



## Cultural Equity Initiatives (CEI) Grant Application Instructions

### How to Prepare and Submit your Application

For any questions about CEI, contact Senior Program Officer Debbie Ng at [debbie.h.ng@sfgov.org](mailto:debbie.h.ng@sfgov.org) or 415-252-2216.

### How to Apply

**DEADLINE TO APPLY:** Thursday, November 10, 2022 at 12 p.m.

**APPLICATIONS ARE AVAILABLE ONLINE AT:** <https://sfac.tfaforms.net/179>

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 Debbie Ng at [debbie.h.ng@sfgov.org](mailto:debbie.h.ng@sfgov.org) or 415-252-2216 at least two weeks before the application deadline, in order for us to appropriately accommodate.

**CEI GRANT GUIDELINES ARE AVAILABLE ONLINE AT:** <https://bit.ly/3CdVwiw>

To review list of important dates, eligibility, project requirements and scoring criteria.

**VIEW UPCOMING GRANTSEEKER INFORMATION SESSIONS AT:** [San Francisco Arts Commission \(sfartscommission.org\)](https://sfartscommission.org)

### 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 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 and Uploads for Application Submission

### Applicant 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. Document should be no more than three (3) months old and must include the applicant organization’s name. If using a fiscal sponsor, the Applicant Organization’s address must be different from their fiscal sponsor. **If using a fiscal sponsor, the Applicant Organization’s address must be different from their fiscal sponsor.**

☐ **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.

☐ **\*\* Proof of CA Franchise Tax Board good standing:** Visit <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>. Search for the applicant organization Entity number or Organization Name. Select the correct organization and select Generate Letter. Save a PDF of the Entity Status Letter that shows your organization listed and in good standing.

☐ **Work Samples:** 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.

### **Technical Notes:**

- The total size of all 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 your CV/Resume, Proof of Address and Fiscal Sponsor form, cannot exceed 35 MB.

- The total number of individually uploaded or linked work samples cannot exceed five (5).

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

- Five (5) Images
  - Images are best for still practices: craft, design, craft-based traditional art, visual art.
  - 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.
  - You can upload all 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
  - Pages are best for document based practices: comics, design plans, graphic novels, music scores, theater scripts, websites, writing.
  - We recommend sharing a connected narrative with pages.
- Five (5) Minutes of Audio or Video
  - Audio or Video are best for dynamic practices: dance, film, media, music performance, theater performance, performance-based traditional arts.
  - 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.
- For each work sample, the form requests that you provide a title, genre, date, description, url/file, viewing cue, and password if applicable.

**IMPORTANT:** 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.**

☐ **Names of the Advisory Board or Board of Directors:** Role on the board and their areas of expertise, as well as affiliation community. (Up to 10)

☐ **Financials:** Most recent signed copy of your IRS 990 or 990-EZ from the last completed fiscal year. If you submitted a 990-N Postcard, please submit Profit and Loss Statements and Balance Sheets from the two most recently completed fiscal years.

☐ **Organization Budget Notes:** Provide budget notes explaining any reserve or operating surplus, accumulated deficits and outstanding or defaulted loans and your plans to address these areas.

## Fiscally Sponsored Applicants:

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

<https://bit.ly/3xWHXIk>

☐ **\*\*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 fiscal sponsor's name.

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

☐ **\*\* Proof of CA Franchise Tax Board good standing:** Visit

<https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>. Search for the fiscal sponsor organization Entity number or Organization Name. Select the correct organization and select Generate Letter. Save a PDF of the Entity Status Letter that shows your organization listed and in good standing.

☐ **\*\*Financials:** *Applicant* organization's Profit and Loss Statements *and* Balance Sheets for the last two (2) completed fiscal years.

**\*\*Note: These fields will appear in the fiscal sponsor box if you select "Yes" to having a fiscal sponsor.**

## San Francisco Art Activities

- The applicant organization must demonstrate a history of consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years. This is demonstrated by providing information on four public art activities presented by the applicant organization in the application form. Activities can be virtual or in person as long as they include San Francisco audience members or attendees. Examples include festivals, readings, panels, networking events, pre-recorded work shared with a live audience, etc.
- Four San Francisco art activities open to the public
  - Activity (25 word limit)
  - Date (date picker)
  - San Francisco Facility/Address/Virtual platform (25 word limit)
  - Brief Description (100 word limit)

Estimated Attendance (number)

## Application

### Organization Information

- Legal Name of Applicant Organization
- Mission Statement (100 words)

- Core Programs and Services (250 words)
- Intended Communities/Audience (250 words)
- Contact Person, Title, Contact Email, Contact Cell Phone Number
  - ☐ Upload verifiable proof of San Francisco corporate address
  - ☐ Upload proof of IRS good standing
  - ☐ Upload proof of CA Franchise Tax Board Good Standing
  - ☐ Upload financials: Please review above for description of correct uploads.

**If you select “Yes” to having a fiscal sponsor, 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 verifiable proof of fiscally sponsored applicant’s San Francisco corporate address
  - ☐ Upload fiscal sponsor’s proof of IRS good standing
  - ☐ Upload proof of fiscal sponsor’s CA Franchise Tax Board Good Standing
  - ☐ Upload financials: Please review above for description of correct uploads.

## Project Information

- \*Grant request amount (up to \$100,000. Enter numbers only)  
*\*Please review CEI guidelines funding chart to determine the eligible request amount.*
- Annual Operating Revenue (The applicant organization’s average annual operating revenue from the two (2) most recently completed fiscal years. Enter numbers only)
- Provide a brief Project Summary that starts with “*San Francisco Arts Commission funds will be used to support...*” (75 words)

## Application Questions

### Racial Equity (30 Points)

1. Describe the organization’s history engaging communities identified in the [Cultural Equity Endowment legislation](#)\* and how this grant will enhance the organization’s mission. (300 words)

### San Francisco Arts Community Impact (40 Points)

#### 2a. Grant Plan and Budget

#### Grant Plan

The Grant Plan outlines primary activities that will take place during the grant period and the intended outputs the applicant hopes to achieve.

For two year projects (JULY 1, 2023 — JUNE 30, 2025): **Describe six (6) primary activities** and include the anticipated outputs the applicant hopes to achieve by the completed date in chronological order. **The fourth (4) and eighth (8) activity is the interim and final report and is included in the form.**

The screenshot shows a form titled "Grant Plan Activity Example". It contains three main input fields:

- Activity Description (60 words) \***: A text area containing the example text: "Identify a consultant to work with the Board of Directors with developing Executive Director job description, recruitment plan and onboarding process. (approximately 10hrs/month for 4 months = 80hrs x \$90/hr. = \$7,200)".
- Activity Outputs (30 words) \***: A text area containing the example text: "1 consultant hired; 1 onboarding manual."
- Date activity will be completed \***: A date input field with the example date "12/31/22".

**Activity Description (60 words):** Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example:* Identify a consultant to work with the Board of Directors with developing Executive Director job description, recruitment plan and onboarding process. (approximately 10hrs/month for 4 months = 80hrs x \$90/hr. = \$7,200).

**Activity Outputs (30 words):** The Outputs field represents the anticipated quantitative measure for the corresponding activity. *Example:* 1 consultant hired; 1 onboarding manual.

**Date activity will be completed:** Each activity should have a targeted completion date that falls within the grant period. *Example:* 12/31/22.

### 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): <https://bit.ly/2ZkzJow>

**Project Budget**

**PERSONNEL EXPENSES**

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, **please put 0**.

**Salaries and Benefits (Budgeted)**

W2 Employees (salaries) \* Notes

If this category does not apply, enter 0.

Employee Taxes and Benefits \* Notes

If this category does not apply, enter 0.

**Independent Contractors**

Administrative \* Notes

If this category does not apply, enter 0.

Artistic / Technical \* Notes

If this category does not apply, enter 0.

Professional Services \* Notes

If this category does not apply, enter 0.

**SUBTOTAL - PERSONNEL EXPENSES**

**SFAC GRANT REMAINING**

This is the subtotal for this section.

This calculated amount is the total remaining amount of your request.

**OPERATING EXPENSES**

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, **please put 0**.

Advertising / Marketing \* Notes

If this category does not apply, enter 0.

Equipment Rental \* Notes

If this category does not apply, enter 0.

Facility / Space Rental \* Notes

If this category does not apply, enter 0.

Insurance \* Notes

If this category does not apply, enter 0.

Internet / Website \* Notes

If this category does not apply, enter 0.

Office Supplies \* Notes

If this category does not apply, enter 0.

Production / Exhibition Costs \* Notes

If this category does not apply, enter 0.

Program Costs \* Notes

If this category does not apply, enter 0.

Software / Hardware \* Notes

If this category does not apply, enter 0.

**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)

2b. Work Samples: *Please review above for details.*

2c. Program Evaluation: How does the organization collect and share community feedback? (300 words)

## Operational Effectiveness (30 Points)

3. **Names of the Advisory Board or Board of Directors:** Role on the board and their areas of expertise, as well as affiliation community. (Up to 10)
  - Name (3 words)
  - Role (5 words)
  - Area of Expertise (10 words)
  - Community Affiliation (10 words)
4. Provide brief bios of the core staff and include relevant community-based experience and professional qualifications. (100 words per bio, up to 3)
5. Describe who is engaged in fiscal oversight and reporting, and the process for how your organization develops its annual budget. (300 words)

☐ **Financials:** *Please review above for description of correct uploads.*

☐ **Organization Budget Notes:** *Please review above for details.*

## 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)

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.

2. 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)
3. Which of the following communities, if any, does your organization intentionally serve? (select all that apply)
4. In which supervisorial district is your organization located?
5. 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)
6. Is this your organization's first time applying for a grant from SFAC?
  - b. If no, has your organization previously been awarded a grant from SFAC?
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](mailto:sfac.grants@sfgov.org).