Native American Arts & Cultural Traditions Special Grant (NAACT-SPX)

Application Instructions
How to Prepare and Submit your Application

Deadline to apply: Wednesday, July 21, 2020, 12 p.m. PST

Applications are available online at: https://sfac.tfaforms.net/123

Please visit the **Native American Arts and Cultural Traditions Special Grant** guidelines to review eligibility, project requirements and scoring criteria.

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

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.
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 applicant organization's name.

☐ **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:** IRS 990, 990-EZ or 990-PF from the last completed fiscal year.

> **If you are working with a fiscal sponsor, these documents are required for this application:**
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> ☐ **Signed Fiscal Sponsor Confirmation Form** between the Applicant Organization and the Fiscal Sponsor Organization. Fiscal Sponsor form downloadable here: https://tinyurl.com/SFAC-FiscalSponsorForm
> ☐ **Verifiable proof of fiscal sponsor's San Francisco corporate address**
> ☐ **Upload fiscal sponsor's Proof of IRS good standing**
> ☐ **Financials:** Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years for the *applicant* organization, *not* the fiscal sponsor organization.

☐ **Work Samples: Upload up to three (3) 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: mpg, mp3, mp4, vma, divx, mov, avi, wmv, and wma.**

Technical Notes

- The total size of your work sample 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, IRS good standing, proof of address and fiscal sponsor form (if applicable), cannot exceed 35 MB.
- The total number of individually uploaded or linked work samples cannot exceed three (3).

Application
Organization Information
- Legal Name of Applicant Organization
- Contact name, title, email address, cell phone number
- Corporate Address in San Francisco (mailing address, if applicable)
  ☐ Verifiable proof of San Francisco corporate address
  ☐ Upload Proof of IRS good standing
  ☐ Upload Financials

Fiscal Sponsor Information (Optional): This is only if you will be working with a fiscal sponsor.
- ❖ **If you select No, please continue to upload your organization's Proof of IRS good standing and financials.**

❖ **If you select Yes, the following information will appear to complete:**

☐ Upload Signed Fiscal Sponsor Confirmation Form between the Applicant Organization and the Fiscal Sponsor

- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization executive leader's name, cell phone number, and email address
- Fiscal Sponsor's corporate address
  ☐ Verifiable proof of fiscal sponsor's San Francisco corporate address
  ☐ Upload fiscal sponsor's Proof of IRS good standing
  ☐ Upload Financials: Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years for the *applicant* organization, *not* the fiscal sponsor organization.

Project Information
- Grant Request Amount
- Provide a brief summary of the proposed project that starts with "San Francisco Arts Commission funds will be used to support" (75 words)
- Mission Statement (250 words)
- Core Programs and Services (250 words)

Application Questions
- Highlight your organization's activities over the last two (2) years engaging with the Native American community. (250 words)
- Describe the proposed project in detail including activations, artists, community partners and events involved. (500 words)
- Describe how the proposed project will respectfully and authentically engage the intended audience/community and collect and utilize community feedback. (300 words)
- Describe how the proposed project will create visibility for and education of the history of Native Americans. (250 words)
- Provide brief bios of the key project staff (up to three) and include relevant experience and qualifications. (250 words)

☐ Upload work samples
- Enter the anticipated numbers for each of the following:
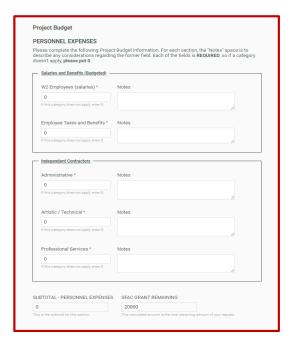 Number of events
  Number of artists
  Number of artworks
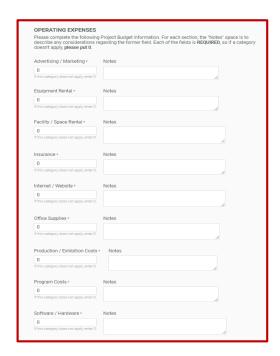 Number of attendees
  Number of partners

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):
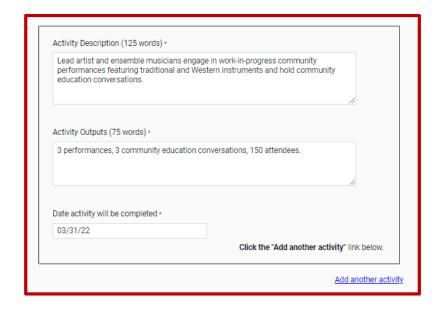**http://tiny.cc/SFAC_BudgetTemplate**

Project Budget 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)

Grant Plan

The Grant Plan outlines up to six (6) primary activities that will take place during the grant period (October 1, 2021 – March 31, 2023) and the intended outputs the applicant hopes to achieve. The sixth (6) activity is the final report and is included in the form.

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_: Lead artist and ensemble musicians engage in work-in-progress community performances featuring traditional and Western instruments and hold community education conversations.

Activity Outputs (75 words): 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_: 03/31/22.

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.