Arts Impact Endowment (AIE) | First-Time Grantee Initiative

Fiscal Sponsorship + Application 101 Webinar
July 15, 2022
12:30 – 1:30 p.m.
Webex – How to Move Someone to Stage (ASL)

1. At the top of your meeting window, hover over the video of the ASL Interpreter and click MORE ... > Move to Stage
2. You can also right click on the person’s window and select > Move to Stage
3. The person’s window will be on the screen through the whole event.
AGENDA

• Fiscal Sponsorship (20 min)

• Q + A (10 minutes)

• Application 101 (20 minutes)

• Q + A (10 minutes)
First-Time Grantee Initiative

Supports arts organizations and individual creators + makers who have *never* received grant funding from the San Francisco Arts Commission (SFAC) or Grants for the Arts (GFTA).

- Up to $50,000
- Can apply to one (1) of the four (4) funding areas:
  1. Arts Education/ Creative Exploration
  2. Space/Capital
  3. Arts Organizations/Core Support
  4. Individual Artist Support
FUNDING CATEGORIES
<table>
<thead>
<tr>
<th>Arts Education/Creative Exploration</th>
<th>Space/Capital Access + Afford</th>
<th>Arts Organizations/Core Support People + Plans</th>
<th>Individual Artist Support Make + Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage + Explore</td>
<td>$700,000</td>
<td>$500,000</td>
<td>$200,000</td>
</tr>
<tr>
<td></td>
<td>14 grants awarded</td>
<td>10 grants awarded</td>
<td>4 grants awarded</td>
</tr>
</tbody>
</table>

*This funding area is for Individuals or Organizations who want to invest in intergenerational learning and/or engaging youth in creative exploration.

This funding area is for Individuals or Organizations who want to invest in their creative space by making it more affordable, accessible, collaborative or need support understanding long-term leases, purchase agreements or for developing fundraising plans.

This funding area is for Organizations who want to invest in any aspect of their arts organization including staff salaries + development, monthly bills, tech, programming, and project planning costs.

This funding area is for Individuals who want to invest in their personal creative practice. All art forms and levels of experience are welcome!
DEADLINE TO APPLY:

WEDNESDAY, AUGUST 10, 2022
AT NOON
FISCAL SPONSORS

1. Accept legal responsibility to document the status and progress of the project.

2. Monitor and control the expenditures of the grant funds in keeping with the purpose of the grant.

3. Comply with the terms of the grant, including all insurance requirements.
INDIVIDUALS can apply to ONE of the following funding areas:

1. Arts Education/Creative Exploration
2. Space/Capital
3. Individual Artist Support

Does your idea involve working with vulnerable populations?

- Minors under 18 years old
- Developmentally disabled populations
- Elderly individuals over 65 years old.

If **YES**, you must apply with a fiscal sponsor!
ARTS ORGANIZATIONS

ORGANIZATIONS can apply to ONE of the following funding areas:

1. Arts Education/Creative Exploration
2. Space/Capital
3. Arts Organizations/Core Support

Is my organization a 501(c)(3) + in good standing with the IRS?

If NO, you must apply with a fiscal sponsor!

Does your idea involve working with vulnerable populations?

• Minors under 18 years old
• Developmentally disabled populations
• Elderly individuals over 65 years old.
Fiscal Sponsorship Confirmation Form

Name of Grant Applicant: ________________________________

Name of Fiscal Sponsor Organization: ________________________________

By signing below, I acknowledge that I have reviewed the proposed project and find it compatible with our mission and values, and I agree to the following:
- Accept legal responsibility to document the status and progress of the project.
- Monitor and control the expenditures of the grant funds in keeping with the purpose of the grant.
- Comply with the terms of the grant, including all insurance requirements*
- To submit current proof of IRS 501(C)(3) status:
  https://apps.irs.gov/app/eos/

Insurance Requirements
General Liability: Awarded grantees, or their fiscal sponsor, will need to submit a certificate of General Liability Insurance and an Endorsement Page with first invoice. General liability insurance cannot be waived. This requirement can be met by the following:
- Purchasing General Liability Insurance as an individual artist or organization.
- Purchasing Special Event Insurance for any public events associated with the grant project.
- Obtaining a General Liability Insurance certificate from their host venue, which adds the grantee and event to their policy by endorsement and lists the San Francisco Arts Commission as additionally insured.

Workers Compensation Insurance: Workers Comp insurance is required for an organization that has employees. If you do not have employees, the San Francisco Arts Commission will provide a waiver for this requirement. A Waiver of Subrogation addendum is required for organizations to do work on ANY City-owned property.

Auto Insurance: Auto Insurance is required if the awarded grantee will use a vehicle for the purposes of the grant. The San Francisco Arts Commission will provide a waiver for this requirement.

Abuse and Molestation Insurance: Proof of Abuse & Molestation coverage in addition to General Liability coverage is required for working with vulnerable populations (minors, disabled people, or elderly people).

Applicant Signature: ____________________________ Print Name: ____________________________
Date: ____________________________

Fiscal Sponsor Signature: ____________________________ Print Name: ____________________________
Title: ____________________________ Date: ____________________________
HOW DO I FIND A FISCAL SPONSOR?
QUESTIONS

19ACIP Arc
GRANTS LANDING PAGE

https://www.sfartscommission.org/grants

Webpage includes:

- Important dates table
- Link to a list of upcoming technical assistance webinars + login information
- Links to guidelines + application
- Links to past grantees
GUIDELINES + INSTRUCTIONS

Arts Impact Endowment (AIE) | First-Time Grantee Initiative

FOR A PROJECT TAKING PLACE JANUARY 1, 2022 — JUNE 30, 2024

TRANSLATION

A translation of this grant application is available upon request. However, only applications in English are accepted. For more information please contact 311.

TRANSLATION

Una traducción de esta solicitud de aplicación está disponible. Sin embargo, sólo se aceptan solicitudes en inglés. Para más información, por favor comuníquese con 311.

How to Apply
DEADLINE TO APPLY: Wednesday, August 10, 2022 at 12 p.m.

APPLICATION FOR INDIVIDUALS: https://sfac.sfforms.net/163

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.

APPLICATION FOR ORGANIZATIONS: https://sfac.sfforms.net/164

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.

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AIE GRANT GUIDELINES ARE AVAILABLE HERE
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APPLICATION

FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

Consult with an Application Coach! Consult with SFAC Staff!
Schedule Online

At the end of this application is an optional demographic survey. Any data you provide will not be seen by panelists or used in the evaluation of your application. Applicant data will be used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff. We ask that you plan some time to fill out this survey before you submit your application.

Applicant Information
Are you applying as an:
- Individual
- Organization
- Please select...

Are you applying on behalf of a collective?
- Yes
- No

Grant Request Amount:
Up to $50,000. Do not use any special characters. Enter numbers only.

Consult with an Application Coach! Consult with SFAC Staff!
Schedule Online

Please select the funding area you are applying for:
- Organization
- Arts Education/Creative Exploration
- Space/Capital
- Arts Organizations/Core Support
- Please select...

Grant Request Amount:
Up to $50,000. Do not use any special characters. Enter numbers only.
SAVING YOUR PROGRESS

FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

1. Save my progress and resume later | Resume a previously saved form

Consult with an Application Coach!
Consult with SFAC Staff!
Schedule Online

2. 

FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

3. Resume this form now
   - Start a new form

Thank you. Your response has been saved.

In order to be able to resume this form later, please enter your email and choose a password.

Your Email: 
A Password: 
Confirm Password: 

Save
FISCAL SPONSOR INFO

Fiscal Sponsor

Any applicant may choose to apply with a fiscal sponsor. Fiscal sponsors are required to provide the appropriate insurance coverage, if selected for funding and needed.

If this proposal includes working with vulnerable populations (minors under 18 years old, developmentally disabled or elderly individuals over 65 years old), an individual applicant must apply with a San Francisco based 501(c)(3) organization as the fiscal sponsor.

Does this proposal include working with vulnerable populations (minors under 18 years old, developmentally disabled or elderly individuals over 65 years old)?

- Yes
- No

Are you choosing to apply with a fiscal sponsor?

- Yes
- No

Fiscally Sponsored Applicant Organization’s Financial Uploads

Applicant Organization’s Profit and Loss Statements and Balance Sheets for the last two (2) completed years.

You may upload up to three (3) financial support materials.

Upload Financials *

Choose File | No file chosen

Add another financial document

Proof of fiscal sponsor’s IRS good standing: Visit IRS-Tax Exempt Organization Search

1. Select Database “Pub 78 Data”.
2. Search for the fiscal sponsor’s EIN number or Organization Name.
3. Select the correct organization.
4. Save a PDF of the screen titled “Publication 78 Data” that shows your organization listed and upload below.

Choose File | No file chosen
NARRATIVE QUESTIONS 1 + 2

Narrative Questions

Question 1: Who - Racial Equity (25 Points)
Describe your organization's connection to Black, Indigenous People of Color (POC), LGBTQ+, 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)

Application

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POINTS</th>
<th>APPLICATION QUESTIONS</th>
<th>SCORING CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who</td>
<td>25</td>
<td>Describe your/your organization's connection to Black, Indigenous People of Color (POC), LGBTQ+, and Disabled San Francisco communities. (200 words)</td>
<td>The applicant is deeply rooted in Black, Indigenous POC, LGBTQ+, and Disabled San Francisco communities.</td>
</tr>
<tr>
<td>Racial Equity</td>
<td>25</td>
<td>(25 points)</td>
<td></td>
</tr>
<tr>
<td>You</td>
<td>15</td>
<td>Describe your creative practice over the last two (2) years. If applying as an organization over the last two years, how did your organization support the communities described in Question #1. (150 words)</td>
<td>The applicant has a clear understanding of their creative practice and/or how they support the community(ies) they serve over the last two years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(15 points)</td>
<td></td>
</tr>
</tbody>
</table>

Scoring Criteria
NARRATIVE QUESTION 3

3a (20 Points)
Summarize your organization's idea and how it is connected to the funding area you selected? (150 words)

3b (20 Points)
Describe how the funds will help your organization fulfill a current need? (150 words)

3c (15 Points)
Describe how this funding will set your organization up for long- or short-term success? (150 words)

Application

Scoring Criteria

20
The applicant describes their idea and how it connects to the funding area.

20
The applicant describes how the funds will help fulfill a current need.

15
The applicant describes how the funds will set them up for success.
NARRATIVE QUESTIONS 4 + 5

**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)

Major Expense #1: *

Major Expense #2: *

Major Expense #3: *
NARRATIVE QUESTION 6

Question 6: Work Samples (10 points)

Provide IG handle with 2-5 images and/or videos that demonstrate your ability to bring the proposed idea to life and demonstrate your knowledge of and experience in your creative practice or your organization's mission. (100 characters)

Instagram (IG) Handle: *

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

Created by Iutfiadela from the Noun Project
DEMOGRAPHIC SURVEY - OPTIONAL

FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

Demographic Survey
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.

How did you learn about this grant opportunity? (select one):
- SFAC website
- SFAC newsletter
- SFAC staff member
- Cultural Ambassador
- An organization
- Word of mouth
- Social media
- Not listed above

Did you pay a professional grant writer to complete this application? *
- Yes
- No

Would you like to complete the demographic survey? *
- Yes
- No
CERTIFICATION + RELEASE

FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

Certification and Release
This is a required section of the grant application.

I confirm that the information within this application is true and correct.

Applicant Contact Name: *
Candace Eros Diaz

Title: *
Grantmaker

Email to send copy of completed application: *
candace.diaz@sfgov.org

Date: *
07/07/2022

Please use the calendar and click on today's date

Previous Page   Submit
GRANTSEEKER TIPS

Consider connecting with a Cultural Ambassador!
IF YOU ARE FUNDED YOU’LL NEED TO...
PROJECT REQUIREMENTS

• **Grantee to Pay All Taxes**

• **Insurance** is required for all grant recipients. Individuals working with vulnerable populations (minors under 18 years old, developmentally disabled populations, or elderly individuals over 65 years old) **must apply with a fiscal sponsor.**

  • If an applicant is using a fiscal sponsor, a signed fiscal sponsorship form must be submitted with the application.

• **Budget**: Recipients of grant funds will be required to develop a project budget that itemizes grant expenditures over the grant window.

• **Grant Plan**: Recipients of grant funds will be required to develop a project grant plan that details the project activities over the grant window.

**Documentation**: Recipients of grant funds are expected to produce/provide work samples of the funded idea at the end of the grant window.
QUESTIONS

You are PERFECT

19ACIP Arc
DEADLINE TO APPLY:

WEDNESDAY, AUGUST 10, 2022 AT NOON
CONTACT US

Candace Eros Diaz (she/they)
Program Officer

candace.diaz@sfgov.org
415-252-2253
*Schedule a 15-minute one-on-one consultation via the link in my email signature

Denise Pate (she/her)
Director of Community Investments

Denise.pate@sfgov.org