sfac Artistic Legacy Grant (ALG) Application Instructions
How to Prepare and Submit your Application

Deadline to apply: Monday, March 30, 2020 at 12 p.m. NOON PST

Application is available online at: https://sfac.tfaforms.net/50

Please visit the **Artistic Legacy Grant Guidelines** to review eligibility, project requirements and scoring criteria: https://www.sfartscommission.org/content/artistic-legacy-grant-alg

For questions about this grant, please contact Program Officer Debbie Ng at debbie.h.ng@sfgov.org or 415-252-2216.

Application Submission

We strongly advise applicants to use these application instructions to prepare their responses in a separate document. Applicants should paste their completed answers into the online application when they are ready to submit.

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

1. *Check the "Save my progress and resume later" box at the top of the page.
2. Enter an email address and password (use the same email address and password each time you exit the application) and hit "Save".
3. You will receive an email with a link that allows you to return to the application.
4. OR you can return to the application website and select the "Resume a previously saved form" link to return to the application.

We strongly suggest using Google Chrome and clearing your browser cache when you save and return to the application.

Required Materials with Application Submission

☐ **Verifiable proof of San Francisco corporate address:** This should be an electric or telephone bill or bank statement. This document should be no more than three (3) months old and must include the applicant's name. We do not accept PO boxes as proof of corporate address. If fiscally sponsored, a letter on letterhead from the fiscal sponsor is acceptable proof of corporate address.

☐ **Proof of IRS good standing**: Visit IRS-Tax Exempt Organization Search: https://apps.irs.gov/app/eos/pub78Search.do. Select Database "Pub 78 Data". Search for the applicant organization EIN number or Organization Name. Select the correct organization. Save a PDF of the screen titled "Publication 78 Data" that shows your organization listed and upload.

☐ **Financials:** IRS 990, 990-EZ or 990-PF from the last completed fiscal year OR for fiscally sponsored applicants: Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years; and budget notes.

☐ **Fiscal Sponsors**: Organizations that exceed the $1.5 million budget cap due to regranting must verify their operational budget without pass-through funds. Please upload audited financials from the most recently completed fiscal year demonstrating the dollar amount of pass-through funds.

Application Questions and Project Requirements

Organization Information:
- Legal Name of Applicant Organization
- Mission Statement (500 characters)
- Core Programs and Services (1,000 characters)
- Intended Communities/Audience (1,000 characters)
- Contact name, title, email, phone number
- Number of the Supervisor's District in which your organization operates
- Supplier ID Number: If you are unsure of your Supplier ID Number, please create a new ticket at https://sfcitypartner.sfgov.org/pages/contact.aspx. If you do not have a Supplier ID Number, please enter 0.

Fiscally Sponsored Applicants:
- Legal name of Fiscal Sponsor organization
- Fiscal Sponsor organization executive leader's name, phone number, and email
- Fiscal Sponsor's mailing address
- Fiscal Sponsor's supervisor's district
- Signed Fiscal Sponsor Form between the Applicant Organization and the Fiscal Sponsor Organization. Fiscal Sponsor form downloadable here: https://tinyurl.com/SFAC-FiscalSponsorForm

Project Information:
- Grant request amount (up to $40,000)
- Annual Operating Revenue
- Provide a brief Project Summary that starts with "San Francisco Arts Commission funds will be used to support…" (600 characters)
- Project Discipline: (dropdown menu Dance, Literary, Media, Music, Theater, Visual Art)
- **Artistic Director's Headshot** (JPEG format, 800 x 600 pixels is preferred)

Application Questions:
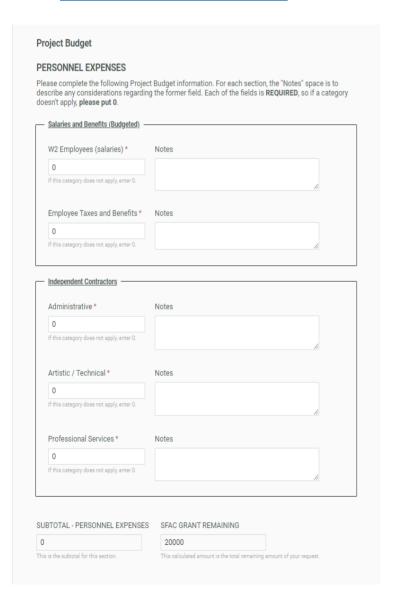- Highlight the organization's primary activities over the last two (2) years engaging with historically marginalized communities. (1,000 characters)

- Describe the artistic leadership and how they have contributed to the vitality of the organization. Highlight the artistic director's major accomplishments that have supported the organization's general trajectory. (3,000 characters)
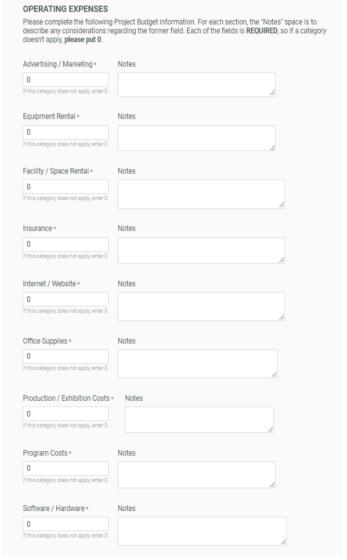
- Describe the proposed project in detail and the continuing impact the Artistic Director and organization seeks to achieve. Describe the desired outcomes and strategy for evaluation. (3,000 characters)

☐ **Project Budget***

The online application requires a project budget detailing itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the "Notes" field. Each field is REQUIRED. Enter "0" if the expense is not applicable.

Download the budget template for a complete list of expenses here (Excel required): **http://tiny.cc/SFAC_BudgetTemplate**

Project Budget

PERSONNEL EXPENSES

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, **please put 0**.

Salaries and Benefits (Budgeted)

W2 Employees (salaries) *   Notes

| 0 |
If this category does not apply, enter 0.

Employee Taxes and Benefits *   Notes

| 0 |
If this category does not apply, enter 0.

Independent Contractors

Administrative *   Notes

| 0 |
If this category does not apply, enter 0.

Artistic / Technical *   Notes

| 0 |
If this category does not apply, enter 0.

Professional Services *   Notes

| 0 |
If this category does not apply, enter 0.

SUBTOTAL - PERSONNEL EXPENSES   SFAC GRANT REMAINING

| 0 | | 20000 |
This is the subtotal for this section.   This calculated amount is the total remaining amount of your request.

OPERATING EXPENSES

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, **please put 0**.

Advertising / Marketing *   Notes

| 0 |
If this category does not apply, enter 0.

Equipment Rental *   Notes

| 0 |
If this category does not apply, enter 0.

Facility / Space Rental *   Notes

| 0 |
If this category does not apply, enter 0.

Insurance *   Notes

| 0 |
If this category does not apply, enter 0.

Internet / Website *   Notes

| 0 |
If this category does not apply, enter 0.

Office Supplies *   Notes

| 0 |
If this category does not apply, enter 0.

Production / Exhibition Costs *   Notes

| 0 |
If this category does not apply, enter 0.

Program Costs *   Notes

| 0 |
If this category does not apply, enter 0.

Software / Hardware *   Notes

| 0 |
If this category does not apply, enter 0.

Project Budget Notes: If this grant request is part of a larger project budget, please provide information on expenditures covered by other funding source(s).

Project Requirements:

☐ **Resume or Curriculum Vitae (CV).**

☐ **Artistic Work Samples**: Upload up to five (5) samples documenting the span of the Artistic Director's time with the organization. Images must be JPEGs: 800 x 600 pixels. Audio and video (links) should be high resolution (minimum 640 x 480 video resolution is suggested). Please note, the online application cannot accept MP3's, MP4's or zipped files and 30 MB is the max file size upload.

☐ **Letters of Support**: Please upload two letters of support that provide meaningful firsthand account(s) of the Artistic Director's and organization's impact on the communities the organization serves. Letters should be on organization letterhead, if applicable, and signed.

☐ **Grant Plan**

The Grant Plan outlines up to six (6) primary activities that will take place during the grant period (July 1, 2020 – June 30, 2021) and the intended outputs the applicant
hopes to achieve.

Grant Plan

Your project activities must take place during the grant window: July 1, 2020 - June 30, 2021. To create your grant plan, detail up to six primary project activities that will take place during the grant window and the intended outputs that you hope to achieve.

Activity Name (80 characters maximum) *

Activity Description (250 characters maximum) *

Activity Outputs (150 characters maximum) *

Activity will be completed by (date): *

Please click the "Add another activity" link below. Repeat for as many activities are planned. **On the last activity you would like to submit, please click "Next Page"** below to continue.

Add another activity

Activity (250 Each be succinctly sentence

Description characters): activity should described in one and clearly

outline the steps needed to ensure a successful outcome. _Example_: Lead artist and ensemble musicians engage in work-in-progress community performances featuring traditional and Western instruments and hold community conversations.

A**ctivity Outputs** (150 characters): The Outputs field represents the anticipated quantitative measure for the corresponding activity. For example, this may be the number of artists compensated or the number of rehearsals or performances held. _Example_: 3 performances, 3 community education conversations, 150 attendees.

Date activity will be completed: Each activity should have a targeted completion date that falls within the grant period. _Example_: 12/31/20.

Optional Demographic Survey:

To better serve our communities and maintain our commitment to cultural equity, San Francisco Arts Commission collects demographic data about our grant applicants. 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 San Francisco Arts Commission staff.

Scoring Criteria

Panelists are instructed to use the scoring criteria published on page 7 of the Artistic Legacy Grant Guidelines when reviewing each application. To view the Artistic Legacy Grant Guidelines, visit: https://www.sfartscommission.org/content/artistic-legacy-grant-alg