



Artistic Legacy Grant (ALG) | Grant Guidelines

FOR PROJECTS TAKING PLACE JULY 2021 - JUNE 2022

APPLICATION DEADLINE: Wednesday, April 14, 2021, 12 p.m. PT

For questions about the Artistic Legacy Grant, contact Program Officer Debbie Ng at Debbie.H.Ng@sfgov.org or 415-252-2216.

San Francisco Arts Commission

Ralph Remington
Director of Cultural Affairs

sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of
San Francisco

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 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, 415-252-2255 o sandra.panopio@sfgov.org.

Information about Artistic Legacy Grant (ALG)

Due to COVID restrictions, all activities hosted by the Arts Commission will be online until further notice.

Important Dates

Applications Due (12 noon)	April 14, 2021
Panel Review	May 2021
Funding Recommendations	May 2021
Commission Approval	July 2021
Annual Grants Convening	TBD
Grant Period	July 1, 2021 – June 30, 2022

*Dates may be subject to change.

About the Artistic Legacy Grant

The Artistic Legacy Grant (ALG) is a grant for up to \$40,000 to acknowledge the impact of an artistic director who has served an organization consistently for 25 years or more.

Through the vision of the artistic director, the applicant organization is a vital member of their respective community(ies) and has a history of working to educate the broader community on the importance of their culture and/or artistic genre.

ALG funds may be used to support organizational or artistic legacy planning including: transition or succession planning; strategic planning; implementing retirement plans; and/or artistic documentation or publications reflecting the history of the organization. The recipient of the Artistic Legacy Grant is recognized by the San Francisco Arts Commission. The awardee is required to attend any public presentation and designate a representative to work with the SFAC on the announcement or presentation.

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 effective strategies to move all of us towards an equitable future.

Priority funding goes to organizations deeply rooted in and reflective of communities listed in the Cultural Equity Endowment Legislation and the Grantmakers in the Arts' "Racial Equity: Statement of Purpose." These communities include: African and African American; Latinx; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

Eligible Request Amount

The eligible request amount for this grant is **\$40,000 over a one-year grant period**. The anticipated maximum amount for an Artist Legacy Grant is \$40,000, based on current budget availability. Should additional City funding become available, award amounts could increase by up to \$40,000 for one additional year. The San Francisco Arts Commission reserves the right to reissue these guidelines and request for applications.

How to Apply

DEADLINE TO APPLY: April 14, 2021 at 12 p.m. PST

APPLICATIONS ARE AVAILABLE ONLINE AT: <https://sfac.tfaforms.net/113>

Applications must be submitted online.

- If you do not have access to the internet you may mail your application, postmarked by 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.
- Emailed or 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.

Who Can Apply

Eligibility

- The organization and its artistic director must have a history of partnership spanning 25 years or more.
- The organization must demonstrate a continuing and stable presence in the community and must have been in existence for at least 25 years in San Francisco with documentation of creating and presenting original works to the public in San Francisco.
- The organization's average annual operating revenue must not exceed \$1.5 million.

Nonprofit organizations must upload the most recent signed copy of their 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.

- The applicant organization or fiscal sponsor must be tax-exempt under Internal Revenue Code Section 501(c)(3) in good standing.
- The applicant organization must be based in San Francisco and provide documentation that verifies proof of San Francisco corporate address. These documents 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.

- The applicant organization's mission must be explicitly focused on the development, production, presentation, and/or support of arts activities and/or youth arts activities in San Francisco.
- The proposed project must take place in San Francisco between July 1, 2021 and June 30, 2022.
- The applicant organization cannot be part of another City agency or department.

- 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 and County of San Francisco's insurance, business tax and equal benefits 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 your application is approved for funding.

Fiscal Sponsors

If an organization plans to use a fiscal sponsor, a contractual arrangement between the organization and the Fiscal Sponsor must be confirmed prior to the SFAC application deadline.

- Fiscal Sponsors must be based in San Francisco and register as a compliant City supplier.
- Organizations cannot retroactively work with or change fiscal sponsorship after a grant is approved for funding.
- If an organization is approved for funding, the fiscal sponsor is the legal grantee and receives the funds on behalf of the arts organization (subgrantee).
- The fiscal sponsor and arts organization are required to work together to complete and submit financial documentation of the disbursement of funds with the grant's final report.

Additionally:

- **Copyright:** If the organization is approved for funding, the fiscal sponsor (legal grantee) and the organization (subgrantee) must decide who will hold the copyright to any materials or work created during the grant window. This should be discussed and relayed to the Arts Commission in advance of a grant contract being executed. The contract includes language regarding copyright which is approved and initialed by the fiscal sponsor, as they are the grantee receiving the funds.
- **Financials:** Upload the fiscally sponsored organization's Profit and Loss Statements and Balance Sheets for the two most recently completed fiscal years.

Restrictions

- Organizations cannot submit more than one application to the Artistic Legacy Grant category in the same year.

- **An organization that has multiple artistic leaders may submit one application.** For example, if an organization has two artistic directors that have both served for at least 25 years, they may apply. You cannot combine the experience of multiple artistic directors to make 25 years total. If funded, both artistic leaders will be recognized.
- An organization may only be awarded an Artistic Legacy Grant once, and cannot reapply in subsequent years. If an organization has more than one artistic director, the application can include co-artistic directors but the award amount will not be increased.
- **Funding from the Arts Commission 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 applicant to secure any required permits and insurance for public presentations or programs.

Ineligible Expenses

Grant funds may not pay for:

1. Activities outside of San Francisco
2. Deficit reduction
3. Start-up costs/seed money for new organizations or businesses
4. Planning and development of space (see Creative Space grants for funding opportunities).

Project Requirements

- **Applicants must not be in default on any grants or loans from:** (1) San Francisco Arts Commission; (2) other City departments (including, but not limited to, 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; 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.

Insurance Requirements

Proof of insurance held during the grant window July 1, 2021 – June 30, 2022 and/or an approved insurance waiver are required.

1. **General Liability or Special Event:** Coverage with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.
 - **CERTIFICATE HOLDER** must read “San Francisco Arts Commission, Attn: Community Investments, 401 Van Ness Ave, Suite 325, San Francisco, CA

94102”. Certificates for General Liability and Auto Liability must include an **ENDORSEMENT PAGE** naming “The City & County of San Francisco, San Francisco Arts Commission, Community Investments, its officers, agents, and employees” as additionally insured.

2. **Abuse & Molestation Insurance:** Grantees working with vulnerable populations (minors—under 18 years old, elderly—over 65 years old, developmentally disabled) are required to have Abuse & Molestation insurance added to the General Liability policy in amounts not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.
3. **Auto Insurance:** Commercial Automobile Liability Insurance with limits not less than one million dollars \$1,000,000 each occurrence for Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
 - o *You may request a waiver for Auto Liability insurance, if the Grantee will not be using a vehicle for the purposes of the grant.*
4. **Workers Compensation Insurance** is required for all organizations that have salaried employees; in statutory amounts, with Employers’ Liability limits not less than \$1,000,000 each accident, injury or illness.
5. **Waiver of Subrogation** must be added to the workers compensation insurance, if any work that the grant is funding happens on City-owned/controlled property.
6. **Professional Liability Insurance** is required from your contractor for professional services related to construction and facility projects, in amounts not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. Please visit the CA Department of Consumer Affairs-Contractors State License Board to confirm your contractor is licensed by the State.
<http://www.cslb.ca.gov/OnlineServices/CheckLicenses/checklicense.aspx>

Panel Evaluation and Scoring Criteria

Panelists are instructed to use the following scoring criteria which correspond to the application questions below. *Close review of this grid may help you prepare your application responses.* Please thoroughly review the application instructions for the complete overview of the Artistic Legacy Grant application process.

Application Review

Grantees will be selected by an internal review process comprised of previous ALG awardees as application review panelists. Panelists will review and score applications to inform the funding recommendation.

Panel Review Attendance and Influence

The ALG 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. Panelists will evaluate and score proposals and the top three scoring applicants will be considered for funding.

Funding Approval

Panel recommendations are subject to the approval of the Arts Commission.

Arts Commission meetings are open to the public. The agenda will be available at sfartscommission.org 72 hours in advance of a meeting.

Grant Notifications

Grant notifications are emailed to the address listed on the application and include instructions about the contracting process. Please be sure the email address in your application is current and regularly checked, and take steps to ensure that emails from the San Francisco Arts Commission are not lost in your spam filter.

Panel Notes

You may contact sfac.grants@sfgov.org to request panel comments. Requests are fulfilled in the order they are received.

Artistic Legacy Grant Scoring Criteria

Panelists are instructed to use the following scoring criteria which correspond to the application questions below. Close review of this grid may help you prepare your application responses. Please thoroughly review the application instructions for the complete overview of the Artistic Legacy Grant application questions.

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
Cultural Significance (40 points)	20	Organization is deeply rooted in and able to express the experiences of historically marginalized communities.	Highlight the organization's primary activities over the last two years engaging with historically marginalized communities.
	20	The organization and its artistic leadership's history and accomplishments are strong and demonstrate a meaningful evolution, as well as a deep connection to and impact on historically marginalized communities.	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. -Artistic Director's Resume or CV
Project Design (40 points)	20	The applicant demonstrates that the proposal will further the artistic director's vision, and ensure the organization's longevity and lasting change on the community(ies) engaged.	-Describe the proposed project in detail and the continuing change the Artistic Director and organization seeks to achieve. -Describe the desired outcomes and strategy for evaluation. -Completed Project Budget
	20	Letters of Support provide meaningful firsthand account(s) of the artistic director(s) and organization's effect on the communities the organization engages.	-Letters of Support (2 required) -Up to five (5) work samples

		Work samples document the span of the Artistic Director's time with the organization.	
Ability to Complete the Project (20 points)	20	Organization demonstrates appropriate capacity to complete the project.	<ul style="list-style-type: none"> -Completed Grant Plan -Nonprofits: IRS 990 or 990-EZ -Fiscally Sponsored Projects: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years -Organization Budget Notes