ORGANIZATIONS: Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application Instructions
How to Prepare and Submit your Application

For any questions about AIE, contact Candace Eros Diaz at candace.diaz@sfgov.org or 415-252-2253.

REVISED: GRANT PERIOD ON PAGE 7 (8/16/2022)

REVISED: WORK SAMPLE OPTION 2 LINK ON PAGE 1; PROOF OF ADDRESS ON PAGE 2; WORK SAMPLE TECHNICAL NOTES ON PAGES 3-4; NARRATIVE QUESTION ON PAGE 6; WORK SAMPLES OPTIONS ON PAGES 7-8 (8/5/2022)

REVISED: WORK SAMPLES ON PAGE 6 (6/9/2022)

REVISED: POINT AMOUNT OF 3.C. ON PAGE 6 (10/24/2022)

How to Apply
DEADLINE TO APPLY: Wednesday, August 17, 2022 at 12 p.m.

APPLICATION FOR ORGANIZATIONS: https://sfac.tfaforms.net/164
NEW: WORK SAMPLE UPLOAD (OPTION 2): https://sfac.tfaforms.net/165

Applications must be submitted online. 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.

NEW: If you need special accommodations, you must contact Candace Eros Diaz at candace.diaz@sfgov.org or 415-252-2253 at least two weeks before the application deadline, in order for us to appropriately accommodate.

AIE GRANT GUIDELINES ARE AVAILABLE HERE
To review list of important dates, eligibility, project requirements and scoring criteria.

VIEW UPCOMING GRANTSEEKER INFORMATION SESSIONS [HERE](#)
For a list of upcoming information and technical assistance webinars.

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 can 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 and Uploads for Application Submission - Organizations

☐ **Verifiable proof of San Francisco corporate address:** This may be in the form of a utilities bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement.

- This document must be dated within the last three (3) months:
    - August 2022
    - July 2022
    - June 2022

- This document must include the applicant's name and address in the address block:
    1. It must match the street address included in your application form
    2. This cannot be a P.O. box
    - Example:

        Your Name
        Your Street Address (not a P.O. box)
        San Francisco, CA Your Zip Code

☐ **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.

☐ **Financials: Most recent signed copy of your IRS 990 or 990-EZ** from the last two (2) completed fiscal years.

☐ **Work Samples: CHOOSE OPTION 1 OR OPTION 2**
Prepare your work samples in advance. Work samples should express the organization's mission and reflect the communities engaged. *Panelists will spend no more than ten (10) minutes reviewing your work samples.*

Option 1: Create an Instagram (IG) account to post at least two (2) and no more than five (5) images, videos and/or pages that illustrate their ability to bring their proposed idea to life and demonstrates their knowledge of and experience in their creative practice or organization's mission and reflect the communities engaged. *This IG account should be public, contain only 2-5 images/videos, and be created solely for the purpose of this application.*

OR

Option 2: Upload at least two (2) and no more than five (5) images, audio files, pages and/or videos to the online work sample form [LINK] that illustrate their ability to bring their proposed idea to life and demonstrates their knowledge of and experience in their creative practice or organization's mission and reflect the communities engaged. *Applicants choosing this option should carefully review the technical notes in these instructions for further details and prior to uploading work samples to the online work sample form.*

IMPORTANT TECHNICAL NOTES:

You will not get an error message regarding the size of your file uploads until you hit the final "Submit" button. If your files are too large and you have not saved your application, **all of your application information will be erased, lost and unrecoverable**. Avoid this fate by **saving your application after each page.**

- o The total size of *all work sample uploads* cannot exceed 25 MB. To avoid exceeding this size limit, we recommend linking to work hosted online whenever possible.
- o The total size of *all application uploads*: Proof of Address, Fiscal Sponsor Form (if applicable), IRS good standing, Financials & Work Samples, cannot exceed 35 MB.
- o IMPORTANT: The application form will only accept the following audio

and video extensions: mpg, mp3, mp4, vma, divx, mov, avi, wmv, and wma.
- o **The total number of individually uploaded or linked work samples should be <u>at least two (2) and no more than five (5)</u>.**

Keeping the technical limitations above in mind, you can upload or link to any combination the following:

Five (5) Images:

- o Images are best for still practices: craft, design, craft-based traditional art, visual art.
- o While your work samples will not be scored on the quality of the image, please take care to provide images that are clear and relevant to your proposed project.
- o You can upload at least two (2) and no more than five (5) images separately or by combining them into one file. If you are uploading directly to the form and planning to provide more than one type of work sample, we strongly encourage combining images into one file upload.

Five (5) Pages:

- o Pages are best for document-based practices: comics, design plans, graphic novels, music scores, theater scripts, websites, writing.
- o We recommend sharing a connected narrative with pages.

Five (5) Minutes of Audio or Video:

- o Audio or Video are best for dynamic practices: dance, film, media, music performance, theater performance, performance-based traditional arts.
- o Clips and highlights do not always show a complete concept, movement, narrative or thought. We recommend at least three (3) minutes of uninterrupted audio or video to best demonstrate your work to the panelists.
- o For each work sample, the form requests that you provide a title, genre, date, description, url/file, viewing cue, and password if applicable.

<u>Fiscally Sponsored Applicants:</u>
Note: The following fields will appear only if you select "Yes" to having a fiscal sponsor.

IMPORTANT: **Projects working with vulnerable populations**: Individuals working with vulnerable populations (minors under 18 years old, developmentally disabled populations, or elderly individuals over 65 years old) <u>must apply with a fiscal sponsor</u>.

NOTE: Organizations may not act as a fiscal sponsor for employees or artists contracted by that organization; a third-party fiscal sponsor is required.

☐ ****Signed Fiscal Sponsor Form between the Applicant Organization and the Fiscal Sponsor Organization.** Fiscal Sponsor form downloadable here.

☐ ****Verifiable Proof of Fiscal Sponsor's San Francisco Corporate Address:** This may be in the form of a utilities bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement. Document should be no more than three (3) months old and must include the <u>fiscal sponsor's</u> name. *Please review above for details.*

☐ ****Proof of Fiscal Sponsor's IRS good standing**

☐ ****Financials:** <u>Applicant</u> organization's (not the fiscal sponsor's) Profit and Loss Statements *and* Balance Sheets for the last two (2) completed fiscal years.

Applicant Information - Organizations

- Type of Application = Organization
- Funding Area (select one)
    1. Arts Education/Creative Exploration
    2. Space/Capital
    3. Arts Organizations/Core Support
- Applying on behalf of a collective? (This question is only used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff. It has no bearing on your application.)
- Grant Request Amount (up to $50,000. Enter numbers only)
- Legal Name of Applicant Organization (This must match your tax documentation. Save yourself time and headache! Approved grantees who apply under one name and use a different name will have to reconcile records. This can be difficult and will delay your initial payment.)
- Contact Person, Title, Contact Email, Contact Cell Phone Number (Please double and triple check this is correct. Staff will use this email for all communication regarding the application process.)
    - ☐ Upload verifiable proof of San Francisco corporate address
    - ☐ Upload fiscal sponsor's proof of IRS good standing
    - ☐ **Financials: Most recent signed copy of your IRS 990, 990-EZ or 9909-PF** from the last two (2) completed fiscal years.

<u>If you select "Yes" to having a fiscal sponsor</u>, the following information will appear:

☐ Upload signed Fiscal Sponsor Form
- Legal Name of Fiscal Sponsor
- Fiscal Sponsor Executive Leader's Name, Fiscal Sponsor Email, Fiscal Sponsor Cell Phone Number

☐ Upload verifiable proof of fiscal sponsor's San Francisco corporate address

☐ Upload fiscal sponsor's proof of IRS good standing

☐ Upload financials: <u>For fiscally sponsored applicants</u>: <u>Applicant's</u> (not fiscal sponsor's) Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years.

Narrative Questions

Question #1: *Who* - Racial Equity (25 Points)
Describe your organization's connection to Black, Indigenous, People of Color (POC), LGBTQI+, **Women** and Disabled San Francisco communities. (200 words)

Question #2: *You* (15 Points)
Over the last two (2) years, how did your organization support the communities described in Question #1. (150 words)

Question #3: *What + How* - Idea (60 Points Total)

> Question #3a (20 points)
> Summarize your organization's idea and how it is connected to the funding area you selected? (150 words)
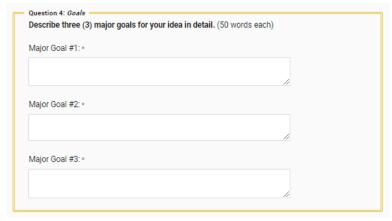
> Question #3b (20 points)
> Describe how the funds will help your organization fulfill a current need? (150 words)

> Question #3c (10 points)
> Describe how this funding will set your organization up for long- or short-term success? (150 words)
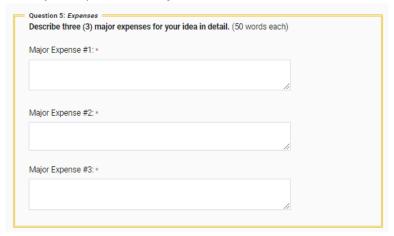
*Question #4: *Goals*
Describe three (3) major goals for your idea in detail. (50 words each)

Question 4: *Goals*
Describe three (3) major goals for your idea in detail. (50 words each)

Major Goal #1: *

Major Goal #2: *

Major Goal #3: *

*Question #5: *Expenses*
Describe three (3) major expenses for your idea in detail. (50 words each)

Question 5: *Expenses*
Describe three (3) major expenses for your idea in detail. (50 words each)

Major Expense #1: *
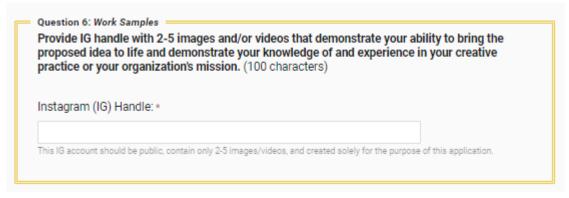
Major Expense #2: *

Major Expense #3: *

*Recipients of grant funds will be required to develop a project grant plan & budget that details the project activities over the grant window (March 1, 2023 – September 30, 2024). SFAC staff and technical assistance will be available to provide grant plan development support to all grantees during the contracting phase.

*Question #6: *Work Samples* (10 points)
CHOOSE OPTION 1 <u>OR</u> OPTION 2
Prepare in advance. They should show your ability to complete your proposed project, as well as demonstrate knowledge of and experience in your creative practice. *Panelists will spend no more than ten (10) minutes reviewing your work samples.*

Option 1: Create an IG handle/account and upload at least two (2) and no more than five (5) images and/or videos that specifically highlight your organization's mission and reflect the communities engaged.

*This IG account should be public, contain only 2-5 images/videos, and created solely for the purpose of this application.

NEW: If you choose Option 2, enter "See Option 2 Work Sample" in the Instagram (IG) Handle field in the application.

Option 2: Using the Work Sample Option 2 link [link], upload at least two (2) and no more than five (5) samples of your past work. Work samples should specifically highlight your organization's mission and reflect the communities engaged.

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. We thank you for your participation!

1. How did you learn about this grant opportunity? (select one)
2. Did you pay a professional grant writer to complete this application? Yes/No
3. Would you like to complete demographic survey? Yes/No

❖ If you select No, please move on the final page of <u>Certification and Release</u> 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?
   a. If yes, please select which one(s). (select all that apply)
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. Any comments about this survey or the overall application?

IMPORTANT: 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.