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
AGENDA

• SFAC Overview (10)
• Eligibility (5)
• Grant Categories (15)
• Requirements (5)
• Preparation to Apply (10)
• Q&A (15)
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
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
- 269 Applicants
- 12 Distinct Panels
- 45 Panelists

Funding
- 42% applicant success rate
- $4,801,868 total amount awarded
- 14% first-time org recipients
- 39% first-time indiv. recipients

Supports
- 113 Grantees
- 38 nonprofits/organizations awarded
- 75 individual artists awarded
- 11 districts
SFAC GRANT CYCLE

- Compliance + Reporting
- Guideline Revisions
- Outreach + Technical Assistance
- Application Submissions
- Grant Panel Review
- Funding Approvals
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](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
COMPLIANCE AND INSURANCE

• Supplier Compliance
  Visit SF CITY Partner
  https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx

• Grant Agreements

• Insurance
GRANT CATEGORIES
ARTISTIC LEGACY GRANT

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe the organization’s history engaging communities identified in the <a href="https://example.com">Cultural Equity Endowment legislation</a> and how this grant will enhance the organizations mission.</td>
<td>30</td>
<td>Organization demonstrates a history and mission of engaging communities identified in the <a href="https://example.com">Cultural Equity Endowment legislation</a>.</td>
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*300 word limit*
## SCORING CRITERIA: ARTISTIC LEADERSHIP

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<tr>
<td>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.</td>
<td>20</td>
<td>The organization and its artistic leadership’s history and accomplishments are strong and demonstrate a meaningful evolution. Work samples document the span of the artistic leader’s** time with the organization.</td>
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*(300 word limit)*

- Artistic Leader’s Resume or CV
- Up to five (5) work samples
### SCORING CRITERIA: ARTISTIC LEADERSHIP CON’T

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<tr>
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<tr>
<td>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. (300 word limit)</td>
<td>20</td>
<td>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.</td>
</tr>
<tr>
<td>- Letters of Support (2 required)</td>
<td>10</td>
<td>Letters of Support provide meaningful firsthand account(s) of the artistic leader’s and organization’s effect on the communities the organization engages.</td>
</tr>
</tbody>
</table>
# SCORING CRITERIA: PROJECT DESIGN AND FISCAL HEALTH

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<thead>
<tr>
<th>Question</th>
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</thead>
<tbody>
<tr>
<td>4. Completed grant plan and budget.</td>
<td>15</td>
<td>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.</td>
</tr>
<tr>
<td>-  Nonprofits: IRS 990. 990-EZ, 990-N Postcard</td>
<td>5</td>
<td>Organization demonstrates an understanding of its financial position by providing financials and budget notes.</td>
</tr>
<tr>
<td>-  Fiscally Sponsored Projects: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-  Organization Budget Notes</td>
<td></td>
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CREATIVE SPACE PLANNING & FACILITIES

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

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<td>Organization demonstrates a history and mission of engaging communities identified in the <a href="#">Cultural Equity Endowment legislation</a>. Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</td>
</tr>
<tr>
<td><strong>300 word limit</strong></td>
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</tbody>
</table>
# SCORING CRITERIA: PROJECT DESIGN

<table>
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</thead>
</table>
| 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.  
- Completed Grant Plan  
- Images of the space that will be modified and design drawings of the intended outcome (facilities only) | 20 | Project is well-planned with clear outputs. |

*300 word limit*
## SCORING CRITERIA: PROJECT DESIGN

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<tbody>
<tr>
<td>3. Describe pre-planning the organization has made to date.</td>
<td>10</td>
<td>Organization demonstrates readiness for the project.</td>
</tr>
<tr>
<td><strong>300 word limit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Completed Project Budget</td>
<td>10</td>
<td>Project budget is viable and appropriate.</td>
</tr>
<tr>
<td>- Estimates from three contractors (Level 2 only)</td>
<td></td>
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</tbody>
</table>
**SCORING CRITERIA: ABILITY TO COMPLETE THE PROJECT**

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<tr>
<td>4. Provide brief bios of the key project staff (up to three) and include relevant experience and qualifications.</td>
<td>15</td>
<td>Project staff and leadership have relevant experience to implement and execute the project.</td>
</tr>
<tr>
<td>(100 word limit per bio, up to 3 bios)</td>
<td></td>
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</tbody>
</table>
## SCORING CRITERIA: ABILITY TO COMPLETE THE PROJECT CONTINUED

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>5. Describe your advisory board or board of directors and their level of engagement as it pertains to strategic planning, fundraising, and governance. <em>(300 word limit)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- List of Advisory Board members or Board of Directors and their areas of expertise <em>(up to 10).</em></td>
<td></td>
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</tr>
<tr>
<td>- Uploaded IRS 990 990-EZ, or 990-N Postcard from the last completed fiscal year.</td>
<td>15</td>
<td>Organization demonstrates appropriate capacity to complete the project.</td>
</tr>
<tr>
<td>- or for fiscally sponsored applicants: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years.</td>
<td></td>
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<tr>
<td>- Budget notes - List of board of directors with their gifts and/or pledges to the proposed project <em>(Level 2 only)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Organization budget notes</td>
<td></td>
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CULTURAL EQUITY INITIATIVES

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

<table>
<thead>
<tr>
<th>OPERATING REVENUE (two-year average)</th>
<th>ELIGIBLE REQUEST AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>More than $25,000 but less than $50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>More than $50,000 but less than $75,000</td>
<td>$75,000</td>
</tr>
<tr>
<td>More than $75,000 but less than $1,500,000</td>
<td>$100,000</td>
</tr>
</tbody>
</table>
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

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<td>Organization demonstrates a history and mission of engaging communities identified in the <a href="#">Cultural Equity Endowment legislation</a>. Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</td>
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*300 word limit*
## SCORING CRITERIA: SAN FRANCISCO ARTS COMMUNITY IMPACT

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<tr>
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<tbody>
<tr>
<td>2a. Grant Plan and Budget Complete the grant plan and project budget.</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>2b. Work Samples Upload Work Samples that express the organization’s mission and reflect the communities engaged.</td>
<td>20</td>
<td>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.</td>
</tr>
<tr>
<td>2c. Program Evaluation How does the organization collect and share community feedback?</td>
<td>10</td>
<td>Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</td>
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<tr>
<td>(300 word limit)</td>
<td>10</td>
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<tr>
<td>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. <em>(Up to ten)</em></td>
<td>10</td>
<td>Organization demonstrates appropriate advisory or governance structure, diverse community representation and connection to identified communities.</td>
</tr>
<tr>
<td>4. Provide brief bios of the core staff and include relevant community-based experience and professional qualifications. <em>(100 word limit/bio, up to 3 bios)</em></td>
<td>10</td>
<td>Has appropriate staff with relevant skills and community-based experience with intended audience/or communities.</td>
</tr>
</tbody>
</table>
5. Describe who is engaged in fiscal oversight and reporting, and the process for how your organization develops its annual budget.

(300 word limit)

- Nonprofits: IRS 990, 990-EZ, 990-N Postcard
- Fiscally Sponsored Organizations: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years
- Organization Budget Notes

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<tr>
<td>5. Describe who is engaged in fiscal oversight and reporting, and the</td>
<td>10</td>
<td>Organization demonstrates a process of financial planning and monitoring.</td>
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<tr>
<td>process for how your organization develops its annual budget.</td>
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(300 word limit)
NATIVE AMERICAN ARTS & CULTURAL TRADITIONS

- 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

Round Valley Dancer, Photo by April McGill
PREPARATION TO APPLY
GRANTS LANDING PAGE

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

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Webinar Date</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>Artistic Legacy Grant</td>
<td>October 6 at 12 p.m.</td>
<td>October 19 at 12 p.m.</td>
</tr>
<tr>
<td>Creative Space</td>
<td>October 6 at 12 p.m.</td>
<td>October 26 at 12 p.m.</td>
</tr>
<tr>
<td>Cultural Equity Initiatives</td>
<td>October 6 at 12 p.m.</td>
<td>November 10 at 12 p.m.</td>
</tr>
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<table>
<thead>
<tr>
<th>Webinar Topic</th>
<th>Webinar Date</th>
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<tbody>
<tr>
<td>Grantseeker Information Session</td>
<td>September 30 at 1 p.m.</td>
</tr>
<tr>
<td>Fiscal Sponsor Information Session</td>
<td>October 7 at 12 p.m.</td>
</tr>
<tr>
<td>Work Sample Information Session</td>
<td>October 11 at 12 p.m.</td>
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</table>
ONLINE APPLICATION FORM

FY23 Artistic Legacy Grant Application

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: 

Save my progress and resume later! Resume a previously saved form
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
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.
Q & A

2020 ArtSpan.
Artist Sarah Torres installing at Cumaica Coffee
## Thank you!

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Program Officer</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Equity Initiatives</td>
<td>Debbie Ng</td>
<td><a href="mailto:debbie.h.ng@sfgov.org">debbie.h.ng@sfgov.org</a></td>
</tr>
<tr>
<td>Compliance Officer</td>
<td>Molly Barrons</td>
<td><a href="mailto:molly.barrons@sfgov.org">molly.barrons@sfgov.org</a></td>
</tr>
<tr>
<td>Creative Space</td>
<td>Anne Trickey</td>
<td><a href="mailto:anne.trickey@sfgov.org">anne.trickey@sfgov.org</a></td>
</tr>
<tr>
<td>Artistic Legacy Grant</td>
<td>Jennifer Chu</td>
<td><a href="mailto:jennifer.chu@sfgov.org">jennifer.chu@sfgov.org</a></td>
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</tbody>
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