Artistic Legacy Grant
How to Prepare and Submit your Application

Deadline to apply: Wednesday, April 14, 2021 at 12 p.m. PT

Applications are available online at: https://sfac.tfaforms.net/113
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 Wednesday, April 14, 2021 and you must notify Program Officer Debbie Ng at (415) 252-2216. 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 **Artistic Legacy Grant Guidelines** to review eligibility, project requirements and scoring criteria:
https://www.sfartscommission.org/content/artistic-legacy-grant-alg-0

For questions about the **Artistic Legacy Grant**, please contact Program Officer Debbie Ng at debbie.h.ng@sfgov.org or 415-252-2216.

Online 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.

Required Materials with Application Submission

☐ **Verifiable proof of San Francisco corporate address:** The applicant organization must be based in San Francisco and provide documentation that verifies proof of San Francisco corporate address.

This document must be dated within the 3 months prior to the application deadline: February, March or April 2021.

> Nonprofit organizations: Upload a utility bill, phone or cell phone bill, bank or credit card statement, or lease dated and signed within the last three months.

> Fiscally sponsored organizations: Upload a copy of your fiscal sponsor's utility bill or bank statement as proof of SF corporate address.

☐ **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:**

Nonprofit organizations: Upload the most recent signed copy of your IRS 990 or 990-EZ from the last completed fiscal year

Organizations that exceed the $1.5 million budget cap due to re-granting or capital revenues must upload Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years, and budget notes explaining any capital revenues or pass-through funds.

Fiscally sponsored organizations: Upload the fiscally sponsored organization's Profit and Loss Statements and Balance Sheets for the two most recently completed fiscal years.

☐ **Budget Notes:**
- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.

- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.

- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Application Questions

Organization Information:
- Legal Name of Applicant Organization
- Mission Statement (100 word limit)
- Contact name, title, email, 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)*

☐ *Attach Verifiable Proof of San Francisco corporate address (upload)*

☐ **Fiscally Sponsored Applicants:**
- Legal name of San Francisco-based fiscal sponsor
- Fiscal sponsor organization executive leader's name, phone number and email address.
- Fiscal sponsor's San Francisco mailing address
- Signed Fiscal Sponsor Form between the artist and the fiscal sponsor Organization. Fiscal Sponsor Form downloadable here: https://tinyurl.com/SFAC-FiscalSponsorForm

Project Requirements

☐ **Artistic Director's Resume or Curriculum Vitae (CV).**

☐ **Artistic Director's Headshot** (JPEG format, 800 x 600 pixels is preferred)

☐ **Artistic Work Samples**: Upload up to five (5) samples documenting the span of the Artistic Director's time with the organization. Panelists will spend no more than ten (10) minutes reviewing.
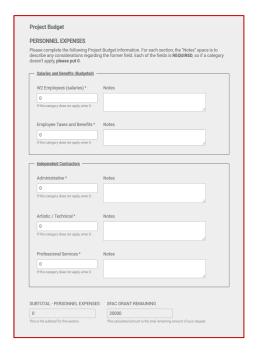
Technical Notes:
- The total size of your application uploads including the Artistic Director's CV/Resume, Proof of Address, Fiscal Sponsor form, Letters of Support, work samples, financial documentation and budget notes cannot exceed 30 MB.
- The total number of individually uploaded or linked work samples cannot exceed five (5).
- For each work sample, the form requests that you provide a title, genre, date, description, url/file, viewing cue, and password if applicable.
- To avoid exceeding this size limit, we recommend linking to work hosted online whenever possible.
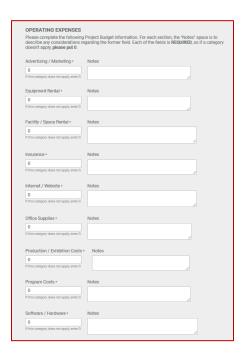
- Audio and video (links) should be high resolution (minimum 640 x 480 video resolution is suggested).

☐ **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.

Project Information

- Grant request amount (*$40,000*)
- Average Annual Operating Revenue
- Provide a brief Project Summary of the proposed project 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)
- Artistic Director's Headshot (JPEG format, 800 x 600 pixels is preferred)

Narrative Questions and Review Criteria

Cultural Significance (40 points)

1. Highlight the organization's primary activities over the last two years engaging with historically marginalized communities. (500 words)

2. Describe the artistic leadership and how they have contributed to the vitality of the organization and San Francisco's arts ecosystem. Highlight the Artistic Director's major accomplishments that have supported the organization's general trajectory. (500 words)

☐ Artistic Director's Resume or Curriculum Vitae (CV).

Project Design (40 points)

3. 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. (1,000 words)

☐ **Project Budget***
The online application requires a grant 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
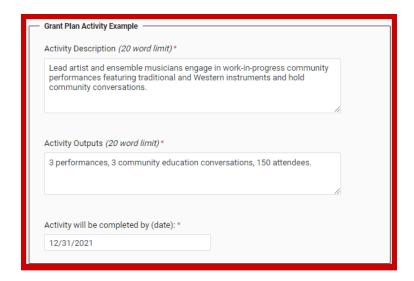

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☐ **Artistic Work Samples**: Upload up to five (5) samples documenting the span of the Artistic Director's time with the organization.

Ability to Complete the Project (20 points)

☐ 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, 2022) and the intended outputs the applicant hopes to achieve.

Grant Plan Activity Example

Activity Description *(20 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 *(20 word limit)* *

3 performances, 3 community education conversations, 150 attendees.

Activity will be completed by (date): *

12/31/2021

Activity Description (20 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 (20 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.

☐ **Financials** *(uploads)*

☐ **Organization Budget Notes** (*upload*)

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 pages 9-10. Please visit **Artistic Legacy Grant guidelines** to review eligibility, project requirements and scoring criteria: https://www.sfartscommission.org/content/artistic-legacy-grant-alg-0