Creative Space – Planning and Facilities Grant (CRSP) Application Instructions
How to Prepare and Submit your Application

For any questions about CRSP, contact Senior Program Officer Anne Trickey at anne.trickey@sfgov.org or 415-806-5884.

How to Apply

DEADLINE TO APPLY: Wednesday, October 26, 2022 at 12 p.m.

APPLICATIONS ARE AVAILABLE ONLINE AT: https://sfac.tfaforms.net/180
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 Anne Trickey at anne.trickey@sfgov.org or (415) 806-5884 at least two weeks before the application deadline, in order for us to appropriately accommodate.

CRSP GRANT GUIDELINES ARE AVAILABLE ONLINE AT: https://bit.ly/3r8AUSJ
To review list of important dates, eligibility, project requirements and scoring criteria.

VIEW UPCOMING GRANTSEEKER INFORMATION SESSIONS AT:
https://bit.ly/3RjZyuf

Application Submission

We strongly advise applicants 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 applicant organization's name. **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

☐ **Facilities Only-Property Title, Current Lease Agreement or Letter of Intent from property owner of a new lease or purchase:**
-Level 1: Applicants must have at least three (3) years remaining on their lease at the start of the grant term OR have a year-to-year lease AND have leased the space for a minimum of ten (10) years prior to the start of the grant term.

-**Level 2:** Applicants must hold title to their space OR have a lease with at least five (5) years remaining on their lease at the start of the grant term.

☐ **Facilities Only-Images and Design Drawings:** Provide up to five (5) total images of the space that will be modified AND design drawings of the intended outcome of the project.

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.

☐ **Level 2 Only-Three (3) Estimates:** Provide the names and registration numbers for three (3) contractor estimates for the proposed project. For a current search of registered public works contractors, visit: https://cadir.secure.force.com/ContractorSearch

☐ **List of Advisory Board Members or Board of Directors:** List of Advisory Board members or Board of Directors and their areas of expertise. (Up to ten).

☐ **Level 2 Only-List of Board of Directors and Gift and/or Pledges**: One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants. A dollar amount must be listed next to each board member name noting if the financial contribution is in hand or a pledge. If your board members request confidentiality, you may list them as "board member 1", "board member 2", etc.

☐ **Financials: Most recent signed copy of your IRS 990 or 990-EZ, or 990-N Postcard** from the last completed fiscal year.

☐ **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.

<u>Fiscally Sponsored Applicants:</u>

☐ ****Signed Fiscal Sponsor Form between the Applicant Organization and the Fiscal Sponsor Organization**. Fiscal Sponsor form downloadable here: https://bit.ly/3xWHXlk

☐ ****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 <u>fiscal sponsor's</u> name.

☐ **Proof of fiscal sponsor's IRS good standing**

☐ ** **Proof of CA Franchise Tax Board 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.

Application
Organization Information
- **Project Categories** (Planning, Facilities Improvement Level 1 or Facilities Improvement Level 2)
- 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

  <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 Proof of CA Franchise Tax Board good standing

Project Information
- Grant request amount (up to $50,000 for Planning and Level 1 OR $100,000 for Level 2. Enter numbers only.)
- Annual Operating Revenue (The applicant organization's average annual operating revenue from the two most recently completed fiscal years. Organizations can request up to 50 percent of their annual operating revenue.

Enter numbers only.)
- Provide a brief Project Summary that starts with *"San Francisco Arts Commission funds will be used to support…"* (75 words)
- **Facilities (Level 1 or Level 2) Only:**
  - o **Facility Information:** square footage, number of years in facility, total audience capacity, occupancy status, number of years remaining on the lease, landlord contact information.
  - o **Property Title, Current Lease Agreement or Letter of Intent from property owner of a new lease or purchase:** *Please review above for details.*

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)

Project Design (40 Points)
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. (300 words)

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.

Planning and Level 1
For one year projects (JULY 1, 2023 — JUNE 30, 2024): **Describe five (5) primary activities** and include the anticipated outputs the applicant hopes to achieve by the completed date. **The sixth (6) activity is the final report and is included in the form.**

Level 2
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. **The fourth (4) and eighth (8) activity is the interim and final report and are included in the form.**

Grant Plan Activity Example

Activity Description (60 words) *

Secure visibility and audience safety equipment.

Activity Outputs (30 words) *

1 modular riser system, 1 LED display, and external LED lighting purchased.

Date activity will be completed *

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_: Secure visibility and audience safety equipment.

Activity Outputs (30 words): The Outputs field represents the anticipated quantitative measure for the corresponding activity. _Example_: 1 modular riser system, 1 LED display, and external LED lighting purchased.

Date activity will be completed: Each activity should have a targeted completion date that falls within the grant period. _Example_: 12/31/23.

☐ **Facilities Only-Images and Design Drawings.** _Please review above for details._

3. Describe pre-planning the organization has made to date. (300 words)

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
0
If this category does not apply, enter 0.

Employee Taxes and Benefits *   Notes
0
If this category does not apply, enter 0.

Independent Contractors

Administrative *   Notes
0
If this category does not apply, enter 0.

Artistic / Technical *   Notes
0
If this category does not apply, enter 0.

Professional Services *   Notes
0
If this category does not apply, enter 0.

SUBTOTAL - PERSONNEL EXPENSES   SFAC GRANT REMAINING
0   20000
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
0
If this category does not apply, enter 0.

Equipment Rental *   Notes
0
If this category does not apply, enter 0.

Facility / Space Rental *   Notes
0
If this category does not apply, enter 0.

Insurance *   Notes
0
If this category does not apply, enter 0.

Internet / Website *   Notes
0
If this category does not apply, enter 0.

Office Supplies *   Notes
0
If this category does not apply, enter 0.

Production / Exhibition Costs *   Notes
0
If this category does not apply, enter 0.

Program Costs *   Notes
0
If this category does not apply, enter 0.

Software / Hardware *   Notes
0
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)

☐ **Level 2 Only-Three (3) Estimates:** *Please review above for details.*

Ability to Complete the Project (30 Points)

4. Provide brief bios of the key project staff (up to three) and include relevant experience and qualifications. (100 words per bio)
5. Describe your advisory board or board of directors and their level of engagement as it pertains to strategic planning, fundraising, and governance. (300 words)

☐ **List of Board Members:** List of Advisory Board members or Board of Directors and their areas of expertise. (Up to ten)
   o Name (3 words)
   o Role (5 words)
   o Area of Expertise (10 words)
   o Community Affiliation (10 words)

☐ **Level 2 Only-List of Board of Directors and Gift and/or Pledges**: One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants. A dollar amount must be listed next to each board member name noting if the financial contribution is in hand or a pledge. If your board members request confidentiality, you may list them as "board member 1", "board member 2", etc.

☐ **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.