



Special Project Grants (SPX)
Application Instructions
How to Prepare and Submit your Application

Deadline to apply: Monday, February 6, 2023 at 12 p.m.

Applications are available online at: <https://sfac.tfaforms.net/172>

Please visit the **Special Project Grant Guidelines** to review eligibility, project requirements and scoring criteria: <http://bit.ly/3XtH4uK>

For any questions about Special Project Grants, contact Community Investments Director Denise Pate at denise.pate@sfgov.org or 415-252-2222.

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 with Application Submission

Uploads for Applicant Organizations:

****Verifiable proof of San Francisco corporate address:** This may be in the form of an electric or telephone bill or bank statement. Document should be no more than three (3) months old and must include the applicant organization'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 and upload to the application form.

**** 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.

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

Uploads for Fiscally Sponsored Applicants:

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 the applicant organization's name.

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

****Verifiable proof of fiscal sponsor's San Francisco corporate address**

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

**** 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.

****Financials:** *Applicant* organization's Profit and Loss Statements *and* Balance Sheets for the last two (2) completed fiscal years; and budget notes.

****Note: These fields will appear in the fiscal sponsor box if you select "Yes" to having a fiscal sponsor. You will still need to upload the application organization's proof of San Francisco corporate address.**

Application

Organization Information

- 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 Financials: Please review above for description of correct uploads

If you select “Yes” to having a fiscal sponsor, 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 Financials: Please review above for description of correct uploads.

Project Information

- Project Categories
- Grant request amount (from \$24,950 to \$300,000, please review SPX Guidelines PDF for category amount)
- Provide a brief Project Summary that starts with "San Francisco Arts Commission funds will be used to support..." (75 words)

Application Questions

1. Highlight your organization’s activities over the last two (2) years engaging with historically marginalized communities. (250 words)
2. Describe how the proposed project will enhance the organization’s ability to engage the intended audience/communities. (250 words)
3. Describe the proposed project in detail referring to the SPX Guidelines for specific elements to address. (300 words)
4. Provide brief bios of the key project staff (up to three) and include relevant experience and qualifications. (100 words)
5. Describe how you will evaluate the success of the project. (250 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): http://tiny.cc/SFAC_BudgetTemplate

Budget grant part of a project please on

Project Notes: If this request is larger budget, provide information

expenditures covered by other funding source(s). (250 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.

For one year projects (APRIL 1, 2023 — MARCH 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.

For two year projects (APRIL 1, 2023 — MARCH 31, 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 is included in the form.

Activity Description (125 words): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example:* Review materials from previous grant cycle and identify stakeholders.

Activity Outputs (75 words): The Outputs field represents the anticipated quantitative measure for the corresponding activity. *Example:* 1 set of documents reviewed, 1 list of stakeholders

Date activity will be completed: Each activity should have a targeted completion date that falls within the grant period. *Example:* 01/30/22.

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. Thank you for your participation.

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.

1. 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)
2. Which of the following communities, if any, does your organization intentionally serve? (select all that apply)
3. In which supervisorial district is your organization located?
4. Does your organization have a direct relationship with one or more Cultural Districts?
5. Is this your organization's first time applying for a grant from SFAC?
 - a. If no, has your organization previously been awarded a grant from SFAC?
6. How did you learn about this grant opportunity? (select one)
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.