



Artistic Legacy Grant (ALG) Grant Application Instructions How to Prepare and Submit your Application

For any questions about ALG, contact Program Officer Jennifer Chu at jennifer.chu@sfgov.org or 415-535-7305.

How to Apply

DEADLINE TO APPLY: Tuesday, November 7, 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 Jennifer Chu at jennifer.chu@sfgov.org or 415-535-7305 at least two weeks before the application deadline, in order for us to appropriately accommodate.

ALG 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

*Please note that if you have an online account with SFAC's previous online application platform, Form Assembly, **you need to create a new individual applicant account on SFAC's new grants management portal, SmartSimple.** User accounts from Form Assembly have not been imported to SmartSimple.

1. Under **New to the System? - Click Register**
2. Select **Individual Applicant**
3. Complete eligibility questions.
4. Once the eligibility criteria are met you will land on the Registration page.
5. Fill out the contact information.
6. You will receive an email from SmartSimple (noreply@smartsimplemailer.com) to set up your password.
7. Once you create your password you can log into the grant portal to fill out the ALG application.
8. If you have questions about eligibility, contact Program Officer Jennifer Chu at jennifer.chu@sfgov.org or 415-535-7305.

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 can 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

You can print a copy of or save a pdf of your application by clicking the **Application Summary** button that is above the section tabs in the SMARTSIMPLE online application.

Application Type: <input type="text" value="Artistic Legacy"/>	* Organization: <input type="text"/>
Status: <input type="text" value="Draft"/>	* Primary Contact: <input type="text" value="Jennifer Chu"/>
Modified Date: 10/04/2023 11:13 AM	Modified By: Jennifer Chu
Created Date: 10/04/2023 11:13 AM	Created By: Jennifer Chu



Send External Emails To: 23-9e8b77-17a77e-COM3-c856546f@smartsimple.com

APPLICANT INFORMATION PROJECT INFORMATION GRANT PLAN PROJECT BUDGET AND FINANCIALS WORK SAMPLES DEMOGRAPH >

* Legal Name of Applicant - Enter name as it appears on IRS tax form 1040.

STEP 3: Application

The following are the questions included in the 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

- **Legal Name of Applicant - Enter name as it appears on IRS tax form 1040.**
- **Primary Contact: Name, Title, Contact Email, Contact Cell Phone Number, Address**
 - Update the primary contact information by clicking the circle button in the upper right corner of the application (to the right of the “Home” and bell icon) to access the **MY LINKS** menu.
 - From the MY LINKS menu, select **Personal Profile** and update the applicable fields. **CLICK SAVE.**

The screenshot shows a web browser window displaying the San Francisco Arts Commission (sfac) application form for Jennifer Chu. On the left, a 'MY LINKS' menu is open, showing options: Personal Profile, Change Password, ACTIONS, Notifications, and Log Out. The main form fields are as follows:

- * First Name: Jennifer
- * Last Name: Chu
- * Email: [Redacted]@gmail.com
- * Cell Phone: 111-111-1111
- * Address: 401 Van Ness Ave
- Address 2: Suite 325
- * City: San Francisco
- * State: California
- * Zip Code: 94102
- * Organization: Individuals
- * Supervisor District: District 3 (selected from a dropdown menu)
- Aligned with a Cultural District

A 'Save' button is located at the bottom right of the form.

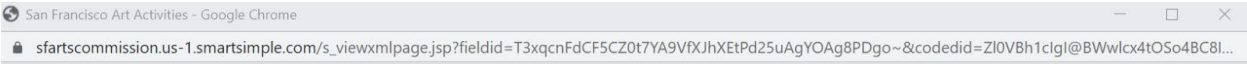
Verifiable Proof of San Francisco address: This may be in the form of a utilities bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement, mortgage statement.

Documents should be no more than three (3) months old (September to November 2023) and must include the applicant’s name.

If using a fiscal sponsor, the Applicant’s address must be different from their fiscal sponsor.

☐ San Francisco Art Activities

- **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)



i The applicant must demonstrate a history of consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years. Please list 4 activities below between August 1, 2021 and June 30, 2023. Activities can be virtual or in person as long as they include San Francisco audience members or attendees.

Activity	Date	San Francisco Facility/Address/Virtual Platform	Estimated Attendance	Brief Description
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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 (November 1, 2021 – June 30, 2023)**.
- 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

Answer these questions in the PROJECT INFORMATION Tab of the SmartSimple online application, unless otherwise noted.

Amount Requested

- Applicants can request up to \$75,000. **(Enter numbers only).**

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 (30 Points)

- **Question 1 (30 points)** Please explain how your professional experience, life experience, and understanding of racial equity helps you express the experiences of historically underserved communities identified in the [Cultural Equity Endowment legislation](#)* **(300 Words/1200 Characters With Spaces)**
 - **SCORING CRITERIA:** The applicant demonstrates and provides clear examples of how their professional and life experience has helped them express the experiences of one or more of the communities identified in the [Cultural Equity Endowment legislation](#).*

** We recognize that some communities may not be listed in the legislation linked above and encourage applicants to articulate and provide supporting evidence regarding the historical and current inequities experienced by their community. Please review the San Francisco Arts Commission Racial Equity statement on page 2 of the [FY24 ALG guidelines](#).*

□ Artistic Leadership (60 Points)

- **Question 2 (15 points)** Describe the artist's artistic practice and highlight the artist's major accomplishments over their career. **(300 Words/1200 Characters With Spaces)**
 - Artist's Resume or CV (4 page limit)
 - Upload the Resume or CV in PDF.
 - **SCORING CRITERIA:** The applicant's artistic practice spans at least 25 years or more. Their resume or CV and history are clear, strong, and demonstrate a meaningful evolution.
- **Question 3 (20 points)** Describe the artist's leadership and how they have contributed to the vitality of San Francisco's arts ecosystem. **(200 words/800 Characters With Spaces)**
 - **Work Samples:** Upload samples of your past work spanning your 25 year (or more) artistic practice history. The samples should demonstrate knowledge of and experience in your creative practice and show your ability to complete your proposed project. *(Any combination of the following: 5 images, 5 pages, 5 minutes of audio/video (maximum of 10 minutes for all work samples))*

UPLOAD WORK SAMPLES ON THE WORK SAMPLES TAB. See pages 11-13 for more information on work samples.

- **SCORING CRITERIA:** The applicant provides clear examples of the artist's leadership and contributions to San Francisco's arts ecosystem.

Work samples document the span of the artist's 25 or more years of experience as a practicing artist, provide examples of the artist's engagement or connection with one or more of the communities identified in the [Cultural Equity Endowment legislation](#),* demonstrate the artist's skill and artistry, artistic accomplishments, and contributions to the field.

** We recognize that some communities may not be listed in the legislation linked above and encourage applicants to articulate and provide supporting evidence regarding the historical and current inequities experienced by their community. Please review the San Francisco Arts Commission Racial Equity statement on page 2 of the [FY24 ALG guidelines](#).*

- **Question 4 (15 points)** Describe the proposed project in detail, including how the proposed project will preserve and support the artist's legacy and continued change on the community(ies) with whom the artist engages. Describe the public benefit that the proposed project will provide to San

Francisco, its neighborhoods and/or communities. (300 Words/1200 Characters With Spaces)

- **SCORING CRITERIA:** The applicant demonstrates that the proposed project will further the artist's vision, preserve the artist's artistic legacy, and ensure the artist's longevity and lasting change on the community(ies) engaged.

The applicant describes the public benefit that the proposed project will provide to San Francisco, its neighborhoods and/or communities.

- **Letter of Support (2 required) (10 points): Upload the letters of support in PDF in the PROJECT INFORMATION TAB.**
 - **SCORING CRITERIA:** Letters of Support provide meaningful firsthand account(s) of the applicant's history of and effect on the communities the artist engages, and the artist's contributions to San Francisco's arts ecosystem.

□ **Project Design and Fiscal Health (10 Points) – Please note: each of these questions are answered on a separate tab in the application. See pages 8-10 for more information.**

- **Question 5 (5 points) Completed Grant Plan**
 - **FILL IN GRANT PLAN ACTIVITIES ON GRANT PLAN TAB**
 - **SCORING CRITERIA:** Grant plan aligns with project summary and project budget, describes what the applicant hopes to achieve; and demonstrates appropriate capacity to complete the project.
- **Question 6 (5 points) Project Budget:** Completed Project Budget aligns with the project design/summary and line items are explained in detail.
 - **Project Budget Notes (250 words/990 Characters With Spaces)**
 - For applicants working with a Fiscal sponsor:
Fiscal sponsor upload IRS 990 showing total annual operating revenue for the last two completed fiscal years.
 - **FILL OUT AND UPLOAD ANY REQUIRED DOCUMENTS ON THE PROJECT BUDGET & FINANCIALS TAB**
 - **SCORING CRITERIA:** Project budget demonstrates relevant expenditures to implement and complete the project.

Application Part 4: GRANT PLAN

From Project Design and Fiscal Health - Question 5 (5 points) Completed Grant Plan.

- **FILL IN GRANT PLAN ACTIVITIES ON GRANT PLAN TAB**
 - **SCORING CRITERIA:** Grant plan aligns with project summary and project budget, describes what the applicant hopes to achieve; and demonstrates appropriate capacity to complete the project.
- **Click the OPEN button to enter the grant plan activities**

Project Activities — Mozilla Firefox
https://sfartscommission.us-1.smartsimple.com/s_viewxmlpage.jsp

i Please limit your Activity Description to 250 characters, and the Activity Outputs to 100 characters, including spaces.

Activity Description	Activity Outputs	Date activity will be completed
<input type="text"/>	<input type="text"/>	<input type="text" value="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 eight (8) 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: 6/30/2025

The eighth (8) 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: 6/30/2026

- **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 a photo archivist to archive photos from the last 25 years of public performances in San Francisco, for eventual uploading to an online photo archive.
- **Activity Outputs** (30 words/100 characters with spaces):
 - *Example:* 1 photo archivist hired; 25 years of photos archived; 1 online photo archive created.
- **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:* 01/31/2025.
- **CLICK SAVE**
- **CLICK X in upper right corner to return to the grant plan tab**

Application Part 5: PROJECT BUDGET

From Project Design and Fiscal Health - Question 6 (5 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 and complete 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. **(45 Characters With Spaces)**
- Download the budget template for a complete list of expenses here (Excel required): [LINK to Download FY24 Budget template](#)

Budget — Mozilla Firefox

https://sfartscommission.us-1.smartsimple.com/s_viewxmlpage.jsp?fieldid=OEQKelZhYWZQXGNSYkdc3INXB5sY35zAgYOAgwBBwE~&codedid= SXZ3KGRdFS8YIXFdPWf 170%

i Budget notes 45 characters maximum, including spaces.

Personnel Expenses

	Amount	Notes
Salaries and Benefits		
W2 Employees (salaries)	<input type="text"/>	<input type="text"/>
Employee Taxes and Benefits	<input type="text"/>	<input type="text"/>
Independent Contractors		
Administrative	<input type="text"/>	<input type="text"/>
Artistic/Technical	<input type="text"/>	<input type="text"/>
Professional Services	<input type="text"/>	<input type="text"/>

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/990 Characters With Spaces)**
- For applicants working with a Fiscal sponsor:
Fiscal sponsor upload IRS 990 showing total annual operating revenue for the last two completed fiscal years.

Application Part 6: WORK SAMPLES

From Artistic Leadership Question 3 (20 Points) Describe the artist's leadership and how they have contributed to the vitality of San Francisco's arts ecosystem.

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)*

- **SCORING CRITERIA:** Work samples document the span of the artist's 25 or more years of experience as a practicing artist, provide examples of the artist's engagement or connection with one or more of the communities identified in the [Cultural Equity Endowment legislation](#),* demonstrate the artist's skill and artistry, artistic accomplishments, and contributions to the field.
- 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 work 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:
 - Title
 - Genre
 - Date that the work happened
 - Description (100 word limit/400 characters with spaces limit)
 - URL or file
 - Viewing cure
 - **PASSWORD IF APPLICABLE**

Work Samples — Mozilla Firefox

https://sfartscommission.us-1.smartsimple.com/s_viewxmlpage.jsp?fieldid=SUN6aFxDZmI6QItbWwCHgsDOUHYHUJ5AgYOBzUDBAY~&codedid=SKZ3KGRdFSBYIXFdPWE2JQcCFIwiGisOH2JdUktEYFbc&mode=0&isanno=0&typeid=29279 110%

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.
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **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.

PROJECT INFORMATION GRANT PLAN PROJECT BUDGET AND FINANCIALS **WORK SAMPLES**

Open

*

Work Samples

Provide up to five (5) samples of artistic work documenting the span of the artistic leader's time with the organization. Panelists will spend no more than ten (10) minutes reviewing your work samples. Images, audio, video (links) should be from the last twenty-five (25) years.

Technical Notes:

The total number of individually uploaded or linked work samples cannot exceed five (5).

The total size of all your work sample uploads cannot exceed 35 MB.

To avoid exceeding this size limit, we recommend linking to work hosted online whenever possible.

The total size of your application uploads including ALL UPLOADS cannot exceed 50 MB.

IMPORTANT: The application form will only accept the following audio and video extensions: Doc, Docx, pdf, mpg, mp3, mp4, vma, divx, mov, avi, wmv, and wma.

Upload icons

BACK NEXT

Save Draft Submit Delete

- **CLICK SAVE**
- **CLICK X in upper right corner to return to the work sample tab**

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
 - 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.

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.
- **ANY DATA YOU PROVIDE WILL NOT BE SEEN BY PANELISTS OR USED IN THE EVALUATION OF YOUR APPLICATION.**
- 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)
 - a. If you wish to specify further, please do so here:
5. Which gender do you most identify with? (select one)
 - a. If not listed above, please state here
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.