SFAC
ARTISTIC LEGACY
GRANT AND CULTURAL
EQUITY INITIATIVES
WEBINAR
OCTOBER 13, 2023
12 – 1 p.m.
TECHNICAL HOUSEKEEPING

Click ‘CC’ in lower left-hand corner for closed captioning.

Right Click on your name to edit your screen name or include your pronouns.

Microphones will be muted during the webina.

Access Chat by clicking the ‘Chat’ option.
TECHNICAL HOUSEKEEPING

- This SFAC Webinar is being recorded! The link, access password, and slide deck will be added to the Grant Information Sessions webpage in 5-7 business days.

- For technical support, please email sfac.grants@sfgov.org. In the email, share the technical issue and staff will respond shortly after to assist.
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.
OUR PRESENTERS

SFAC Staff

- Deputy Director of Programs Lex Leifheit (She/her)
- Senior Program Officer, Debbie Ng (She/Her)
- Program Officer, Jennifer Chu (She/Her)
- Program Associate, Frank Ortiz (they/them/theirs)

ASL Interpretation:

- ASL Interpreter, Marcus Cruz (he/him/his)
AGENDA

- SFAC Overview (10)
- Eligibility and Requirements (10)
- FY24 ALG and CEI Overview (15)
- Preparation to Apply (10)
- SmartSimple Demonstration (10)
- Grantseeker Tips (5)
- Q&A (10)
SFAC OVERVIEW
ABOUT SFAC

The San Francisco Arts Commission is the City agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment and shaping innovative cultural policy.

Our programs include:
- Community Investments
- Public Art
- Civic Art Collection
- Civic Design Review
- Art Vendor Program
- SFAC Galleries

2020 Cultural Centers SOMArts
The San Francisco Arts Commission 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.
The Community Investments Program supports San Francisco artists, arts organizations, and communities with an equity lens through grants, technical assistance and capacity building, economic development, arts education initiatives and community-based Cultural Centers.
SEC. 68.1. PURPOSES
The Cultural Equity Endowment Fund is established to move San Francisco arts funding toward cultural equity.

Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. 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.
SFAC GRANT CYCLE

Compliance + Reporting
Guideline Revisions
Outreach + Technical Assistance
Application Submissions
Grant Panel Review
Funding Approvals
ELIGIBILITY AND REQUIREMENTS
ELIGIBILITY - SAN FRANCISCO RESIDENCY

• All Applicants must be:

  • Based or live in San Francisco.

  • Including: Artists, non-profit arts organizations, fiscally sponsored artists & organizations, and fiscal sponsor organizations.

  • **NEW:** Fiscally sponsored applicant’s San Francisco address is required.
    • It cannot be the same address as the fiscal sponsor.
    • If you are a fiscally sponsored organization, the proof of residency needs to include the name of the organization.

  • **NEW:** If you are an applying as an artist and are unhoused, you can sign a verification that you are based in San Francisco.

  • Please find a list of accepted proof of residency documents in each grant category guidelines. [https://www.sfartscommission.org/grants](https://www.sfartscommission.org/grants)
ELIGIBILITY – Artists and Organizations

ALL Applicants must:

• Have a two-year demonstrated history of operating/living in San Francisco.

• Deeply rooted in BIPOC/historically marginalized communities.

• Artists can apply for themselves or with a fiscal sponsor
  • Organizations cannot act as fiscal sponsors for employees or contractors, a third-party fiscal sponsor is required.

• May not be a part of another City agency or department or be a City & County of San Francisco employee, including San Francisco Unified School District.

• Must be in good standing with other grants and loans.

• Organization budget size may define eligibility (depending on grant).

• Project activities must take place in S.F. between July 1, 2024 and June 30, 2026.

• Project must include a public benefit accessible by a San Francisco based audience that fits the project.

• NEW: If funded, must live in San Francisco for the duration of the project.
ORGANIZATION REQUIREMENTS

• Proof of current 501(c)(3) status (or fiscal sponsorship*)

• **NEW:** Proof of current CA Attorney General Registry of Charitable Trusts good standing

• Proof of current CA Franchise Tax Board good standing

• Proof of current San Francisco address (yours and the fiscal sponsor’s)

• Demonstration of two-year programmatic history

• Most recent IRS Form 990 or Financial Statements for fiscally sponsored projects

• Supporting Materials

• Work Samples

2022 Regalo Poster
2021 SFA Grantee Eduardo Daza Taylor IV
COMPLIANCE AND INSURANCE

- City, State & Federal Compliance
- Supplier Compliance
  Visit SF CITY Partner
  [https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx](https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx)
- Grant Agreements
- Insurance Requirements

San Francisco Community
2021 San Francisco Artist Grantee William Rhodes
GRANT CATEGORIES
ARTISTIC LEGACY GRANT

New: The Artistic Legacy Grant (ALG) acknowledges the impact of an artist who has been living and practicing their craft in San Francisco for the last 25 years or more.

New: ALG is an individual artist grant category. Applicants do not need to be associated with an arts organization to be eligible.

- Please note: Current ALG grantees and previous ALG Grant recipients are NOT eligible.
- ALG funds may be used to support the artist’s artistic legacy through professional development activities, salaries, artistic planning, artistic programs/events/projects, sabbaticals, artistic documentation, archiving of artistic work, or publications reflecting the history, legacy, and impact of the artist.

- New: Up to $75,000 to one individual artist
- New: Grant window is July 1, 2024 to June 30, 2026
- Budget cap for fiscal sponsors is $2.0 mil.
- Applications due Tuesday, November 7, 2023. at 12 p.m.

SCORING CRITERIA

Racial Equity (30 points)
   one question

Artistic Leadership (60 points)
   three questions, resume/cv, work samples, two letters of support

Project Design and Fiscal Health (10 points)
   grant plan and budget, budget notes, financials
### SCORING CRITERIA: RACIAL EQUITY

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>1. 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 <a href="#">Cultural Equity Endowment legislation</a>.</td>
<td>30</td>
<td>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 <a href="#">Cultural Equity Endowment legislation</a>.</td>
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*300 word limit*
# SCORING CRITERIA: ARTISTIC LEADERSHIP

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<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>2. Describe the artist’s artistic practice and highlight the artist’s major accomplishments over their career. (300 word limit)</td>
<td>15</td>
<td>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.</td>
</tr>
<tr>
<td>- Artist’s Resume or CV (4 page limit)</td>
<td></td>
<td>Upload the Resume or CV in PDF.</td>
</tr>
</tbody>
</table>
3. Describe the artist’s leadership and how they have contributed to the vitality of San Francisco’s arts ecosystem.  
(200 word limit)

- 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)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3. Describe the artist’s leadership and how they have contributed to the</td>
<td>20</td>
<td>The applicant provides clear examples of the artist’s leadership and</td>
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<tr>
<td>vitality of San Francisco’s arts ecosystem.</td>
<td></td>
<td>contributions to San Francisco’s arts ecosystem.</td>
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<tr>
<td>(200 word limit)</td>
<td></td>
<td>Work samples document the span of the artist’s 25 or more years of</td>
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<td></td>
<td></td>
<td>experience as a practicing artist, provide examples of the artist’s</td>
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<td></td>
<td></td>
<td>engagement or connection with one or more of the communities identified</td>
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<td>in the Cultural Equity Endowment legislation, demonstrate the artist’s</td>
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<tr>
<td></td>
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<td>skill and artistry, artistic accomplishments, and contributions to the</td>
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<tr>
<td></td>
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<td>field.</td>
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### SCORING CRITERIA: ARTISTIC LEADERSHIP CONTINUED

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<thead>
<tr>
<th>Question</th>
<th>Points</th>
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<tbody>
<tr>
<td>4. 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 word limit)</td>
<td>15</td>
<td>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.</td>
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</table>
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.

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<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>Letters of Support (2 required)</td>
<td>10</td>
<td>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.</td>
</tr>
<tr>
<td>Upload the letters in PDF.</td>
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## SCORING CRITERIA: PROJECT DESIGN AND FISCAL HEALTH

<table>
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<th>Question</th>
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<tbody>
<tr>
<td>5. Completed grant plan</td>
<td>5</td>
<td>Grant plan aligns with project summary and project budget, describes what the applicant hopes to achieve; and demonstrates appropriate capacity to complete the project.</td>
</tr>
<tr>
<td>6. Completed Project Budget</td>
<td>5</td>
<td>Project budget demonstrates relevant expenditures to implement and complete the project.</td>
</tr>
<tr>
<td>aligns with the project design/summary and line items are explained in detail.</td>
<td></td>
<td>For applicants working with a Fiscal sponsor:</td>
</tr>
<tr>
<td><em>Project Budget Notes</em></td>
<td></td>
<td>Fiscal sponsor upload IRS 990 showing total annual operating revenue for the last two completed fiscal years.</td>
</tr>
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<td><em>(250 words)</em></td>
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CULTURAL EQUITY INITIATIVES

Supports small and mid-sized arts organizations through multi-year core operating support grants to shift programming, build capacity and address recovery efforts.

- CEI grants may be used to fund general operating expenses such as salaries, rent, space planning, equipment and supplies

- Up to $100,000 over two years. Grant window is July 1, 2024 to June 30, 2026

- Grant request amounts based on average annual operating revenue from two most recently completed fiscal years

- **NEW:** Budget cap $2.0 mil.

- Applications due Thursday, November 2, 2023 at 12 p.m.
### CULTURAL EQUITY INITIATIVES: REQUEST AMOUNTS

<table>
<thead>
<tr>
<th>OPERATING REVENUE (two-year average)</th>
<th>ELIGIBLE REQUEST AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $25,000</td>
<td>$25,000</td>
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<tr>
<td>More than $25,000 but less than $50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>More than $50,000 but less than $75,000</td>
<td>$75,000</td>
</tr>
<tr>
<td>More than $75,000 but less than $2,000,000</td>
<td>$100,000</td>
</tr>
</tbody>
</table>
SCORING CRITERIA

Racial Equity (30 points)
one question

Operational Effectiveness (30 points)
one question, staff bios, board governance, org financials, budget notes

San Francisco Arts Community Impact (40 points)
one question, grant plan and budget, work samples
## SCORING CRITERIA: RACIAL EQUITY

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<thead>
<tr>
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<tbody>
<tr>
<td>1. Describe the organization’s history engaging communities identified in the Cultural Equity Endowment legislation and how this grant will enhance the organization’s mission.</td>
<td>30</td>
<td>Organization demonstrates a history and mission of engaging communities identified in the Cultural Equity Endowment legislation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</td>
</tr>
<tr>
<td><em>300 word limit</em></td>
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## SCORING CRITERIA: SAN FRANCISCO ARTS COMMUNITY IMPACT

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>2a. Grant Plan and Budget</strong>&lt;br&gt;Complete the grant plan and project budget.</td>
<td></td>
<td>Organization has clear artistic vision, consistent presence and benefit for San Francisco communities, plays a vital role in San Francisco’s arts and culture ecosystem and measures and understands benefits of their artistic programming.</td>
</tr>
<tr>
<td><strong>2b. Work Samples</strong>&lt;br&gt;Upload up to 5 Work Samples that express the organization’s mission and reflect the communities engaged.</td>
<td>10</td>
<td>Completed grant plan aligns with project summary and describes what the organization hopes to achieve; and budget aligns with the project summary and line items are explained in detail.</td>
</tr>
<tr>
<td><strong>2c. Program Evaluation</strong>&lt;br&gt;How does the organization collect and share community feedback internally and externally?</td>
<td>10</td>
<td>Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</td>
</tr>
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*(300 word limit)*
### SCORING CRITERIA: OPERATIONAL EFFECTIVENESS

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3. Add the names of the Advisory Board or Board of Directors, role on the board and explain their experience with historically underserved communities, including those listed in the <a href="#">Cultural Equity Endowment legislation</a>. <em>(300 word limit / Up to ten)</em></td>
<td>10</td>
<td>Organization demonstrates appropriate advisory or governance structure, diverse community representation and experience with historically underserved communities, including those listed in <a href="#">Cultural Equity Endowment legislation</a>.</td>
</tr>
<tr>
<td>4. Provide brief bios of the core staff and include relevant community-based experience and professional qualifications. <em>(1,000 characters with spaces/ Up to 3 Bios)</em></td>
<td>10</td>
<td>Has appropriate staff with relevant skills and community-based experience with intended audience/or communities.</td>
</tr>
</tbody>
</table>
## SCORING CRITERIA: OPERATIONAL EFFECTIVENESS CONTINUED

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<tbody>
<tr>
<td>5. Describe who is engaged in fiscal oversight and reporting, and the process for how your organization develops its annual budget.</td>
<td>10</td>
<td>Organization demonstrates a process of financial planning and monitoring.</td>
</tr>
</tbody>
</table>

*(300 word limit)*

- Nonprofits: IRS 990, 990-EZ, 990-N Postcard
- Fiscally Sponsored Organizations: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years
- Organization Budget Notes
PREPARATION TO APPLY
Grant Info Sessions Page
Includes:

• Recorded Webinar Info Sessions links and access passwords

• Webinar Slide Deck Presentations

https://sfartscommission.org/content/grant-information-sessions
STEP 1 - SFAC GRANTS WEBPAGE

https://www.sfartscommission.org/grants

Webpage includes:

- Upcoming Opportunities & Important Dates
- Grant Category webpages links and Grant Guidelines
- Application Instructions
  - Contact information
  - Application Questions
  - Project Budget
  - Support Materials
- Links to online applications
STEP 2 – REVIEW THE GUIDELINES

FY24 Cultural Equity Initiatives (CEI) Guidelines Webpage: https://www.sfartscommission.org/content/fy24-cultural-equity-initiatives-cei-grant

FY24 Artistic Legacy Grant (ALG) Guidelines Webpage: https://www.sfartscommission.org/content/fy24-artistic-legacy-grant-alg

Each Webpage includes:
- Guidelines
- Instructions
- Application link
- Deadlines
- Eligibility
- Restrictions
- Panel Evaluation
- Scoring Criteria

21SFA Lourdes Figuroa Las Marimachas program sample
STEP 3 – APPLICATION INSTRUCTIONS

FY24 Cultural Equity Initiatives (CEI) Application Instructions:
https://www.sfartscommission.org/content/fy24-cultural-equity-initiatives-cei-grant

FY24 Artistic Legacy Grant (ALG) Application Instructions:
https://www.sfartscommission.org/content/fy24-artistic-legacy-grant-alg

Document includes:
• Link to Guidelines
• Application Instructions
  • Contact information
  • Application Questions
  • Word limit for responses
  • Support Materials
• Link to online application

21CEI Handful Players Inc - Screen shot from Black Panther video filmed by Donald Bowden
STEP 4 – PREPARE YOUR ANSWERS

Section from Page 6 of the FY24 Cultural Equity Initiatives Application Instructions

- 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): Describe the organization’s history engaging communities identified in the Cultural Equity Endowment legislation and how this grant will enhance the organization’s mission. (300 Words/1200 Characters With Spaces)

  - SCORING CRITERIA: Organization demonstrates a history and mission of engaging communities identified in the Cultural Equity Endowment legislation. Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.
STEP 5-ONLINE APPLICATION

https://sfartscommission.us-1.smartsimple.com/

ADD THIS EMAIL TO SAFE SENDER LIST
noreply@smartsimplemailer.com
**Artisan Eligibility Information**

Complete Quiz – 8 Questions | Yes or No

- Has the applicant been a continuous resident of SF since August 2021?
- Is the applicant 18 years of age and older?
- Is the applicant a full-time student at the time of application or during the grant period?
  - Is the applicant a City and County of SF Employee or an SFUSD Employee?
Is the applicant 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, and 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?

Is the applicant willing and able to meet the requirements associated with receiving funds from the City & County of San Francisco?

Is the applicant organization tax-exempt and in good standing with the State of California (including: the Attorney General’s Registry of Charitable Trusts, Franchise Tax Board & Secretary of State) and under the Internal Revenue Service Code Section 501(c)(3)?

Does the applicant organization’s annual operating revenue exceed $1.5 million in income for ARTS IMPACT ENDOWMENT APPLICATION? or $2 million for ARTISTIC LEGACY, CULTURAL EQUITY INITIATIVE & SPECIAL PROJECT APPLICATIONS.
ONLINE APPLICATION – Funding Opportunity

MY LINKS MENU: UPDATE ORGANIZATION AND INDIVIDUAL CONTACT INFO

Organization name

Primary email address associated with your account

APPLICATIONS

4 Funding Opportunities

0 In Progress

1 Under Review

0 Approved

0 Closed/Declined
Cultural Equity Initiatives (CEI) Application Now Available
Application Deadline: Thursday, November 2, 2023 at 12pm

Artistic Legacy Grant Application Now Available
Application Deadline: Tuesday, November 7, 2023 at 12pm
ONLINE APPLICATION-Application Tabs

New Grant

- Please complete the mandatory questions below.
- Some of the information is copied directly from your organization and user profiles and will appear in a read-only state within this form.
- If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form. Click Save Draft to see the information from your registration.
- If you wish to communicate with staff regarding your application, use the Notes tab located within the left side menu.

APPLICANT INFORMATION
PROJECT INFORMATION
GRANT PLAN
PROJECT BUDGET AND FINANCIALS
WORK SAMPLES
DEMOGRAPHIC SURVEY
CERTIFICATION AND RELEASE

* Legal Name of Applicant - Enter name as it appears on IRS form 990.

Organization Information

Phone:

* Mission Statement (100 Words Maximum)

100 words left

* Core Programs and Services (250 Words Maximum)
GRANTSEEKER TIPS

• Read the guidelines thoroughly and refer to the instructions.

• Pay attention to the scoring criteria

• Plan ahead:
  • Gather work samples, team bios, financials if applicable
  • Research costs for your virtual or in-person event, such as video equipment, platforms, or for your venue such as rental fees
GRANTSEEKER TIPS

• Draft responses in another document, then cut and paste answers into the online application form. Pay attention to word and character count.

• Upload work samples applicable to the artistic discipline that demonstrate the ability to complete the project.

• Write with enthusiasm and tell a compelling story.

• Be consistent, be specific, instill confidence in the panelists.

• Consider writing together and sharing in the process.
# Grant Webinars and Deadlines

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>Arts Impact Endowment (AIE)</td>
<td>Thursday, October 5, 2023</td>
</tr>
<tr>
<td>Cultural Equity Initiatives (CEI)</td>
<td>Thursday, November 2, 2023</td>
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<tr>
<td>Artistic Legacy Grant (ALG)</td>
<td>Tuesday, November 7, 2023</td>
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<tr>
<td>San Francisco Artist (SFA)</td>
<td>Thursday, November 16, 2023</td>
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<table>
<thead>
<tr>
<th>Webinar Topic</th>
<th>Webinar Date</th>
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<tbody>
<tr>
<td>Arts Impact Endowment (AIE) Grantseeker Information Session</td>
<td>Friday, September 8, 2023</td>
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<tr>
<td>San Francisco Artists (SFA)</td>
<td>Monday, September 25, 2023</td>
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<tr>
<td>Work Samples</td>
<td>Monday, October 2, 2023</td>
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<tr>
<td>Fiscal Sponsorship</td>
<td>Thursday, October 12, 2023</td>
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<tr>
<td>Artistic Legacy Grant and Cultural Equity Initiatives</td>
<td>Friday, October 13, 2023</td>
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## Thank you!

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Program Officer</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Cultural Equity Initiatives</td>
<td>Jennifer Chu</td>
<td><a href="mailto:jennifer.chu@sfgov.org">jennifer.chu@sfgov.org</a></td>
</tr>
<tr>
<td>Artistic Legacy Grant</td>
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<td><a href="mailto:jennifer.chu@sfgov.org">jennifer.chu@sfgov.org</a></td>
</tr>
<tr>
<td>San Francisco Artist Grant</td>
<td>Anne Trickey</td>
<td><a href="mailto:anne.trickey@sfgov.org">anne.trickey@sfgov.org</a></td>
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