



(Amended 9/11/2020)

## The Sankofa Initiative | Special Grant Guidelines

FOR PROJECTS TAKING PLACE January 1, 2021 — June 30, 2022.

**APPLICATION DEADLINE: Tuesday, September 29, 2020 at 12:00 p.m. PST**

For any questions about The Sankofa Initiative, please contact Program Officer Tina Wiley at [tina.wiley@sfgov.org](mailto:tina.wiley@sfgov.org) or 415-252-2218.

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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 Lorena Moreno al 415-252-2211 ó [lorena.moreno@sfgov.org](mailto:lorena.moreno@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 Sandra Panopio, 415-252-2100 o [sandra.panopio@sfgov.org](mailto:sandra.panopio@sfgov.org).



City and County of  
San Francisco

# Information about The Sankofa Initiative (SPX)

## Important Dates\*

Application Released	September 1, 2020
Technical Assistance Webinar	September 15, 2020
Application Deadline	September 29, 2020
Internal Grant Review	October 5-9, 2020
Funding Recommendation*	October 2020
Full Commission Approval*	November 2020
Grant Period Begins	January 1, 2021
Grant Period Ends	June 30, 2022
Final Report Due	July 30, 2022

*\*Dates may be subject to change.*

## About The Sankofa Initiative (SPX)

The Sankofa Initiative is a re-granting program of the San Francisco Arts Commission’s Arts Impact Endowment to support the healing and creativity of communities of color most affected by COVID-19. The Sankofa Initiative’s focus on Arts Education prioritizes access to creative exploration, cultural preservation, professional development, and access to technology and art supplies for those most in need during and after the global health emergency.

The word *Sankofa* is connected to the West African proverb, “It’s not wrong to go back for that which you have forgotten.” With this proverb as our North Star, this responsive recovery fund prioritizes BIPOC-led (Black/Indigenous/People of Color) organizations to uplift BIPOC communities through their own self-determination.

## Racial Equity Statement

The San Francisco Arts Commission (SFAC) is committed to creating a city where all artists and cultural workers have the freedom, resources and platform to share their stories, art and culture and where race does not predetermine one’s success in life. We also acknowledge that we occupy traditional and unceded Ohlone land. Fueled

by these beliefs, we commit to addressing the systemic inequities within our agency, the City and County of San Francisco and the broader arts and culture sector. This work requires that we focus on race as we confront inequities of the past, reveal inequities of the present and develop affective strategies to move all of us towards an equitable future.

## Eligible Request Amount

Grant amounts up to \$225,000 to \$250,000. Please refer to each category project description for the eligible request amount.

## How to Apply

DEADLINE TO APPLY: 12:00 p.m. PST on Tuesday, September 29, 2020.

APPLICATIONS ARE AVAILABLE ONLINE AT: <https://sfac.tfaforms.net/61>

Applications must be submitted online. Emailed, hard copy, postal mail, and faxed 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.

## Project Areas

Funding will support the healing and creative exploration of communities of color most affected by COVID-19. *Applicants may only apply to one project area.*

- 1. Cultural Preservation:** Support up to \$225,000 for an art/culture-based nonprofit to administer funds to support practices and traditions from culture bearers, community historians, elders, and artists living in San Francisco.
- 2. Technology and Supplies Access:** Support up to \$250,000 for an education, youth development, or technology/media-based nonprofit to administer funds to acquire art supplies and equipment including tablets, laptops, online services, and software enabling communities and individuals to provide high quality arts experiences.
- 3. Professional Development:** Support up to \$225,000 for a youth development or workforce development nonprofit to generate and provide opportunities for community members to attend webinars, workshops, training, and events to develop skills for remote work, education in the arts, healing and wellness.

**Project Requirements:**

- Cultural Preservation activities supported with re-granting funds must result in a public presentation or performance in San Francisco or accessible by San Francisco residents. This can be online due to COVID restrictions.
- Recipients of re-granting funds must be San Francisco residents or San Francisco-based nonprofit organizations.
- Applications for awards must be reviewed by a panel of BIPOC individuals.

**Applicants should address the following within their proposed project:**

- The organization has a demonstrated history of redistributing resources and measuring success.
- The organization has strong examples and details of collaborating with or within BIPOC communities.
- The organization shares an outreach plan that benefits BIPOC communities.
- Staff members of the re-granting agency (intermediary) have deep ties to the identified communities. They are trained and/or dedicated to supporting potential award recipients starting from the application through final reporting. Staff members have the patience to support individuals lacking access to technology or basic computer literacy.
- The goals and desired outcomes for administering funds are thoughtful and relevant to the Project Area.

**Funding will support:**

- Up to 20 percent of the entire grant amount may be allocated for planning and administering the re-granting program.
- Grant awards must range between \$1,500 minimum and \$40,000 maximum and fund BIPOC communities.
- At least 50 percent of grant awards for all project areas must directly benefit vulnerable populations including: youth (age 0 to 24 years old), older adults (age 60 and up), individuals with disabilities, individuals affected by the justice system/foster care, and individuals experiencing homelessness and/or joblessness.
- At least 50 percent of grant awards in the Cultural Preservation project area must go to individuals rather than organizations.

# Who Can Apply

## Eligibility

The following criteria apply to prospective re-granting entities:

- The applying organization must be tax-exempt under Internal Revenue Code Section 501(c)(3).
- The applying organization must be San Francisco-based, and must demonstrate two years of programmatic activity since September 2018.
- The applying organization's team must include 50 percent of staff members self-identifying as Black/Indigenous/Person of Color (BIPOC).
- The applying organization's mission statement must be clearly focused on the following activities in San Francisco: supporting and preserving cultural traditions, lifelong learning, arts education, technology access, workforce development, youth development, or creating and sharing tools and practices for artists.
- The applicant organization cannot be part of another City agency or department.
- Demonstrated history of administering a competitive arts-related re-granting program or distributing resources to the BIPOC community for at least two years at the time of application.
- 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) Community Vision Capital and Consulting; (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 fiduciary relationships with these particular organizations, through either shared City resources or other pooled philanthropic funds.
- The proposed project must take place in San Francisco between January 1, 2021 – June 30, 2022, with potential to extend.
- The organization 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 payment from the San Francisco Arts Commission, you must become a registered, compliant supplier and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit:

<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

**Please note:** you will only be required to register as a City Supplier if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

## Restrictions

- **A proposed project cannot receive simultaneous funds from multiple SFAC funding sources;** this includes collaborators applying to work on different components of the same project and applying separately.
- **Applicants may only submit one application, and choose one project area.**
- **The awarding of funds does not imply that the Arts Commission or any other City agency will produce, exhibit, or present the art created.** It is the responsibility of the grantee (the re-granting entity/organization) and/or the award recipient (who the re-granting organization awards funds to) to secure a venue and any required permits for public presentations or workshops.

## Ineligible Expenses

Re-granting funds cannot support:

1. Activities outside of San Francisco;
2. Deficit reduction;
3. Start-up money for new organizations.

## Grantee and Insurance Requirements

- **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 grantee and/or award recipient will be solely responsible for securing the necessary permits, permissions, insurance, and approvals. This planning should be reflected in your project timeline.

- **Insurance Requirements:**

- **General Liability:**

- To authorize any grant payment, insurance must cover the entire grant period (January 1, 2021 through June 30, 2022). Awarded grantees will need to submit a certificate of General Liability Insurance and the Endorsement Page with the first and final invoices. General liability insurance **cannot** be waived.

**Abuse and Molestation Insurance:** Abuse & Molestation Insurance must be purchased and added to the General Liability policy if the project involves working with vulnerable populations (youth under the age of 18, people with disabilities, or people over the age of 65).

Professional services related to construction and facility projects must evidence **Professional Liability Insurance** coverage.

- **Workers Comp Insurance:** Workers Comp insurance is required for an organization that has employees.
    - **Waiver of Subrogation addendum** is required for projects on ANY City-owned property.
    - **Auto Insurance:** Auto Insurance is required if use of a vehicle is necessary to fulfill the project.
    - **Art Installation:** Please note that any art installed with these grant funds on property owned by the City and County of San Francisco or on private property, must be reviewed and approved by the San Francisco Arts Commission starting with the Visual Arts Committee. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee and/or award recipient to build this process into their grant plan, budget narrative and timeline. Please contact Craig Corpora at [craig.corpora@sfgov.org](mailto:craig.corpora@sfgov.org) for questions about murals or Luna Izpisua at [luna.izpisua@sfgov.org](mailto:luna.izpisua@sfgov.org) for questions about sculpture or any other type of public art.

# Panel Evaluation and Scoring Criteria

## Application Review

Grantees will be selected by an internal review process comprised of representatives from the San Francisco Arts Commission and other City department staff and/or funding partners. Panelists will review applications and make funding recommendations. Priority will be given to applicants who successfully meet the criteria within each funding category.

## Panel Review Attendance and Influence

The Sankofa Initiative panel review 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.

## Funding Recommendations

Based on an evaluation of the applications, panelist scores create a ranking for funding recommendations. Funding recommendations are determined within each grant category.

## Funding Approval

Panel recommendations are subject to the approval of the Arts Commission. For this grant, recommendations will be reviewed and approved by Community Investments and then the full Commission. Grant funds are administered based on the approval of the Arts Commission.

Grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank an application receives from the peer review panel.

Arts Commission meetings are open to the public. Agendas are available at [sfartscommission.org](http://sfartscommission.org) 72 hours in advance of a meeting.

## Grant Awards

Grant award notifications are emailed to the address listed on the application and include instructions about the contracting process and orientation dates.

## Panel Notes

Panelists may take notes during their review. You may contact [sfac.grants@sfgov.org](mailto:sfac.grants@sfgov.org) to request panel comments. Requests are fulfilled in the order they are received.



## Scoring Criteria

Panelists will use the following scoring criteria corresponding to the application questions below. *Close review of this grid may help you focus your application responses.* Please thoroughly review the application instructions for the complete overview of the Sankofa application questions and guidance.

CATEGORY	POINTS	APPLICATION QUESTIONS	SCORING CRITERIA
Cultural Significance  (50 points)	25	1. Highlight your organization’s activities over the last two years collaborating with BIPOC (Black/Indigenous/People of Color) communities. <i>300 word limit.</i>	The organization has strong examples and details of working with and serving BIPOC communities.
	25	2. Who is your intended audience(s) for the re-granting program? Describe your strategy for promotion and recruitment. <i>300 word limit.</i>	The organization shares an outreach plan or constituency that serves BIPOC communities and vulnerable populations including: youth (age 0 to 24 years old), older adults (age 60 and up), individuals with disabilities, individuals affected by the justice system/foster care, and individuals experiencing homelessness and/or joblessness
Ability to Administer Awards  (50 points)	15	3. Identify the Project Area and describe how you will administer the re-granting program. How will you measure success? How does the Project Area relate to your organization’s history and/or mission? <i>350 word limit.</i>	The organization has a demonstrated history of redistributing resources and measuring success. Financial uploads are complete.

Ability to Administer Awards cont.  (50 points)	10	4. Describe your proposed application development and selection process for the re-granting program. How will reviewers be selected and what will their qualifications be? How many awards do you anticipate distributing and how will you determine the amount of each award? <i>350 word limit.</i>	The application process includes reviewers representing a diverse set of backgrounds and experiences that inform the review process and allow for the applicants to be reviewed equitably.
	15	5. Identify the staff members who will administer the re-granting program and their relevance to the identified communities by providing brief biographies. <i>150 words per bio.</i>  Describe your staff's capacity and experience to support award recipients from the application through the final report. Consider some award recipients may not have regular access to technology or basic computer literacy. <i>300 word limit.</i>	Staff has deep ties to the identified communities and experience offering technical support to a variety of constituents.
	10	6. What are your aspirational goals or objectives for administering the re-granting program? Describe how you will prioritize communities of color most affected by COVID-19. <i>300 word limit.</i>	The goals or outcomes for administering funds are clear and relevant.