



## The Ebony McKinney Arts Leadership Award Guidelines

FY19 GRANT CYCLE | SEPTEMBER 2019 — JUNE 2020

**APPLICATION DEADLINE: Monday, August 12, 2019 12 p.m. NOON PST**

For questions, contact Program Associates Candace Eros Diaz at [candace.diaz@sfgov.org](mailto:candace.diaz@sfgov.org) or 415-252-2253 or Lorena Moreno at [lorena.moreno@sfgov.org](mailto:lorena.moreno@sfgov.org) or 415-252-2211.

San Francisco Arts Commission

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City and County of  
San Francisco

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

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Kate Patterson-Murphy al 415-252-2229 [kate.patterson@sfgov.org](mailto:kate.patterson@sfgov.org) para una traducción al español.

本資助申請表的翻譯版本將應請求而提供；但僅受理英文版本的申請表。查詢詳情，請聯絡311。

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Cece Carpio, 415-252-2217 o [cece.carpio@sfgov.org](mailto:cece.carpio@sfgov.org).

# Information about Ebony McKinney Arts Leadership Award

## Important Dates

Application Due	August 12, 2019 at 12 p.m. NOON PST
Panel Review	August 2019
Annual Grants Convening	September 12, 2019 at 6:00 p.m.
Grant Period	September 1, 2019 – June 30, 2020

## About the Ebony McKinney Arts Leadership Award

The Ebony McKinney Arts Leadership Award acknowledges the work of a San Francisco-based arts and/or culture worker who is in the early phases of their career. It recognizes rising leaders in the arts and culture field who represent and uplift historically underrepresented communities. The award recognizes emerging leaders who center racial equity in their work, address critical issues facing San Francisco’s artists of color, and work towards a vision for the future in the field. Ebony McKinney was deeply committed to these values and made a lasting, positive impact locally and nationally before her untimely passing in July 2017.

For questions about this grant, please contact Program Associates Candace Eros Diaz at [candace.diaz@sfgov.org](mailto:candace.diaz@sfgov.org) or 415-252-2253 or Lorena Moreno at [lorena.moreno@sfgov.org](mailto:lorena.moreno@sfgov.org) or 415-252-2211.

## Award Overview

The Ebony McKinney Arts Leadership Award is \$5,000 of unrestricted funds to recognize the early achievements of an arts and/or culture worker uplifting historically underrepresented communities in the San Francisco arts and culture field.

The recipient of the Ebony McKinney Arts Leadership Award will be recognized and must be present at the annual San Francisco Arts Commission grants convening on **Thursday, September 12, 2019 at 6 p.m.** at the Herbst Theater.

Effective leaders in the field often work to support the dissemination of artistic and cultural work with the communities they engage, and recognize and examine spaces where opportunities may not yet exist. In addition, they confront obstacles, both seen and unseen, to pave original ways for historically underrepresented communities to gain further access to creative and cultural experiences.

Who is an arts and/or culture worker? They may work in the field of arts and culture as an activist, teaching artist, artist, curator, community organizer, a nonprofit

worker, event producer, etc.

## How to Apply

Applications and supporting materials must be [submitted online](#) no later than **12 p.m. noon PST on Monday, August 12, 2019**. No deadline extensions will be granted. In fairness to all, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the applicant does not provide the complete set of information in the appropriate format by the deadline.

## Who Can Apply

### Eligibility

- Applicants must be in the emerging phase of their career with a minimum of at least two (2) years, but no more than five (5) years, of experience in the arts and culture field.
- An arts and/or culture worker; may be independent or employed by an institution or organization.
- Has a demonstrated commitment to the field of arts and culture.
- The artist must be a continuous resident of San Francisco since August 2017 with proof of residency (bill, bank statement, etc.).
- The applicant must be at least 18 years old.
- The applicant or their organization cannot be an employee of or a part of another City agency or department.
- **Applicants must not be in default on any grants or loans from:** (1) SFAC, (2) other City departments (including, without limitation, the Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor's Office of Housing and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; and/or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds.
- **The applicant must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco.** In order to

receive a grant from the San Francisco Arts Commission, you must become a registered, compliant City Supplier. For more information about Supplier requirements, visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>.

## Criteria

- Center racial equity in their work with a focus on engaging historically underrepresented communities.
- Ability to promote emerging ideas in the arts and culture field with a vision for the future.

## Restrictions

- An applicant may only be awarded an Ebony McKinney Arts Leadership Award once, and cannot reapply in subsequent years.
- **The awarding of funds does not imply that the Arts Commission or any other City agency will produce, exhibit, promote or present the art created.** It is the responsibility of the applicant to secure a venue, appropriate insurance and any required permits for public presentations.

## Applicant Requirements

- A completed [online application](#).
- Resume/CV (2 pages max)
- **Fiscal Sponsorship:** If the applicant would like to work with a fiscal sponsor, a fiscal sponsorship letter of agreement, signed by the applicant and staff of the fiscal sponsor, must be submitted with the application. A blank fiscal sponsor form is provided at the bottom of these guidelines.
- The recipient of the Ebony McKinney Arts Leadership Award will be recognized and must be present at the annual San Francisco Arts Commission grants convening on **Thursday, September 12, 2019 at 6 p.m.** at the Herbst Theater.
- **City Permits and Permissions:** If the proposal includes components that require City permits or approval such as publicly installed art, street closures, sound amplification in public space, or murals, the artist will be solely responsible for securing the necessary permits, permissions, insurance, and approvals.

# Panel Evaluation and Scoring Criteria

## Panelists

Applications are evaluated in a closed panel review process by arts and culture workers and community partners.

## Application Review

SFAC staff process applications and sends them to panelists for review in advance of meeting. Panelists will convene to discuss applications and select one award recipient.

## Panel Review Attendance

The review panel is not open to the public. Please note, an applicant that is found to have made attempts to influence a panelist in any way will be automatically disqualified.

## Panel Notes

SFAC staff takes notes on panel comments during deliberations. You may contact [sfac.grants@sfgov.org](mailto:sfac.grants@sfgov.org) to obtain panel comments. We fill these requests in the order they are received and aim to provide review notes within 30 days of your request, depending on workload.

## Scoring Criteria

Panelists will be instructed to use the following scoring criteria that correspond with the noted application questions. Close review of this grid may help you focus your application responses.

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
<b>Relationship to Historically Underrepresented Communities</b>  (15 points)	15	Applicant represents, is deeply rooted in, and uplifts the experiences of historically underrepresented communities.	How do you and your work represent and reflect the experiences of historically underrepresented communities?
<b>Leadership that Advances Racial Equity</b>  (10 points)	10	Applicant has a strong understanding of how their leadership is guided by racial equity.	Describe how your leadership advances racial equity.
<b>Emerging Ideas and Vision for the Future</b>  (25 points)	15	Applicant has well-planned ideas that demonstrate originality, clarity, and depth of concepts.	Give an example of how you promote emerging ideas in the field of arts and culture.
	10	Applicant demonstrates how their vision will affect future opportunities and access to artistic and cultural experiences for historically underrepresented communities.	Specifically, describe your vision of the future of arts and culture in San Francisco?

## Funding Approval

The panel recommendation is subject to the approval of the Arts Commission. The recommendation will be reviewed by the Full Commission on Monday, September 9, 2019. Meetings of the Commission are public. The agenda will be available on the Arts Commission website at [sfartscommission.org](http://sfartscommission.org) 72 hours in advance of the meeting.

## Awards

Award notification will be emailed following Commission approval and include instructions about contracting procedures.



## Fiscal Sponsorship Confirmation Form

Name of Grant Applicant: \_\_\_\_\_

Name of Fiscal Sponsor Organization: \_\_\_\_\_

By signing below, I acknowledge that I have reviewed the proposed project and find it compatible with our mission and values, and I agree to the following:

- Accept legal responsibility to document the status and progress of the project.
- Monitor and control the expenditures of the grant funds in keeping with the purpose of the grant.
- Comply with the terms of the grant, including all insurance requirements\*
- To submit current proof of IRS 501(C)(3) status:

<https://apps.irs.gov/app/eos/pub78Search.do>

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Fiscal Sponsor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_