Arts Impact Endowment (AIE)
Grant Application Instructions for Organizations
How to Prepare and Submit your Application

For any questions about AIE, contact Program Officer Jonell T. Molina at jonell.molina@sfgov.org or 415-539-9843.

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. 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 415-539-9843 at least two weeks before the application deadline, in order for us to appropriately accommodate.

AIE GRANT GUIDELINES ARE AVAILABLE ONLINE AT: HERE
To review list of important dates, eligibility, project requirements and scoring criteria.

VIEW UPCOMING GRANTSEEKER INFORMATION SESSIONS AT:
https://sfartscommission.org/content/grant-information-sessions

STEP 1: Eligibility Questions
1. Under **New to the System? - Click Register**
2. Select **Registered Nonprofit Organization**
3. Complete eligibility questions.
4. Once the eligibility criteria are met you will and on the Registration page.
5. Fill out the contact information.

6. You will receive an email to set up your password.
7. Once you create your password you can log into the grant portal to fill out the AIE application.
8. If you have questions about eligibility, contact Program Officer Jonell T. Molina at jonell.molina@sfgov.org or 415-539-9843.

STEP 2: Application Preparation

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 the application.

Character Count Link: https://wordcounter.net/character-count
Use this website to help you manage the character count and words written in your responses to questions related to project information.

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 Draft** box at the bottom of the page.
2. When you log back into your account you will see the **Applications** section
3. Click on **In Progress** to find your application

STEP 3: Application

The following are the questions included in the artist application and the documents that are required.
- Click on the top menu of tabs to enter each section of the application.
- Click **SAVE** after you enter the information in each tab.

Application Part 1. APPLICANT INFORMATION

- **Enter your Name and contact information.**

☐ **Verifiable Proof of San Francisco 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, mortgage statement.

☐ Documents should be no more than three (3) months old (August to October 2023) and must include the applicant's name.

☐ If using a fiscal sponsor, the Applicant's address must be different from their fiscal Documents

☐ **Proof of IRS good standing:** Visit IRS-Tax exempt Organization Search: https://apps.irs.gov/app/eos. Select Database "Pub 78 Data". Search for 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 application 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.

☐ **NEW**: **Proof of CA Attorney General-Registry of Charitable Trust good standing**: Visit CA Attorney General Registry of Charitable Trusts
Search for the applicant organization name or fiscal sponsor's entity number
Save a PDF of the screen titled Registrant Details that shows your organization listed as current and upload below."

☐ <u>San Francisco Art Activities</u>
- CLICK SAVE DRAFT at bottom of page
- ART Activity Table will appear
- List Four/4 San Francisco Art Activities Open to the public
  - Activity (*25 word limit/95 Characters With Spaces*)
  - Date (date picker)
  - San Francisco Facility/Address/Virtual Platform (*25 word limit/95 Characters With Spaces*)
  - Estimated Attendance (*number*)
  - Brief Description (*100 word limit/400 Characters with Spaces*)
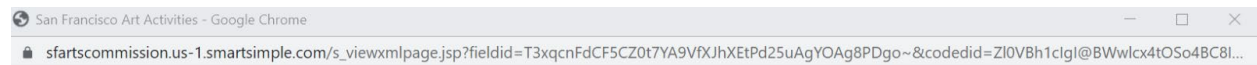
- The applicant must demonstrate a consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities **over the last two years.**

- 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.

Application Part 2: FISCAL SPONSOR INFORMATION (if applicable)

If you select "Yes" to having a fiscal sponsor, the following information will appear:

- Fiscal Sponsor Contact Information:
  - Legal Name of Fiscal Sponsor
  - Fiscal Sponsor Executive Leader's First Name
  - Fiscal Sponsor Executive Leader's Last Name
  - Fiscal Sponsor Executive Leader's Title
  - Fiscal Sponsor Email
  - Fiscal Sponsor Cell Phone Number
  - Fiscal Sponsor Corporate Address

  Required Fiscal Sponsor Documents:
  ☐ Signed Fiscal sponsor Form Here or Signed Fiscal sponsor contract, agreement or MOU
  ☐ Fiscal sponsor proof of IRS good standing
  ☐ Fiscal sponsor proof of CA Franchise Tax Board good standing
  ☐ Fiscal sponsor proof of CA Attorney General-Registry of Charitable Trust good standing
  ☐ Fiscal sponsor's proof of San Francisco corporate address

Application Part 3. PROJECT INFORMATION

☐ **Amount Requested**
- Organization applicants can request $100,000.

☐ **Project Summary** Provide a brief Project Summary that starts with this sentence "San Francisco Arts Commission funds will be used to support…(75 word limit/285 Characters With Spaces)

☐ **Racial Equity & Cultural Significance (35 Points)**
- **Question 1 (20 Points)** 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* (200 words/800 Characters With Spaces)

  - **SCORING CRITERIA:** 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. Panelists may also refer to Mission Statement, Core Programs and Services.

- **Question 2 (15 Points)** Describe and highlight your creative practice over the last two years. How did you/your organization support the communities identified in Question One? **(150 words/590 Characters With Spaces)**

    - ○ **SCORING CRITERIA:** 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.

☐ **Project Design (35 Points)**

- **Question 1 (15 Points)** 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 areas you selected. How will you evaluate the success of the project – collect and share community feedback? **(300 Words/1200 Characters With Spaces)**
    1. Arts Education/Creative Exploration
    2. Space/Capital
    3. Core Project Support
    4. Individual Artist Support

    - ○ **SCORING CRITERIA:** 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.

- **Question 2: (10 Points)** 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). **(250 words/990 Characters With Spaces)**

    - ○ **SCORING CRITERIA:** 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.

- **Question 3 (10 points) Upload Bios-** Provides brief bios of the key project staff with ties to the intended audience/community and include relevant experience and qualifications. **(150 words/590 Characters With Spaces/ Up to 3 Bios)** <u>OR</u>

    Individual artists: You can include a brief bio of yourself. It is not required to have project staff for your artistic project. **(50 words/190 Characters With Spaces)**

- o **Upload Bios document in PDF in PROJECT INFORMATION TAB**.
- o **SCORING CRITERIA:** Applicant has identified appropriate project staff with relevant skills and community-based experience with the intended audience/or communities.

☐ **Ability to Complete the Project (30 Points)** – Please note: each of these questions are answered on a separate tab in the application.

- • **Question 1 (10 points) Completed Grant Plan**

  - o **FILL IN GRANT PLAN ACTIVITIES ON GRANT PLAN TAB**
  - o **SCORING CRITERIA:** Applicant demonstrates appropriate capacity to complete the project.

- • **Question 2 - (10 Points):** Completed Project Budget aligns with the project design/summary and line items are explained in detail.

  - o **Fill OUT ON PROJECT BUDGET & FINANCIALS TAB**
  - o **Organizations**- Upload the following financial documents in PDF:
    - ▪ **UPLOAD ON PROJECT BUDGET AND FINANCIALS TAB**
    - ▪ An IRS 990, 990-EZ, or 990-N Postcard *** For Organizations**
    - ▪ <u>OR</u> for Fiscally Sponsored applicants: Profit and Loss statements and Balance Sheets for the last two completed fiscal years.
    - ▪ Budget Notes
  - o **SCORING CRITERIA:** Project Budget demonstrates relevant expenditures to implement the project.

- • **Question 3 (10 points) 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. (*Any combination of the following: 5 images, 5 pages, 5 minutes of audio/video)*

  - o **SCORING CRITERIA:** Work samples show an ability to complete the proposed project, as well as demonstrate knowledge of and experience in the applicant's creative practice.

Application Part 4. GRANT PLAN

- • Ability to Complete the Project- Question 1 (10 points) Completed Grant Plan

  - o **FILL IN GRANT PLAN ACTIVITIES ON GRANT PLAN TAB**
  - o **SCORING CRITERIA:** Applicant demonstrates appropriate capacity to complete the project.

- • Click the OPEN button to enter the grant plan activities

Project Activities

> ℹ Please limit your Activity Description to 60 words, and the Activity Outputs to 30 words.

Activity Description	Activity Outputs	Date activity will be completed	
		mm/dd/yyyy 📅	✕

➕

Save

- **Click the + button to add a row**
  Grant Plan: The project activities must take place during the grant period: JULY 1, 2024 — JUNE 30, 2026.
  Grant activities listed below may be in person or virtual.

  To create the grant plan describe six (6) primary activities and include the anticipated outputs the applicant hopes to achieve with the completed date in chronological order.

  The fourth (4) activity is the interim report, please add the below:
  Activity Description: Submit SFAC Interim Report
  Activity Output: 1 Interim Report.
  Date Activity will be Completed by: 6/30/25

  The sixth (6) activity is the final report, please add the below:
  Activity Description: Submit SFAC Final Report
  Activity Output: 1 Final Report.
  Date Activity will be Completed by: 6/30/26

- **Activity Description** (60 words/250 characters w/ spaces): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.
  - *Example*: Hire performers, create rehearsal schedule and draft programming for annual SF ART festival.
- **Activity Outputs** (30 words/100 characters w/ spaces):
  - *Example*: 10 performers hired; 1 rehearsal schedule; 1 festival plan.

- **Date activity will be completed:**

- Each activity should have an anticipated completion date that falls within the grant term of July 1, 2024 – JUNE 30, 2026.
    - *Example*: 03/31/24.

- CLICK SAVE
- CLICK X in upper right corner to return to the grant plan tab

Application Part 5. PROJECT BUDGET

From Ability to Complete Project - Question 2 (10 points) Completed Project Budget aligns with the project design/summary and line items are explained in detail.

- Fill OUT ON PROJECT BUDGET & FINANCIALS TAB
- **SCORING CRITERIA:** Project Budget demonstrates relevant expenditures to implement the project.

- Click the OPEN button to enter budget form
- Enter Project Budget including itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the Notes field.
- Download the budget template for a complete list of expenses here (Excel required): LINK to Download FY24 Budget template

ℹ️ Budget notes 50 words maximum

Personnel Expenses

	Amount	Notes
Salaries and Benefits		
W2 Employees (salaries)		
Employee Taxes and Benefits		
Independent Contractors		
Administrative		
Artistic/Technical		
Professional Services		
SUBTOTAL - PERSONNEL EXPENSES		

Operating Expenses

	Amount	Notes
Advertising / Marketing		

Save   Clear

- CLICK SAVE
- CLICK X in upper right corner to return to the project budget and financials tab

- **Project Budget Notes:** If this grant request is part of a larger project budget, please provide information on expenditures covered by other funding source(s). (250 words)

Application Part 6. WORK SAMPLES

From Ability to Complete the Project Question 3 (10 Points) 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. (*Any combination of the following: 5 images, 5 pages, 5 minutes of audio/video*)

- o **SCORING CRITERIA:** Work samples show an ability to complete the proposed project, as well as demonstrate knowledge of and experience in the applicant's creative practice.

- Prepare your work samples in advance. Work samples should express the applicant's work and reflect the communities engaged.
- Panelists will spend no more than ten (10) minutes reviewing your work samples.
- Click the OPEN Button to enter five works samples labels and link
- Click the + Button to add a row.
- List five (5) work samples in this table.
- For each work sample provide the following:
    - o Title
    - o Genre
    - o Date that the work happened
    - o Description (100 word/400 characters with spaces limit)
    - o URL or file
    - o Viewing cure
    - o **PASSWORD IF APPLICABLE**

- IF YOU ARE UPLOADING FILES CLICK the Arrow Up/Upload Button
- Label the Work Samples this way - WS1, WS2, WS3, WS4. WS5
- Upload or drag your file to upload
- Accepted file types: pdf, doc, docx, mpg, mp3, mp4, vma, divx, mov, avi, wmv, wma, jpg.
- CLICK SAVE
- CLICK X in upper right corner to return to the work sample tab

ⓘ Please list five work samples in this table. If you are uploading files, label the Work Sample numerically e.g. WS1, WS2, WS3. Work Sample Description 100 words maximum.

Title of work/Name of document	Artistic Genre or Practice	Date of performance/ Date work completed	A short description of the work or works	Please select either URL or Upload File	URL of work sample (if applicable)	Viewing Que	Password, if needed to view the file.

\+

Save

Technical Notes:
- The total size of all your work sample uploads cannot exceed 35MB.
- The total number of individually uploaded or linked work samples cannot exceed five (5).
- 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 50 MB.

Keeping the technical limitations above in mind, you can upload or link to any combination the following:

- Five (5) Images
  o Images are best for still practices: craft, design, craft-based traditional art, visual art.
  o 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.
  o 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
  o 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.

STEP 4. DEMOGRAPHIC SURVEY
- 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.**

- <u>ANY DATA YOU PROVIDE WILL NOT BE SEEN BY PANELISTS OR USED IN THE EVALUATION OF YOUR APPLICATION</u>.

- 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!

Demographic Survey Questions
1. How did you learn about this grant opportunity?
2. If applicable, please specify which cultural ambassador or organization informed you about this opportunity.
3. In which supervisorial district are you or your organization located?
4. How do you identify in terms of race/ethnicity? (Select all that apply)
5. Which gender do you most identify with? (select one)
    a. If not listed, please state
6. What is your sexual orientation/identity? (select one)
7. How old are you? (select one)
8. What is your annual household income? (select one)
9. Is this your first time applying for a grant from SFAC?
10. Any comments about this survey or the overall application?

STEP 5. CERTIFICATION AND RELEASE
- This page requires you to confirm that the application information that you submitted is true and correct.
- Enter the contact name

- Enter the contact title
- The date is automatically added and not visible to the applicant, it is visible in the administrative view.
- BE SURE YOU ARE READY TO SUBMIT YOUR APPLICATION
- YOUR APPLICATION CANNOT BE REOPENED
- WHEN YOU ARE READY TO SUBMIT YOUR APPLICATION
- CLICK THE SUBMIT BUTTON
- You will receive an email confirmation that your application has been submitted, that includes a pdf copy of your application.
- If you do not receive this email, please contact sfac.grants@sfgov.org.