**Creative Space (CRSP) Application Instructions**



**How to Prepare and Submit your Application**

**Deadline to apply: Thursday, November 21, 2019 at 12 p.m. NOON PST**Applications are available online at: <https://sfac.tfaforms.net/34>

Please visit the **Creative Space Guidelines** to review eligibility, project requirements and scoring criteria: <http://tiny.cc/CRSPGuidelines>

For questions about this grant, please contact Senior Program Officer Jaren Bonillo at [jaren.bonillo@sfgov.org](mailto:jaren.bonillo@sfgov.org) or 415-252-2227.

Application Submission ***We strongly advise applicants to use the information in this document 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 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.

Required Materials with Application Submission

**Verifiable proof of San Francisco corporate address:** This may be in the form of an electric or telephone bill or bank statement. This document should be no more than three months old and must include the applicant's name.

**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.

**Property Title, Current Lease Agreement or Letter of Intent from property owner of a new lease or purchase (Facilities only):** **Level 1:** Applicants must have at least three (3) years remaining on their lease at the start of the grant term OR have a year-to-year lease AND have leased the space for a minimum of ten (10) years prior to the start of the grant term. **Level 2:** Applicants must hold title to their space OR have a lease with at least five (5) years remaining on their lease at the start of the grant term.

**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 completed fiscal years; and budget notes.  
  
**Required Information for Fiscally Sponsored Applicants:**

* Legal name of Fiscal Sponsor Organization
* Fiscal Sponsor Organization executive leader’s name, phone number, and email address
* Fiscal Sponsor’s mailing address
* Signed Fiscal Sponsor Form between the Applicant Organization and the Fiscal Sponsor Organization. Fiscal Sponsor form downloadable here: <https://tinyurl.com/SFAC-FiscalSponsorForm>

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 address and 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.

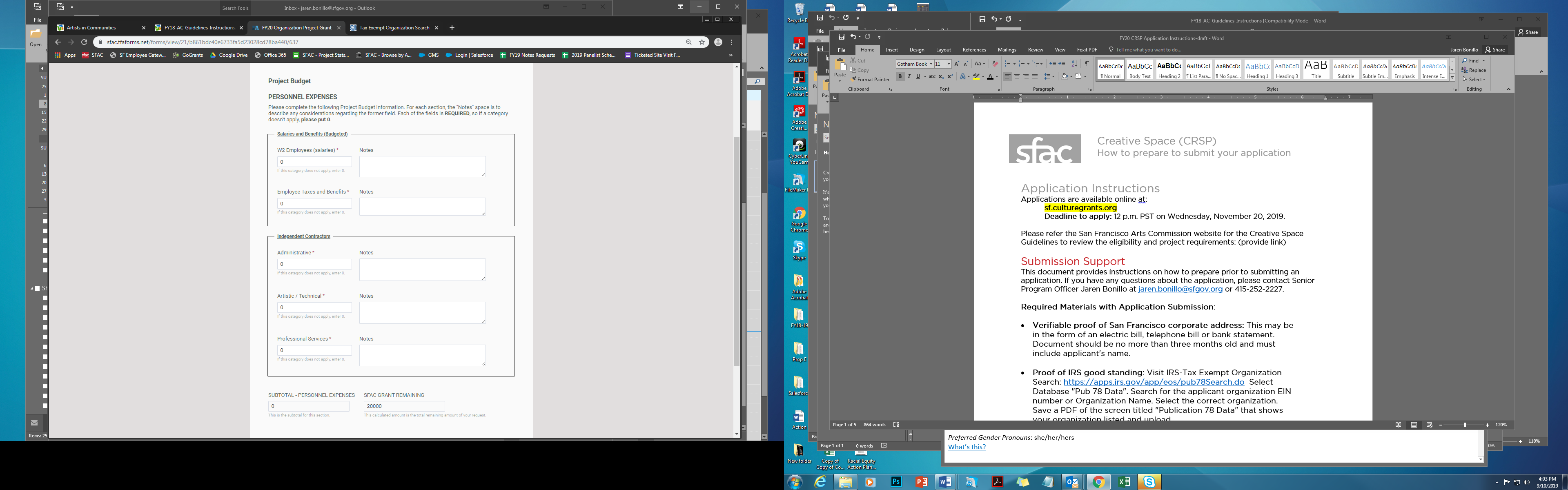
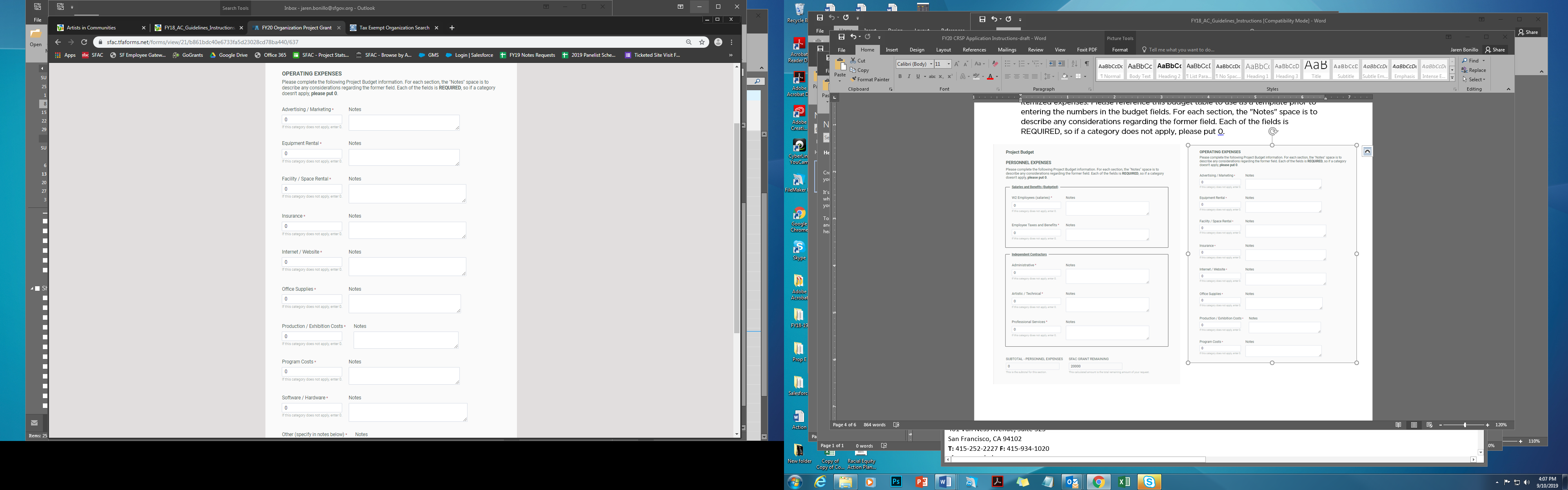
**Project Information:**

* Grant request amount (up to $50,000 for Planning and Level 1 OR up to $100,000 for Level 2)
* Annual operating revenue
* Provide a brief summary of the proposed project that starts with "San Francisco Arts Commission funds will be used to support" (600 characters)
* Project category (dropdown menu Planning, Level 1 or Level 2)
* Facility Information (Level 1 or Level 2): square footage, number of years in facility, total audience capacity, occupancy status, number of years remaining on the lease, landlord contact information.
* Native American Arts and Cultural Traditions Review? (yes/no)

**Application Questions:**

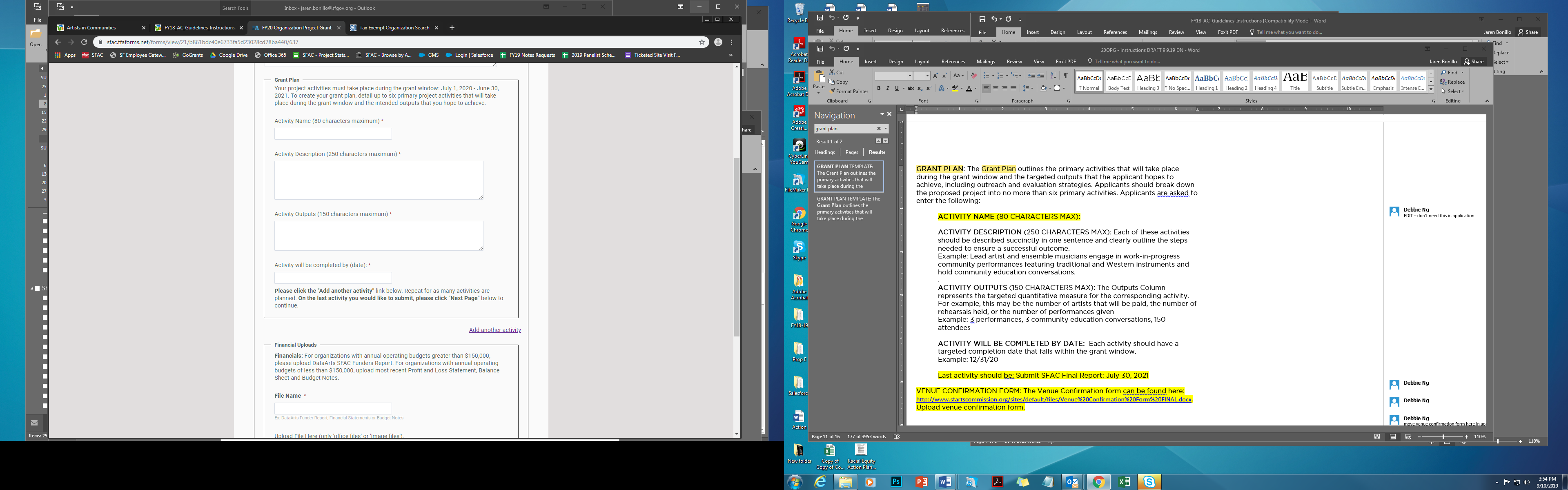
* Highlight your organization’s activities over the last two (2) years engaging with historically marginalized communities. (1,000 characters)
* Describe how the proposed project will enhance the organization’s ability to engage the intended audience/communities. (2,000 characters)
* Describe the proposed project in detail. Describe the current state of your space and explain how the proposed project aligns with the Creative Space priorities as well as the organizations readiness for the project. (3,000 characters)
* Provide brief bios of key project staff (up to five) and include relevant experience and qualifications. (1,000 characters)
* Describe your advisory board or board of directors and their level of engagement as it pertains to strategic planning, fundraising, and governance. (2,000 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.

Prior to entering the information online, download the budget template for a complete list of expenses here (Excel required): [**http://tiny.cc/SFAC\_BudgetTemplate**](http://tiny.cc/SFAC_BudgetTemplate)

**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).

**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 or 2022 for Level 2) and the intended outputs the applicant hopes to achieve.



**Activity Description** (250 characters): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example*: Secure visibility and audience safety equipment.

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*: 1 modular riser system, 1 LED display, and external LED lighting purchased.

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

**Project Requirements:**

**Artistic Work Samples**: Upload up to five (5) samples of artistic work providing evidence of the ability to complete the proposed project. Images, audio, and video (links) should be from the last two (2) years.

**Letter(s) of Support**: Provide up to three (3) signed statement(s) from a key stakeholder, partner, or community member. The letter(s) should be on official letterhead and affirm the organization's impact on the intended audience/communities.  
  
For Planning Proposals: Provide signed letters from confirmed partners for new developments aimed at providing shared arts programming space for multiple arts organizations.

**Images and Design Drawings (Level 1 and Level 2 only)**: Provide up to five (5) total images of the space that will be modified AND design drawings of the intended outcome of the project.

**Three (3) Estimates (Level 2 only)**: Provide the names and registration numbers for three (3) contractor estimates for the proposed project. For a current search of registered public works contractors, visit: <https://cadir.secure.force.com/ContractorSearch>

**Board List and Gift Amounts (Level 2 only)**: One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants. A dollar amount must be listed next to each board member name noting if the financial contribution is in hand or a pledge. If your board members request confidentiality, you may list them as “board member 1”, “board member 2”, etc.

Scoring Criteria  
Panelists are instructed to use the scoring criteria published on pages 11-12 of the Creative Space Guidelines when reviewing each application. To view the Creative Space Guidelines, visit: <http://tiny.cc/CRSPGuidelines>