

**SFAC  
SAN FRANCISCO ARTS  
ORGANIZATIONS  
WEBINAR**

**October 6, 2022  
12 - 1 p.m.**



# 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.

# OUR PRESENTERS



## SFAC Community Investments Staff

- Senior Program Officer Debbie Ng
- Compliance Officer Molly Barrons
- Program Officer Jonell Molina
- Program Associate Ari Vazquez

2020 Cultural Centers Bayview  
Opera House Capoeira, July 2019

# AGENDA



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

2020 SPX Dancer's Group, SharpFine  
by RJMuna



# 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

2020 Cultural Centers SOMArts

# RACIAL EQUITY STATEMENT



21SPX Yerba Buena Gardens, Indigenous Peoples Day by Amal Bisharat

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.

# 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.

CC 2020: Bay View Opera House and ABADÁ-Capoeira San Francisco program in July 2019 Photo courtesy of BVOH



# CULTURAL EQUITY ENDOWMENT FUND



## 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 2022

## Activities

## Funding

## Supports

269 Applicants

12 Distinct Panels

45 Panelists

42% applicant  
success rate

\$4,801,868  
total amount awarded

14% first-time  
org recipients

39% first-time  
indv. recipients

113 Grantees

38  
nonprofits/organizations  
awarded

75  
individual  
artists awarded

11 districts

# SFAC GRANT CYCLE





# **ELIGIBILITY AND REQUIREMENTS**



# ELIGIBILITY - SAN FRANCISCO RESIDENCY

- All Applicants must be:
  - Based or live in San Francisco.
  - Including: Artists, non-profit arts organizations, fiscally sponsored artists & organizations, and fiscal sponsor organizations.
  - **NEW:** Fiscally sponsored applicant's San Francisco address is required.
    - It cannot be the same address as the fiscal sponsor.
    - If you are a fiscally sponsored organization, the proof of residency needs to include the name of the organization.
  - **NEW:** If you are an applying as an artist and are unhoused, you can sign a verification that you are based in San Francisco.
  - Please find a list of accepted proof of residency documents in each grant category guidelines. <https://www.sfartscommission.org/grants>

# ELIGIBILITY

- ALL Applicants must:
- Have a two-year demonstrated history of operating/living 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\*)
- **NEW:** Proof of current CA Franchise Tax Board good standing
- Proof of current San Francisco address (yours and 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 Cultural Center Mission Cultural Center for Latino Arts String Quake Concert

# COMPLIANCE AND INSURANCE



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

2020 Artistic Legacy Grant, Zaccho Dance, Invisible Wings 1998, Robert Henry Johnson and Amara Tabor Smith





# **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.
- Applications due Wednesday, October 19, 2022.

# 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 <a href="#">Cultural Equity Endowment legislation</a> 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 <a href="#">Cultural Equity Endowment legislation</a> .

# 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 applicant demonstrates that the proposal will further the artistic leader's vision and ensure the organization's longevity and lasting change on the community(ies) engaged.</p>
<p><i>(300 word limit)</i></p> <ul style="list-style-type: none"> <li>- Letters of Support (2 required)</li> </ul>	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"> <li>- Nonprofits: IRS 990, 990-EZ, 990-N Postcard</li> <li>- Fiscally Sponsored Projects: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years</li> <li>- Organization Budget Notes</li> </ul>	<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.
- **Applications due Wednesday, October 26, 2022.**



# 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 <a href="#">Cultural Equity Endowment legislation</a> and how this grant will enhance the organizations mission.</p> <p><i>300 word limit</i></p>	<p>30</p>	<p>Organization demonstrates a history and mission of engaging communities identified in the <a href="#">Cultural Equity Endowment legislation</a>.</p> <p>Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</p>

# 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"><li>- Completed Grant Plan</li><li>- Images of the space that will be modified and design drawings of the intended outcome (facilities only)</li></ul> <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 contractors (Level 2 only)	10	Project budget is viable and appropriate.

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# SCORING CRITERIA: ABILITY TO COMPLETE THE PROJECT

Question	Points	Criteria
<p>4. Provide brief bios of the key project staff (up to three) 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 CONTINUED

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"> <li>- List of Advisory Board members or Board of Directors and their areas of expertise <i>(up to 10)</i>.</li> <li>- Uploaded IRS 990 990-EZ, or 990-N Postcard from the last completed fiscal year.</li> <li>- or for fiscally sponsored applicants: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years.</li> <li>- Budget notes - List of board of directors with their gifts and/or pledges to the proposed project (Level 2 only)</li> <li>- Organization budget notes</li> </ul>	15	Organization demonstrates appropriate capacity to complete the project..

# CULTURAL EQUITY INITIATIVES



CC 2020: Thinking of You: A Día de Los Muertos Drag Show at SOMArts Cultural Center. Photo by Richard Lomibao

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, 2023 to June 30, 2025
- Grant request amounts based on average annual operating revenue from two most recently completed fiscal years
- Budget cap \$1.5 mil.
- **Applications due Thursday, November 10, 2022**

# CULTURAL EQUITY INITIATIVES: REQUEST AMOUNTS

<b>OPERATING REVENUE (two-year average)</b>	<b>ELIGIBLE REQUEST AMOUNT</b>
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 <a href="#">Cultural Equity Endowment legislation</a> and how this grant will enhance the organizations mission.</p> <p><i>300 word limit</i></p>	<p>30</p>	<p>Organization demonstrates a history and mission of engaging communities identified in the <a href="#">Cultural Equity Endowment legislation</a>.</p> <p>Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</p>

# SCORING CRITERIA: SAN FRANCISCO ARTS COMMUNITY IMPACT

Question	Points	Criteria
<p>2a. Grant Plan and Budget Complete the grant plan and project budget.</p>		<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>	20	
<p>2c. Program Evaluation How does the organization collect and share community feedback?</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><i>(300 word limit)</i></p>	10	<p>Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</p>

# 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>	10	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"> <li>- Nonprofits: IRS 990, 990-EZ, 990-N Postcard</li> <li>- Fiscally Sponsored Organizations: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years</li> <li>- Organization Budget Notes</li> </ul>	<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

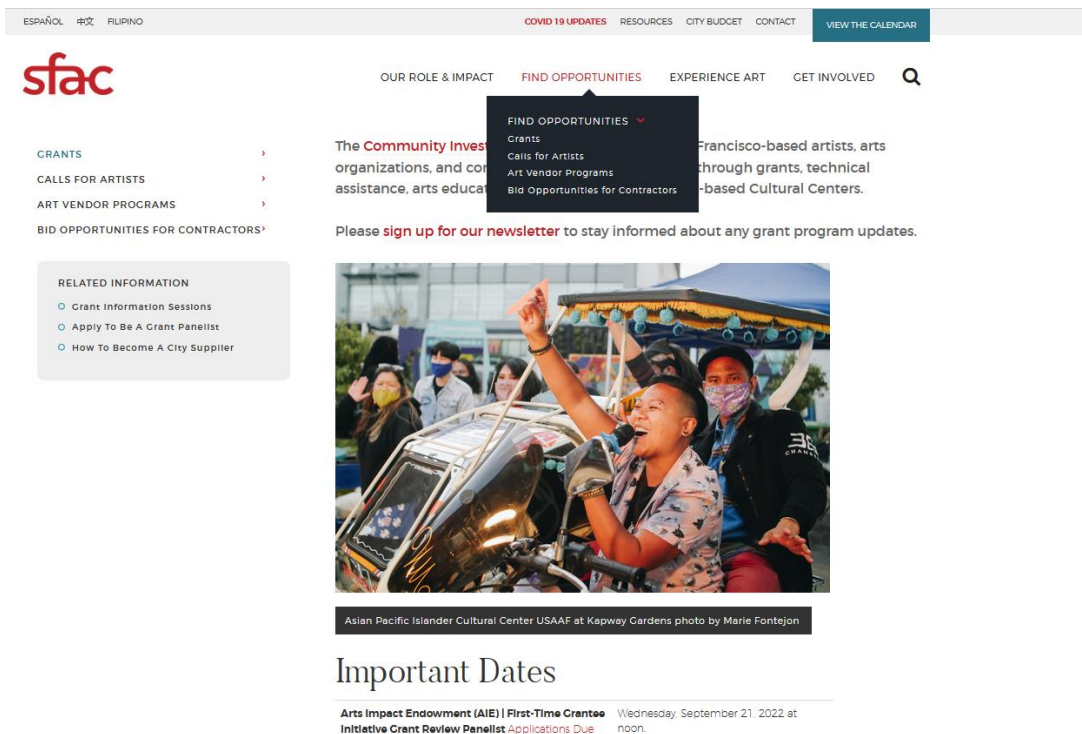
- Applicants must clearly substantiate how they are connected to the Native American community
- Proposals are reviewed by a panel of Native American community members.
- Applications available in early 2023



# **PREPARATION TO APPLY**



# GRANTS LANDING PAGE



The screenshot shows the SFAC website's grants landing page. At the top, there are navigation links for language (ESPAÑOL, 中文, FILIPINO), COVID-19 updates, resources, city budget, contact, and a calendar. The main navigation includes 'OUR ROLE & IMPACT', 'FIND OPPORTUNITIES', 'EXPERIENCE ART', and 'GET INVOLVED'. A dropdown menu for 'FIND OPPORTUNITIES' lists 'Grants', 'Calls for Artists', 'Art Vendor Programs', and 'Bid Opportunities for Contractors'. The 'Grants' section is highlighted, with text stating: 'The Community Invests in San Francisco-based artists, arts organizations, and contractors through grants, technical assistance, arts education, and community-based Cultural Centers.' Below this is a call to action: 'Please sign up for our newsletter to stay informed about any grant program updates.' A photograph shows a group of people at an outdoor event, with a woman in the foreground pointing upwards. A caption below the photo reads: 'Asian Pacific Islander Cultural Center USAAF at Kapway Gardens photo by Marie Fontejon'. Underneath the photo is a section titled 'Important Dates' with a table of events.

Event	Due Date
Arts Impact Endowment (AIE)   First-Time Crantee Initiative Grant Review Panelist Applications Due	Wednesday, September 21, 2022 at noon.

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

## Webpage includes:

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



# GRANT WEBINARS AND DEADLINES

Grant Category	Webinar Date	Application Deadline
Artistic Legacy Grant	October 6 at 12 p.m.	October 19 at 12 p.m.
Creative Space	October 6 at 12 p.m.	October 26 at 12 p.m.
Cultural Equity Initiatives	October 6 at 12 p.m.	November 10 at 12 p.m.

Webinar Topic	Webinar Date
Grantseeker Information Session	September 30 at 1 p.m.
Fiscal Sponsor Information Session	October 7 at 12 p.m.
Work Sample Information Session	October 11 at 12 p.m.

# ONLINE APPLICATION FORM

**sfac** san francisco  
arts commission

**FY23 Artistic Legacy Grant Application**

Page: **1** 2 3 4 5 6 7

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

**Applicant Organization Information**

**Legal Name of 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:** \*

**San Francisco Corporate Address**

**Street 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 or in-person event, such as video equipment, platforms, or for your venue such as rental fees

2020 Cultural Equity Initiatives 3rd | South Asian Independent Film Final Report Photo by Kathleen Dargis Filmmaker Workshop

# 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 Organizational Project Grant  
Manilatown Manang

# Q & A



2020 ArtSpan.  
Artist Sarah Torres installing at Cumaica Coffee

# Thank you!

Grant Category	Program Officer	Email
Cultural Equity Initiatives	Debbie Ng	debbie.h.ng@sfgov.org
Compliance Officer	Molly Barrons	molly.barrons@sfgov.org
Creative Space	Anne Trickey	anne.trickey@sfgov.org
Artistic Legacy Grant	Jennifer Chu	jennifer.chu@sfgov.org