

**SFAC
ORGANIZATIONS
WEBINAR**

**October 6, 2021
12 - 1 p.m.**





Photo Credit: Hulleah Tsinhnahjinnie

OUR PRESENTERS



- SFAC Community Investments Staff
- Senior Program Officer Jaren Bonillo
 - Program Officer Debbie Ng
 - Program Officer Tina Wiley Crawford
 - Compliance Officer Molly Barrons
 - Program Associate Thanh Hong

2020 IAC Mica Sigourney and Silk Worm. Photo: Robbie Sweeny.

AGENDA



- SFAC Overview (10)
- Eligibility (5)
- Grant Categories (15)
- Requirements (5)
- Preparation to Apply (10)
- Q&A (15)



SFAC OVERVIEW



ABOUT SFAC



The San Francisco Arts Commission is the City agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment and shaping innovative cultural policy.

Our programs include:

- Community Investments
- Public Art
- Civic Art Collection
- Civic Design Review
- Art Vendor Program
- SFAC Galleries.

OPG 2020 Vanessa Vo Van Anh in Au Co performance.

RACIAL EQUITY STATEMENT



The San Francisco Arts Commission is committed to creating a city where all artists and cultural workers have the freedom, resources and platform to share their stories, art and culture and where race does not predetermine one's success in life. We also acknowledge that we occupy traditional and unceded Ohlone land. Fueled by these beliefs, we commit to addressing the systemic inequities within our agency, the City and County of San Francisco and the broader arts and culture sector. This work requires that we focus on race as we confront inequities of the past, reveal inequities of the present and develop effective strategies to move all of us towards an equitable future.

IAC 2020 Krissy Keefer.
Photo by Brooke Anderson

COMMUNITY INVESTMENTS PROGRAM



The **Community Investments Program** supports San Francisco artists, arts organizations, and communities with an equity lens through grants, technical assistance and capacity building, economic development, arts education initiatives and community-based Cultural Centers.

CEI 2019 Cuicacalli at Carnaval SF
Photo: Pankaj Bhargava

CULTURAL EQUITY ENDOWMENT FUND



2020 IAC Breanna Sinclair
Photo by Misti Layne

SEC. 68.1. PURPOSES

The Cultural Equity Endowment Fund is established to move San Francisco arts funding toward cultural equity.

Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. These communities include: African and African American; Latinx; Asian and Asian American; Arab; Native American; Pacific Islander; lesbian, gay, bisexual, queer; transgender and gender variant people; people with disabilities; and women.

Cultural Equity Endowment Impact by the Numbers 2021

Activities

Funding

Supports

320 Applicants

10 Distinct Panels

40 Panelists

32% applicant
success rate

\$4,092,344
total amount awarded

9% first-time
org recipients

19% first-time
indv. recipients

102 Grantees

38
nonprofits/organizations
awarded

64
individual artists
awarded

10 districts

SFAC GRANT CYCLE





ELIGIBILITY AND REQUIREMENTS

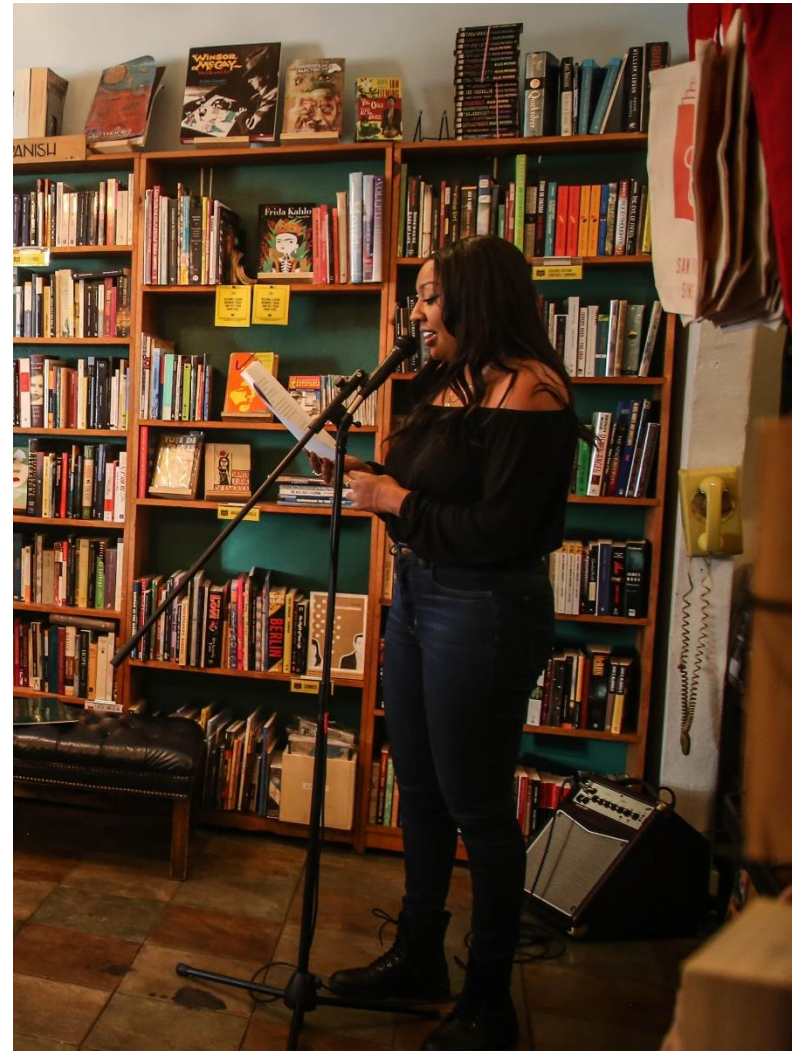


ELIGIBILITY

- Applicants must be:
 - Based in San Francisco
 - 501(c)(3) arts organizations or fiscally sponsored organizations
- Have a two-year demonstrated history of operating in San Francisco
- Deeply rooted in BIPOC/historically marginalized communities
- May not be a part of another City agency or department
- Must be in good standing with other grants and loans
- Organization budget size may define eligibility (depending on grant)
- Project activities must take place in S.F. between a defined grant window (depending on grant).

ORGANIZATION REQUIREMENTS

- Proof of current 501(c)(3) status (or fiscal sponsorship*)
- Proof of current San Francisco address (yours or the fiscal sponsor's)
- Demonstration of two-year programmatic history
- Most recent IRS Form 990 or Financial Statements for fiscally sponsored projects
- Supporting Materials
- Work Samples



2020 Accion Latina - AfroLatinx writer Olivia Peña. Photo by Adelyna Tirado.



GRANT CATEGORIES



ARTISTIC LEGACY GRANT



Zaccho Dance

The Artistic Legacy Grant (ALG) acknowledges the impact of an artistic leader who has served a San Francisco-based organization consistently for 25 years or more.

- ALG funds may be used to support organizational or artistic legacy planning such as transition or succession planning; and/or artistic documentation or publications reflecting the history of the organization.
- Up to \$40,000 to arts organizations
- Budget cap \$1.5 mil.

SCORING CRITERIA



Racial Equity (30 points)
one question

Project Design and Fiscal Health (20 points)
grant plan and budget, org financials and budget notes

Artistic Leadership (50 points)
*two questions, resume/cv,
work samples, two letters of support*

SCORING CRITERIA: RACIAL EQUITY

Question	Points	Criteria
<p>1. Describe the organization's history engaging communities identified in the Cultural Equity Endowment legislation and how this grant will enhance the organizations mission.</p> <p><i>300 word limit</i></p>	30	Organization demonstrates a history and mission of engaging communities identified in the Cultural Equity Endowment legislation .

SCORING CRITERIA: ARTISTIC LEADERSHIP

Question	Points	Criteria
<p>2. Describe the artistic leadership and how they have contributed to the vitality of the organization and San Francisco's arts ecosystem. Include highlights of the artistic leader's major accomplishments that have supported the organization's general trajectory.</p> <p><i>(300 word limit)</i></p> <p>-Artistic Leader's Resume or CV -Up to five (5) work samples</p>	20	<p>The organization and its artistic leadership's history and accomplishments are strong and demonstrate a meaningful evolution.</p> <p>Work samples document the span of the artistic leader's** time with the organization.</p>

SCORING CRITERIA: ARTISTIC LEADERSHIP CON'T

Question	Points	Criteria
<p>3. Describe the proposed project in detail and the continuing change the artistic leader and organization seeks to achieve. Describe the desired outcomes and strategy for evaluation.</p>	20	<p>The organization and its artistic leadership's history and accomplishments are strong and demonstrate a meaningful evolution.</p> <p>Work samples document the span of the artistic leader's** time with the organization.</p>
<p><i>(300 word limit)</i></p> <ul style="list-style-type: none"> - Letters of Support (2 required) 	10	<p>Letters of Support provide meaningful firsthand account(s) of the artistic leader's and organization's effect on the communities the organization engages.</p>

SCORING CRITERIA: PROJECT DESIGN AND FISCAL HEALTH

Question	Points	Criteria
<p>4. Completed grant plan and budget.</p> <ul style="list-style-type: none"> - Nonprofits: IRS 990 or 990-EZ - Fiscally Sponsored Organizations: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years - Organization Budget Notes 	<p>15</p> <p>5</p>	<p>Grant plan aligns with project summary and describes what the organization hopes to achieve; and grant budget aligns with the project summary and line items are explained in detail.</p> <p>Organization demonstrates an understanding of its financial position by providing financials and budget notes.</p>

CREATIVE SPACE PLANNING & FACILITIES



CRSP 2020
The Roxie Theatre

Supports arts organizations to plan for and invest in San Francisco cultural facilities.

- Up to \$50,000 to arts organizations for **planning** or pre-planning for the development and/or acquisition of arts facilities
- Up to \$100,000 to tax exempt arts organizations for capital improvements
- Budget cap \$3 mil.

SCORING CRITERIA



Racial Equity (30 points)

one question

Ability to Complete the Project (30 points)

*one question, staff bios, board governance, org financials
board gifts/pledges (level 2 only)*

Project Design (40 points)

*Two questions, grant plan, budget and images
and estimates from three sources (level 2 only)*

SCORING CRITERIA: RACIAL EQUITY

Question	Points	Criteria
<p>1. Describe the organization's history engaging communities identified in the Cultural Equity Endowment legislation and how this grant will enhance the organizations mission.</p> <p><i>300 word limit</i></p>	20	Organization demonstrates a history and mission of engaging communities identified in the Cultural Equity Endowment legislation .

SCORING CRITERIA: PROJECT DESIGN

Question	Points	Criteria
<p>2. Describe the proposed project in detail, including the current state of your space and explain how the proposed project aligns with the Creative Space priorities.</p> <ul style="list-style-type: none">- Completed Grant Plan- Images of the space that will be modified and design drawings of the intended outcome (facilities only) <p><i>300 word limit</i></p>	20	Project is well-planned with clear outputs.

SCORING CRITERIA: PROJECT DESIGN

Question	Points	Criteria
3. Describe pre-planning the organization has made to date. <i>300 word limit</i>	10	Organization demonstrates readiness for the project.
- Completed Project Budget - Estimates from three sources (Level 2 only)	10	Project budget is viable and appropriate.

SCORING CRITERIA: ABILITY TO COMPLETE THE PROJECT

Question	Points	Criteria
<p>4. Provide brief bios of the key project staff (up to five) and include relevant experience and qualifications.</p> <p>(100 word limit per bio, up to 3 bios)</p>	15	Project staff and leadership have relevant experience to implement and execute the project.

SCORING CRITERIA: ABILITY TO COMPLETE THE PROJECT CON'T

Question	Points	Criteria
<p>5. Describe your advisory board or board of directors and their level of engagement as it pertains to strategic planning, fundraising, and governance. <i>(300 word limit)</i></p> <ul style="list-style-type: none">- List of Advisory Board members or Board of Directors and their areas of expertise <i>(up to 10)</i>.- List of board of directors with their gifts and/or pledges to the proposed project (Level 2 only)- Uploaded IRS 990 or 990-EZ from the last completed fiscal year.- or for fiscally sponsored applicants: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years.- Organization budget notes	15	Organization demonstrates appropriate capacity to complete the project..

CULTURAL EQUITY INITIATIVES



Supports small and mid-sized arts organizations through multi-year core operating support grants to shift programming, build capacity and address recovery efforts.

- CEI grants may be used to fund general operating expenses such as salaries, rent, equipment and supplies
- Up to \$100,000 over two years. Grant window is July 1, 2022 to June 30, 2024
- Grant request amounts based on average annual operating revenue from two most recently completed fiscal years
- Budget cap \$1.5 mil.

19CEI10 Duniya Dance African Arts Festival. Photo by Crystal Birns

CULTURAL EQUITY INITIATIVES: REQUEST AMOUNTS

OPERATING REVENUE (two-year average)	ELIGIBLE REQUEST AMOUNT
Under \$25,000	\$25,000
More than \$25,000 but less than \$50,000	\$50,000
More than \$50,000 but less than \$75,000	\$75,000
More than \$75,000 but less than \$1,500,000	\$100,000

SCORING CRITERIA



Racial Equity (30 points)

one question

Operational Effectiveness (30 points)

*one question, staff bios, board governance, org financials,
budget notes*

San Francisco Arts Community Impact (40 points)

one question, grant plan and budget, work samples

SCORING CRITERIA: RACIAL EQUITY

Question	Points	Criteria
<p>1. Describe the organization's history engaging communities identified in the Cultural Equity Endowment legislation and how this grant will enhance the organizations mission.</p> <p><i>300 word limit</i></p>	30	Organization demonstrates a history and mission of engaging communities identified in the Cultural Equity Endowment legislation .

SCORING CRITERIA: SAN FRANCISCO ARTS COMMUNITY IMPACT

Question	Points	Criteria
<p>2a. Grant Plan and Budget Complete the grant plan and project budget.</p>	20	<p>Organization has clear artistic vision, consistent presence and benefit for San Francisco communities, plays a vital role in San Francisco's arts and culture ecosystem and measures and understands benefits of their artistic programming.</p>
<p>2b. Work Samples Upload Work Samples that express the organization's mission and reflect the communities engaged.</p>	10	<p>Completed grant plan aligns with project summary and describes what the organization hopes to achieve; and budget aligns with the project summary and line items are explained in detail.</p>
<p>2c. Program Evaluation How does the organization collect and share community feedback? <i>(300 word limit)</i></p>	10	

SCORING CRITERIA: OPERATIONAL EFFECTIVENESS

Question	Points	Criteria
3. Add the names of the Advisory Board or Board of Directors, role on the board and their areas of expertise, as well as affiliation community. <i>(Up to ten)</i>	20	Organization demonstrates appropriate advisory or governance structure, diverse community representation and connection to identified communities.
4. Provide brief bios of the core staff and include relevant community-based experience and professional qualifications. <i>(100 word limit/bio, up to 3 bios)</i>	10	Has appropriate staff with relevant skills and community-based experience with intended audience/or communities.

SCORING CRITERIA: OPERATIONAL EFFECTIVENESS CON'T

Question	Points	Criteria
<p>5. Describe who is engaged in fiscal oversight and reporting, and the process for how your organization develops its annual budget.</p> <p><i>(300 word limit)</i></p> <ul style="list-style-type: none"> - Nonprofits: IRS 990 or 990-EZ - Fiscally Sponsored Organizations: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years - Organization Budget Notes 	<p>10</p>	<p>Organization demonstrates a process of financial planning and monitoring.</p>

NATIVE AMERICAN ARTS & CULTURAL TRADITIONS



Round Valley Dancer
Photo by April McGill

- Applicants must clearly substantiate how they are connected to the Native American community
- Proposals are reviewed by a panel of Native American community members.

COMPLIANCE AND INSURANCE



- Supplier Compliance
Visit SF CITY Partner
<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>
- Grant Agreements
- Insurance



PREPARATION TO APPLY

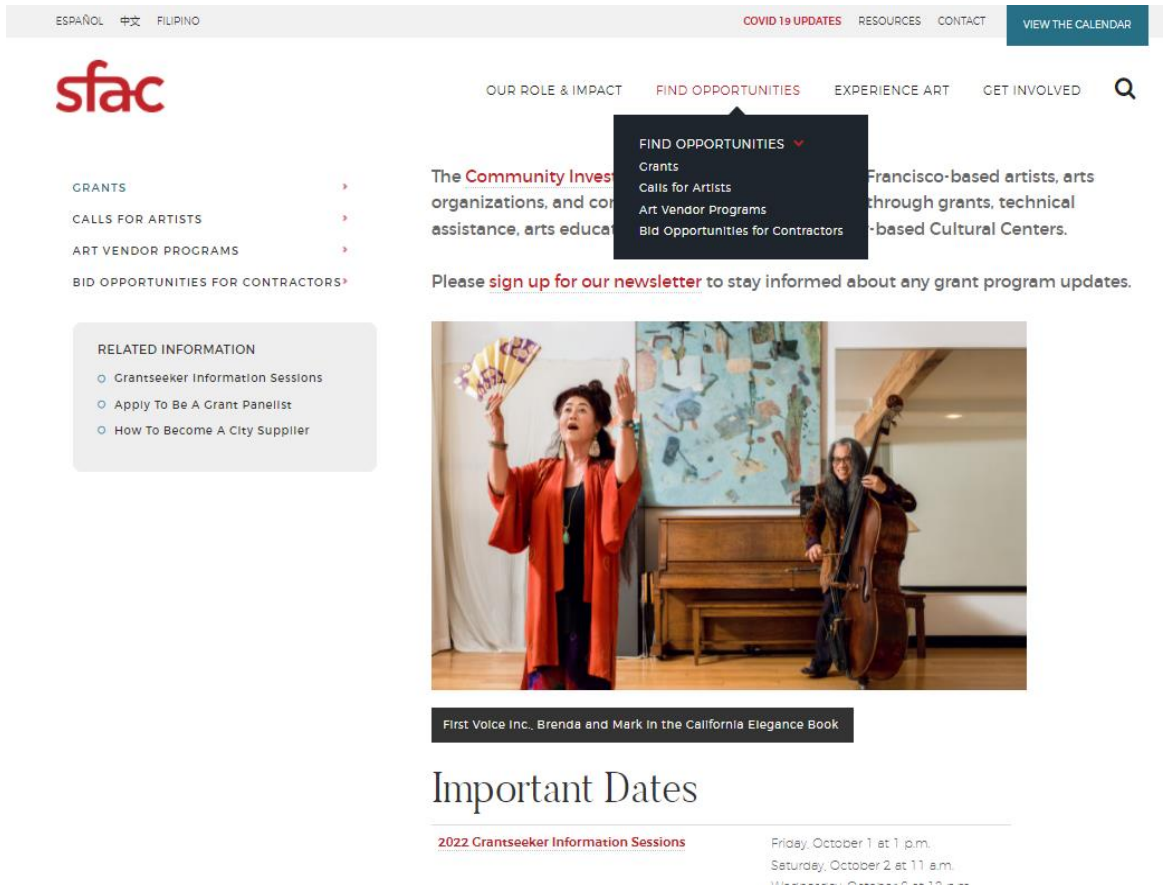


GRANTS LANDING PAGE

<https://www.sfartscommission.org/grants>

Webpage includes:

- Grant Guidelines
- Application Instructions
 - Contact information
 - Application Questions
 - Project Budget
 - Support Materials
- Link to online application



The screenshot shows the SFAC website's grants landing page. At the top, there are navigation links for 'ESPAÑOL', '中文', 'FILIPINO', 'COVID 19 UPDATES', 'RESOURCES', 'CONTACT', and 'VIEW THE CALENDAR'. The main navigation includes 'OUR ROLE & IMPACT', 'FIND OPPORTUNITIES', 'EXPERIENCE ART', and 'GET INVOLVED'. A dropdown menu for 'FIND OPPORTUNITIES' is open, showing options for 'Grants', 'Calls for Artists', 'Art Vendor Programs', and 'Bid Opportunities for Contractors'. The 'Grants' option is selected. Below the navigation, there is a section for 'GRANTS' with sub-links for 'GRANTS', 'CALLS FOR ARTISTS', 'ART VENDOR PROGRAMS', and 'BID OPPORTUNITIES FOR CONTRACTORS'. A 'RELATED INFORMATION' box contains links for 'Grantseeker Information Sessions', 'Apply To Be A Grant Panelist', and 'How To Become A City Supplier'. The main content area features a headline about 'The Community Invests' and a call to action to sign up for a newsletter. Below this is a photograph of a woman in a red jacket and a man playing a double bass. A caption below the photo reads 'First Voice Inc., Brenda and Mark In the California Elegance Book'. The 'Important Dates' section lists '2022 Grantseeker Information Sessions' on Friday, October 1 at 1 p.m., Saturday, October 2 at 11 a.m., and Wednesday, October 6 at 10 a.m.

GRANT WEBINARS AND DEADLINES

Grant Category	Webinar Date	Application Deadline
Artistic Legacy	October 6 at 12 p.m.	October 19 at 12 p.m.
Creative Space	October 6 at 12 p.m.	October 27 at 12 p.m.
Cultural Equity Initiatives	October 6 at 12 p.m.	November 3 at 12 p.m.
San Francisco Artist	October 2 at 12 p.m.	November 10 at 12 p.m.

Webinar Topic	Webinar Date
Grantseeker Information Session	October 1 at 1 p.m.
Fiscal Sponsors Grant Information Session	October 8 at 12 p.m.
Application Work Sample Information Session	October 13 at 4 p.m.

ONLINE APPLICATION FORM

FY21 San Francisco Artists Grant Application

Page: **1** 2 3 4 5

Save my progress and resume later | [Resume a previously saved form](#)

Artist Information

Legal Name of Applicant: *

The applicant's full legal name must match the name on the applicant's income tax return. This is the name used to sign grant agreements. If funded and your legal name is not provided, a delay of the initial grant payment may occur.

Artist Name (if different from an applicant's legal name):

Artist Email: *

Artist Phone Number: *

Artist Pronouns-Check all that apply: *

- She/hers/her
- He/him/his
- They/them/theirs
- Other
- Decline to state

Supplier ID Number (formerly known as a 'Vendor Number')

Any artist who has previously received a grant or been paid by the City has a Supplier ID. If you are unsure of your Supplier ID Number, please *Create a new ticket* at [San Francisco City Partner-Contact User Support](#) for assistance.

Enter your Supplier ID Number below. If you do not have a Supplier ID Number, enter '0'. *

San Francisco home address

GRANTSEEKER TIPS



- Read the guidelines thoroughly and refer to the instructions.
- Pay attention to the scoring criteria
- Plan ahead:
 - Reach out to partner for partner letter or any quotes (CRSP)
 - Gather work samples and team bios
 - Research costs for your virtual event, such as video equipment, platforms, or for our venue such as rental fees

2020 First Voice
Photo by California Elegance

GRANTSEEKER TIPS



- Draft responses in another document, then cut and paste answers into the online application form. Pay attention to **word count**.
- Upload **work samples** applicable to the artistic discipline that demonstrate the ability to complete the project.
- Write with **enthusiasm** and tell a compelling story.
- **Be consistent, be specific, instill confidence** in the panelists.
- Consider writing together and sharing in the process.

2020 First Voice
Photo by California Elegance

Q & A



2020 ArtSpan.
Artist Sarah Torres installing at Cumaica Coffee

Thank you!

Grant Category	Program Officer	Email
San Francisco Artist Grants	Anne Trickey	anne.trickey@sfgov.org
Cultural Equity Initiatives	Debbie Ng	debbie.h.ng@sfgov.org
Creative Space	Jaren Bonillo	jaren.bonillo@sfgov.org
Artistic Legacy Grant	Debbie Ng	debbie.h.ng@sfgov.org
Native American Arts and Cultural Traditions	Jaren Bonillo	jaren.bonillo@sfgov.org