



Creative Space - Planning and Facilities Grant Guidelines

FOR PROJECTS TAKING PLACE JULY 2023 — JUNE 2025

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

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

San Francisco Arts Commission

Ralph Remington
Director of Cultural Affairs

sfartscommission.org
facebook.com/sfartscommission
[Twitter.com/SFAC](https://twitter.com/SFAC)



City and County of
San Francisco

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

Para obtener información en español, comuníquese al 311.

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 pagsalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Sandra Panopio, 415-252-2255 o sandra.panopio@sfgov.org.

Information about Creative Space - Planning and Facilities Grants

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

Important Dates*

Grantseeker Information Session	September 30, 2022 at 1 p.m.
San Francisco Arts Organizations Information Session	October 6, 2022 at 12 p.m.
Fiscally Sponsored Artists, Organizations & Fiscal Sponsors Information Session	October 7, 2022 at 12 p.m.
Application Work Sample Information Session	October 11, 2022 at 12 p.m.
One-on-One Consultations	October 3 - October 25, 2022
Application Deadline	October 26, 2022 at 12 p.m.
Grant Panel Review	February - March 2023
Funding Recommendations	April 2023
Commission Approval	May 2023
Notification of Funding	May 2023
Grant Period	July 1, 2023 - June 30, 2025

**Dates are subject to change.*

About Creative Space

The Creative Space (CRSP) grant program supports the enhancement of San Francisco cultural facilities through Planning and Facility Improvement Grants. The funding category aims to improve existing arts facilities and develop new ones that will support the work of San Francisco's arts organizations and artists.

CRSP Planning and Facilities grants support the planning or pre-planning for the development or acquisition of arts facilities; or facilities-related capital improvements to address emergency and safety situations including compliance with COVID-19 related health orders, and/or improve or enhance the creative space.

Creative Space Funding Categories

PLANNING GRANTS: Grants for up to \$50,000 to arts organizations for the planning or pre-planning of the development and/or acquisition of arts facilities. Funds may be used for overall plan development or specific components, such as: feasibility studies, design and engineering consultations, financial and management analysis, market analysis, site analysis, needs assessment or capital campaign preparation. The applicant organization may use a San Francisco-based tax-exempt fiscal sponsor to apply for a CRSP planning grant.

FACILITY IMPROVEMENT GRANTS: Grants for up to \$100,000 to non-profit arts organizations with programming space needing capital improvements. The affected spaces must be integral to the organization's arts activities. Multiple projects may be included in the request and must meet at least **one** of the following priorities:

1. Emergency situations that render the artistic activities at a creative space inoperable, such as: correct cited fire, ADA and/or safety code violations, address issues prior to receiving a citation; or comply with COVID-19 related health orders.
2. Improve or enhance the creative space by significantly upgrading an organization's artistic presentation, such as: improved stage floor, lighting systems or new sound equipment.
3. Positive effects on audience accessibility, comfort, and enjoyment of the creative space, such as: soundproofing, seating areas or heating/cooling equipment.

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/land-acknowledgement>

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

Creative Space grants range from \$50,000 to \$100,000 based on current budget availability and funding category. Should additional City funding become available, grant amounts could be increased. Please refer to each category and project description for the maximum request amount.

Planning Grants: Up to \$50,000. The applicant organization's average annual operating

revenue over the last two completed fiscal years determines the eligible grant request amount. Organizations can request up to 50 percent of their average annual operating revenue.

Facilities Improvement Grants Level 1: Up to \$50,000 for arts organizations that have at least three 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 years prior to the start of the grant term.

Facilities Improvement Grants Level 2: Up to \$100,000 for arts organizations that hold title to their space or have a lease with at least five years remaining on their lease at the start of the grant term.

Approved grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Grant Term

A grant funded pursuant to these guidelines will have a grant term of 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.

This application is issued pursuant to San Francisco Administrative Code Chapter 21G: Grants. The San Francisco Arts Commission reserves the right to: reissue these guidelines and request for applications; reject or cancel 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.

Planning Project Requirements

- **Partnership Agreements:** New developments aimed at providing shared programming space for multiple arts organizations may be considered if they can demonstrate stable, San Francisco-based arts community leadership and confirmed partners. *Strong collaborations and community partnerships are integral to the intent of this grant.*
 - Signed letters from confirmed partners are required at the time of application submission.
- **Fiscal Sponsorship:** If an applicant is using a fiscal sponsor, a signed fiscal sponsorship form is required at the time of application submission.

Facilities Project Requirements

- **Lease/Ownership Requirements:**
 - **Level 1:** Applicant organization has at least three years remaining on their lease at the start of the grant term or has a year-to-year lease and has leased the space for a minimum of ten years prior to the start of the grant term.

- **Level 2:** Applicant organization holds the title to its space or has a lease with at least five years remaining at the start of the grant term.
- **Board Giving Requirement (Level 2):**
 - Applicant organization must demonstrate full board participation in the campaign and provide a list of board members and their gifts and/or pledges at the time of application submission.
- **PREVAILING WAGE REQUIREMENTS for Facilities Grants Level 1 & 2**
 - California State law requires that all City-funded contractors and sub-contractors responsible for construction or maintenance projects be paid prevailing wage rates.
 - This is an effort to protect workers and ensure fair pay practices.
 - The [California Department of Industrial Relations](#) determines the prevailing wage rates.
 - If your application is funded SFAC will assist in identifying the prevailing wage rates for your project.
- **CERTIFIED PAYROLL RECORDS**
 - If the project budget includes labor costs that total \$25,000 or more, the contractor will be required to report certified payroll to the CA Department of Industrial Relations.
 - If the project labor costs are less than \$25,000 for Construction or \$15,000 for a maintenance project, you are **NOT** required to submit certified payroll through the LCPtracker. However, paying prevailing wages is still required.
- **BID REQUIREMENTS FOR FACILITIES LEVEL 2**

Applicants must provide (3) three estimates/bids, which include the names and registration numbers of each contractor/sub-contractor. For a current list of registered public works contractors, visit:

<https://cadir.secure.force.com/ContractorSearch>

For any questions about Prevailing Wage requirements, contact Compliance Officer Molly Barrons at molly.barrons@sfgov.org or 415-252-2235.

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 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.

Who Can Apply

Eligibility

- The applicant organization or fiscal sponsor must be tax-exempt and in good standing under Internal Revenue Code Section 501(c)(3).
- Fiscal sponsors may only be used in the Planning Grant category.
- **NEW:** All applicant organizations must be in good standing with the California Franchise Tax Board. To check or update your status visit: <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
- The applicant organization must be San Francisco-based.
- The organization (and its fiscal sponsor, if applicable) must demonstrate a San Francisco corporate address. Documentation demonstrating a San Francisco corporate address must be submitted with the application. For a complete list of acceptable forms of proof of corporate address, please see the CRSP application instructions.
- **NEW:** The applicant organization must articulate a consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years (since October 2020). Please see the instructions document for further information on the San Francisco Art Activities requirement.
- The applicant organization's mission statement must be clearly focused on the development, production, presentation and/or support of arts activities and/or youth arts activities in San Francisco.
- Level 2 Applicant Organizations must either hold title or be in possession of a qualifying lease or have a letter of intent from the property owner to enter into a qualifying lease or sale.
- The applicant cannot be part of another City agency or department.
- The organization's annual operating revenue must not exceed \$3,000,000.
- **Fiscal sponsors:** Organizations that exceed the \$3,000,000 income cap due to regranting or non-arts related emergency COVID response funds must verify their operational budget without pass-through funds at the time of application. Applicants must upload audited financials from the most recently completed fiscal year demonstrating the dollar amount of pass-through funds.
- Applicants must not be in default on any grants or loans from: (1) SFAC; (2) other City departments (including but not limited to the Department of Children, Youth and Their Families, Office of Economic and Workforce Development, Mayor's Office of Housing and Community Development, Grants for the Arts); (3) Northern California Grantmakers Arts Loan Fund; (4) Community Vision Capital

and Consulting; (5) Community Arts Stabilization Trust; 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.

- The proposed project must take place in San Francisco between July 1, 2023 and June 30, 2024 for Planning and Level 1 grants.
- The proposed project must take place in San Francisco between July 1, 2023 and June 30, 2025 for Level 2 grants.
- The organization and/or its fiscal sponsor 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.

- An organization awarded a grant pursuant to this application must agree to comply with the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found here: <https://sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Vaccination-Policy.pdf>

Fiscal Sponsors

- Fiscal sponsors must be based in San Francisco.
- Fiscal Sponsors must be tax-exempt and in good standing with the State of California and under Internal Revenue Code Section 501(c)(3).
- **NEW:** Fiscal sponsors must be in good standing with the California Franchise Tax Board. To check or update your status visit:
<https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
- If the applicant/organization plans to work with a fiscal sponsor, a contractual arrangement between the applicant and the fiscal sponsor must be confirmed prior to the San Francisco Arts Commission's grant application process.
- Organizations may not act as a fiscal sponsor for employees or artists contracted by that organization; a third-party fiscal sponsor is required.

- Applicants/organizations cannot retroactively work with or change fiscal sponsorship after a grant application is approved for funding.
- If an applicant is approved for funding, the fiscal sponsor is the legal grantee and receives the funds on behalf of the applicant who is the subgrantee.
- The fiscal sponsor/grantee is required to work with the subgrantee to complete and submit financial documentation of the disbursement of funds with the grant's final report.
- All funds must be paid to the subgrantee in advance of the final disbursement of the grant.
- Copyright: If the applicant receives funding, the fiscal sponsor and the applicant must decide who will hold the copyright to any materials or work created during the grant period. This should be discussed in advance of signing the grant agreement, as it includes language regarding copyright.
- Financials: The applicant organization's Profit and Loss Statements and Balance Sheets for the two most recently completed fiscal years are required at the time of application and should be provided by the fiscal sponsor for the organization to upload to the online form.
- An organization awarded a grant pursuant to this application must agree to comply with the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found here: <https://sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Vaccination-Policy.pdf>

Restrictions

- Only one application may be submitted to this grant category.
- Partners and collaborators cannot apply separately for the same project.
- Grant funding does not imply that the San Francisco Arts Commission or any other City agency will produce, exhibit, promote or present the art created. It is the responsibility of the artist to secure a venue, insurance and any permits for public presentations.
- Programs of another City agency or department are not eligible to apply, which includes the City-owned Cultural Centers.
- **Please note:** Current grantees are required sit out one grant cycle after a completed grant period.

Application Submitted	Grant Period	Date Eligible to Apply Again
Fall 2020	July 1, 2021 - June 30, 2023	Fall 2023
Fall 2021	July 1, 2022 - June 30, 2024	Fall 2024
Fall 2022	July 1, 2023 - June 30, 2025	Fall 2025

Ineligible Expenses

Grant funds may not pay for:

1. Activities outside of San Francisco;
2. Deficit reduction;
3. Start-up money for new organizations;
4. Routine and ongoing maintenance;
5. Down payments or lease deposits;
6. Projects that do not result in reasonable access for individuals with disabilities under the ADA.

Insurance Requirements

Please note: Insurance is NOT required to submit an application, you will only be required to provide insurance if you are approved for funding.

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 “The City & County of San Francisco, 1 Dr Carlton B Goodlett Place, San Francisco, CA 94102.”
- **Certificates for General Liability and Auto Liability must include an ENDORSEMENT PAGE naming “The City & County of San Francisco, its officers, agents, and employees” as additionally insured.**

Commercial Automobile Liability Insurance: Coverage 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.

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.

Worker’s Compensation Insurance: Coverage 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.

- Worker’s Compensation Insurance is a California State law.

A Waiver of Subrogation must be added to the worker’s compensation insurance, if any work that the grant is funding happens on City-owned or managed property.

Professional liability Insurance: Coverage 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/>

City Permits and Permissions

If the proposal includes components that require City permits or approval such as publicly installed art, murals, street closures or sound amplification in public space, the organization will be solely responsible for securing the necessary permits, permissions and approvals. This planning should be reflected in the project timeline.

Please note that any art installed with these grant funds on property owned by the City and County of San Francisco or on private property, must be reviewed and approved by the San Francisco Arts Commission starting with the Visual Arts Committee. This applies to murals, public sculpture and similar projects. It will be the responsibility of the grantee to add this process into their grant plan and budget. Please contact Craig Corpora at craig.corpora@sfgov.org for questions about murals, sculpture or any other type of public art.

Panel Evaluation & Scoring Criteria

Panelists are instructed to use the following scoring criteria which correspond to the application questions below. *Close review of this grid may help you prepare your application responses.* Please thoroughly review the application instructions for the complete overview of grant application questions, required uploads and guidance.

CATEGORY	POINTS	SCORING CRITERIA	APPLICATION QUESTIONS
Racial Equity (30 points)	30	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. <i>300 word limit</i>	Organization demonstrates a history and mission of engaging communities identified in the Cultural Equity Endowment legislation . Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.
Project Design (40 points)	20	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. <i>300 word limit</i> - Completed Grant Plan - Images of the space that will be modified and design drawings of the intended outcome (facilities only)	Project is well-planned with clear outputs.

	10	3. Describe pre-planning the organization has made to date.	Organization demonstrates readiness for the project.
	10	- Completed Project Budget - Estimates/Bids from three contractors (Level 2 only)	Project budget is viable and appropriate.
Ability to Complete the Project (30 points)	15	4. Provide brief bios of the key project staff (up to three) and include relevant experience and qualifications.	Project staff and leadership have relevant experience to implement and execute the project.
	15	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> - List of Advisory Board members or Board of Directors and their areas of expertise (up to 10). - Uploaded IRS 990 990-EZ, or 990-N Postcard from the last completed fiscal year. - or <u>for fiscally sponsored applicants</u> : Profit and Loss Statements and Balance Sheets for the last two completed fiscal years. - Budget notes - List of board of directors with their gifts and/or pledges to the proposed project (Level 2 only)	Organization demonstrates appropriate capacity to complete the project.

**We recognize that some communities may not be listed in the link above and encourage applicants to articulate and provide supporting evidence regarding the historical and current inequities experienced by their community. Please review the San Francisco Arts Commission Racial Equity statement on page 3.*

Grant Review Panelists

SFAC grant applications are evaluated in an open review process by a panel of peers. Grant review panelists reflect the diversity of San Francisco, have broad knowledge about racial equity, and have experience that aligns with the purpose of the grant.

Application Review

Panelists evaluate and rank applications according to the stated scoring criteria.

Panel Review Attendance and Influence

Grant review panels are publicly accessible. A schedule of the panel review will be posted on the SFAC website calendar and applicants will be notified in advance via email. **Please be sure the email address in your application is current and regularly checked. Take steps to ensure that emails from the San Francisco Arts Commission's sfac.grants@sfgov.org email address are not lost in your spam filter.** Many applicants find it informative to listen to the discussion of applications and are welcome to observe the panel review. Applicants may not engage in discussion with any panelists or San

Francisco Arts Commission staff during the panel.

If an applicant is found to have attempted to influence a panelist in any way, including contacting them before or after the panel to discuss their application, their grant application will be automatically disqualified.

Panel Reviews and Panelist Scores

Virtual panels will be recorded.

Links to the panel review recording and preliminary scores are emailed to applicants within 10 business days of the review.

Funding Recommendations

Based on an evaluation of the applications, panelist scores create a ranking for funding recommendations. Grant amounts are either the full amount of the grant request or a substantial portion of the request.

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 must be approved by the full Commission.

Arts Commission meetings are open to the public. Agendas are available at <https://sfgov.org/arts/> 72 hours in advance of a meeting.

Grant Notifications

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