



writerscorps teaching artist in residence application instructions

submission guidelines

Do NOT submit more materials than stipulated; excess materials will be discarded. These application instructions will provide a step by step walkthrough (by question #) of how to fill the application. If you have any questions about the application, please contact Program Officer Liz Ozol 415-252-2231 or liz.ozol@sfgov.org.

PLEASE NOTE: The grant application form is online sf.culturegrants.org that limits entry based on the defined word count for each question. We strongly advise you to prepare your narrative draft in a separate document and then paste the completed answers into the form when you are ready to submit the complete application. If you draft your narrative directly online, it's possible that you could lose some of your writing.

create an account in the GMS

user information (1/2)

CONTACT PERSON: Enter the name of applicant individual artist executing the grant and communicating with SFAC.

HOME ADDRESS IN SAN FRANCISCO: Enter the home address of the individual artist applying for the grant. Applicant will be required to attach proof of home address in San Francisco.

DAY PHONE | MOBILE: Enter the contact number(s) for the individual artist applying for the grant. Artist will be responsible for communicating with SFAC.

EMAIL: Enter the contact email of the individual artist applying for the grant. Please ensure that this address is up to date since most communications from SFAC is via email.

USERNAME: Create a generic username that represents the individual artist as the username CANNOT be changed.

PASSWORD: You must follow the two rules:

- Minimum 8 characters (case sensitive)
- Minimum 1 numeric character

ASSOCIATE ACCOUNT WITH AN ORGANIZATION: When asked at the bottom of the page “would you like to associate this user account with an organization” select NO. This will allow the system to associate your Username as an individual, and give you access to SFAC’s grants applications for teaching artists.

SLIDER: Drag the slider to prove that you’re a human.

SUBMIT: This will bring you to the organization’s information page.

terms and conditions (2/2)

DO YOU AGREE WITH ALL THE TERMS AND CONDITIONS ABOVE: You must agree with the terms and conditions before creating an account.

eligibility

to be completed by the literary teaching artist

The applicant is the individual literary teaching artist applying for the WritersCorps Teaching Artist In Residence (WCTAIR) grant. The literary teaching artist will collaborate with a San Francisco CBO or school partner to offer in-school or after-school programming that serves San Francisco students ages 8-24. The teaching artist is either based in San Francisco or is fiscally sponsored by a 501(c)(3) organization in San Francisco.

ARE YOU BASED IN SAN FRANCISCO? The applicant must attach proof of San Francisco home address in Supporting Materials section.

WILL YOU HAVE A FISCAL SPONSOR? The applicant can have fiscal sponsorship through a San Francisco based 501(c)(3) organization. Applicants proposing to work in a San Francisco United School District (SFUSD) public school must have a fiscal sponsor.

The applicant will be required on the next page to list the name of the fiscal sponsor, their San Francisco address, the contact’s name, phone and email address.

ARE YOU 18 YEARS OF AGE OR OLDER? All applicants must be at least 18 years of age to be eligible to apply.

ARE YOU A FULL-TIME STUDENT AT THE TIME OF APPLICATION OR DURING THE GRANT PERIOD?: To be eligible for the grant, the applicant cannot be a student at the time of the application or during the grant period.

ARE YOU AN EMPLOYEE OF THE CITY & COUNTY OF SAN FRANCISCO OR DO YOU PLAN TO BE AT ANY TIME DURING GRANT WINDOW (CONTACT SFAC STAFF IF YOU CHECK “YES”)? The applicant cannot work for a City agency or department.

IS YOUR ORGANIZATION IN DEFAULT FOR ANY GRANTS OR LOANS FROM SFAC, OTHER CITY DEPARTMENTS, NORTHERN CALIFORNIA GRANTMAKERS ARTS LOAN FUND, NORTHERN CALIFORNIA COMMUNITY LOAN FUND, COMMUNITY ARTS STABILIZATION TRUST, OR THE CENTER FOR CULTURAL INNOVATION? The applicant must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, 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; 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.

IS YOUR PROPOSED LITERARY TEACHING ARTIST RESIDENCY TAKING PLACE IN SAN FRANCISCO AND SERVING YOUTH AGES 8-24? The proposed project must take place within the City and County of San Francisco.

IS THE DURATION OF YOUR PROPOSED LITERARY TEACHING ARTIST RESIDENCY DURING JULY 1, 2017 - JUNE 30, 2020? The proposed project must take place in San Francisco over three years from July 1, 2017 to June 30, 2018. The three-year grant is renewable each year if deliverables are met:

- **Year 1** (July 1, 2017 - June 30, 2018);
- **Year 2** (July 1, 2018 - June 30, 2019);
- **Year 3** (July 1, 2019 - June 30, 2020).

DO YOU HAVE A PROVEN TRACK RECORD OF AT LEAST TWO YEARS TEACHING LITERARY ARTS TO UNDERSERVED YOUTH AGES 8-24 IN SAN FRANCISCO? The applicant’s calendar of activities for two years should span from FY15-16, and the current year ending June 30, 2017. Please note, college teaching alone does not qualify, and work as a classroom teacher alone does not qualify. Applicant must have experience as a teaching artist sharing creative writing/literary arts with young people.

WILL YOU BE ABLE TO PROVIDE EVIDENCE OF LITERARY ACCOMPLISHMENTS? Please note: literary accomplishments includes but not limited to publications, readings, fellowships, residencies or creative writing awards.

ARE YOU ABLE TO MEET THE REQUIREMENT FOR WORKING WITH YOUTH INCLUDING BUT NOT LIMITED TO A BACKGROUND CHECK, FINGERPRINTING, AND TB TESTING? Compliance with these items will be a condition of the grant agreement.

ARE YOU 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 vendor and meet the City of San Francisco's insurance and business tax requirements. For more information about vendor requirements, visit: sfgov.org/oca/qualify-do-business. Please note if you are not already a City vendor, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

DEMONSTRATION LESSON: WILL YOU BE AVAILABLE TO TEACH A 15 MINUTE DEMONSTRATION LESSON AND PARTICIPATE IN A 15 MINUTE INTERVIEW WITH THE PANEL AT 401 VAN NESS AVE, SAN FRANCISCO?

Indicate your availability for the week of March 20-24, 2017 and March 27-31, 2017 or for both weeks. Teaching demonstration slots will be assigned shortly after applications are received. Teaching artists are advised to prepare an excerpt of a lesson rather than attempt to cram a 60 minute lesson into 15 minutes. A computer and LCD projector will be available to the teaching artist to use, if desired, for the teaching demonstration. Following the 15 minute demonstration lesson, applicant will participate in a 15 minute interview with panelists. Applicants will be notified of the presentation day/time no later than **December 1, 2016**.

eligibility

to be completed by CBO or school partner

The San Francisco CBO or school partner must collaborate with an individual literary teaching artist to offer in-school or after-school programming that serves San Francisco students ages 8-24.

IS THE CBO/SCHOOL PARTNER TAX-EXEMPT UNDER INTERNAL REVENUE CODE SECTION 501 (C)(3) OR AN SFUSD SITE AND BASED IN SAN FRANCISCO? The organization must be tax-exempt under Internal Revenue Code Section 501(c)(3) to qualified.

DOES THE CBO/SCHOOL PARTNER HAVE A MISSION STATEMENT THAT IS CLEARLY ROOTED IN SERVING YOUTH AND BASED IN SAN FRANCISCO? The

CBO/school must attach proof of San Francisco corporate address in Supporting Materials section.

DOES THE CBO/SCHOOL PARTNER OFFER ONGOING YOUTH-BASED PROGRAMMING TARGETING UNDERSERVED STUDENT COMMUNITIES (THIRD GRADE TO 24 YEARS OLD) IN SAN FRANCISCO? CBO will be asked to submit a calendar that describes at least four youth-based activities that have been offered in the past three years.

DOES THE CBO/SCHOOL PARTNER HAVE THE CAPACITY TO NURTURE A THREE-YEAR, LONG-TERM, IN-DEPTH RELATIONSHIP WITH A LITERARY TEACHING ARTIST THROUGH AN IN-KIND CONTRIBUTION WHICH INCLUDES A VARIETY OF MATERIAL AND RELATIONAL SUPPORT?

IS THE CBO/SCHOOL PARTNER IN DEFAULT FOR ANY GRANTS OR LOANS FROM SFAC, OTHER CITY DEPARTMENTS, NORTHERN CALIFORNIA GRANTMAKERS ARTS LOAN FUND, NORTHERN CALIFORNIA COMMUNITY LOAN FUND, COMMUNITY ARTS STABILIZATION TRUST, OR THE CENTER FOR CULTURAL INNOVATION? The applicant must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, 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; 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.

IS THE PARTNERING CBO/SCHOOL FROM ANOTHER CITY AGENCY OR DEPARTMENT? The applicant organization cannot be part of another City agency or department.

IS THE CBO/SCHOOL PARTNER 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, the CBO/school partner must become a registered, compliant vendor and meet the City of San Francisco's insurance and business tax requirements. For more information about vendor requirements, visit: sfgov.org/oca/qualify-do-business. Please note if you are not already a City vendor, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

fiscal sponsor (if applicable)

NAME OF FISCAL SPONSOR: If you are you using a Fiscal Sponsor, please list the name of your San Francisco-based fiscal sponsor. Applicants proposing to work in a San Francisco United School District (SFUSD) public school must have a fiscal sponsor.

FISCAL SPONSOR CONTACT PERSON: Please identify a contact person from your fiscal sponsor.

EMAIL: Please provide your fiscal sponsor's e-mail. Your fiscal sponsor will not be contacted until the contracting period.

PHONE: Please provide your fiscal sponsor's phone.

FISCAL SPONSOR'S SAN FRANCISCO ADDRESS: Must be located in San Francisco

If individual artist is using a Fiscal Sponsor, please enter the name of the Fiscal Sponsor who will be responsible for granting requirements. The fiscal sponsor will be required, upon receipt of the grant, to submit a form verifying:

- The sponsored artist's project is compatible or consistent with the fiscal sponsor's mission or purpose.
- The fiscal sponsor approves of the above referenced project, and has:
 - Reviewed the project.
 - Will pass, upon awarding of funds, a board resolution for the adoption of the project.
 - Accepted legal responsibility to document the status and progress of the project
- The fiscal sponsor is legally responsible for monitoring and controlling the expenditure of grant funds in keeping with the purpose of the grant.
- The fiscal sponsor is legally responsible for complying with the terms of the grant.

Upon awarding of funds, the fiscal sponsor will be asked to submit a copy of its IRS 501(c)(3) determination letter. The Board of Directors must formally approve a resolution agreeing to be "Fiscal Sponsor" for the "Grant Applicant," and must authorize the execution of the grant agreement. A copy of that resolution, certified by the board secretary, must be provided upon awarding of funds, if not previously provided.

teaching artist information

The applicant is the individual literary teaching artist applying for the WCTAIR grant. The literary teaching artist must collaborate with a San Francisco CBO or school partner to offer in-school or after-school programming that serves San Francisco students ages 8-24.

FIRST NAME: Enter the applicant's legal first name.

LAST NAME: Enter the applicant's legal last name.

TEACHING ARTIST NAME: Enter if your artist name is different from your legal name.

ADDRESS 1:

ADDRESS 2: Only use this if you require a second line for your address.

CITY: Enter the city for the home address of the teaching artist applying for the grant

STATE: Enter the state for the home address of the teaching artist applying for the grant

ZIP: Enter the zip for the home address of the teaching artist applying for the grant

NUMBER OF THE SUPERVISOR'S DISTRICT in which you live: Type in "NA" if you don't live in San Francisco District numbers can be found at:

propertymap.sfplanning.org

MAILING ADDRESS IF DIFFERENT: Enter the mailing address of the applicant if different from the corporate address or fiscal sponsor address.

ADDRESS 2: Only use this if you require a second line for your mailing address

CITY:

STATE:

ZIP:

EMAIL: Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communications from SFAC are via email.

PHONE: Enter the contact number for the individual responsible for communicating with SFAC.

WEBSITE: Enter your website url. If you don't have one, enter "N/A."

CBO or school partner information

The San Francisco CBO or school partner must collaborate with an individual literary teaching artist to offer in-school or after-school programming that serves San Francisco students ages 8-24.

CBO OR SCHOOL APPLICANT: Enter the name of the CBO/school applying for the grant.

FIRST NAME: Enter the first name of the individual at the CBO/school who is responsible for communicating with SFAC.

LAST NAME: Enter the last name of the individual at the CBO/school who is responsible for communicating with SFAC.

TITLE: Enter the title of the individual at the CBO/school who is responsible for communicating with SFAC.

ADDRESS: Enter the San Francisco address of the CBO/school applying for the grant.

ADDRESS 2: Only use this if you require a second line for your address

CITY: Enter the city for the physical corporate address of the CBO/school applying for the grant

STATE: Enter the state for the physical corporate address of the CBO/school applying for the grant

ZIP: Enter the zip for the physical corporate address of the CBO/school applying for the grant

MAILING ADDRESS IF DIFFERENT: Enter the mailing address of the applicant if different from the corporate address or fiscal sponsor address.

ADDRESS 2: Only use this if you require a second line for your mailing address

CITY:

STATE:

ZIP:

EMAIL: Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communications from SFAC are via email.

PHONE: Enter the contact number for the individual responsible for communicating with SFAC.

WEBSITE: Enter your website url.

NUMBER OF THE SUPERVISOR'S DISTRICT WHERE CBO/SCHOOL IS LOCATED:

District numbers can be found at: propertymap.sfplanning.org

project information

PROJECT SUMMARY: SUMMARIZE YOUR PROPOSED PROJECT IN 600 CHARACTERS OR LESS. Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support."

For example: SFAC funds will be used to support a partnership between teaching artist Maurice Brown and Excelsior Elementary's afterschool program to serve 30 low income students of color in grades 5 and 6. Maurice will teach writing for four 1.5 hour sessions per week beginning September 5, 2017 and ending May 15, 2018. Maurice will collaborate with guest artists to introduce theatrical and visual components to students' work. The culminating showcase will occur in spring with publication launch and performances at the school site and Excelsior branch library.

ESTIMATE NUMBER OF STUDENTS INVOLVED IN THE PROPOSED PROJECT.

Provide an estimate of the total number of students that will be involved with the proposed project during Year 1.

artistic history: teaching artist

These questions should be answered by the teaching artist.

DESCRIBE YOUR ARTISTIC HISTORY AS A LITERARY ARTIST/WRITER (1500 CHARACTERS MAX): This grant prioritizes literary teaching artists who:

- Are a good fit with the youth they propose to engage.
- Are actively involved in their writing practice.
- Have the skills and experience to be effective in a long-term, in-depth residency teaching literary-focused arts workshops.

DESCRIBE YOUR PHILOSOPHY OR APPROACH TO TEACHING (1000 CHARACTERS MAX). How does your work as a writer/artist inform your teaching? And how does your teaching inform your personal work as a literary artist/writer? Your responses should provide appropriate, relevant, and compelling content. Offer supporting details to flesh out your responses.

DISCUSS RELEVANT EXPERIENCE AND QUALIFICATIONS TO WORK EFFECTIVELY (2000 CHARACTERS MAX):

- **Address fit with proposed community.** Elaborate on the most relevant experience(s) that equip you to be successful with this youth population.
- **Speak to experience that prepares you to be successful** in a year-long, in-depth residency. Include experience teaching as well as administrative experience necessary to support an independent teaching artist residency, such as budget and time management.
- **Don't reiterate your entire resume** in this section. Focus on a couple of the most relevant qualifications for each question.

SHORT BIOGRAPHY (600 CHARACTERS MAX): Your bio should summarize the highlights of your resume/CV. Please do not paste in resume/CV here.

artistic history: cbo/school partner

This question should be answered by the CBO/school.

PLEASE DESCRIBE THE CBO/SCHOOL PARTNER'S MISSION STATEMENT (250 CHARACTERS MAX):

The mission statement must be clearly rooted in serving San Francisco youth.

quality of proposed project: teaching artist

These questions should be answered by the teaching artist.

TEACHING ARTIST RESIDENCY PLAN (5000 CHARACTERS MAX): Describe the programming you are proposing for this site. Describe any site-specific themes or overall goals that you will incorporate into your curriculum. Describe how this programming fits into the needs and priorities of the site(s). How will you and your students engage with the library and the greater neighborhood? Examples of past library programming include field trips, student art exhibitions, open mics, and library card sign-up drives.

Your responses should offer appropriate, relevant and concrete content that demonstrates the teaching artist's ability to create a curriculum and programming plan that fits the proposed partner site.

RESIDENCY TEACHING OUTLINE (5000 CHARACTERS MAX): Outline your teaching plan with an approximate timeline. Include the frequency, class length, grade level and number of youth to be served. This might resemble a course syllabus with initial thoughts about breaking down year-long programmatic themes into units and weekly topics.

SPECIAL PROJECTS or EXHIBITIONS (2500 CHARACTERS MAX): Describe the special projects or exhibitions of student work you are proposing at the CBO/school partner site and in the community to promote students' literary voices. How do you plan to work with the site to accomplish these goals?

Please include:

- At least one youth-centered reading or event in the classroom/school community.
- At least one high quality student publication project.
- At least one project/program/activity with the neighborhood library in the community.
- Other events, either on-site or off-site, you plan to hold.

Include approximate dates and locations if possible. Past special projects or exhibitions include: installations, video/audio projects, open mics, theater performance, zines, posters, and anthologies.

GRANT PLAN: The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve.

This grant plan should include at least six activities you identified and described in the previous questions: Teaching Artist Residency Plan, Residency Teaching Outline, and Special Projects or Exhibitions.

We have pre-populated cells with four of the activities that all WCTAIR teaching artists must include in their grant plan.

WCTAIR teaching artists are required to:

- Connect residency programming with a branch of the SFPL through activities, such as field trips, library card registration, workshops, etc.
- Develop, plan and coordinate at least one site-specific student publication annually. Whatever the format, this publication should be a creative vehicle which showcases youth writing.

- Plan and facilitate at least one reading/event and engage with school community.
- Facilitate and participate in a least one WCTAIR wide reading/event annually. The event is currently a literary arts showcase at the SFPL main branch. Students and sites share their creative projects from the past year.

Following is an example.

Activity	Outputs	Complete by
Teaching	5 sessions per week	June 2018
Preparation/planning and site based collaboration	12 hours weekly - TA plans for instruction and participates in site based meetings	June 2018
Neighborhood library collaboration	2 trips to library - 30 students 30 library cards 1 Exhibit of students' work in children's section in library	June 2018
Site specific student publication	1 chapbook, 100 copies	June 2018
Youth centered site-based reading/event	2 student readings, 30 students participate (Winter program and Spring program)	December 2017 June 2018
Spring event at SF public library	25 kids participate in spring event TA participates in event	June 2018

Activity Column: Applicants should break down the proposed project into primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. We've prepopulated four activities; see GMS for more text.

Outputs Column: The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of students who will participate, the number of workshop sessions, the number of readings at the library, etc.

Completed By Column: Each activity listed should have a targeted completion date that falls within the grant window.

SAMPLE UNIT PLAN: Please include a plan for 3-5 lessons you've taught. Include all aspects of the lesson, as well as the age of the intended students, the kind of site (public school, after-school program, etc.), length of time for lesson, and any other details you think relevant.

quality of proposed project: cbo/school partner

This question should be answered by the CBO/school partner.

HOW WILL THIS COLLABORATION WITH THE PROPOSED TEACHING ARTIST SUPPORT YOUR SITE IN ACHIEVING ITS DESIRED YOUTH OUTCOMES (1500 CHARACTERS MAX)? Describe the youth population that CBO/school serves, including relevant demographics and issues affecting the community. Explain how this specific teaching artist and the teaching-artist-in-residence model will support achieving your desired youth outcomes. How will the teaching artist residency help meet your stated outcomes?

Include relevant demographics and issues affecting the community.

ability to complete the project: project budget

The budget questions should be answered by the teaching artist.

BUDGET: Be as detailed as you can in your budget notes as you explain how the \$40,000 will be spent and explain how the numbers are derived. If necessary, explain external or unusual factors and your decision-making process. Panelists carefully review budgets and budget notes.

Applicants should calculate teaching artist hourly wage between \$60 and \$65, and calculate teaching window between 9 and 10 months.

ADDITIONAL TIPS:

- Teaching hours: For example, \$9,000 for “Teaching hours” can be explained as: 5 hours x 30 weeks x \$60/hr. = \$9,000. Assume overall work load to be between 20 and 25 hours per week.
- Prep time hours: Use your best estimate for prep time, site based collaboration, administration and project hours. (Finalists will be given the opportunity to adjust their budgeting.)
- Project hours will fluctuate according to the time of year when student publications and/or exhibitions are being prepared. Use your best estimate for project hours.
- Health insurance: The health insurance line item should only be left at 0 if the teaching artist has coverage through a domestic partner or some other party (documentation will be required).
- Operating expenses: This line item may also include guest fees for artists visiting your classroom. Include consultants and/or teaching artist’s professional development that might deepen the quality of work at the site. (optional)
- Supplies: Use your best estimate for the cost of supplies you might buy, which might include office and/or art supplies, Chromebooks, software.

EXAMPLE:

SFAC Proposed Grant Budget & Notes		
Category	Notes	Costs
Personnel/Fees		
Teaching artist residency salary: \$60/hr	580 hours x \$60 hour to provide 30 weeks of classroom teaching, prep time, site-based collaboration hours, and administration of the grant.	\$34,800.00
Sub-total Fees:		\$34,800.00
Benefits		
Health Insurance	\$300/month x 12=	\$3,600.00
Sub-total Benefits:		\$3,600.00
OPERATING EXPENSES:		
Classroom supplies	notebooks, art supplies, binders, crayons, etc.	\$500.00
PD short-story workshop for writers	\$500 session, all day for teaching artist's PD	\$500.00
Guest Writers@ classroom	Fall and spring, one \$300 workshop each	\$600.00
Sub-Total Operating Expenses:		\$1600.00
		\$40,000
TOTAL BUDGET:		\$40,000

PROPOSED PRODUCTION COSTS

**Please note: The SFAC will cover production costs of publication/exhibition up to \$4,000. The teaching artist does not need to include publication/exhibition costs in their \$40,000 budget but should include a breakdown of estimated costs associated with publication/exhibition in the table. Don't feel compelled to spend the entire amount; a more expensive project doesn't necessarily mean that the project is more meaningful or artistic for the youth involved.*

CHALLENGES AND REWARDS (500 CHARACTERS MAX): Teaching artist should answer this question from their point of view. A strong answer would be grounded in knowledge of the unique assets and challenges specific to the population you will be working with, as well as the benefits and challenges that emerge from a long-term, in-depth residency.

ability to complete the project: cbo/school

CHALLENGES AND REWARDS IN LONG-TERM, IN-DEPTH PROGRAM MODEL (500 CHARACTERS MAX): This question must be answered by the CBO/school from their point of view. A strong answer would be grounded in knowledge of the unique assets and challenges specific to the population you will be working with, as well as the benefits and challenges that emerge from a long-term, in-depth residency.

PHYSICAL SPACE AND OTHER RESOURCES OFFERED BY CBO/SCHOOL (500 CHARACTERS MAX): Describe the physical resources you will offer to the teaching artist, which must include use of a classroom and place to securely store supplies, but may include other resources like a smaller workspace to do administrative work, and other resources like access to supplies, computers, etc.

PRIMARY CONTACT FOR TEACHING ARTIST (1000 CHARACTERS MAX): Indicate the site- based representative who will liaise with the teaching artist – who they are, how they will communicate, how frequently, what kinds of support they might offer the teaching artist, etc.

INCLUSION IN CBO/SCHOOL COMMUNITY (1000 CHARACTERS MAX): Describe the ways the teaching artist will be included or embedded in the school community. Examples might include faculty or staff meetings, trainings, invitations (where relevant) to attend SST meetings, professional development, parent meetings, performances, assemblies, family events.

supporting materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents.

PROOF OF SAN FRANCISCO ADDRESS IF APPLICABLE (TEACHING ARTIST): Acceptable options include rental lease, utility bill, tax return or car registration.

TEACHING ARTIST RESUME/CV: The resume/CV should list the applicant's teaching and community work experience. When possible, please include or clarify: work sites and dates (agency/school, age group); applicant's duties/roles; whether the work applicant did was writing-based; whether applicant developed his or her own lessons; and how many sessions applicant taught or co-taught. Also note literary accomplishments, such as readings, publications, etc.

PROGRAM CALENDAR (CBO/SCHOOL): This question establishes that the CBO has been offering youth programming steadily for at least two years prior to this year. Examples in program calendar might include semester long classes, workshops, sports, behavioral health services, workforce development internships and other activities, etc. Program calendar should include at least four activities occurring over the last two years, and three projected activities through the end of June 30, 2010. This attachment should be formatted as a PDF or Word document.

SAMPLE UNIT PLAN (TEACHING ARTIST): Unit plan should include all aspects of the lesson such as: age of the intended students; type of site (public school, during school or after-school program); length of time for the lesson; and any other details you think relevant. Sample format must be one document that contains a three to five lesson unit; and must be a PDF or Word document. If formatting needs to be preserved, please submit a PDF. (10 page maximum).

LETTER OF AGREEMENT BETWEEN CBO/SCHOOL AND TEACHING ARTIST: Provide a joint Letter of Agreement signed by both the Applicant and the school site or CBO official. This letter should indicate mutual commitment to the project and understanding of the roles and responsibilities of each party.

work samples

ATTACH WORK SAMPLES: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your teaching and artistic history, students, community partners, and capacity. Samples that fall outside of the instructions given will be removed. Samples exceeding the limit will not be viewed.

SUBMIT SAMPLES THAT:

- Demonstrate your skills as a literary artist/writer in the literary arts, and the manifestation or treatment of ideas. *Press clippings or news articles are not appropriate work samples.*
- Demonstrate your skills and engagement while teaching creative writing with young people. It's important to show the process of learning, and the actions or reactions of the youth to the arts learning engagement.

- Show the quality of student writing created while working with you in a literary arts project/activity/program.
- Demonstrate high production quality with clarity of sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality.*
- Are from the **last two years**.
- Are relevant to the proposed project. If the most relevant project is older than two years, we recommend a balance of newer and most relevant samples.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project already underway. Must set the proper context for the stage of work being shared.
- Show at least two minutes of a work so that the panelists can immerse themselves in the content, see the arc of movement, complete thought, or sufficient grasp of a theme.
- Provide a glimpse of your students and community.

Do not submit samples that:

- Are trailers or collages of performances that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than four minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

WORK SAMPLE INSTRUCTIONS: Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict.

The template indicates a maximum of **eight** work samples. Applicants are **required** to submit:

- At least one **teaching artist literary work sample**. This sample can be in the form of a writing sample (manuscript or publication).
- At least **one classroom teaching demo**. This sample can be in the form of a video. A video sample featuring interaction with students is strongly recommended.

Applicants are **recommended** to submit:

- At least **one student literary work sample**. This sample can be in the form of a writing sample (poem, short story, etc.). It will be helpful to panelists to see an example of a student writing product that was created under the guidance of the teaching artist.

Only fill out the template to reflect the number of work samples that you are submitting.

Work sample descriptions must include:

- Title, date, venue, length of work, dimensions, genre, and medium.
- If the work was done in collaboration with other organizations, presenters, or artists, state your role in the production.
- **If the work is by a *student***, identify the age or grade of the youth, the context of the work, and the genre of the student(s) samples.
- Explain the sample's relevance to your proposed project if:
 - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
 - the sample document is a work-in-progress; and/ or
 - the work is with a collaborator or commissioned artist outside of your usual work.

FORMAT INSTRUCTIONS

Work samples that cannot be uploaded must be hosted online through your website or a third party platform. Please be sure to include working links and include log in instructions if your content is restricted.

You may submit a combination of media formats, but are limited to *two* media types. *Example: You may combine media types to include a 1-minute song and a 3-minute video; 4-images and 2-minutes of video; or two 2-minute songs. Three 1-minute videos/songs is permissible only if one is that of a collaborator.*

If panelists cannot access your work samples, they will not be reviewed.

LITERARY MANUSCRIPTS AND PUBLICATIONS

- Writing samples by teaching artists and/or students must be PDF or Word. If formatting needs to be preserved, please submit a PDF.
- You may submit previously published work, unpublished work, or work-in-progress. Student writing must have been created while working with you.
- Include your name and the genre of your manuscript sample (poetry, fiction, nonfiction, short stories, novel or play). Note if this is an excerpt.
- Maximum size for each document is 5MB.
- 10 page maximum; five pages if combining with other medium.

SCRIPTS

- Must be PDF or Word.
- Maximum size for each document is 5MB.
- 20 page maximum; 10 page maximum if combining with other medium.

AUDIO/VIDEO

- The audio and video samples should have clarity of sound and/or image.
- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- 480 x 360 video resolution is suggested.
- Each video or audio file can be four minutes maximum; two minutes combining with other medium.

IMAGES

- Must be PDF or JPEG.
- May combine all of your images into one single PDF file or upload each image in a separate file.
 - Image size should be consistent; 800 x 600 pixels is suggested.
 - Maximum size for each image is 5MB.
- Eight images maximum; four if combining with other medium.

ALWAYS TEST YOUR FINAL WORK SAMPLE BEFORE SUBMITTING

demographics survey

Please answer the questions to the best of your ability. Note that **any data you provide will not be seen by panelists or used in the evaluation of your application.** Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC, and also to report out to our communities. We ask demographics for the following:

RACE/ETHNICITY:

- Does your organization primarily serve people of color? Answer “yes” if more than 50 percent of your artists and/or audience are people of color. And/or your mission statement explicitly mentions communities of color.
- If you answered “yes” that your organization primarily serves people of color, please select which communities of color your organization primarily serves (only select communities that make up 25 percent of your artists/audience served). If you selected “no”/”decline to state,” you can leave this section blank.
- Please note: We selected these categories based on the largest populations in San Francisco (according to citywide demographic data).

GENDER:

- Does your organization primarily serve women? Answer “yes” if more than 50 percent of your artists and/or audience are women. And/or if your mission statement explicitly mentions women.
- Does your organization primarily serve trans or non-binary gender communities? Answer “yes” if more than 50 percent of your artists and/or audience are trans or gender non-binary. And/or if your mission statement explicitly mentions trans or gender non-binary communities.

SEXUALITY:

- Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? Answer “yes” if more than 50 percent of your artists

and/or audience are LGBQ or two-spirit. And/or if your mission statement explicitly mention LGBQ or two-spirit communities.

IMMIGRANT COMMUNITIES:

- Does your organization primarily serve immigrant communities? Answer “yes” if more than 50 percent of your artists and/or audience are immigrants. And/or if your mission statement explicitly mention immigrant communities.

DISABILITY:

- Does your organization primarily serve the disabled community? Answer “yes” if more than 50 percent of your artists and/or audience are disabled. And/or if your mission statement explicitly mention the disabled community.

YOUTH:

- Does your organization primarily serve children and youth (0-24 years old) and/or family with children and youth (0-24 years old)? Answer “yes” if more than 50 percent of your artists and/or audience are 0-24 years old. And/or if your mission statement explicitly mention serving children and/or youth.

DID REPRESENTATIVES OF YOUR ORGANIZATION ATTEND ANY OF SFAC'S TECHNICAL ASSISTANCE WORKSHOPS?

- Grants Management system/Online Application Orientation: These were workshops orienting applicants on how to use the online system (how to create a log-in, etc.)
- Grants Programs Informational Workshops: Sessions that went more in depth into the content of the applications and grant categories for SFAC.
- One-on-One Sessions with SFAC staff (scheduled in 15 minute intervals).

certification

This certification page confirms that all the information in the application is accurate to the best of your knowledge. An authorized user from the organization and/or individual artist must “sign” this section by typing in a name, checking off a box, and dating it. This is the final form you must complete before validating and submitting your application.

Click Save and Validate.

Validate and Submit

1. When you land on the Validate and Submit page, the system will automatically begin validating all of your data and check if any required fields are missing data.

2. If any required information has not been completed it will show up as an error. Click on the generated hyperlink to be taken back to the page with the error and fix the error. You can add the missing data, fill out the field, or delete text. Save the form again and jump directly back to the “Validate and Submit” form by going to the navigation bar on the left of the screen.
3. Lastly, if your application validates successfully, you are satisfied with your application, and all the uploaded materials are present, click the green “Submit” button at the end of the application.
4. The system will pop up a notice and let you know that your application was successfully submitted. Click “Okay”.
5. Your information will be sent directly to SFAC and you will immediately receive an email confirming that the application has been successfully received.

After You Submit the Application

1. You will be directed to the “My Data” tab on the Dashboard.
2. If you want to view specific forms in the application, or change the information on the application (address, phone, website) click on the first icon (stack of papers) and jump to the form within the application.
3. If you want to view your support materials, you can click on the second icon (landscape image) and a slide show will appear.
4. If you want to download your support materials, you can click on the third icon (arrow down).
5. If you want a hard copy of the application, you can click on the fourth icon (printer).
6. You will receive an email from SFAC confirming that the application has been received.
7. At this point, you will no longer be able to change your application; the application status will appear as “Received (Eligibility Pending)” you may not edit your application in any way.
8. If you would like to make any changes to the application before the deadline, please contact the program officer.
9. Sometime after the deadline, you will receive another email confirming whether your grant eligibility has been approved or not. The application status will appear as either “Received” or “Ineligible/Incomplete”

Read Only Status

1. If you have not submitted your application, or if a deadline has passed, your application will become read-only.