



Artist-in-Residence (AIR) Application Instructions

How to Prepare and Submit your Application

Deadline to apply: Wednesday, February 10, 2021 at 12 p.m. PST

Applications are available online at: <https://sfac.tfaforms.net/104>

Applications must be submitted online. Emailed or faxed applications are not accepted.

If you do not have access to the internet, you may mail your application, post marked by 12 p.m. PST Wednesday, February 10, 2021 and you must notify Program Officer Tina Wiley at tina.wiley@sfgov.org AND (415) 252-2218 by the application deadline. Mail to: 401 Van Ness Ave., Suite 325, San Francisco, CA 94102.

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.

Please visit the **Artist-in-Residence** grant guidelines to review eligibility, project requirements and scoring criteria:

<https://www.sfartscommission.org/content/artist-residence-air>

For questions about this grant, please contact Program Officer Tina Wiley at tina.wiley@sfgov.org or 415-252-2218.

Online 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.

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: A lease in the name of the applicant organization within the last 24 months or a property title is required at the time of application to demonstrate proof of a current/pre-COVID corporate address in San Francisco.

Proof of IRS good standing: Visit IRS-Tax Exempt Organization Search: <https://apps.irs.gov/app/eos/> . 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 to the application form.

Financials: Most recent signed copy of your IRS 990, 990-EZ, or 990-PF from the last completed fiscal year

Project Requirements

Programmatic Work Samples: Upload two (2) samples of programmatic work (program promotions, photos) providing evidence of the ability to complete the proposed project. Images, audio, and video (links) should be from the last three (3) years.

Curricula Samples: Upload two (2) samples of curriculum (lesson plans, unit plan) providing evidence of the ability to complete the proposed project. Images, audio, and video (links) should be from the last three (3) years.

NOTE: One of the four samples must include a remote learning, virtual, or socially distanced experience.

Technical Notes to upload samples:

- The total size of all your work sample uploads cannot exceed 25 MB. To avoid exceeding this size limit, we recommend linking to work hosted online whenever possible.
- The total size of your application uploads including your Proof of San Francisco Address, IRS Proof of good standing and Financial Documents cannot exceed 35 MB.
- For each work sample, the form requests that you provide a title, genre, date, description, url/file, viewing cue, and password if applicable.

IMPORTANT: You will not get an error message regarding the size of your file uploads until you hit the final "Submit" button. If your files are too large and you have not saved your application, **all of your application information will be erased, lost and unrecoverable.** Avoid this fate by **saving your application after each page.**

Please review all the program requirements in the guidelines.

Eligibility Questions

Select “Yes” or “No”:

- Is the applicant organization or fiscal sponsor tax exempt under Section 501(c)(3) of the Internal Revenue Service Code?
- **Is the applicant organization able to provide proof of a corporate address in the City and County of San Francisco?** A lease in the name of the applicant organization within the last 24 months or a property title is required at the time of application to demonstrate proof of a current/pre-COVID corporate address in San Francisco.
- Is the applicant organization’s mission statement clearly focused on arts education engagement, development, production, and/or presentation of arts activities in San Francisco?
- Does the applicant organization’s operating revenue exceed \$1.5 million in income?
- Is the applicant organization part of another City agency or department?
- Is the applicant organization able demonstrate three full years of programmatic activity with at least four arts education/creative exploration programmatic activities in San Francisco since January 2018?
- Does the proposed project take place between July 1, 2021-June 30, 2024?
- **Is the applicant organization 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 Art Loan Fund, (4) Community Vision Capital & Consulting, (5) Community Arts Stabilization Trust, and/or (6) The Center For Cultural Innovation?
- Is the applicant organization willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco?

If you do not pass the eligibility requirements, you will not be able to enter the full application. If you think this is an error, you can take the questionnaire again or contact Program Officer Tina Wiley.

Application Questions

Organization Information:

- Legal Name of Applicant Organization
- Mission Statement (*100 word limit*)
- Core Programs and Services (*500 word limit*)
- Intended Communities/Audience (*500 word limit*)
- Contact name, title, email address, phone number
- 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.

Proof of San Francisco Address:

- San Francisco Corporate Address (*cannot be a P.O. Box*)
- Mailing Address (*if different*)
- NEW:** Attach Verifiable Proof of San Francisco corporate address with a lease signed within the last 24 months or a property title (*upload*)
- Proof of IRS good standing** (*upload*)

Project Information

- Grant request amount (up to \$400,000)
- Annual Operating Revenue
- Provide a brief Project Summary that starts with "San Francisco Arts Commission funds will be used to support" (*150 word limit*)
- Project Discipline: (dropdown menu Dance, Literary, Media, Music, Theater, Visual Art, Interdisciplinary)

Narrative Questions

Racial Equity (20 points)

1. Explain how the proposed AIR program aligns with the organization's mission and advances racial equity by prioritizing communities of color and vulnerable groups. (*150 word limit*) / (*10 points*)
2. Describe the organization's history and experience of managing and collaborating with Artists (teaching artists). How will the organization design and implement the AIR program to support racial equity in SF communities? (*150 word limit*) / (*10 points*)

Program Design & Implementation (30 points)

3. Describe how the Artists will be recruited, trained, and supported throughout the program. What will the organization gain or learn from employing Artists? (*150 word limit*) / (*15 points*)
4. Describe the community/ies receiving AIR programming along with an outreach strategy. What will the participants and the community gain from working with an Artist-in-Residence? (*150 word limit*) / (*15 points*)

Ability to Administer Program (50 points)

5. How will the organization provide and assure equitable compensation for each of the Artists? Provide an outline of wages, benefits, and any paid leave. (*150 word limit*) / (*15 points*)
6. Describe the organization's current financial position. How will the organization match 20 percent (\$80,000 total or \$26,666 per year) for indirect administrative expenses to sustain the program for the life of the grant? (*150 word limit*) / (*10 points*)

Financials (*uploads*)

7. Provide four (4) examples of your programming and curriculum developed in partnership with Artists in the past three years (since January 2018). One of the four examples must include a remote learning, virtual, or socially distanced experience. (50 words per upload; four uploads max) / (15 points)

Technical Notes:

- The total size of your work samples uploads cannot exceed 25 MB. To avoid exceeding this size limit, we recommend linking to work hosted online whenever possible.
- The total size of your application uploads including your Proof of San Francisco Address, IRS Proof of good standing and Financial Documents cannot exceed 35 MB.
- **IMPORTANT: The application form will only accept the following audio and video extensions: mpg, mp3, mp4, vma, divx, mov, avi, wmv, wma.**

Programmatic Work Samples (two (2) work samples)

Curricula Samples (two (2) curricula samples)

8. Identify the staff members who will administer the AIR program with brief biographies describing their professional experience and connection to the communities served. (150 words per bio; 6 bios max) / (10 points)

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

Please complete the following Project Budget information. For each expense, provide 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: http://thv.cc/SFAC_BudgetTemplate

PERSONAL EXPENSES

Salaries and Benefits (Budgeted)

W2 Employees (salaries) * Notes

If this category does not apply, enter 0.

Employee Taxes and Benefits * Notes

If this category does not apply, enter 0.

Independent Contractors

Administrative * Notes

If this category does not apply, enter 0.

Artistic / Technical * Notes

If this category does not apply, enter 0.

Professional Services * Notes

If this category does not apply, enter 0.

SUBTOTAL - PERSONNEL EXPENSES

SFAC GRANT REMAINING

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 expense, provide name, hourly rate and/or breakdown of costs in the "Notes" field. Each field is **REQUIRED**. Enter "0" if the expense is not applicable.

Advertising / Marketing * Notes

If this category does not apply, enter 0.

Equipment Rental * Notes

If this category does not apply, enter 0.

Facility / Space Rental * Notes

If this category does not apply, enter 0.

Insurance * Notes

If this category does not apply, enter 0.

Internet / Website * Notes

If this category does not apply, enter 0.

Office Supplies * Notes

If this category does not apply, enter 0.

Production / Exhibition Costs * Notes

If this category does not apply, enter 0.

Program Costs * Notes

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). (500 word limit)

□ Grant Plan

The Grant Plan outlines up to six (6) primary activities that will take place during the grant period (July 1, 2021 – June 30, 2024) and the intended outputs the applicant hopes to achieve.

Grant Plan Activity Example

Activity Description (150 word limit) *

Lead artist and ensemble musicians engage in work-in-progress community performances featuring traditional and Western instruments and hold community conversations.

Activity Outputs (75 word limit) *

3 performances, 3 community education conversations, 150 attendees.

Activity will be completed by (date): *

12/31/2021

Activity Description (150 word limit): Each activity should be described succinctly in one sentence 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.

Activity Outputs (*75 word limit*): 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*: 12/31/21.

Demographic Survey

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

Completion of this demographic survey is optional. Any data you provide will not be seen by panelists or used in the evaluation of your application. Rather, it will be used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff.

We collect demographics based on the locations of artists and organizations within San Francisco's supervisorial districts and designated Cultural Districts. For information on the boundaries of these districts, please click here:
<https://sfplanninggis.org/PIM/map.html?layers=Supervisor%20Districts,Cultural%20Heritage%20Districts>

Finally, we understand that the criteria/categories in this survey might not be perfect, and we appreciate any feedback to revise categories in ways that may feel more appropriate.

Certification and Release

This page requires you to check the box on the release form, input your legal name and select the date you are submitting the form. It will not go through if it has a different date selected.

After you click "Submit" the form will show you all of your answers. Review it to make sure everything is complete. You can edit the form by clicking "Make a correction." You'll need to click through the entire form again to "Submit."

Once you've reviewed everything and ensured it's correct, choose "Print this page." Print and save your application as a pdf for your records.

Finally, click “Confirm.” Your application is not fully complete until you click “Confirm.” You will get an email that says your application has been submitted. If you do not get this email, please contact sfac.grants@sfgov.org.

Scoring Criteria

Panelists are instructed to use the scoring criteria published on page 8 and 9 of the Artist-in-Residence grant guidelines when reviewing each application. To view the Artist-in-Residence grant guidelines, visit:

<https://www.sfartscommission.org/content/artist-residence-air>