



## San Francisco Artist (SFA) Grant Application Instructions How to Prepare and Submit your Application

For questions about SFA, contact Senior Program Officer Anne Trickey at: [anne.trickey@sfgov.org](mailto:anne.trickey@sfgov.org) or 415-806-5884

### How to Apply

**DEADLINE TO APPLY:** Thursday, November 16, 2023, at 12 p.m./noon

**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 Senior Program Officer Anne Trickey at: [anne.trickey@sfgov.org](mailto:anne.trickey@sfgov.org) or 415-806-5884 at least two weeks before the application deadline, in order for us to appropriately accommodate.

**SFA GRANT GUIDELINES ARE AVAILABLE ONLINE AT:** [Link](#)

To review list of important dates, eligibility, project requirements and scoring criteria

**VIEW UPCOMING GRANTSEEKER INFORMATION SESSIONS AT:**

To review list of important dates, eligibility, project requirements and scoring criteria <https://sfartscommission.org/content/grant-information-sessions>

### STEP 1: Eligibility Questions

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 to set up your password.
7. Once you create your password you can log into the grant portal to fill out the application.
8. If you have questions about eligibility contact Senior Program Officer Anne Trickey at: [anne.trickey@sfgov.org](mailto:anne.trickey@sfgov.org) or 415-806-5884

## 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.

Applicants are able to save their progress and return to the online application, as needed. To do so, complete the following steps:

1. Click 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 organization 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 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 or mortgage statement. **Unhoused or housing insecure applicants, please contact Senior Program Officer Anne Trickey for help with this document.** [anne.trickey@sfgov.org](mailto:anne.trickey@sfgov.org)

Documents should be no more than three (3) months old (September to November 2023) and must include the applicant organization'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 Two/2 San Francisco art activities open to the public
  - Activity (95 characters w/spaces)
  - Date (date picker)
  - San Francisco Facility/Address/Virtual platform (95 characters w/spaces)
  - Estimated Attendance (number)
  - Brief Description (100 characters w/spaces)

For help with character count: <https://wordcounter.net/character-count>

The screenshot shows a web browser window with the following content:

- Browser title: San Francisco Art Activities - Google Chrome
- Address bar: sfartscommission.us-1.smartsimple.com/s\_viewwmlpage.jsp?fieldid=FAKA1FAchR5eXYfFgzzeEBfakV0Vm0CAgYOgYQHAQE-&scodedid=Q11VNFNzPwYvP21NFORSQ95PkpVlpgH2dU0FNZ1FY&mode=0&isanno=0&typeid=29305
- Information box: 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 2 activities below between October 1, 2021 and June 30, 2023. Activities can be virtual or in person as long as they include San Francisco audience members or attendees.
- Table with headers: Activity, Date, San Francisco Facility/Address/Virtual Platform, Estimated Attendance, Brief Description
- Table content: A single row with a plus sign (+) in the first column.
- Save button: A blue button labeled "Save" at the bottom of the form.

- 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.
- **Please identify the artistic genre or practice for the proposed project**
  - Fill in the field
- **Select the artistic practices below that best fit your project.**
  - Select all that apply
- **How many years of experience do you have as a practicing artist?**
  - Choose a range

## 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

- Applicants can request \$30,000.

**Project Summary** Provide a brief Project Summary to be read during panel discussion that starts with this sentence, "San Francisco Arts Commission funds will be used to support... (75 word limit)

### Racial Equity (20 Points)

- Question 1 (20 Points) The Arts Commission uses a racial equity lens to review applications in this grant category. You can read our racial equity statement [here](#). Please explain how your professional experience, life experience, and understanding of racial equity helps you express the experiences of historically underserved communities, including those listed in the [Cultural Equity ordinance](#) (see Administrative Code Section 68.5). (250 word limit)
  - **SCORING CRITERIA:** Applicant uses their professional experience, life experience, and understanding of racial equity to express the experiences of one or more of the [Cultural Equity communities](#).

### Artistic Relevance (10 Points)

- Question 2 (10 Points) Tell us about your experience relevant to your proposed project. (150 word limit)
  - Resume or Curriculum Vitae (2-page maximum)

- Biography *(150 word limit)*
- **SCORING CRITERIA:** Applicant successfully describes their experience relevant to the proposed project.
- Applicant's Resume/CV and Biography reflect their experience relevant to the proposed project.

#### □ Artistic Project (50 Points)

- Question 3 (20 Points) Describe the ideas and processes involved in making your project and your role in the creative process. It is important to give the panelists a clear picture of what you are doing and how you are doing it. *(300 word limit)*
- If you are working with other partners or collaborators, please outline their role in the project. *(150 word limit)*
  - **SCORING CRITERIA:** Applicant clearly describes the ideas and processes involved in making the project and their role in the creative process.
  - If applicable: Roles of any partners or collaborators are outlined.

Question 4 (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 word limit)*

- **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 5 (15 Points). Why is this project important to you and to the future of your artistic practice? *(250 word limit)*

- **SCORING CRITERIA:** Applicant articulates why the project is important to them and to the future of their artistic practice.

## Application Part 4: GRANT PLAN

Question 6 (5 Points). Completed grant plan with distinct activities, outputs and date completed by.

- **SCORING CRITERIA:** Applicant translates their project description and plan into distinct activities during the grant window.
- **Click the OPEN button to enter grant plan activities**

Project Activities

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
test	test	mm/dd/yyyy
test	test	mm/dd/yyyy
test	test	mm/dd/yyyy
test	test	mm/dd/yyyy
test	test	mm/dd/yyyy
Submit SFAC Final report	1 final report	12/31/2025

+

Save

- **Click the + button to add a row**

Grant Plan: The project activities must take place during the grant period: JANUARY 1, 2024 – DECEMBER 31, 2025.  
Grant activities listed below may be in person or virtual.

To create the grant plan describe five (5) primary activities and include the anticipated outputs the applicant hopes to achieve with the completed date in chronological order.

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: 12/31/25

- **Activity Description (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 (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 JANUARY 1, 2024 - DECEMBER 31, 2025.

- Example: 03/31/24.

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

## Application Part 5: WORK SAMPLES

Question 7 (20 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)

- **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 work samples labels and link**
  - **Click the + button to add a row.**
  - List up to five (5) work samples in this table.
  - For each work sample provide the following:
    - Title
    - Genre
    - Date that the work happened
    - Description (*100 characters w/spaces*)
    - URL or file
    - Viewing cue
    - **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**

**i** 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.
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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
  - 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.
- **Completion of this demographic survey is optional.**
- **ANY DATA YOU PROVIDE WILL NOT BE SEEN BY PANELISTS OR USED IN THE EVALUATION OF YOUR APPLICATION.**
- 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 (Artist, Director, Mx. Dr., etc.)

- 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](mailto:sfac.grants@sfgov.org).