San Francisco Arts Commission Artivist-in-Residence Grantseeker Webinar

January 15, 2021
1 – 2 p.m.

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Acknowledgment

We acknowledge that we occupy traditional and unceded Ramaytush Ohlone land and that our work should support and uplift contemporary Indigenous voices and help reclaim space for Native culture.

Our Presenters

- Senior Program Officer
  Jaren Bonillo - *Host*

- Program Officer
  Tina Wiley - *Facilitator*

- Program Associate
  Lorena Moreno - *Technical Assistance*

OPG 2019 Afrosolo

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Agenda

- SFAC Overview (10)

- Eligibility and Requirements (15)

- Scoring Criteria (15)

- Application Process (5)
- Q&A (15)

OPG 2019 Embodiment Project

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SFAC
Overview

About SFAC

The San Francisco Arts Commission is the City agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment and shaping innovative cultural policy.

Our programs include: Civic Art Collection, Civic Design Review, Community Investments and the Art Vendor Program, Public Art, and SFAC Galleries.

OPG 2019 World Arts West by WaiYan Daniel Tsao

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Racial Equity Statement

The San Francisco Arts Commission 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.

ACIP-SJ 2018 Gabriela

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Community Investments Program

The Community Investments Program supports San Francisco **artists**, **arts organizations**, and **communities** with an equity lens through grants, technical assistance and capacity building, economic development, arts education initiatives and community-based Cultural Centers.

IAC 2019 William Rhodes

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2020 Grantmaking Impact by the Numbers

Activities

Funding

Supports

292 Applicants

52% applicant success rate

12 Distinct Panels

154 Grantees

44 Panelists

$4,614,858 total amount awarded

83 organizations awarded

13% first time recipients

70 individual artists awarded

All 11 Districts

SFAC Grant Cycle
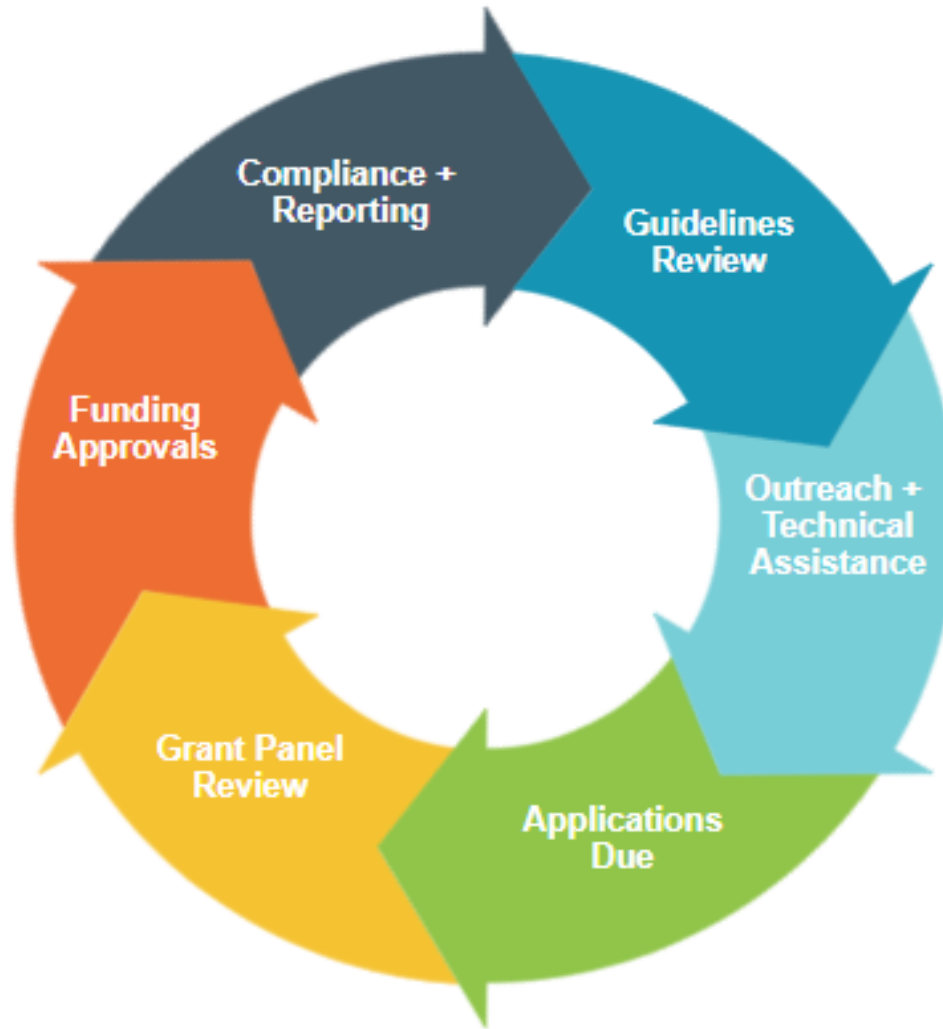
Eligibility
And
Requirements

Artivist-In-Residence (AIR)
Program Officer Tina Wiley

NEW: Supports small and mid-sized creative exploration/arts education organizations through multi-year support for teaching artist employment and programming.

- Support up to $400,000 over three years (2021-2024)

- For hiring and nurturing the talents of Teaching Artists as part-time employees

- Open to all art genres and age groups

- Supports vulnerable populations and intersectional identities

Artivist Glossary

- **Artivist:** artist + activist

- **Community Learner:** program participants

- **Creative Exploration:** artistic engagement at any age and experience level

- **Arts Education:** artistic engagement for K-12 students

- **Vulnerable Population:** 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

Project Requirements

- Artivists are hired as part-time hourly employees and teach a minimum of 150 hours a year.

- The cohort must be comprised of at least 3 Artivists for the life of the grant.

- At least 66% (2/3) of the AIR cohort must self-identify as BIPOC.

- At least 50% of the AIR administrative team must self-identify as BIPOC.

Project Requirements cont'd

- Directly benefits BIPOC, LGBTQ+ and vulnerable populations with a minimum of 150 Community Learners during the grant window.

- 80% of the grant (up to $320,000) must be allocated for Artivist compensation. The remaining 20% (up to $80,000) may be allocated for direct programmatic and administrative expenses.

- A required 20% match (up to $80,000 or $26,666 per year) for indirect administrative expenses such as staff time and/or cash matching.

Eligibility

- Applicant organizations must be:
  - Based in San Francisco
  - 501(c)(3) arts organizations or fiscally sponsored organizations

- May not be a part of another City agency or department

- Must be in good standing with other grants and loans

- The organization's annual operating revenue must not exceed $1.5 million in income

- Project activities must take place in S.F. between July 1, 2021 and July 30, 2024

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Eligibility cont'd

- The applicant organization's mission statement must be clearly focused on arts education engagement, development, production, and/or presentation of arts activities in San Francisco

- Proof of a corporate address in the City and County of San Francisco to demonstrate current/pre-COVID corporate address in San Francisco
  - NEW: A lease in the name of the applicant organization within the last 24 months (February 2019 – present)
  - Property title

- Applicants must demonstrate 3 full years of programmatic activity serving SF residents at the time of application with four arts education/creative exploration programmatic activities
  - Two of the arts education/creative exploration programmatic activities may be virtual or socially distanced experiences if they took place after March 16, 2020

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Application Uploads

- Proof of San Francisco corporate address

- Proof of IRS good standing

- Demonstration of three-year programmatic history

- IRS 990, 990-EZ or 990-PF from the last completed fiscal year

- Work samples and curricula samples

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Artivist-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 **Artivist-In-Residence** grant guidelines to review eligibility, project requirements and scoring criteria:
https://www.sfartscommission.org/content/artivist-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:
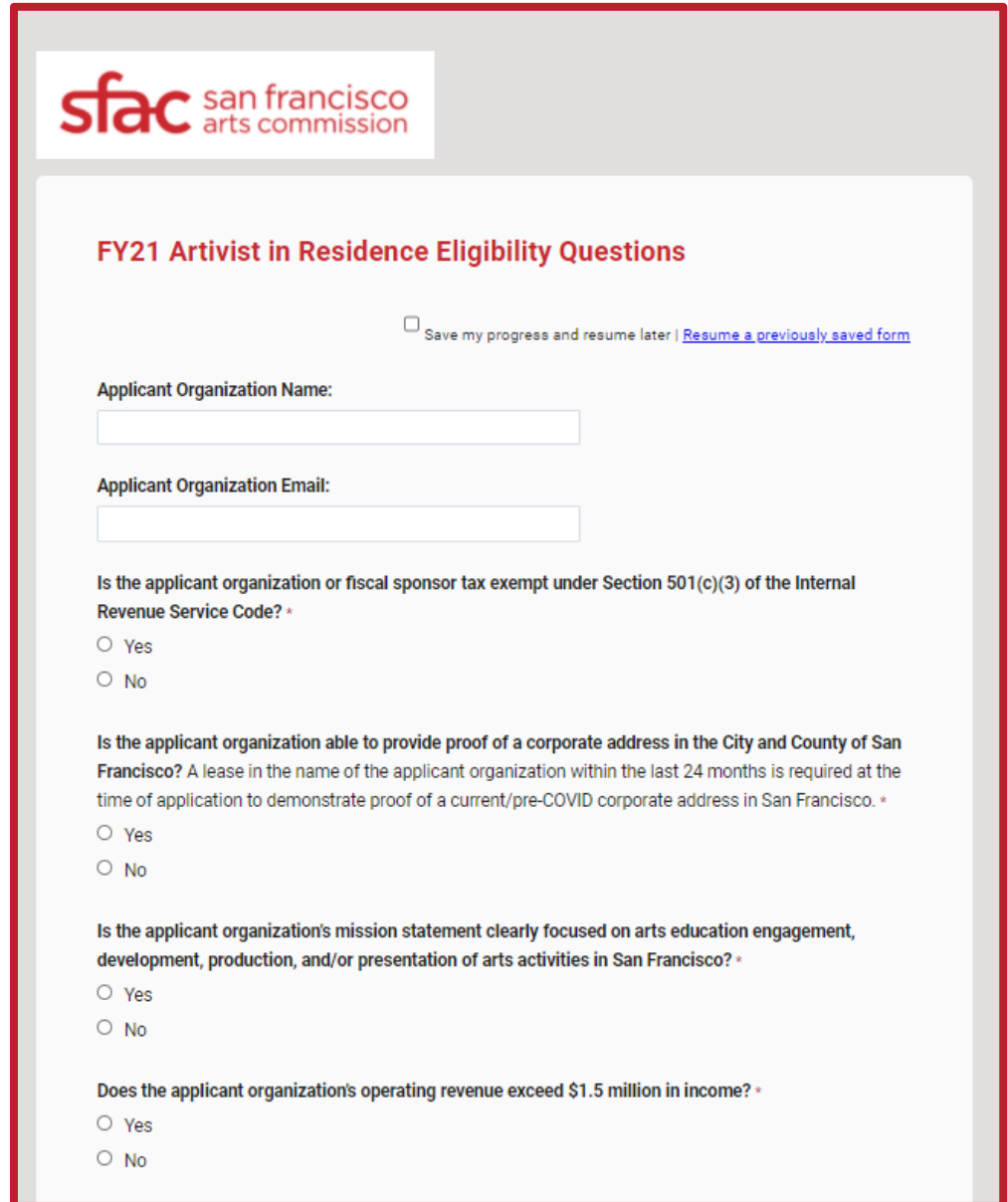
1. Check the "Save my progress and resume later" box at the top of the page.
2. Enter an email address and password (use the same email address and password each time you exit the application) and hit "Save".
3. You will receive an email with a link that allows you to return to the application.

OR you can return to the application website and select the "Resume a previously saved form" link to return to the application.

Artivist-in-Residence Grant Application Instructions | 1

Scoring Criteria

Racial Equity (20/100)

QUESTION	POINTS	CRITERIA
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	The applicant clearly describes a practice for advancing racial equity in the proposed AIR program and demonstrates programmatic alignment with the organization's mission.
2. Describe the organization's history and experience of managing and collaborating with Artivists (teaching artists). How will the organization design and implement the AIR program to support racial equity in SF communities? *150 word limit.*	10	The applicant has strong examples of working with Artivists. There is a thorough outline of the proposed program along with an explanation on how the program's structure centers the needs of the BIPOC communities engaged.

Program Design & Implementation (30/100)

QUESTION	POINTS	CRITERIA
3. Describe how the Artivists will be recruited, trained, and supported throughout the program. What will the organization gain or learn from employing Artivists? *150 word limit.*	15	The applicant demonstrates thorough strategies to recruit a two-thirds (66 percent) BIPOC Artivist cohort and to invest their professional development over the course of the program. The applicant shares a vision for the AIR program and community engagement.
4. Describe the community/ies receiving AIR programming along with an outreach strategy. What will the Community Learners (participants) and the community gain from working with an Artivist-in-Residence? *150 word limit.*	15	The applicant describes their targeted audience and an outreach strategy with several points of engagement. Participant learning outcomes and goals for community impact respond to community needs and are achievable within the grant window.

Ability to Administer (50/100)

QUESTION	POINTS	CRITERIA
5. How will the organization provide and assure equitable compensation for each of the Artivists? Provide an outline of wages, benefits, and any paid leave. *150 word limit.*	15	The compensation plan details the number of Artivists hired, wages, benefits and paid leave. Artivists receive competitive compensation throughout the residency. The budget reflects eighty percent allocated to Artivists and twenty percent for direct programmatic and administrative costs.
6. Describe the organization's current financial position. Describe how the organization will match 20 percent ($80,000 or $26,666 per year) for in-direct administrative expenses to sustain the program for the life of the grant? *150 word limit.*	15	The applicant delivers an accurate financial position and evidence that there is a confirmed match for twenty percent indirect program costs. • Upload of IRS 990, 990-EZ or 990-PF

Ability to Administer cont'd (50/100)

QUESTION	POINTS	CRITERIA
7. Provide four examples of the organization's arts education programming (two work samples) and curriculum (two curricula samples) developed in partnership with Artivists in the past three years. One of the four examples must include a remote learning, virtual, or socially distanced experience. *150 word limit.*	15	The applicant shows a history of arts programming in partnership with Artivists through work samples. Curricula samples demonstrate an expertise in arts education/creative exploration by describing how a topic is approached (technique) with Community Learner outcomes. • Uploads of work samples • Uploads of 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	The applicant lists designated staff members and their roles in the proposed AIR program. Staff demonstrate experience in managing teaching artists and have strong relationships with communities engaged.

Process
to Apply

Step 1 – Go to the Grants Landing Page

https://www.sfartscommission.org/grants

Webpage includes:

- Grant Guidelines
- Application Instructions
  - Contact information
  - Application Questions
  - Project Budget
  - Support Materials
- Link to online application

Artivist-in-Residence (AIR)

FOR PROJECTS TAKING PLACE JULY 1, 2021 – JUNE 30, 2024

For any questions about Artivist-in-Residence (AIR), please contact Program Officer, Tina Wiley at tina.wiley@sfgov.org or 415-252-2218.

TRANSLATION

A translation of this grant application is available upon request; however, only applications in English will be accepted.

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 para una traducción al español.

此拨款申请书的翻译版本将应请求而提供；然而，只有英文版本的申请书才会被接纳。联系电话：311

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hiningilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Sandra Panopio, 415-252-2217 o sandra.panopio@sfgov.org.

APPLY NOW!

ARTIVIST-IN-RESIDENCE GRANTSEEKER INFO SESSION

ARTIVIST-IN-RESIDENCE GUIDELINES (PDF)

ARTIVIST-IN-RESIDENCE INSTRUCTIONS (PDF)

Jump to:
Important Dates
Information about Artivist-in-Residence (AIR)
Who Can Apply
Panel Evaluation & Scoring Criteria

Step 2 – Review the Artivist Guidelines

Webpage includes:

- PDF of the Guidelines
- Deadlines
- Eligibility
- Restrictions
- Panel Evaluation
- Scoring Criteria

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Artivist-in-Residence (AIR) | Grant Guidelines

FOR PROJECTS TAKING PLACE July 1, 2021 — June 30, 2024

APPLICATION DEADLINE: Wednesday, February 10, 2021 at 12 p.m. PST

For any questions about the Artivist-in-Residence Program, please contact Program Officer Tina Wiley at tina.wiley@sfgov.org or 415-252-2218.

San Francisco Arts Commission

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

City and County of
San Francisco

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Step 3 – Read the Application Instructions

Document includes:

- Link to Guidelines
- Application Instructions
  - Contact information
  - Application Questions
  - Word limit for responses
  - Project Budget
  - Support Materials
- Link to online application

Step 4 – Complete the Eligibility Form

Application Link
https://sfac.tfaforms.net/104

Step 5 – Prepare Your Answers in Advance

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.

Step 6 – Complete Your Application

Important Dates

Opportunity	Deadline
One-on-One Consultations https://calendly.com/sfactinawiley/artivist	February 9th
Applications Due *Mail-In Emergency? Notify Tina by phone <u>&</u> email for postmark instructions*	February 10th at 12 p.m. PST
Public Panel Review	April 2021
Funding Recommendations	April 2021
Grant Window	July 1, 2021 – June 30, 2024

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Grantseeker Tips

- Read the guidelines thoroughly and refer to the instructions.

- **Pay attention to the scoring criteria**

- Plan ahead:
  - Gather work samples and team bios
  - Consider writing together and sharing in the process
  - Schedule a consultation with the Program Officer

- Draft responses in another document, then cut and paste answers into the online application form. Pay attention to word count.

- Write with enthusiasm and tell a compelling story.

- Be consistent, be specific, instill confidence in the panelists.

- <u>Do not wait to the last minute to upload an application. Notify the Program Officer ASAP if you have issues submitting.</u>

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Panel Process

To ensure our process is rooted in cultural equity, applications are openly reviewed by a panel of peers.

- Panelists review, discuss and score applications.
- Due to COVID restrictions, panels will be virtual until further notice. Panel reviews are held online and will be accessible to the public.

Staff works hard to curate **panels that are equitably representative of the applicant pool** and the larger city of San Francisco with regards to race/ethnicity, gender identity, sexuality, ability status, as well as artistic discipline and organizational expertise.

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Questions?

19 CRSP Golden Thread

Thank You!

Program Officer Tina Wiley

tina.wiley@sfgov.org
415-252-2218

https://calendly.com/
sfactinawiley/artivist

OPG 2019 Cuba Caribe

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