



Dream Keeper Initiative Grant

How to Prepare and Submit your Application

Deadline to apply: Friday, April 16, 2020 at 12 p.m.

Applications are available online at: <https://sfac.tfaforms.net/115>

Please visit the **Dream Keeper Initiative** grant guidelines to review eligibility, project requirements and scoring criteria. www.sfartscommission.org/content/dream-keeper-initiative

For any questions about Special Project Grants, please contact Senior Program Officer Jaren Bonillo at jaren.bonillo@sfgov.org or 415-252-2227.

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, postmarked Friday, April 16, 2021, and you must notify Senior Program Officer Jaren Bonillo at (415) 252-2227. Mail to: 401 Van Ness Avenue, 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.

Application 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.
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/pub78Search.do> 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.

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

- **Fiscally sponsored applicants:** Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years.

Work Samples: Upload up to three (3) samples of artistic work samples providing evidence of the ability to implement the proposed project. Images, audio, video (links) should be from the last two (2) years. **Panelists will spend no more than ten (10) minutes reviewing your work samples.**

IMPORTANT: The application form will only accept the following audio and video extensions: mp3, mp4, vma, divx, mov, avi, wmv, and wma.

Technical Notes

- 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, Work Samples, Tax Form 990, Proof of Address and Fiscal Sponsor form, cannot exceed 35 MB.
- The total number of individually uploaded or linked work samples cannot exceed three (3).

Other Required Information for Fiscally Sponsored Applicants:

- Signed Fiscal Sponsor Form between the Applicant Organization and the Fiscal Sponsor Organization. Fiscal Sponsor form downloadable here: <https://tinyurl.com/SFAC-FiscalSponsorForm>
- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization executive leader's name, phone number, and email address
- Fiscal Sponsor's mailing address
- Verifiable proof of fiscal sponsor's San Francisco corporate address
- Upload fiscal sponsor's Proof of IRS good standing

Application Questions and Project Requirements

Organization Information:

- Contact name, title, email address, phone number
- Corporate Address in San Francisco (Mailing Address, if applicable)
 - Verifiable proof of San Francisco corporate address*
- 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.
 - Upload Proof of IRS good standing*
 - Upload Financials

Project Information

- Project Category
- Grant Request Amount
- Provide a brief summary of the proposed project that starts with "San Francisco Arts Commission funds will be used to support" (150 word limit)

Application Questions and Scoring Criteria:

Racial Equity (30 points)

1. Describe how the organization advances and celebrates with a focus on Black artists and stories. (300 word limit)

Program Design & Implementation (40 points)

Identify Project Area, Complete grant plan, and detail project budget

2. What is the short and long-term vision for this project area? Include aspirational goals and desired outcomes for the funds. (300 word limit)
3. How will the organization identify who receives services and any partnering community based organizations, schools, and/or housing developments involved. (300 word limit)
4. Bios of key staff administering the program and their roles. (3 bios max, 250 word limit)

Work Samples

Community Influence (30 points)

5. How will the organization collect and share community feedback? (300 word limit)

Enter the anticipated number for the following:

Number of events
Number of artists
Number of grantees
Number of attendees
Number of partners

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

PERSONNEL EXPENSES

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, **please put 0**.

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 section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, **please put 0**.

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.

Software / Hardware * 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). (250 word limit)

Grant Plan

The Grant Plan outlines up to six (6) primary activities that will take place during the grant period (August 1, 2021 – January 30, 2023) and the intended outputs the applicant hopes to achieve. The following is an example:

Grant Plan Example

Activity Description (125 words) *

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

Activity Outputs (75 words) *

3 performances, 3 community education conversations, 150 attendees.

Date activity will be completed *

09/30/2021

Click the "Add another activity" link below.

Activity Description (125 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 performances featuring traditional and Western instruments and hold community education 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: 9/30/21.

Scoring Criteria

Panelists are instructed to use the scoring criteria published on pages 8-9 of the **Dream Keeper Initiative** grant guidelines when reviewing each application. Please visit the grant guidelines to review eligibility, project requirements and scoring criteria.

CATEGORY	POINTS	APPLICATION QUESTIONS	SCORING CRITERIA
Racial Equity (30 points)	30	1. Describe how the organization advances and celebrates Black artists and stories. 300 word limit.	The applicant shares strong examples of working with and strengthening culturally based practices with a focus on the Black experience.
	20	Identify the project area. 2. What is the short and long-term	The applicant shares a clear vision with aspirational goals and desired outcomes for the funds.

Program Design & Implementation (40 points)		vision for this project area? Include aspirational goals and desired outcomes for the funds. 300 word limit.	- the grant plan includes goals, outcomes and a timeline for the project. - project budget aligns with goals and outcomes.
	10	3. How will the organization identify who receives services and any partnering community based organizations, schools, and/or housing developments involved. 300 word limit	The applicant describes who they want to reach and details a strong plan to identify community participants and/or partners.
	10	4. Bios of key staff administering the program and their roles. 3 bios max Upload up to three work samples	The applicant lists designated staff members and their roles in the proposed program. Staff and work samples demonstrate experience and strong relationships with a focus on Black and African American communities.
Community Influence (30 points)	30	5. How will the organization collect and share community feedback? <i>300 word limit</i> Enter anticipated number of events, attendees and partners.	The applicant details an assessment plan that collects and shares participant feedback, and includes anticipated number of events, number of attendees and partners.