



Ebony McKinney Community Stewards Grant (EMCS) Application Instructions How to Prepare and Submit your Application

Application Deadline: Friday, September 24, 2021 at 12 p.m.

Applications are available online at: <https://sfac.tfaforms.net/125>

Please visit the **Ebony McKinney Community Stewards Grant Guidelines** to review eligibility, project requirements and scoring criteria: <https://bit.ly/3mZOubY>

For questions about this grant, please contact Program Associate Candace Eros Diaz at candace.diaz@sfgov.org.

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: This may be in the form of an electric or telephone bill or bank statement. Document should be no more than three (3) months old and must include the applicant organization’s name.

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. **For fiscally sponsored projects:** Profit and Loss Statements *and* Balance Sheets for the last two (2) completed fiscal years of the applicant organization; and budget notes.

Required Information for Fiscally Sponsored Applicants:

- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization executive leader's name, phone number, and email address
- Fiscal Sponsor's mailing address
- Signed Fiscal Sponsor Form between the Applicant Organization and the Fiscal Sponsor Organization. Fiscal Sponsor form downloadable here: <https://tinyurl.com/SFAC-FiscalSponsorForm>

Application

Organization Information

- Legal Name of Applicant Organization
- Contact name, title, email address, phone number
 - Verifiable proof of San Francisco corporate address
 - Upload Proof of IRS good standing
 - Upload Financials

Project Information

- Grant request amount (up to \$40,000)
- Organization Mission Statement (100 words)
- Annual Operating Revenue (must not exceed \$1,000,000)
- Provide a brief Project Summary that starts with "San Francisco Arts Commission funds will be used to support" (75 words)

Application Questions

Ebony McKinney's Legacy (30 points)

- **15 Points:** Highlight the organization's experience over the last two years with Black and woman-identified, nonbinary or genderqueer communities. (250 words)
- **15 Points:** Why is your organization a good fit for this project? Describe the organization's work with or knowledge of Ebony McKinney and her work (EAP/SFBA and ABBA, etc.) and *Ebony's affinity topics: The Creative City, Cultural Equity, Regenerative Practices, and/or Arts & Capital (250 words)

***The Creative City:** Explores the utopian idea that artists and arts organizations are critical components of a healthy ecosystem. It declares that the arts play a pivotal role in civic creativity and cultural strategy, which in turn creates social wealth and helps to shape public sentiment and city planning and policy.

***Cultural Equity:** Arts and culture workers and organizations are advancing the conversation on cultural equity across the sector and beyond. They must tackle institutional or systemic oppression and rethink creative place keeping strategies.

***Regenerative Practices:** Arts administrators must learn how to sustain their energy and passion. Leaders in the field must learn how to support and encourage one another in order to survive and maintain healthier arts and culture ecosystems.

***Arts & Capital:** There is a push and pull relationship between creative/cultural production and capital when traditional models are implemented in innovative ways. With an entrepreneurial mindset, the arts and culture field can find new social impact business models that can generate revenue and sustain projects and communities.

Project Design (50 points)

- **15 Points:** Describe your organization's restorative justice framework. How will this inform the project design? (250 words)
- **20 Points:** Describe the proposed project in detail. How will your organization help the SFAC, EAP/SFBA, and Ebony's Community revitalize the next iteration of the Ebony McKinney Arts Leadership Grant? Please include experience with re-granting, grant cycles, or other relevant community processes. (500 words)
- **10 Points:** Provide brief bios of the key project staff and include their qualifications, relevant experience, and strong relationships with Black and woman-identified, nonbinary, or genderqueer communities. (250 words)
- **5 Points: Completed 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 words)

Ability to Complete the Project (20 Points)

- How will the organization lead with a restorative justice lens to collect and share community feedback between SFAC, EAP/SFBA, and Ebony's Community to revitalize the process and criteria for releasing the next iteration of the Ebony McKinney Arts Leadership Grant? (300 words)

Completed Grant Plan

The Grant Plan outlines up to five (5) primary activities that will take place during the grant period (November 15, 2021 – June 15, 2023) and the intended outputs the applicant hopes to achieve. The sixth (6) activity is the final report and is included in the form.

Grant Plan Activity

Activity Description (125 words)*

Review materials from previous grant cycle and identify stakeholders.

Activity Outputs (75 words)*

1 set of documents reviewed, 1 list of stakeholders

Date completed by: *

12/31/2021

Activity Description (125 words): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example:* Review materials from previous grant cycle and identify stakeholders.

Activity Outputs (75 words): The Outputs field represents the anticipated quantitative measure for the corresponding activity. *Example:* 1 set of documents reviewed, 1 list of stakeholders

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-Optional

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 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. Thank you for your participation.

Would you like to complete demographic survey? Yes/No

- ❖ If you select No, please move on the final page of Certification and Release to finalize your application.
- ❖ If you select Yes, the rest of the survey will appear.
 1. Is more than half of your audience BIPOC (Black, Indigenous, and/or people of color)?
 - a. If yes, of that BIPOC majority, please select which one of the

- following groups is most represented. (select one)
2. Which of the following communities, if any, does your organization intentionally serve? (select all that apply)
 3. In which supervisorial district is your organization located?
 4. Does your organization have a direct relationship with one or more Cultural Districts?
 5. Is this your organization's first time applying for a grant from SFAC?
 - a. If no, has your organization previously been awarded a grant from SFAC?
 6. How did you learn about this grant opportunity? (select one)
 7. Any comments about this survey or the overall application?

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 6-8 of the Ebony McKinney Community Stewards Grant guidelines when reviewing each application. To view the guidelines visit: <https://bit.ly/3mZ0ubY>