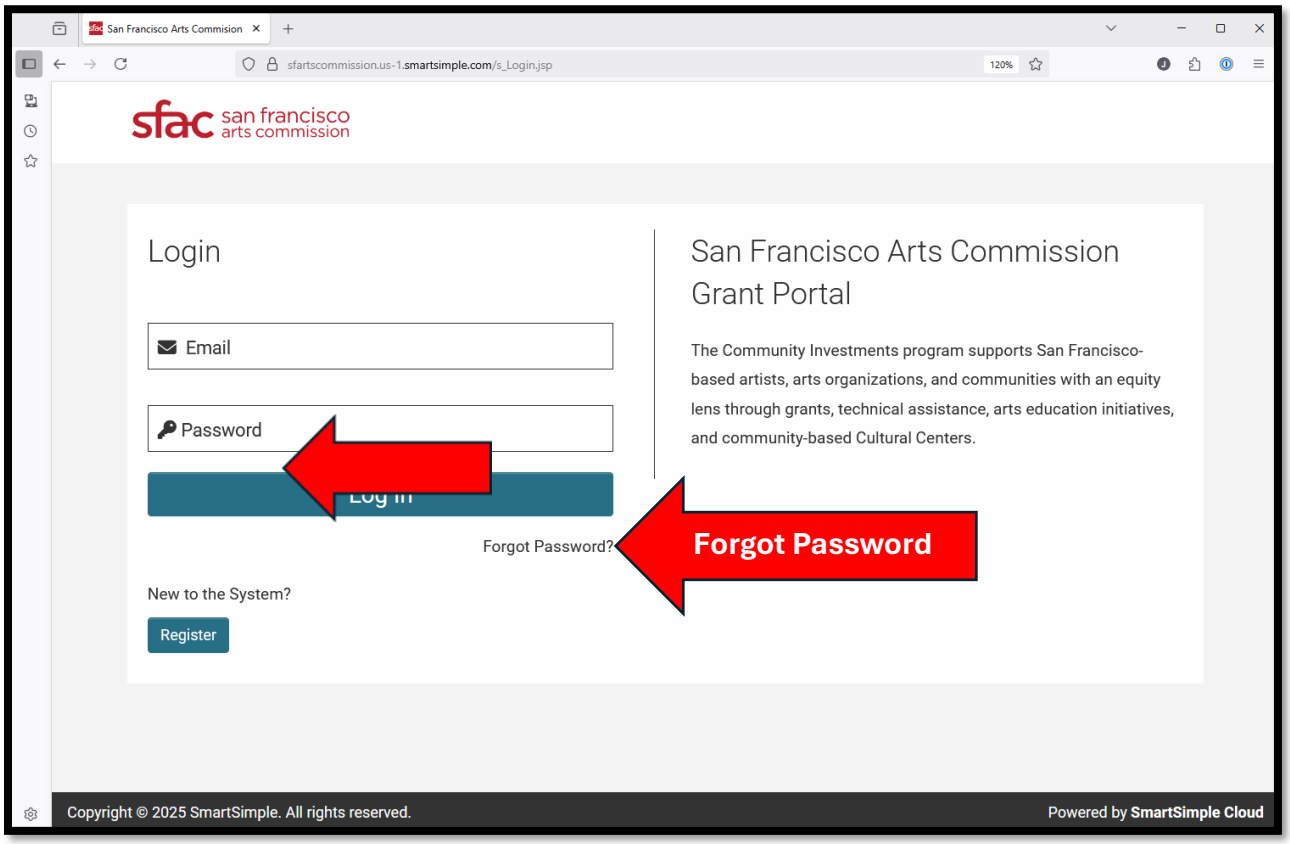
- **Check if your organization has an existing SFAC SmartSimple organization account:** Before contacting San Francisco Arts Commission staff for login assistance, please check with your organization's staff to see if anyone has previously created an account or has existing login credentials.

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. Once logged in, click on Funding Opportunities and move on to Step 2.

SFAC Grant Portal Homepage



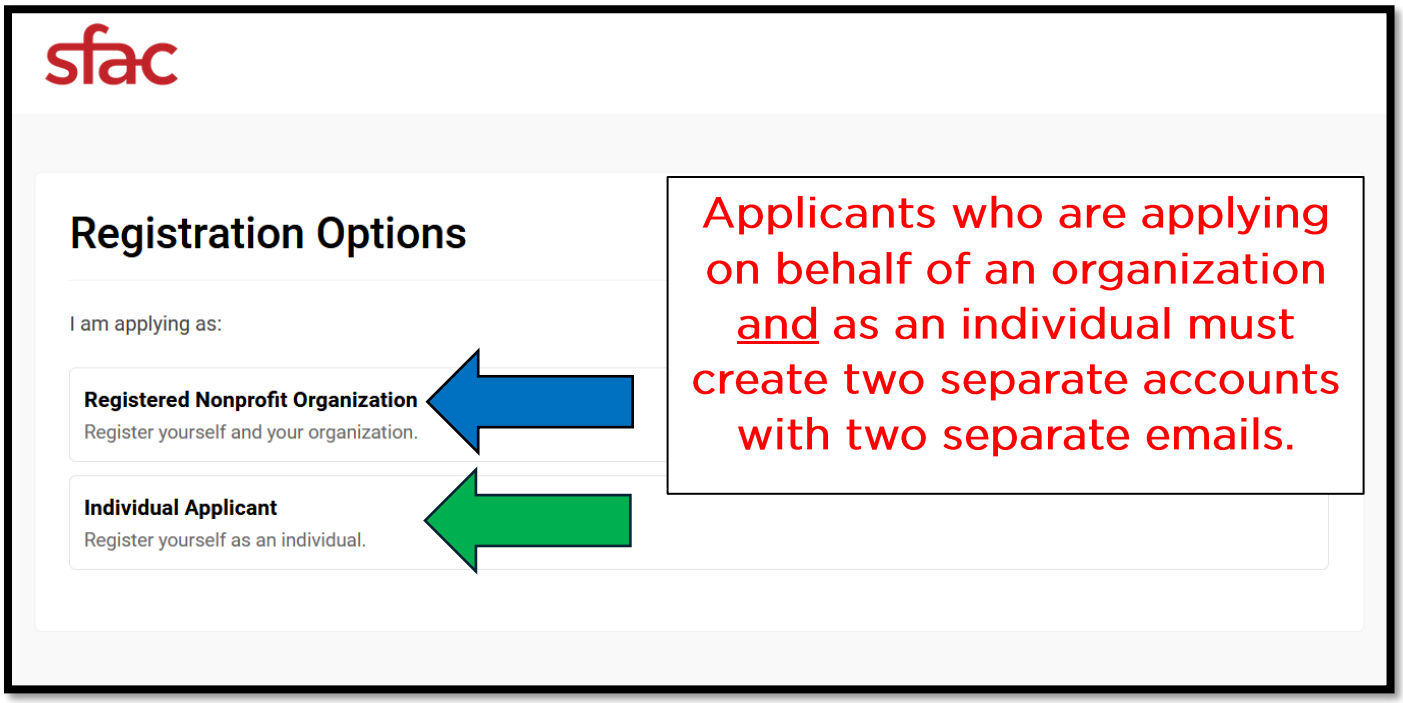
ADD THIS EMAIL TO SAFE SENDERS LIST: noreply@smartsimplemailer.com

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 "REGISTERED NONPROFIT ORGANIZATION"

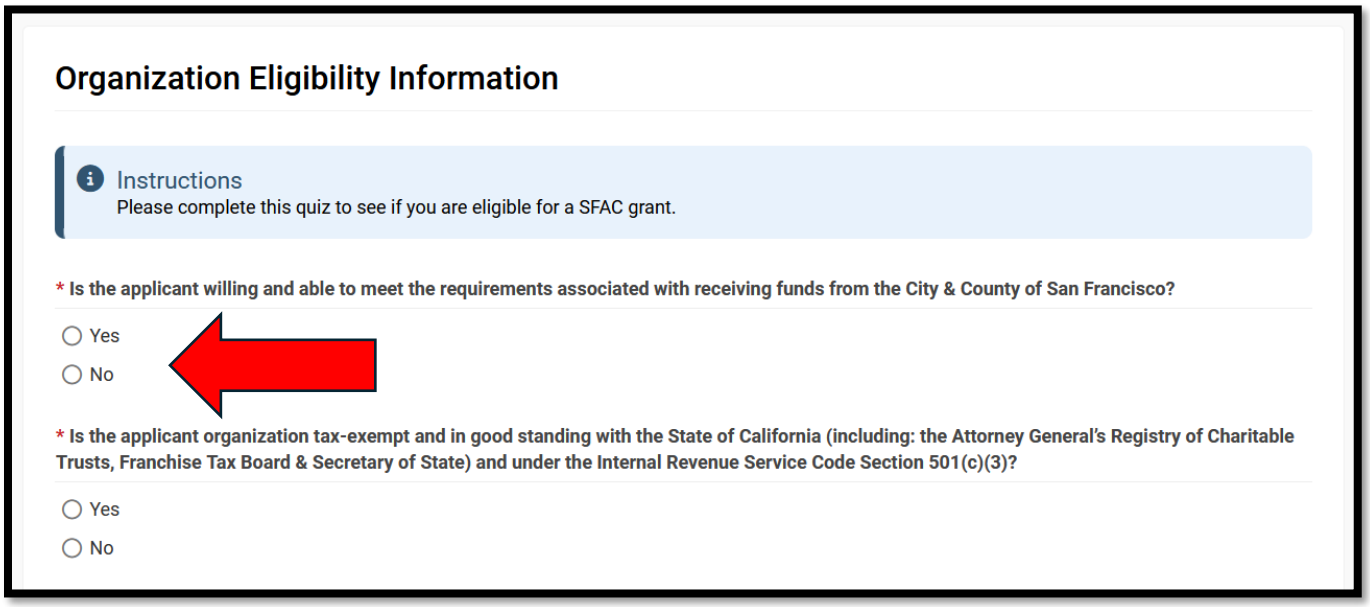
Reminder: Organization applicants, including those that are a 501c3 or who are working with a fiscal sponsor need to register for an organization account as the ORGANIZATION OR FISCALLY SPONSORED project, NOT the fiscal sponsor. Fiscal sponsor information is requested as part of the application process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

Registration Options

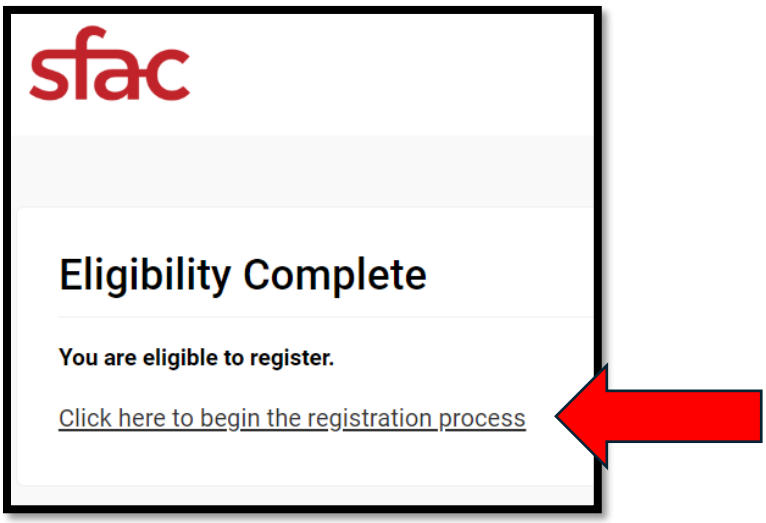


Complete the eligibility questions. Only eligible applications will move forward to the Registration page.

Organization Eligibility Information



Eligibility Complete



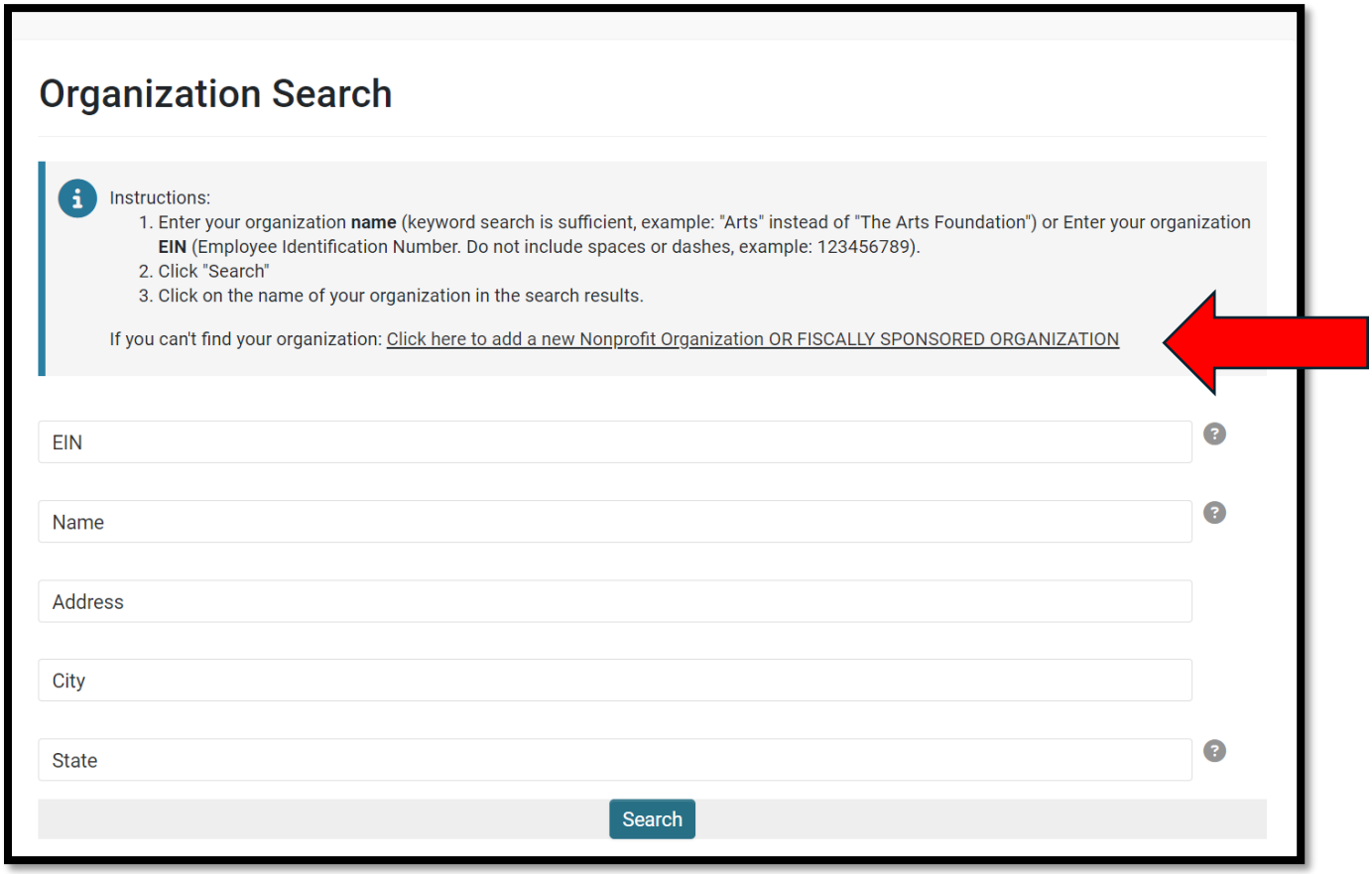
Select the "Click here to begin the registration process" link to access the Contact Information Form.

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

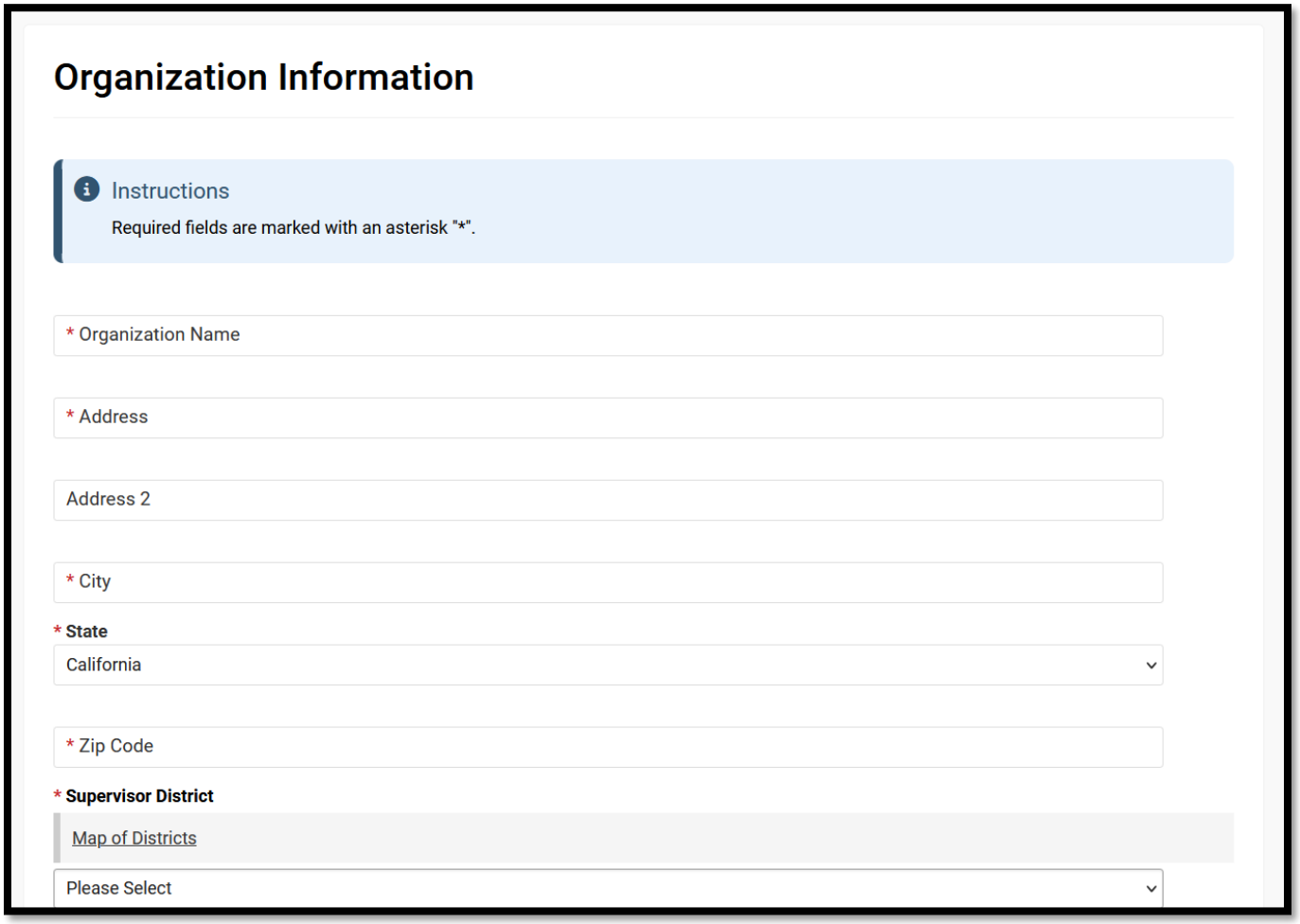


On the next page titled Organization Information, enter the applicant organization's contact information, including: San Francisco address, the Supervisor District the organization is in, the Cultural District(s) that the organization works with (if applicable), the organization's phone number, website, 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.

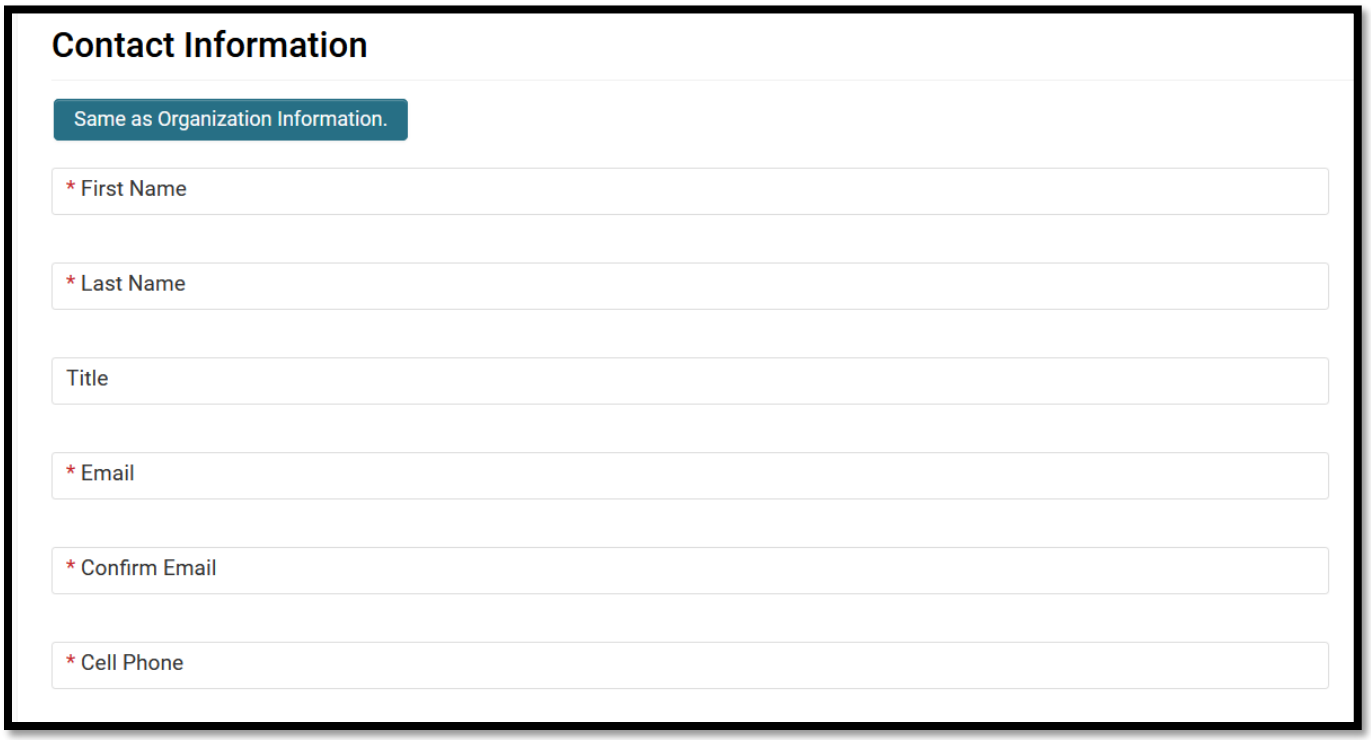
Organization Information



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

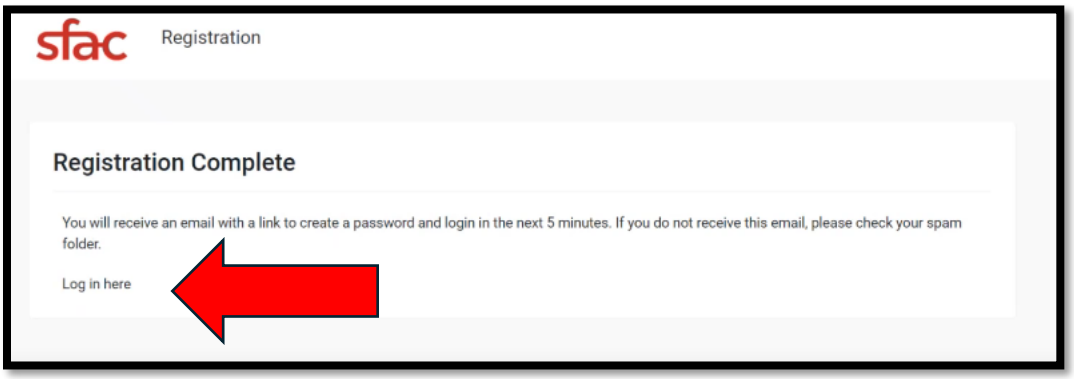


Click Submit after all the applicable Organization Information and Contact Information fields are complete.

Click Submit

An email will be sent from 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

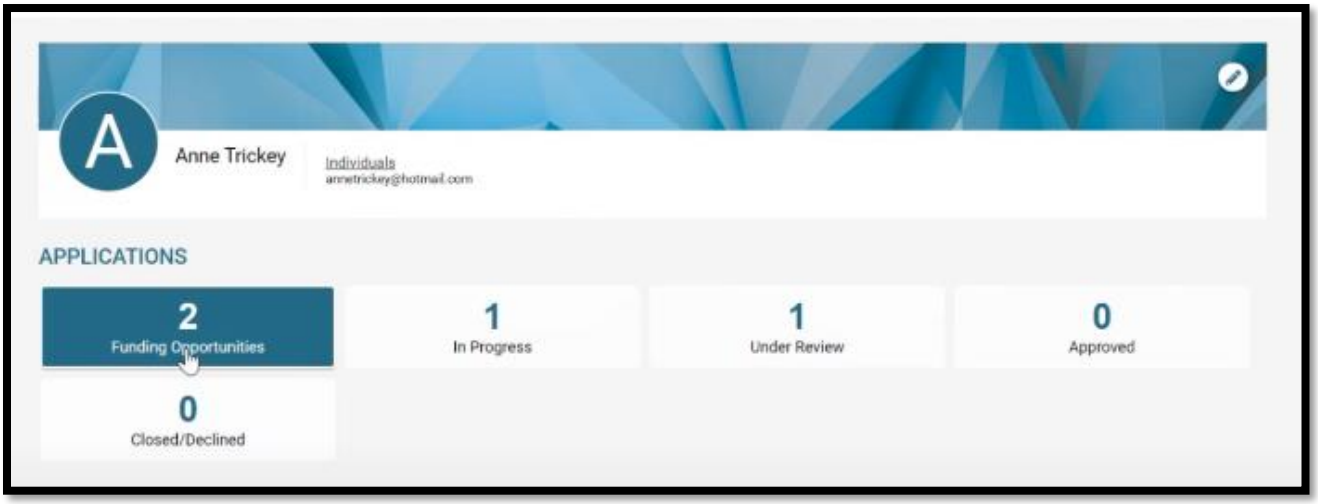


Once the SmartSimple account password is created, log into the grant portal at https://sfartscommission.us-1.smartsimple.com/ to fill out the application.

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.

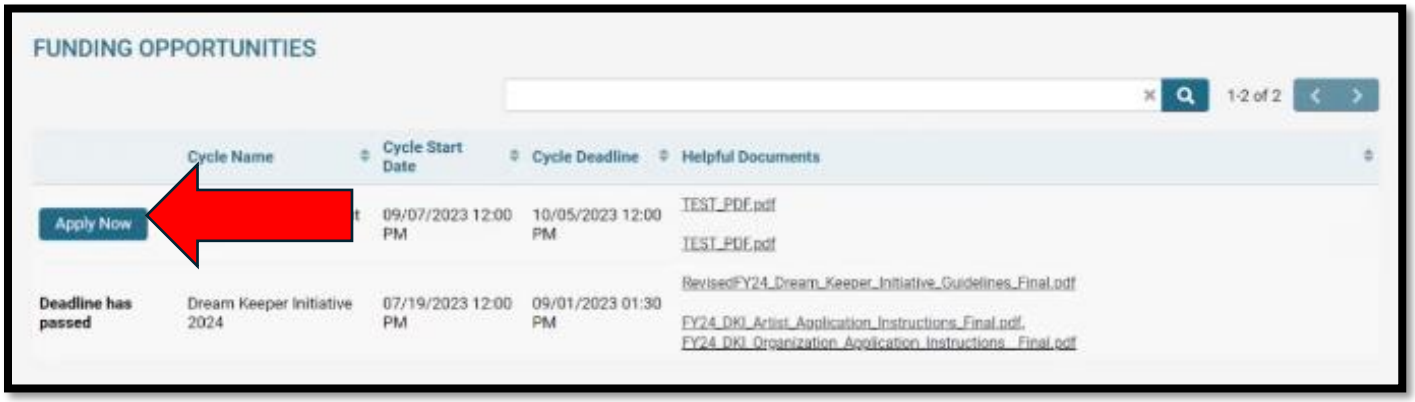
Click In Progress to open grant applications that have been started but not submitted yet.

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



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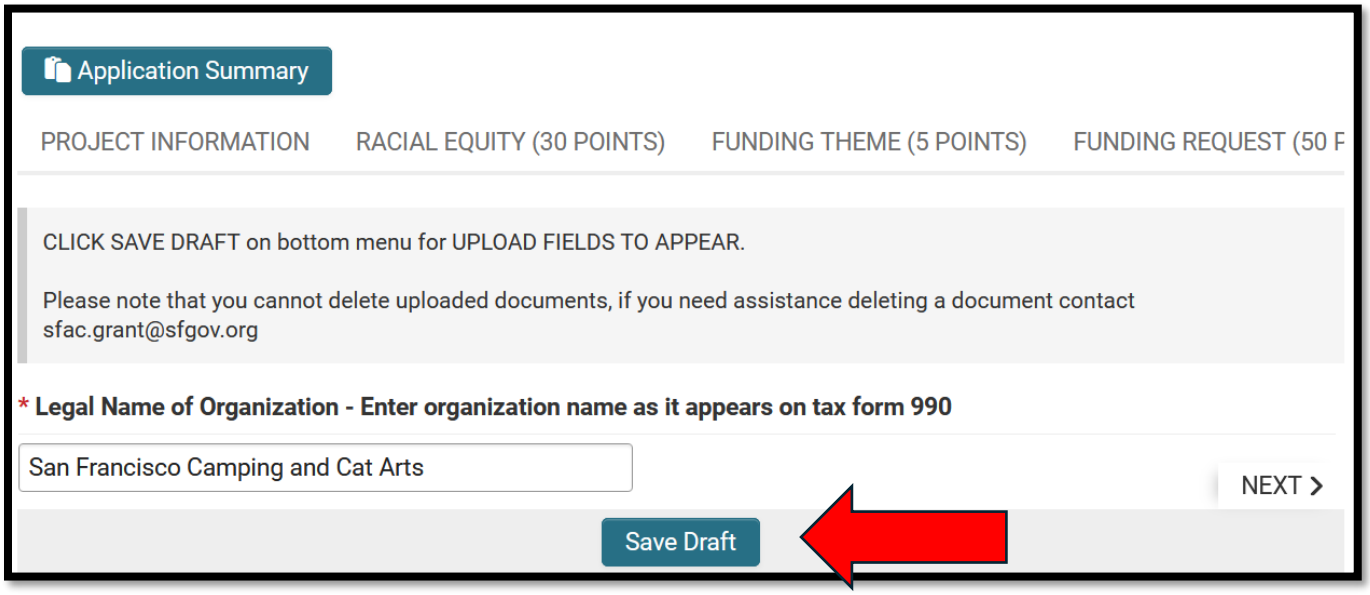
STEP 2: Application Preparation

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 button at the bottom of the page.

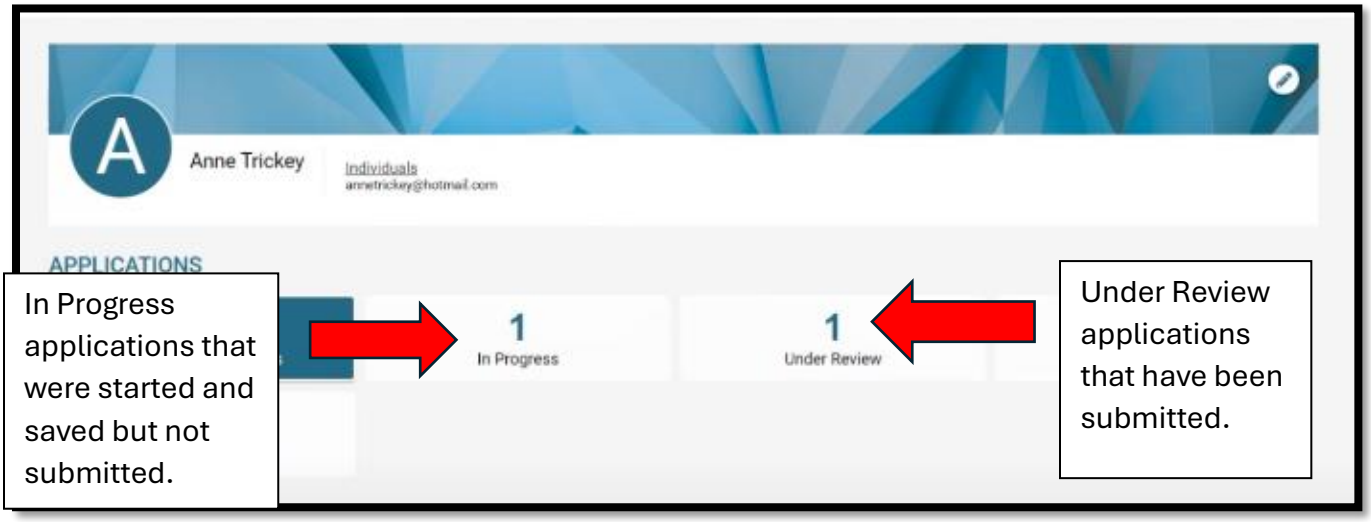
Save Draft



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



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STEP 3: Application

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

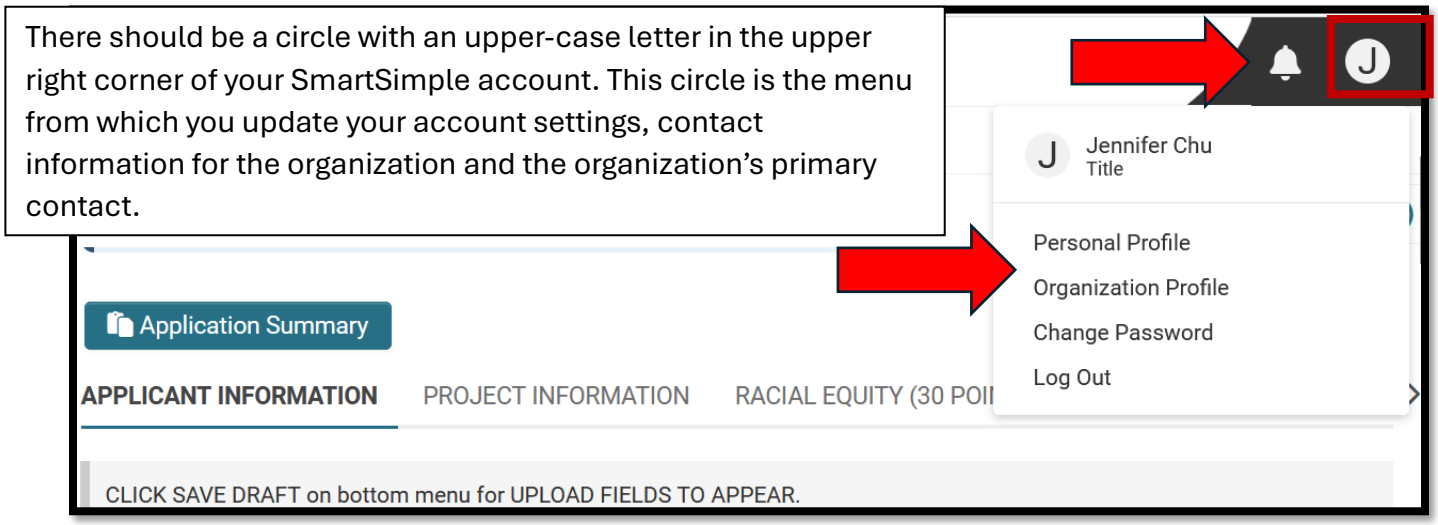
Click SAVE DRAFT after information is entered in each tab.

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



- 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.

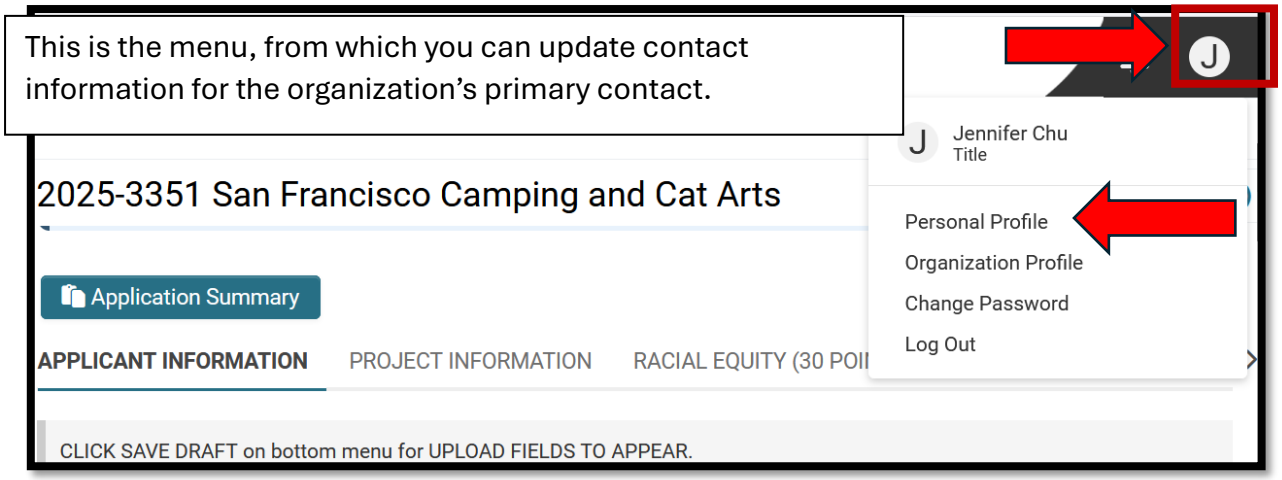
Edit Organizational Profile

Primary Contact

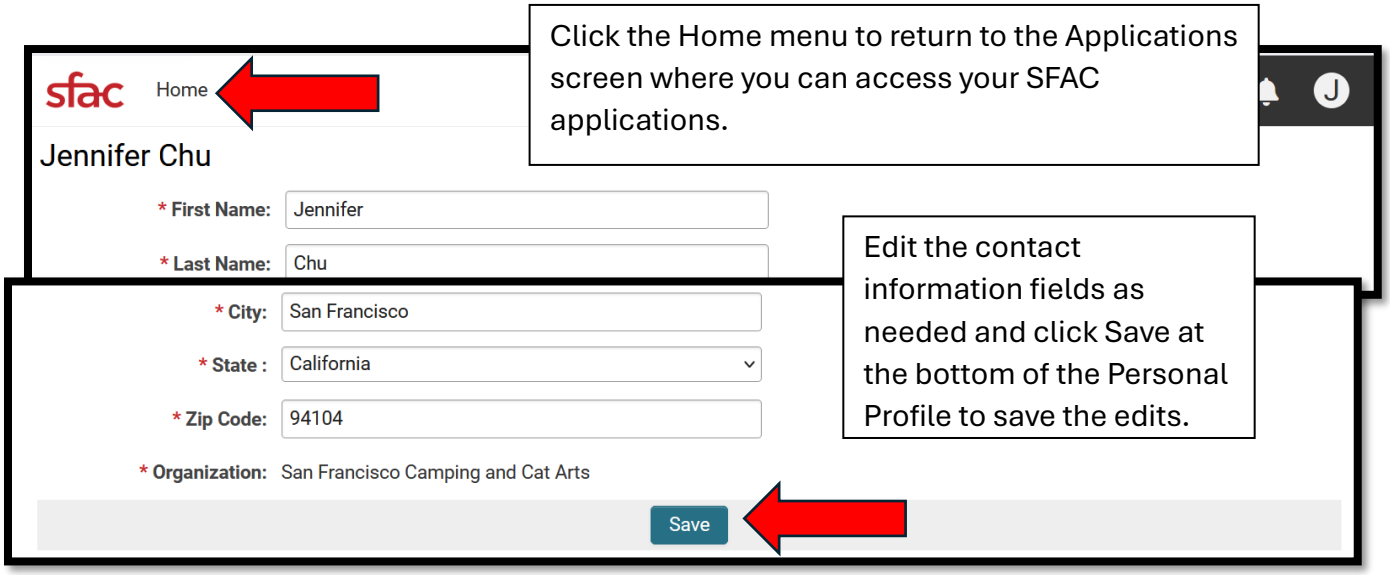
- The Primary Contact for organizations should list the organization's address, not the contact's personal address. This address should match the applicant's proof of San Francisco address document.

- 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.



- 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.



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.

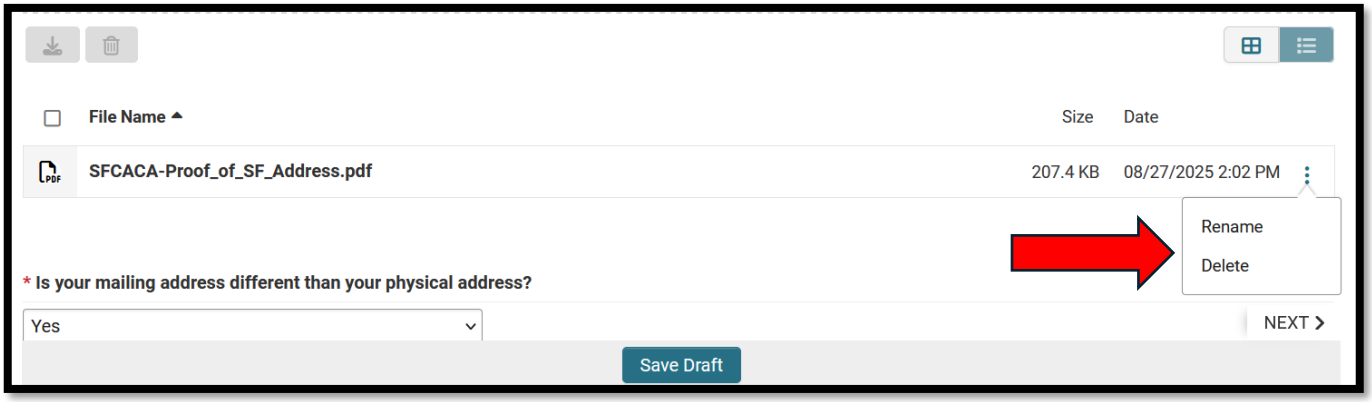
Technical Notes:

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

How to delete or rename an uploaded file

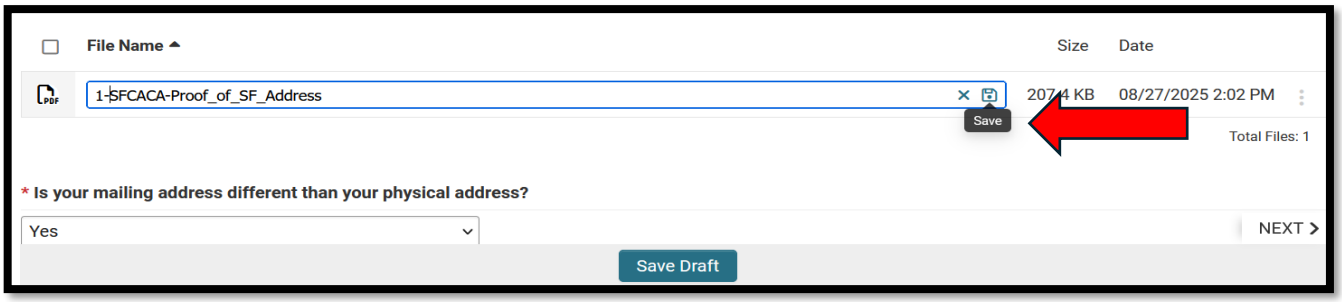
- For any application fields that require a file upload, to delete or rename a file click on the three dots located at the far right in the field. If you need technical assistance with deleting or renaming an uploaded file, please email sfac.grants@sfgov.org.
- To rename an uploaded file, click the three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

Delete or Rename Uploaded Files



- 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



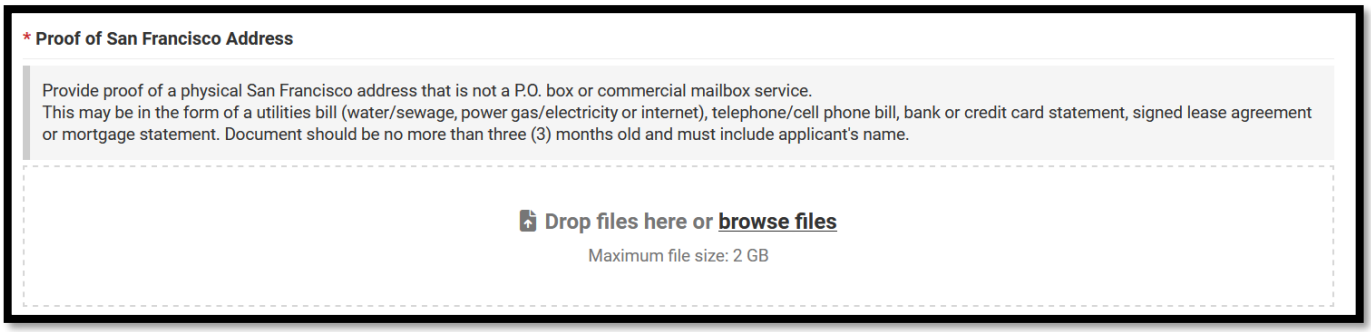
- To delete an uploaded file, click the three dots and click Delete.

- 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.

Proof of San Francisco Address Upload



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 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 arts organization?

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

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

FUNDING REQUEST (FUDING AREAS GENERAL OPERAITING 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 then 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.

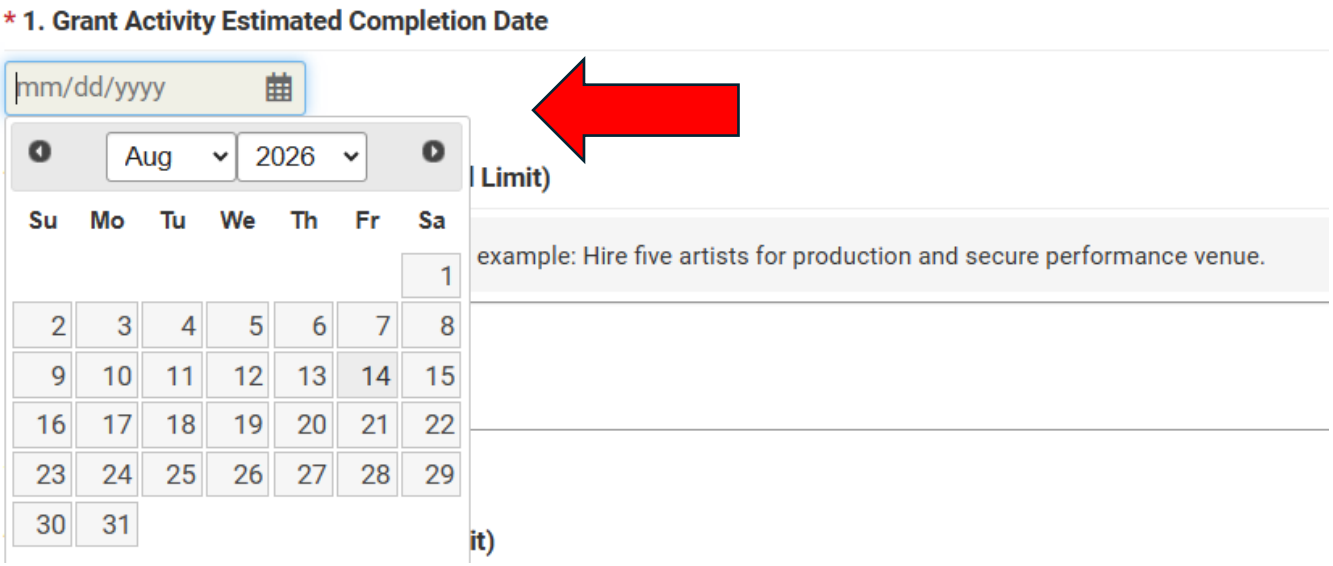
Grant Activity Output (30 Word Limit)

- 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.



- CLICK SAVE.

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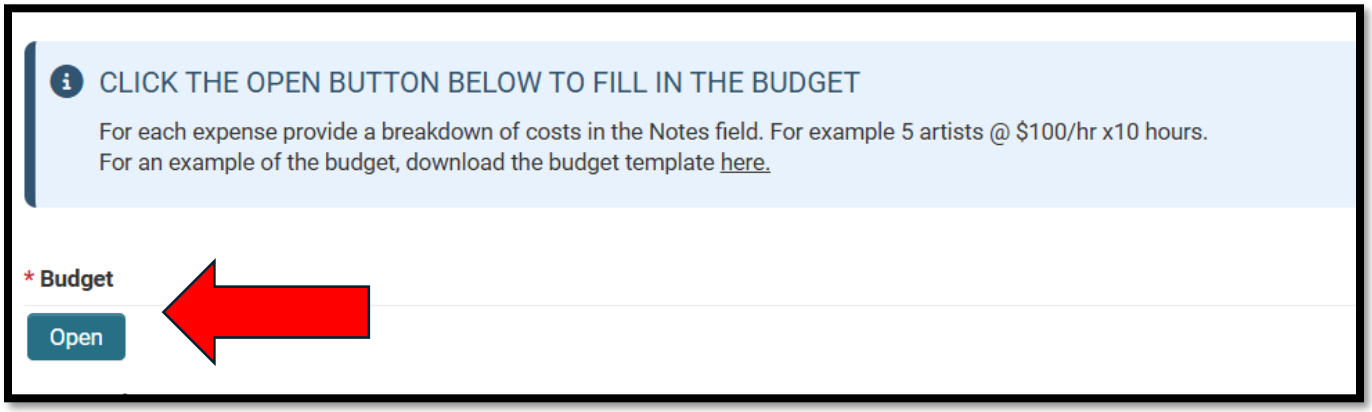
GRANT BUDGET

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

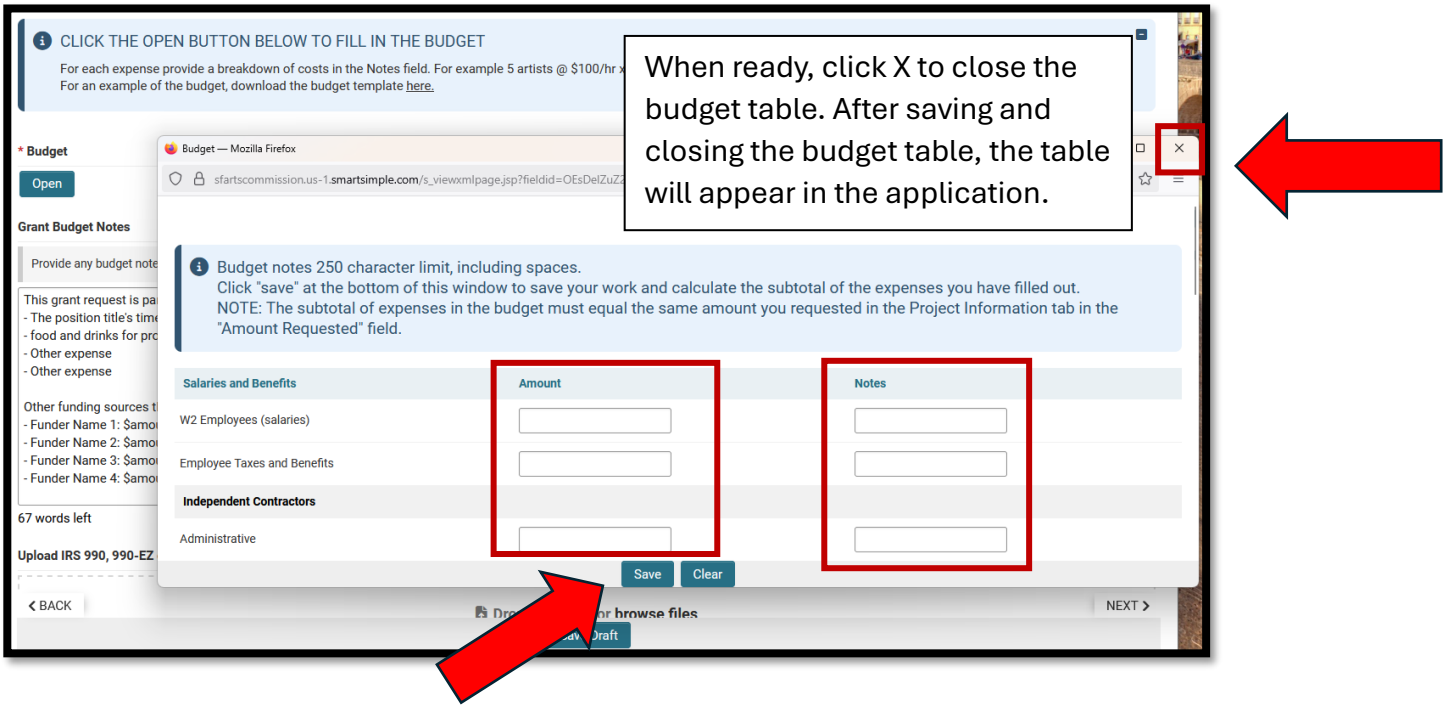
GRANT BUDGET POINTS:
ARTS IMPACT ENDOWMENT: GENERAL SUPPORT 1 - ONGOING WORK = 10 POINTS ARTS IMPACT ENDOWMENT: GENERAL SUPPORT 2 - GROWTH & PLANNING = 10 POINTS ARTS IMPACT ENDOWMENT: PROJECT SUPPORT = 5 POINTS

Open Grant Budget Table



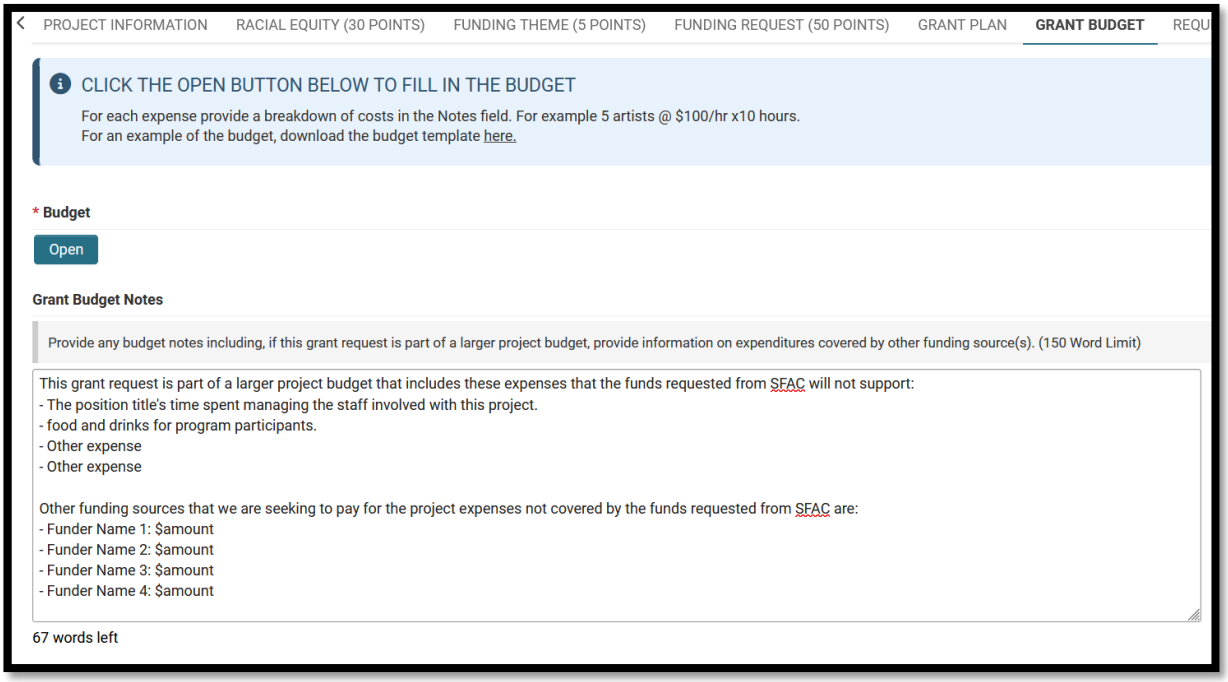
- Click the OPEN button to open the Budget table.
- A separate box will open with the budget table.
- Enter Project Budget and notes detailing itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the "Notes" field (250 character limit, including spaces.).
-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

Complete Budget Table



- 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)



- 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.

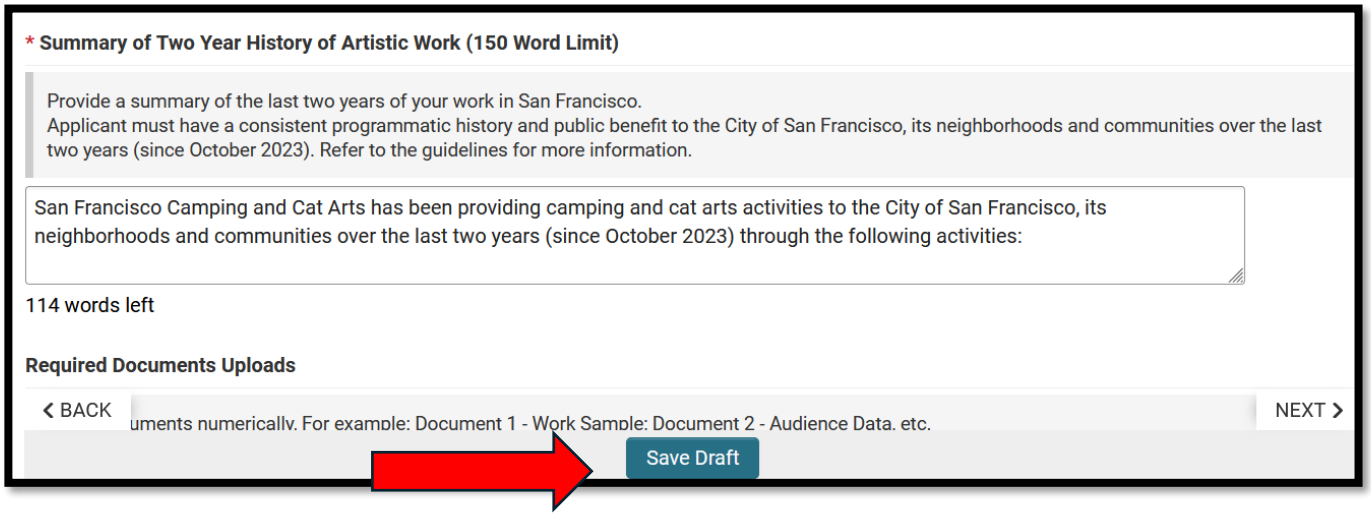
- This is the amount of time that panelists will spend reviewing the required documents provided:
  - General Support 1 - Supports General Operations: **No more than fifteen (15) minutes total.**
  - General Support 2 - Supports equipment purchase of $10,000 or more for a single item, organizational 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.

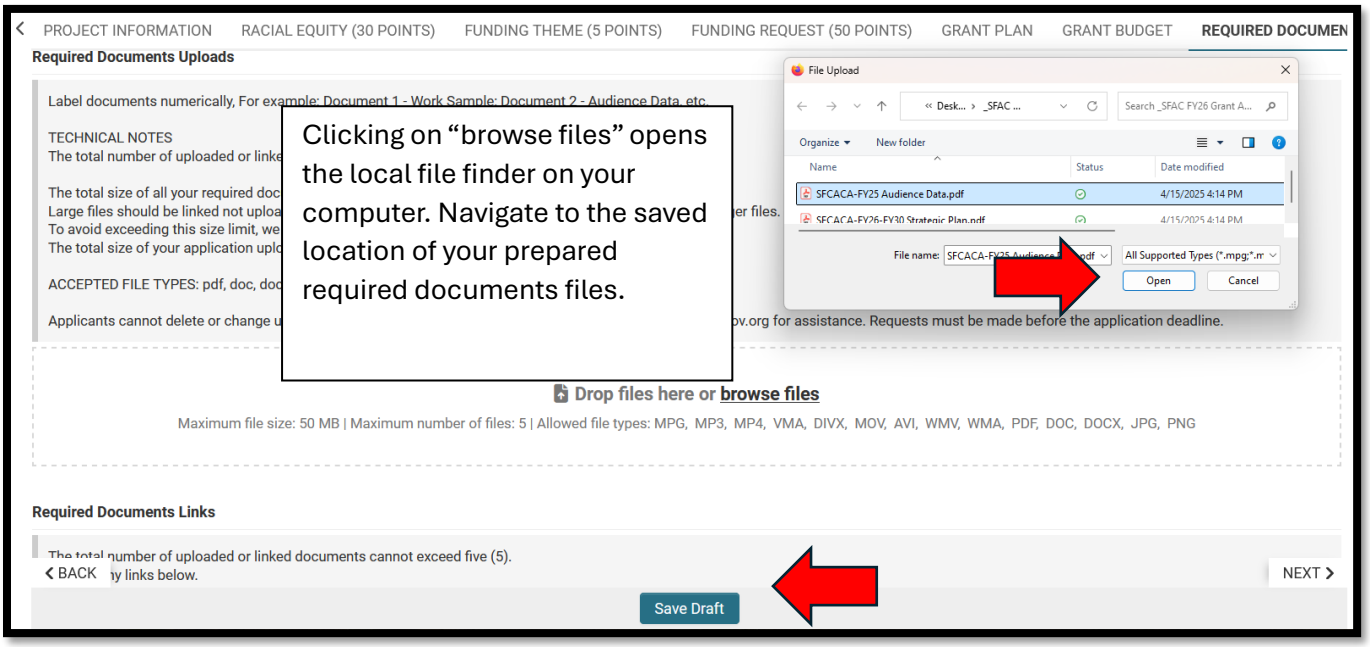
Enter Summary and Save Draft



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.

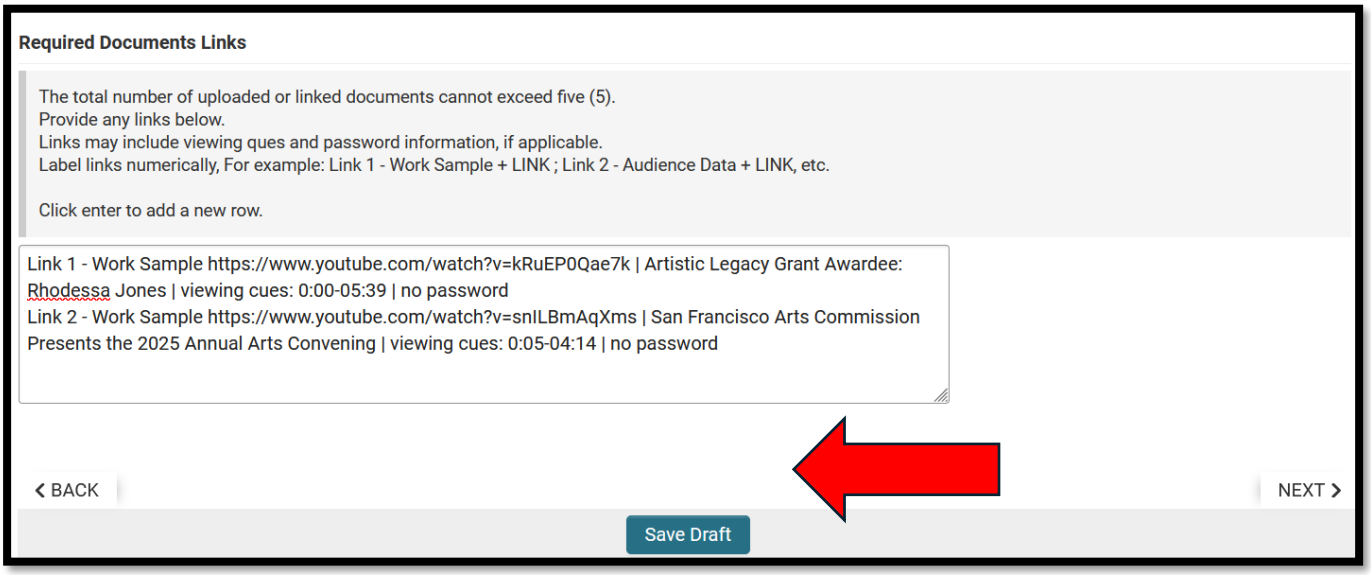
Browse Files to Upload



Required Documents 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



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.

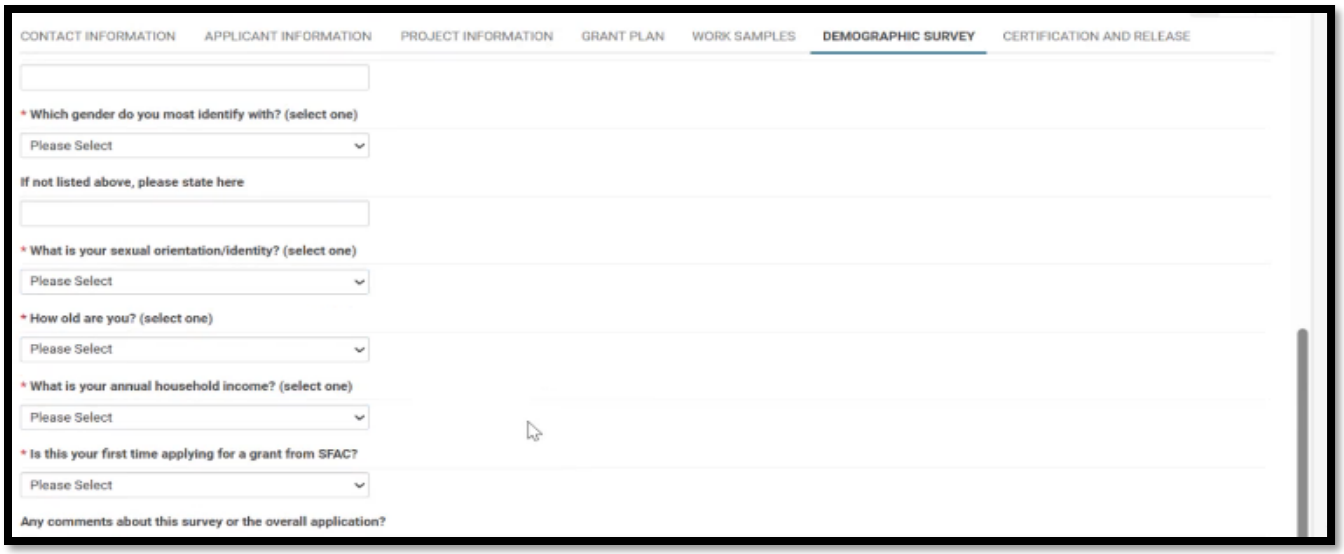
It will be used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff. The Arts Commission does not enter any applicant information into public generative AI tools, including demographic data. We understand that the criteria/categories in this survey 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



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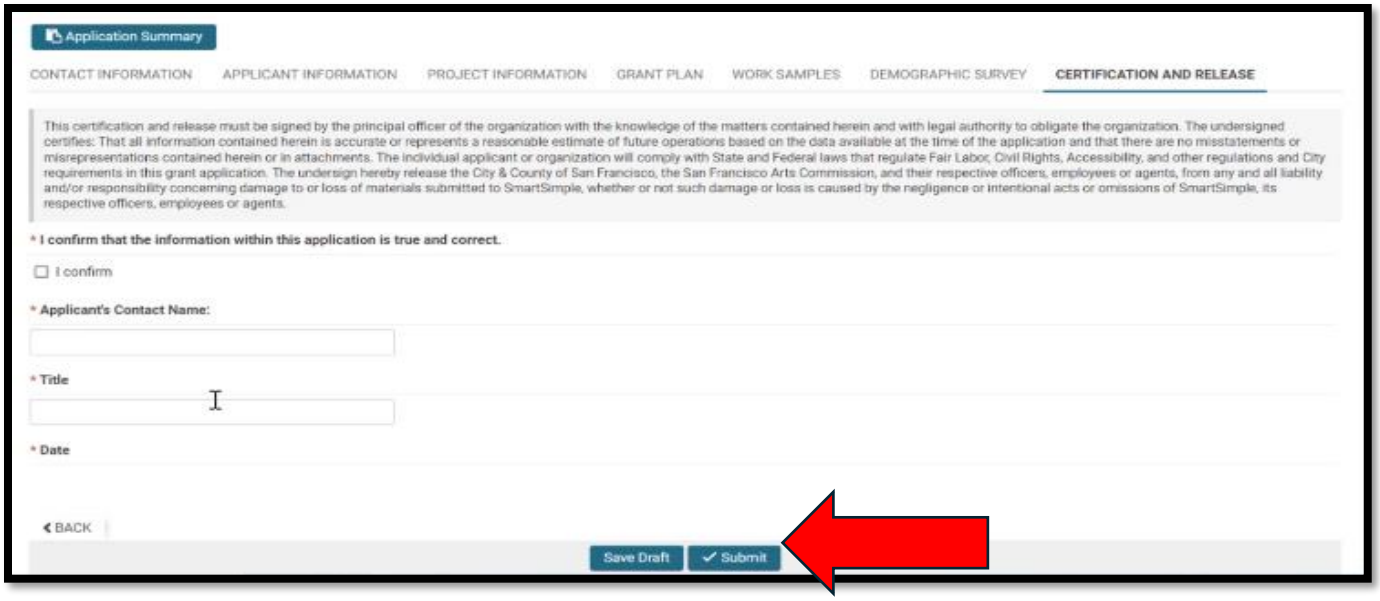
STEP 5: Certification and Release

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



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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