Special Project Grants | Guidelines

FOR PROJECTS TAKING PLACE JUNE 1, 2022 - MAY 31, 2023 OR JUNE 1, 2022 - MAY 31, 2024

APPLICATION DEADLINE: Wednesday, January 26, 2022 at 12 p.m.

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

A translation of this grant application is available upon request; however, only applications in English will be accepted. For more information, please contact 311.

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Lorena Moreno al 415-252-2211 ó lorena.moreno@sfgov.org para una traducción al español.

本資助申請表的翻譯版本將應請求而提供；但僅受理英文版本的申請表。查詢詳情，請聯絡311。

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makakuha kung ihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Sandra Panopio, 415-252-2217 o sandra.panopio@sfgov.org.
Information about Special Project Grants (SPX)

*Due to COVID restrictions, all activities hosted by the Arts Commission will be online until further notice.*

**Important Dates**

- **Applications Due**: January 26, 2022 at 12 p.m.
- **Panel Review**: February 2022
- **Funding Recommendations**: February 8, 2022
- **Commission Approval**: March 7, 2022
- **Grant Period Begins**: June 1, 2022

**About SPX**

The Special Project Grants (SPX) program consists of one-time grants to address emerging needs within the arts ecosystem of San Francisco. Projects cover a wide range of arts activities related to neighborhood and/or community-based engagement and arts access. The San Francisco Arts Commission (SFAC) has allocated resources to make grants in multiple program areas based on supervisorial districts and/or specific communities.

Applicants may only apply for funding specific to those geographic areas or communities outlined within these guidelines. For questions about this grant category, please contact Senior Program Officer Jaren Bonillo at jaren.bonillo@sfgov.org or 415-252-2227.

**Land Acknowledgement**

The San Francisco Arts Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone. We affirm the sovereign rights of their community as First Peoples and are committed to supporting the traditional and contemporary evolution of the American Indian community and uplifting contemporary indigenous voices and culture.  
https://www.sfartscommission.org/content/social-and-racial-justice

**Racial Equity Statement**

The San Francisco Arts Commission (SFAC) 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.

Priority funding goes to artists that are deeply rooted in and reflective of communities listed in the Arts Commission’s 1993 Cultural Equity Endowment Legislation and informed by current best practices in racial equity. 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. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

If you are a part of a community not listed that you feel should be included, we encourage applicants to articulate and provide supporting evidence regarding the historical and current inequities experienced by your community.

**Maximum Grant Request Amounts**
Special Project Grants vary project to project and the award amounts in this cycle range from $17,000 to $300,000 based on current budget availability. Should additional City funding become available, grant amounts could be increased. Please refer to each category and project description for the eligible request amount.

**Grant Term**
A grant funded pursuant to these guidelines will have a grant term of up to one or two years. The City at its sole, absolute discretion shall have the option to extend the term for additional years as determined by the Arts Commission.

The SFAC reserves the right to: reissue these guidelines and request for applications; reject any or all applications; prior to application deadline, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any services to be provided under this Solicitation or the requirements for content or format of the applications.

**How to Apply**
**DEADLINE TO APPLY:** Wednesday, January 26, 2022 at 12 p.m.

**APPLICATIONS ARE AVAILABLE ONLINE AT:** [https://sfac.tfaforms.net/131](https://sfac.tfaforms.net/131)
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 Senior Program Officer Jaren Bonillo at jaren.bonillo@sfgov.org or 415-252-2227 at least one week before the application deadline (January 19, 2022 by 12 p.m.), in order for us to appropriately accommodate.

Who Can Apply

Eligibility

• The applicant organization or fiscal sponsor must be tax-exempt under Internal Revenue Code Section 501(c)(3).

• The applicant organization or fiscal sponsor must be San Francisco-based, and must demonstrate two years of programmatic activity (since February 2020).

• The applicant organization’s mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco or clearly aligns with the intent and purpose of the applicable grant category.

• The applicant organization cannot be part of another City agency or department.

• Applicants must not be in default on any grants or loans from: (1) SFAC; (2) other City departments (including, without limitation, the Department of Children, Youth and Their Families, Office of Economic and Workforce Development, Mayor’s Office of Housing and Community Development and Grants for the Arts); (3) Northern California Grantmakers Arts Loan Fund; (4) Community Vision Capital and Consulting; and/or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has fiduciary relationships with these particular organizations, through either shared City resources or other pooled philanthropic funds.

• The proposed project must take place in San Francisco between July 1, 2022 and June 30, 2023 or June 30, 2024 as indicated in the specific grant category.

• The organization must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco. In order to receive a grant payment from the San Francisco Arts Commission, the organization must become a registered, compliant supplier and meet the City of San Francisco’s insurance and business tax requirements. For more information about supplier requirements, visit: https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx
Please note: you will only be required to register as a City Supplier if you are approved for funding.

Restrictions

- Applicants cannot submit more than one application for each SPX project area.

- The awarding of funds does not imply that the Arts Commission or any other City agency will produce, exhibit or present the art created. It is the responsibility of the applicant to secure required permits for public presentations or workshops.

Ineligible Expenses

Grant funds may not pay for:

1. Activities outside of San Francisco
2. Deficit reduction

Categories and Project Descriptions

District numbers can be found at: https://sfplanninggis.org/sffind/

1. District 1 Neighborhood Art Walk: Support up to $17,000 over two years for a neighborhood-based nonprofit 501(c)(3) or fiscally sponsored neighborhood or merchant organization, association or volunteer coalition to produce a one-time neighborhood and community-focused art walk in a District 1 commercial corridor.

Applicants should address the following within their proposed project:

- The organization’s history and previous experiences working cooperatively with merchants and other neighborhood-based partners, such as neighborhood associations and/or schools on neighborhood-based events.
- How the organization will outreach and engage the neighborhood.
- How diverse art forms will be integrated into the event, highlighting family-friendly arts-based activities such as hands-on art making, performances and/or art exhibitions.
- A budget that reflects payment to San Francisco-based artists.

2. District 1 Mural Creation and Preservation: Support up to $17,000 over two years for an arts nonprofit 501(c)(3) organization located in District 1 with experience developing and restoring murals. Funds should be used to support the preservation and restoration of a mural in San Francisco.
Applicants should address the following within their proposed project:

- Demonstrated history of successfully working with communities to develop, execute, preserve and restore murals.
- Demonstrated history of successfully and authentically working with the local Richmond District community through a collaborative process.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

3. **District 2 and 3 Historical Museum**: Support up to $100,000 for one year for a San Francisco museum focused on preserving and exhibiting the history of San Francisco through education and capacity building activities. The organization should have demonstrated experience producing tours, workshops and classes, and special events. Funds should be used to support the development of programs focused on the history of the City of San Francisco.

Applicants should address the following within their proposed project:

- The organization or entity’s history and experience producing online programs and in-person walking tours.
- Demonstrate experience offering educational activities that meet Grade 4 social studies standards.
- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.

4. **District 4 Art Activation**: Support up to $30,000 for one year for a nonprofit 501(c)(3) or fiscally sponsored organization to coordinate community arts activities in the sunset neighborhood. Funds should be used to dedicate 20 hours/week of staff time.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully mentoring and supporting artists and organizations.
- Demonstrate experience offering community arts activities in D4.
- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.

5. **District 5 Administrative Support – Hayes Valley**: Support up to $42,500 over two years for an arts nonprofit 501(c)(3) organization or fiscally sponsored entity that uses art to improve the Hayes Valley and Western Addition neighborhoods. The organization should have demonstrated experience producing gallery shows, workshops and classes, special events and general community engagement. Funds should be used to support administrative infrastructure and capacity building for the organization.
Applicants should address the following within their proposed project:
• The organization or entity’s history and experience producing community engagement opportunities through the arts.
• Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.
• A clear plan which indicates where funds are needed to stabilize and strengthen the organization or entity.

6. **District 5 Artist Mentorship:** Support up to $45,000 for one year for an arts nonprofit 501(c)(3) organization based in District 9 that specializes in aerosol art to provide artist mentorships. The organization must have a history of building bridges between property managers and the street art community. Funds should be used to paint art on exterior surfaces and dining parklets under a lead artist's mentorship with a focus on the Black community.

Applicants should address the following within their proposed project:
• The organization’s demonstrated history commissioning murals and transforming walls and alleys into outdoor gallery spaces.
• Proposed outreach plan to solicit appropriate mentee and mentorship curriculum that develops artistic skill and appreciation for street art.
• Plans to identify exterior surfaces and dining parklets to paint in D5.
• Proposed leadership and partnerships that convey confidence that the activities supported through this grant will be successfully executed.

7. **District 9 Arts Fellow Program within the Mission District:** Support up to $300,000 for two years to support the hiring of four (4) four fellows to develop partnership with the San Francisco Latino Parity and Equity Coalition and the Latino Task Force Coalition. Funds should be utilized to hire the fellows that will be placed for a 9-month fellowship.

Applicants should address the following within their proposed project:
• The organization’s demonstrated history engaging the Latino/Latinx communities in D9.
• Proposed outreach plan to solicit and hire appropriate arts fellows to develop partnerships.
• Plans to support and develop the arts fellows.
• A budget that reflects payment to (4) four arts fellows over (9) nine months.
• Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

8. **District 9 Organization Sustainability and Operational Support within the Mission neighborhood:** Support up to $225,000 for two years to support a nonprofit 501(c)(3) organization located in San Francisco’s Mission neighborhood with a long-standing history of providing arts and cultural programming,
advocating for cultural equity, and enriching the artistic and cultural life of the City’s Mission neighborhood. Funds should be used to provide capacity to implement a mini-grant program (grants up to $2,000/individual) to Latinx artists in the Mission.

Applicants should address the following within their proposed project:
• The organization’s demonstrated history engaging Latinx artists in D9.
• Proposed outreach plan to build an applicant pool of San Francisco Latinx artists.
• Plans to develop the selection criteria and process to identify mini-grant recipients, and curate a community panel for the selection of artists.
• Demonstrated experience paying artists in a timely manner.

9. Citywide LGBTQ Historical Event Festival: Support up to $25,500 over two years for arts nonprofit 501(c)(3) organizations or fiscally sponsored entities that have a history of producing San Francisco-based, LGBTQ outdoor festivals.

Applicants should address the following within their proposed project:
• Demonstrated history of successfully executing an outdoor LGBTQ event or festival for at least five years.
• Demonstrated history of successfully and authentically working with the local LGBTQ community.
• Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

10. Citywide Arts Service Organizations (II): Support up to $40,000 over two years to arts nonprofit 501(c)(3) service organizations that serve the arts community in San Francisco. Funds are to provide services that may include the following: fiscal sponsorship services; grant writing; legal assistance; capacity building; technical assistance; training and paid internships; education and community convenings. Two grants are available.

Applicants should address the following within their proposed project:
• Demonstrated history of successfully mentoring and supporting artists and organizations.
• Proposes a feasible timeline and demonstrates sound fiscal management.
• Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

11. Citywide Native American Cultural Events and Activities: Support up to $42,500 over two years for an arts nonprofit 501(c)(3) organization or fiscally sponsored entity that has a history of producing San Francisco-based Native American arts and cultural events and activities. The proposed project should provide an opportunity to engage and celebrate the resurgence and resilience of
Native American people in contemporary and traditional practices. Two grants are available.

Applicants should address the following within their proposed project:
• Demonstrated history of successfully executing arts and cultural events and/or activities.
• Demonstrated history of successfully and authentically working with the local Native American community.
• Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

12. Citywide Anti-Tagging Program for Youth: Support up to $112,000 over two years for a fiscally sponsored artist or nonprofit 501(c)(3) organization that can demonstrate at minimum a two-year history of providing an arts-based curriculum for youth to address issues and outcomes of illegal tagging and unsanctioned graffiti.

Applicants should address the following within their proposed project:
• Demonstrated ability to provide a series of no less than four arts-based anti-graffiti classes at no cost to 10 or more participating schools or after-school programs serving Grades 5-12.
• Demonstrated qualifications to teach both in school and in after-school settings.
• Confirmed partnerships by providing a letter of support from each school or teaching site.

13. Citywide Support for Arts Education Providers: Support up to $30,000 for one year for an arts nonprofit 501(c)(3) organization to provide programs for arts providers, including: advocacy, professional development and networking events for San Francisco and Bay Area-based teaching artists and arts education organizations. Funds should be used to support the organization’s infrastructure as well as plan and implement a free, half-day mini conference on promising practices in arts-based after-school programming for youth.

Applicants should address the following within their proposed project:
• Demonstrated history of partnerships and knowledge of promising practices with teaching artists and arts education organizations.
• Identified strategies to implement a conference format to inspire and build capacity of attendees regarding promising practices in arts-focused youth programming in after-school settings.
• Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.
Insurance Requirements

**General Liability or Special Event Insurance:** Coverage with limits not less than $1,000,000 each occurrence and $2,000,000 general aggregate.

- CERTIFICATE HOLDER must read “San Francisco Arts Commission, Attn: Community Investments, 401 Van Ness Ave, Suite 325, San Francisco, CA 94102”.
- Certificates for General Liability and Auto Liability must include an ENDORSEMENT PAGE naming “The City & County of San Francisco, San Francisco Arts Commission, Community Investments, its officers, agents, and employees” as additionally insured.

**Commercial Automobile Liability Insurance** with limits not less than one million dollars $1,000,000 each occurrence for Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

- You may request a waiver for Auto Liability insurance, if the organization will not be using a vehicle for the main purpose of the grant.

**Sexual Misconduct Insurance:** Working with vulnerable populations (minors under 18 years old, elderly over 65 years old, developmentally disabled populations) requires that sexual misconduct insurance be added to the general liability policy in amounts not less than $1,000,000 per occurrence, $2,000,000 general aggregate.

**Workers Compensation Insurance** is required for all organizations that have salaried employees; in statutory amounts, with Employers’ Liability limits not less than $1,000,000 each accident, injury or illness.

- Workers Compensation Insurance is a California State law.
- You may request a waiver for Workers Compensation insurance if the organization does not have employees as defined by the California Labor Code. [https://www.dir.ca.gov/dwc/faqs.html](https://www.dir.ca.gov/dwc/faqs.html)

A **Waiver of Subrogation** must be added to the Workers Compensation Insurance, if any work that the grant is funding happens on City-owned or managed property.

**Professional liability Insurance** is required from your contractor for professional services related to construction and facility projects, in amounts not less than $1,000,000 per occurrence, $2,000,000 general aggregate. Please visit the CA Department of Consumer Affairs-Contractors State License Board to confirm your contractor is licensed by the State. [https://www.cslb.ca.gov/](https://www.cslb.ca.gov/)

**Contractor Vaccination Policy**

Applicants are advised that any grant awarded from this Solicitation is subject to the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”) dated February 25,
2020, and the Vaccination Policy for City Contractors ("Contractor Vaccination Policy") issued by the City Administrator. The Contractor Vaccination Policy requires employees of City contractors and subcontractors who spend substantial time working in close proximity to City employees while performing work under the contract at a City owned, leased or controlled facility ("Covered Employees") to be fully vaccinated or granted an exemption based on medical or religious grounds. Information about the Contractor Vaccination Policy is available on the City’s website at https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors.

Applicants will be required to certify before grant award that they will comply with the Contractor Vaccination Policy if the resulting grant will be a Covered Contract under the Policy, unless the City determines that a waiver should be granted for the reasons stated in that Policy. The Contractor Vaccination Policy’s requirements include, but are not limited to, the following:

1. Contractor shall identify its Covered Employees who are or will be performing Work or Services under this Agreement, and shall inform them of the COVID-19 vaccination requirements stated in the Contractor Vaccination Policy and the Emergency Declaration.

2. Contractor shall maintain a list of its Covered Employees by name and position, which list shall not include the employees’ vaccination status. Contractor shall update the list as needed to show all current Covered Employees, and Contractor shall provide that list to the City on request.

3. Contractor shall be responsible for determining the vaccination status of any Covered Employees working for their subcontractors on a project. Contractor shall ensure that its covered subcontractors submit required information to the Contractor to ensure its covered subcontractors’ compliance with the Contractor Vaccination Policy.

4. Applicant shall submit to the City the Attestation Form confirming its compliance with the Contractor Vaccination Policy before grant award. Contractors shall promptly submit to the City a completed Attachment A respecting any medical or religious vaccination exemptions granted to their Covered Employees, which shall be updated as needed.

5. Contractor shall coordinate with the City to confirm that the City can safely accommodate at its worksite any Covered Employee for whom the Contractor has granted a medical or religious vaccination exemption, which may include ensuring that exempt employees who are accommodated comply with any required health and safety protocols.
Panel Evaluation and Scoring Criteria

Please be aware each category will have distinct areas to address, which are listed in the aforementioned Categories and Project Descriptions section above. The review panel will assess all applications and will recommend grants for applicants that strongly meet the review criteria below. The panel's review of applications and required documents is a multi-step process and involves assigning applications to “Fund” or “Not Fund”. Applications must be assigned a “Fund” by the review panel to be recommended for funding.

Quality of Proposed Project
- Project goals, vision and process are clearly defined; demonstrate clarity and depth of concepts; and are relevant to requirements of the specific grant category.

Impact
- Strength of the impact of the project on the organization and audience(s) and/or community.
- Ability to demonstrate the impact and benefits of the project, including qualitative and quantitative results.

Application Review
Grants will be awarded based on a review process that includes a review panel comprised of representatives from the San Francisco Arts Commission and other City department staff and/or funding partners. Panelists will review applications and make funding recommendations. Priority will be given to applicants that successfully meet the criteria within each funding category.

Panel Review Attendance and Influence
SPX panels are not open to the public. Please note, an applicant that is found to have made attempts to influence a panelist in any way will be automatically disqualified.

Funding Recommendations
Applications that do not have “Fund” assigned to them will not be eligible for funding. Grant amounts are either the full amount of the grant request or never less than 75 percent of the requested amount.

Grant amounts may differ from the request amount due to the level of funding available, demand for that funding, and/or the rank an application receives from the peer review panel.
Funding Approval
Panel recommendations are subject to the approval of the Arts Commission. Typically, recommendations are first reviewed by the Community Investments Committee and then by the full Commission where they must gain final approval for funding.

Grant Notifications
Grant notifications are emailed to the address listed on the application and include instructions about the contracting process and orientation dates.

Panel Notes
Panelists may take notes during their review. You may contact sfac.grants@sfgov.org to request panel comments. Requests are fulfilled in the order they are received.