



Arts Impact Endowment (AIE) – Project Based Initiative | Grant Guidelines

FOR PROJECTS TAKING PLACE July 1, 2024 – June 30, 2026

APPLICATION DEADLINE: Thursday, October 5, 2023 at 12 p.m.

For any questions about the AIE – Project Based Initiative please contact Program Officer Jonell T. Molina at jonell.molina@sfgov.org or 415-593-9483.

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 are 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 pagsasalin 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.

Important Dates

Arts Impact Endowment (AIE) Grantseeker Information Session	Friday, September 8, 2023 at 12pm
One-on-One Consultations	September 11, 2023 - October 4, 2023
Application Deadline	Thursday, October 5, 2023 at 12 p.m.
Grant Panel Review	January 2024 - February 2024
Funding Recommendations	April 2024
Commission Approval	May 2024
Notification of Funding	May 2024
Grant Period	July 1, 2024 - June 30, 2026

**Dates are subject to change*

About the Arts Impact Endowment (AIE)

The vitality of San Francisco depends on its arts and cultural communities. In November 2018, representatives of these communities worked to support the passage of Proposition E. With 75 percent voter approval, Proposition E established the Arts Impact Endowment, which is jointly administered by the San Francisco Arts Commission (SFAC) and Grants for the Arts (GFTA). Proposition E charged the SFAC and GFTA with a community engagement process to inform the creation of a Cultural Service Allocation Plan (CSAP) and distribution of funds from the Arts Impact Endowment.

The 2019-2024 CSAP outlined four priority areas that the Arts Impact Endowment will support through the year 2024: 1) Arts Education (40%); 2) Affordable Space (30%); 3) Arts Organizations Core Support (20%); and 4) Individual Artists Support (10%).

For questions about this grant category, please contact Program Officer Jonell T. Molina at jonell.molina@sfgov.org or 415-593-9483.

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.

Eligible Grant Request Amount

The anticipated maximum amount for an Arts Impact Endowment (AIE) grant is **\$50,000 for Individuals and \$100,000 for Arts Organizations** based on current budget availability. Should additional City funding become available, grant amounts could be increased.

Grant Term

A grant funded pursuant to these guidelines will have a grant term of **Two Years (24 Months) for Individual Artists and for Arts Organizations**. 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 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.

Project Requirements

- **Project Based Initiative:** The project proposal must include a well-defined scope of work and developed plan made by the applicant during the grant term. Work must demonstrate originality, vision, and benefit or interest to the community. Only activities based in San Francisco scheduled during the grant term are eligible for funding.
- **Public Benefit:** Projects must have a demonstrated public benefit, something that is open and accessible to the general San Francisco-based public. This can be through a virtual or in person public event, or through other means as imagined and realized by the applicant, which benefit the City of San Francisco, its neighborhoods and communities.

How to Apply

DEADLINE TO APPLY: Thursday, October 5, 2023 at 12 p.m.

APPLICATIONS ARE AVAILABLE ONLINE AT: <https://sfartscommission.us-1.smartsimple.com/>

Applications must be submitted online in the SFAC grants management portal. Emailed 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.

If you need special accommodations, you must contact Program Officer Jonell T. Molina at Jonell.molina@sfgov.org or 415-593-9483 at least two weeks before the application deadline in order for us to appropriately accommodate.

Purpose and Funding Categories

In 2022-2023 AIE focused on reaching organizations and individuals who have historically been unable to access City arts funding (SFAC & GFTA) through the First-Time Grantee Initiative. This year AIE will be focusing on the **project-based specific artistic works** that demonstrate originality, vision, and benefit or interest to the community. Individuals may apply to arts education/creative exploration, space/capital, or individual artist support priority funding areas. Organizations may apply to arts education/creative exploration, space/capital, or core project support priority funding areas.

How will this funding make a difference?

The AIE Project-Based Initiative **prioritizes small and mid-sized organizations AND individual artists** who are deeply rooted and connected to Black Indigenous and People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Asexual, Intersex, and more (LGBTQIA+), People with Disabilities, Women, and other communities that are identified in the Cultural Equity Endowment Legislation.

Category Area	Description/Purpose of Grant
Arts Education <i>Engage + Explore</i>	This funding area is for Individuals or Organizations in the presentation and production of a project-based artistic work in intergenerational learning and/or engaging youth in creative exploration, engagement, and programming that addresses needs, issues, or possibilities of growth in BIPOC, LGBTQIA+, People with Disabilities, Women and other San Francisco communities identified in the Cultural Equity Endowment Legislation . * <i>Individuals applying for this funding area MUST apply with a Fiscal Sponsor.</i>
Space <i>Access + Afford</i>	This funding area is for Individuals or Organizations to address Capital Planning needs including pre-planning or planning capital campaigns, rent subsidies, furniture, fixtures and equipment for facility upgrades, audio/visual equipment. <i>Please note this grant will not cover labor costs associated with any space upgrades.</i>
Core Project Support <i>People + Plans</i>	This funding area is for Organizations producing a project that supports art exhibitions and installations, film and video screenings, music and dance concerts, theater performances, on-line arts projects, literary readings and publications, local arts festivals, and other activities in a similar vein. * <i>This funding area is not for general operating support. For general operating support apply for the FY24 Cultural Equity Initiatives (CEI) on the SFAC Grants Landing Page.</i>
Individual Artist Support <i>Make + Create</i>	This funding area is for Individuals who want to invest in the presentation and production of a project-based creative practice of their artistic work that addresses needs, issues, or possibilities of growth in BIPOC, LGBTQ+, People with disabilities, and Women’s communities. All art forms and levels of experience are welcome!

Who Can Apply

AIE Project-Based Grants support the production and/or presentation of project-based artistic works in all disciplines, accessible to the general public in San Francisco.

Applications will be reviewed by funding area: **arts education/creative exploration, space, core project support, or individual artists support**. It is important to select the appropriate category for your proposed project.

***IMPORTANT:** Individuals working with vulnerable populations (minors under 18 years old, developmentally disabled populations, or elderly individuals over 65 years old) must apply with a fiscal sponsor. **This includes all individuals applying for the arts education/creative exploration category.** See page 8 for more information on fiscal sponsors.

ELIGIBILITY

ARTISTS

- **Current AIE grantees are NOT eligible.**
- The applicant must be a continuous resident of San Francisco since August 2021. Documentation demonstrating San Francisco residency must be submitted with the application. For a complete list of acceptable forms of residency, please see the [AIE Project Based Initiative Artist Application Instructions](#).
 - **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.
 - Documents should be no more than three (3) months old and must include the applicant's name.
 - If an unhoused or housing insecure applicant cannot provide proof of residency, they may submit a self-attestation form certifying their San Francisco residency.
- **NEW:** If approved for funding applicants must live in San Francisco during the entire grant term.
- The applicant must be at least 18 years old.
- The applicant must have a practice that provided a public benefit and was publicly accessible virtually or in person, to the City of San Francisco, its neighborhoods and communities within the last two years. Please see the instructions document for further information of the San Francisco Art Activities requirement.
- The individual applicant must be clearly focused on the development, production, and/or presentation of project-based arts activities and/or youth arts activities in San Francisco.
- The applicant may be in any phase of their artistic career.

- The applicant cannot be enrolled as a full-time student at the time of the application or during the grant period.
- The applicant cannot be a City & County of San Francisco Employee, this includes teachers with the SFUSD.
- **Projects working with vulnerable populations: THE APPLICANTS 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. This includes all individuals applying for the arts education/creative exploration category.**
- **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, 2024 – June 30, 2026.**
- It is anticipated that successful proposals will be for a term of 2 years (24 months) beginning in fiscal year 2024 with possible extensions based on extenuating circumstances as determined by the Arts Commission in consultation with the grantee. Any extension is subject to Arts Commission approval and funding appropriation. The Arts Commission reserves the right, in its sole discretion, to not exercise an extension option.
- **The individual 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 individual must become a registered, compliant supplier and meet the City of San Francisco’s insurance 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.

ORGANIZATIONS

- For a complete list of instructions see [AIE Project-Based Initiative Organization Application Instructions](#).
- The applicant organization must be tax-exempt 501(c)(3) nonprofit organization and in good standing with the **IRS under Internal Revenue Code Section 501(C)(3)**. To check or update your status visit: <https://apps.irs.gov/app/eos/>
- The applicant organization 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 in good standing with the **California Attorney General's Registry of Charitable Trusts**. To check or update your status visit: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
 - To receive a grant under this Solicitation, any nonprofit applicant must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of grant execution and must remain in good standing during the term of the agreement.
 - Upon request, the applicant must provide documentation to the City demonstrating good standing with applicable legal requirements.
 - If applicant will use any nonprofit subcontractors/subgrantees/subrecipients to perform the agreement, proposer will be responsible for ensuring they are also in compliance with all the requirements of the Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement.
- The applicant organization must be in good standing with the **California Secretary of State**. To check or update your status visit: <https://bizfileonline.sos.ca.gov/search/business>
- **The applicant organization must be San Francisco-based.**
 - The applicant organization must demonstrate a San Francisco corporate address. Documentation demonstrating a San Francisco corporate address must be submitted with the application.
 - **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.

- Documents should be no more than three (3) months old and must include the applicant organization's name.
 - If using a fiscal sponsor, the Applicant Organization's address must be different from their fiscal sponsor.
- 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 2021*). Please see the instruction 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 project-based artistic works and/or youth arts activities in San Francisco.
- The organization's annual operating revenue must not exceed \$1,500,000.
- **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, 2024 – June 30, 2026.**
- It is anticipated that successful proposals will be for a term of 2 years (24 months) beginning in fiscal year 2024 with a possible extension for up to one additional year based on extenuating circumstances as determined by the Arts Commission in consultation with the grantee. Any extension is subject to Arts Commission approval and funding appropriation. The Arts Commission reserves the right, in its sole discretion, to not exercise an extension option.
- **Financials:** The applicant organization's Profit and Loss Statements and Balance Sheets for the two most recently completed fiscal years are required to upload with the application.
- **The organization 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./pages/become-a-supplier.aspx>

Please note: you will only be required to register as a City Supplier if you are approved for funding.

Fiscal Sponsors

- The Fiscal Sponsor organization must be a tax-exempt 501(c)(3) nonprofit organization and in good standing with the **IRS under Internal Revenue Code Section 501(C)(3)**. To check or update your status visit: <https://apps.irs.gov/app/eos/>
- The Fiscal Sponsor organization 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 Fiscal Sponsor organization must be in good standing with the **California Attorney General's Registry of Charitable Trusts**. To check or update your status visit: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
 - To receive a grant under this Solicitation, any nonprofit applicant must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of grant execution and must remain in good standing during the term of the agreement.
 - Upon request, the applicant must provide documentation to the City demonstrating good standing with applicable legal requirements.
 - If applicant will use any nonprofit subcontractors/subgrantees/subrecipients to perform the agreement, proposer will be responsible for ensuring they are also in compliance with all the requirements of the Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement.
- The Fiscal Sponsor organization must be in good standing with the **California Secretary of State**. To check or update your status visit: <https://bizfileonline.sos.ca.gov/search/business>
- **The Fiscal Sponsor organization must be San Francisco-based.**
 - The Fiscal Sponsor organization must demonstrate a San Francisco corporate address. Documentation demonstrating a San Francisco corporate address must be submitted with the application.
 - **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.

- Documents should be no more than three (3) months old and must include the applicant organization's name.
 - If using a fiscal sponsor, the Applicant Organization's address must be different from their fiscal sponsor.
- The fiscally sponsored organization/project cannot be any type of for-profit entity, including sole proprietorship, limited liability company (LLC), or corporation.
- 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. SFAC requires either a fiscal sponsor form or proof of the fiscal sponsor agreement at the time of application.
- **Applicants/organizations cannot retroactively work with or change fiscal sponsorship after a grant application is approved for funding.**
- **NEW: If the application is funded.** A Fiscal Sponsorship Agreement or Memorandum of Understanding (MOU) between the fiscal sponsor and the fiscally sponsored applicant must be provided and include the following:
 - 1) Description of the exact nature of the services to be provided by this fiscal sponsor;
 - 2) The manner in which funds will be disbursed from the grant to the fiscally sponsored project/entity;
 - 3) An outline of the reporting requirements for the fiscally sponsored project/entity;
 - 4) The fiscal sponsorship fee;
 - 5) Identification of the fiscal sponsor's staff person who will serve as the primary liaison with the fiscally-sponsored project/entity.
- Organizations may not act as a fiscal sponsor for employees or artists contracted by that organization; a third-party fiscal sponsor is required.
- Applicants 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.
- **The 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.

Restrictions

- Programs of another City agency or department are not eligible to apply which includes City-owned Cultural Centers. City-owned Cultural Centers can **ONLY** apply as a fiscal sponsor.
- Only one application may be submitted to this grant category. You can apply as an individual artist or an organization; not as both.
- 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.

Ineligible Expenses

Grant funds may not pay for:

1. Activities outside of San Francisco;
2. Deficit reduction;
3. Start-up money for new organizations.

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. Below are the insurance requirements for all grantees.

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.**”

Commercial Automobile Liability Insurance: Coverage with limits not less than one million \$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 fiscal sponsor 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.

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 grant 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 build 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	APPLICATION QUESTIONS	SCORING CRITERIA
Racial Equity + Cultural Significance (35 points)	20	<p>1. Please tell us who you are AND describe your/your organization’s connection to the BIPOC, LGBTQIA+, People with Disabilities, Women, and other San Francisco communities identified in the Cultural Equity Endowment legislation*</p> <p>(200 words/800 characters with spaces)</p>	<p>Applicant is deeply rooted in and able to express the experiences of historically marginalized communities and provides strong examples of engaging with San Francisco marginalized communities.</p> <p>Panelists may also refer to Mission Statement, Core Programs and Services.</p>
	15	<p>2. Describe and highlight your creative practice over the last two years. How did you/your organization support the communities identified in Question One?</p> <p>(150 words/590 characters with spaces)</p>	<p>Applicant has a clear understanding of their creative practice and/or how they support the community(ies) identified in question one who they served over the last two years.</p>

	15	<p>1. Clearly summarize your/your organization’s proposed project idea in detail including the intended audience/communities with a detailed outreach plan and how it is connected to the funding area you selected. How will you evaluate the success of the project – collect and share community feedback?</p> <ol style="list-style-type: none"> 1. Arts Education/Creative Exploration 2. Space/Capital 3. Core Project Support 4. Individual Artist Support <p>(300 words/1200 characters with spaces)</p>	<p>Applicant successfully and clearly describes the project goals, vision, and process. Applicant demonstrates originality, clarity, and depth of concepts that are relevant to engaging the intended communities in the selected funding area.</p>
<p>Project Design (35 points)</p>	10	<p>2. Grants in this category must provide a public benefit to San Francisco, its neighborhoods and/or communities. What is your public benefit (an event, a publication, etc.), what specific San Francisco neighborhood or community will benefit, how many people will benefit and how will you reach them? Include specific goals for your public benefit and how you will know you achieved them (how you will measure your goals).</p> <p>(250 words/990 characters with spaces)</p>	<p>Applicant describes the public benefit. Applicant identifies a specific neighborhood and/or community, number of people who will benefit and how they will be reached. Applicant sets goals for a successful public benefit.</p>

	10	<p>3. Provides brief bios of the key project staff with ties to the intended audience/community and include relevant experience and qualifications.</p> <p>(150 words/590 characters with spaces/ Up to 3 Bios)</p> <p>Individual artists: You can include a brief bio of yourself. It is not required to have project staff for your artistic project.</p> <p>(50 words/190 characters with spaces)</p>	Applicant has identified appropriate project staff with relevant skills and community-based experience with the intended audience/or communities.
<p>Ability to Complete the Project (30 points)</p>	10	<p>1. Completed Grant Plan</p> <p>Individuals: - Completed Grant Plan</p> <p>Organizations: - Completed Grant Plan</p> <p>* <u>Artists & Organizations</u>* -FILL IN GRANT PLAN ACTIVITIES ON GRANT PLAN TAB in SmartSimple Online Application</p>	Applicant demonstrates appropriate capacity to complete the project.
	10	<p>2. Completed Project Budget aligns with the project design/summary and line items are explained in detail</p> <p>-FILL OUT ON PROJECT BUDGET & FINANCIALS TAB in SmartSimple Online</p>	Project Budget demonstrates relevant expenditures to implement and complete the project

		<p>Application</p> <p>Organizations Only- Upload the following financial documents in PDF:</p> <ul style="list-style-type: none"> - An IRS 990, 990-EZ, or 990-N Postcard * For Orgs - OR for Fiscally Sponsored applicants: Profit and Loss statements and Balance Sheets for the last two completed fiscal years. 	
	10	<p>3. Work Samples: Upload samples of your past work. The samples should show your ability to complete your proposed project, as well as demonstrate knowledge of and experience in your creative practice.</p> <p><i>Any combination of the following: 5 images, 5 pages, 5 minutes of audio/video</i></p>	<p>Work samples show an ability to complete the proposed project, as well as demonstrate knowledge of and experience in the applicant's creative practice.</p>

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

Applications are grouped and reviewed based on the selected funding area. Panelists will review and score applications based on the stated scoring criteria. Additionally, panelists may reference the [Aesthetic Perspectives Framework and list of Aesthetic Attributes](#) identified by Americans for the Arts. These concepts help panelists recognize and discuss qualities of art-making outside of an academic or institutional lens.

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 or Mayoral-appointed Commissioner in any way, including contacting them before or after the panel to discuss their application, their grant application will be automatically disqualified.

Panel Reviews

Virtual panels will be recorded.

Links to the panel review recording 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.