San Francisco Artist (SFA) Grant Application Instructions
How to Prepare and Submit your Application

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

How to Apply
DEADLINE TO APPLY: Thursday, November 3, 2022 at 12 p.m.

APPLICATIONS ARE AVAILABLE ONLINE AT: https://sfac.tfaforms.net/174
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.

SFA GRANT GUIDELINES ARE AVAILABLE ONLINE AT:
https://tinyurl.com/3drey47p
To review list of important dates, eligibility, project requirements and scoring criteria.

VIEW UPCOMING GRANTSEEKER INFORMATION SESSIONS AT: San Francisco Arts Commission (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

<u>San Francisco Artists:</u>

☐ **Verifiable Proof of San Francisco physical address:** If using a fiscal sponsor, the Applicant's address must be different from their fiscal sponsor. 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, mortgage statement or other documentation from another government agency such as: Supplemental Security Income/SSI, Social Security, CalFresh, application for housing in SF or rent subsidies in SF, or documentation from an SF based direct service provider or temporary shelter. Document must include the applicant's name and must have a visible date within the last three months. This can be a scanned image of a physical document, an uploaded pdf, or a screenshot of an online account. Accepted documents meet the following requirements:

- A verifiable proof of San Francisco physical address is:
    - o A utilities bill such as water/sewage, power gas/electricity or internet
    - o A phone/cell phone bill
    - o A bank or credit card statement
    - o A paycheck
    - o A signed lease
    - o A mortgage statement
    - o A document from another government agency, City, State or Federal.
    - o A document from a direct service provider or temporary shelter
- This document must be dated within the last three (3) months:
    - o September 2022
    - o October 2022
    - o November 2022
- This document must include the applicant's name and address in the address block:
    - o It must match the street address included in your application form
    - o This cannot be a P.O. box
    - o Example:
        Your Name
        Your Street Address (not a P.O. box)
        San Francisco, CA Your Zip Code

☐ **Two-Page Resume or Curriculum Vitae (CV):** Panelists review this along with the artist bio and experience relevant to the proposed project. If the document is longer than two pages, only the first two pages will be reviewed.

☐ **Work Samples:** Prepare in advance. Upload samples of your past work. They should show your ability to complete your proposed project, as well as demonstrate knowledge of and experience in your creative practice. 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.

o 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.

Fiscally Sponsored Applicants:
Organizations may not act as a fiscal sponsor for employees or artists contracted by that organization; a third-party fiscal sponsor is required.

Projects working with vulnerable populations: The applicant *must* apply with a fiscal sponsor if the proposed project involves working with vulnerable populations who are defined as: minors under the age of 18, seniors over the age of 65 or developmentally disabled populations. If funded, the fiscal sponsor must provide sexual misconduct insurance.

☐ **Signed Fiscal Sponsor Form between the Applicant and the Fiscal Sponsor Organization.** The Fiscal Sponsor form is 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 fiscal sponsor's name.

☐ ** 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 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.

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

Application
Applicant Information
- Legal Name of Applicant (This must match your tax documentation. Save yourself time and headache! Approved grantees who apply under one name and use a

different name to become a City Supplier will have to reconcile records. This can be difficult and will delay your initial payment.)
- Applicant Email (Please double and triple check this is correct. Staff will use this email for all communication regarding the application process.)
- Applicant Cell Phone Number
- San Francisco Physical Address *(cannot be a P.O. Box)*
  - o   Mailing Address *(if different)*
  - ☐ Attach Verifiable Proof of San Francisco address. *Please review above for details.*

  <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

San Francisco Art Activities
- The San Francisco Artist Grant category requires that applicants must have a practice that provided a public benefit and was publicly accessible to the City of San Francisco, its neighborhoods and communities within the last two years. This is demonstrated by providing information on two public art activities 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. These activities do not have to be the same genre as your proposed project, as long as art-making you participated in was viewed by a San Francisco audience.
- Two San Francisco art activities open to the public
  - o   Activity *(25 word limit)*
  - o   Date *(date picker)*
  - o   San Francisco Facility/Address/Virtual platform *(25 word limit)*
  - o   Brief Description *(100 word limit)*
  - o   Estimated Attendance *(number)*

Artist Information
- Artist Name (This name will be used in the panel review schedule and during the deliberation of your application.)
- Pronunciation Guide (Please share how panelists and staff correctly say your name.)
- Pronouns (for use during panel deliberation)

Project Information
- Grant Request Amount. *(up to $20,000)*
- Provide a brief summary of the proposed project that starts with *"San*

Francisco Arts Commission funds will be used to support..." (75 words)
- Identify the artistic genre or practice for the proposed project: (15 words)
- Select the practice or genre below that best fit your project. (multiple choice menu, choose all that apply)
    - Craft
    - Curation
    - Dance
    - Design
    - Film
    - Foodways
    - Media
    - Multi-genre/multidisciplinary
    - Music
    - Social Practice
    - Theater & Performance
    - Traditional Arts
    - Visual Art
    - Writing
    - Not listed above: please describe (15 words)
- How many years of experience do you have with the artistic practice or genre of your proposed project? (drop down, choose one)
    - 0-5 years
    - 6-10 years
    - 11-15 years
    - 16-20 years
    - 21 or more years
- How many years of artistic experience do you have overall? (drop down, choose one)
    - 0-5 years
    - 6-10 years
    - 11-15 years
    - 16-20 years
    - 21 or more years

Application Questions
Racial Equity (20 Points)
1. Highlight your personal experience with one or more of the racial equity communities identified in the [Cultural Equity Endowment legislation](). (300 words)

Artistic Relevance (10 Points)
2. Tell us about your experience relevant to your proposed project. (250 words)

   ☐ Two-Page Resume or Curriculum Vitae (CV)

   Please provide a biography. (150 words)

3. Work Samples (20 Points): *Please review above for details.*

Artistic Project (50 Points)

4. Describe the ideas and processes involved in making your project and your role in the creative process. It is important to give the panelists a clear picture of what you are doing and how you are doing it. (500 words)

    If applicable: If you are working with other partners or collaborators, please outline their role in the project. (250 words)

5. How will your project provide a public benefit to San Francisco, its neighborhoods and/or communities and why is it appropriate for your project? How will you know the public benefit achieved your intended purpose (goals)? (250 words)

6. Why is this project important to you and to the future of your artistic practice? (350 words)

7. 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 18-month projects** (July 1, 2023- December 31, 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.**

Grant Plan Activity Example

Activity Description (60 words) *

> Artist performs work-in-progress featuring traditional instruments.

Activity Outputs (30 words) *

> 3 performances, 3 community public conversations, 150 attendees.

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*: Artist performs work-in-progress featuring traditional instruments.

Activity Outputs (30 words): The Outputs field represents the anticipated quantitative measure for the corresponding activity. _Example_: 3 performances, 3 community public conversations, 150 attendees.

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

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. How do you identify in terms of race/ethnicity? (select all that apply)
      3. Which gender do you most identify with? (select one)
      4. What is your sexual orientation/identity? (select one)
      5. How old are you? (select one)
      6. What is your household income? (select one)
      7. Are you a resident of San Francisco?
         a. If yes, what is your supervisorial district?
         b. If no, what is your home city/country?
      8. Does the project you propose directly contribute to one or more Cultural Districts?
         a. If yes, please select which one(s). (select all that apply)
      9. Is this your first time applying for a grant from SFAC?
         a. If no, have you previously been awarded a grant from SFAC?
      10. 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.