SAN FRANCISCO ARTIST GRANT WEBINAR
September 25, 2023
12 p.m. – 1:10 p.m.
TECHNICAL HOUSEKEEPING

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

Access Chat by clicking the ‘Chat’ option.
This Webinar is being recorded!
This slide deck, a link to this recording can be found on the SFAC Grant Info Sessions Page 7-10 business after today’s session.

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 Community Investments Staff

• Senior Program Officer Anne Trickey (they/them)

• Program Officer Jennifer Chu (she/her)

• Program Associate Thanh Hong (he/him)
AGENDA

- SFAC Overview (10)
- San Francisco Artist Grant Eligibility and Requirements (10)
- Preparation to Apply (25)
- 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: Civic Art Collection, Civic Design Review, Community Investments and the Art Vendor Program, Public Art, and SFAC Galleries.

21CEI Zaccho Dance 2022 SF Aerial Arts Festival photo by Austin Forbord
RACIAL EQUITY STATEMENT

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.
COMMUNITY INVESTMENTS PROGRAM

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.

19CEI Cuicacalli at Carnaval SF photo by Pankaj Bhargava
CULTURAL EQUITY ENDOWMENT FUND

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
SAN FRANCISCO ARTISTS

Supports artistic commissions that stimulate the creation and presentation of creative works of art presented throughout the city’s neighborhoods.

• The artist must live in SF (for past two years), be at least 18 years old, and cannot be enrolled as a full-time student

• NEW! Up to $30,000 to San Francisco-based artists creating work

• All genres; eighteen-month grant window; five (5) years or less experience reviewed by a separate panel.

• Public benefit accessible to an SF audience.

IAC 2020 Silk Worm photo by Mariah Tiffany
ELIGIBILITY

• Two-year demonstrated history of living in San Francisco

• Must have a practice that provided a public benefit virtually or in person to a San Francisco based audience in the last two years

• 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

• City & County of San Francisco including San Francisco Unified School District employees ARE NOT ELIGIBLE

• Must be in good standing with other grants and loans

• Project activities must take place in S.F. between July 1, 2024 and December 31, 2025.

• 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.
APPLICATION REQUIREMENTS

• No budget required

• Proof of current San Francisco address (a bill or other document establishing you at that address in the last 3 months)

• 2 San Francisco based Art Activities in the last 2 years

• Fiscal Sponsor letter, if applicable

• CV/Resume (2 pages max)

• Work Samples: up to 5 links or appropriately sized files to upload

• Work Sample Webinar: October 2, at 12 p.m.

21SFA Vero Majano Dearest Homegirl photo by Y. Lopez
SCORING CRITERIA
SCORING CRITERIA

**Racial Equity** (20 points)
one question

**Artistic Relevance** (10 points)
one question, bio, 2 page CV/resume

**Artist Project** (50 points)
four sections:
project, public benefit, importance, grant plan

**Work Samples** (20 points)
up to five uploads/links
### SCORING CRITERIA: RACIAL EQUITY

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Arts Commission uses a racial equity lens to review applications in this grant category. You can read our racial equity statement <a href="#">here</a>. 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 <a href="#">Cultural Equity ordinance</a> (see Administrative Code Section 68.5). 250 word limit</td>
<td>20</td>
<td>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.</td>
</tr>
</tbody>
</table>

**SEC. 68.5. COMMISSIONS TO INDIVIDUAL ARTISTS.**

The Commissions to Individual Artists Program shall provide support to individual artists to stimulate production and dissemination of works of art in all disciplines and all neighborhoods of San Francisco. The majority of Commissions to Individual Artists in any year shall be to artists who are deeply rooted in and able to express the experiences of historically underserved communities such as African American; Asian American; disabled; Latino; lesbian and gay; Native American; Pacific Islander; and, women.

(Added by Ord. 354-93, App. 11/12/93)
## SCORING CRITERIA: ARTISTIC RELEVANCE

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Tell us about your experience relevant to your proposed project.</td>
<td>10</td>
<td>Applicant successfully describes their experience relevant to the proposed project.</td>
</tr>
<tr>
<td>150 word limit</td>
<td></td>
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</tr>
<tr>
<td>Resume or Curriculum Vitae</td>
<td>10</td>
<td>Applicant’s Resume/CV and Biography reflect their experience relevant to the proposed project.</td>
</tr>
<tr>
<td>2 page maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biography</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>150 word limit</td>
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</tbody>
</table>
3. 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*

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.
### SCORING CRITERIA: ARTISTIC PROJECT PT. 2

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>4. 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).</td>
<td>10</td>
<td>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.</td>
</tr>
</tbody>
</table>

250 word limit
## SCORING CRITERIA: ARTISTIC PROJECT PT. 3

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Why is this project important to you and to the future of your artistic practice?</td>
<td>15</td>
<td>Applicant articulates why the project is important to them and to the future of their artistic practice.</td>
</tr>
<tr>
<td>350 word limit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Points</td>
<td>Criteria</td>
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<tr>
<td>-------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6. Completed grant plan with distinct activities, outputs and date</td>
<td>5</td>
<td>Artist translates their project description and plan into distinct activities during the grant window.</td>
</tr>
<tr>
<td>completed by. 250 Characters w/spaces</td>
<td></td>
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</tbody>
</table>
## SCORING CRITERIA: WORK SAMPLES

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>7. 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.</td>
<td>20</td>
<td>Work samples show an ability to complete the proposed project, as well as demonstrate knowledge of and experience in the artist’s creative practice.</td>
</tr>
</tbody>
</table>

*Any combination of the following:*

5 images, 5 pages, 5 minutes of audio/video
PREPARATION TO APPLY
STEP 1 – SFAC GRANTS WEBPAGE

https://www.sfartscommission.org/grants

Webpage includes:

• Grant Guidelines
• Application Instructions
• Link to online application
• Webinar Recordings

The Community Investments program supports San Francisco-based artists, arts organizations, and communities with an equity lens through grants, technical assistance, arts education initiatives, and community-based Cultural Centers.

Please sign up for our newsletter to stay informed about any grant program updates.

Veronica Blair | The Rain is Enuf (TIE) | Photo by Austin Forbord

Upcoming Opportunities & Important Dates

<table>
<thead>
<tr>
<th>Arts Impact Endowment (AIE) Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, September 8, 2023 at 12pm-1pm</td>
</tr>
<tr>
<td>Application Deadline: Thursday, October 5, 2023 at 12pm</td>
</tr>
</tbody>
</table>
STEP 2 – REVIEW THE GUIDELINES

https://sfartscommission.org/content/fy24-san-francisco-artists-sfa-grant

Webpage includes:

- Guidelines
- Instructions
- Application link
- Deadlines
- Eligibility
- Restrictions
- Panel Evaluation
- Scoring Criteria
STEP 3 – APPLICATION INSTRUCTIONS

https://sfartscommission.org/content/fy2024-san-francisco-artists-sfa-grant

Document includes:

• Link to Guidelines
• Application Instructions
  • Contact information
  • Application Questions
  • Word limit for responses
  • Support Materials
• Link to online application
STEP 4 – PREPARE YOUR ANSWERS

☐ 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.
STEP 5 - ONLINE APPLICATION

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

ADD THIS EMAIL TO SAFE SENDERS LIST

noreply@smartsimplemailer.com
ONLINE APPLICATION – Funding Opportunity

APPLICATIONS

2  Funding Opportunities
4  In Progress
4  Under Review
2  Approved
1  Closed/Declined

REPORTS

0  Draft and Revisions Required
0  Under Review
0  Completed Interim Reports
0  Completed Final Reports
# ONLINE APPLICATION

## Apply Button

The image shows a webpage dedicated to online applications for funding opportunities. The webpage is part of the San Francisco Arts Commission (SFAC) website, indicated by the logo in the top left corner.

### FUNDING OPPORTUNITIES

<table>
<thead>
<tr>
<th>Cycle Name</th>
<th>Cycle Start Date</th>
<th>Cycle Deadline</th>
<th>Helpful Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dream Keeper Initiative 2024</td>
<td>06/11/2023 12:00 AM</td>
<td>09/01/2023 12:00 AM</td>
<td>TEST_PDF.pdf, TEST_PDF.pdf</td>
</tr>
<tr>
<td>San Francisco Artist 2024</td>
<td>02/01/2023 12:00 AM</td>
<td>03/31/2023 12:00 AM</td>
<td>Guidelines.pdf, Application_instructions.pdf</td>
</tr>
</tbody>
</table>

- **Apply Now** button is visible for the Dream Keeper Initiative 2024 cycle.
- The San Francisco Artist 2024 cycle deadline has passed.

Additional documents linked on the page include:
- TEST_PDF.pdf
- Guidelines.pdf
- Application_instructions.pdf

**Notes:**
- The cycle names and dates are specific to the example provided and may vary.
- The interface design and layout may differ on the actual website.
ONLINE APPLICATION
-Application Tabs

Please complete the mandatory questions below:

- Some of 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.

Application Type: Arts Impact Endowment

* Organization: TEST ORG 3

Status: Draft

* Primary Contact: Molly test 3

Modified Date: 08/14/2023 12:08 PM

Created Date: 08/14/2023 12:07 PM

Application Summary

Send External Emails To: u3f@smartsimple.com

CONTACT INFORMATION

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

TABS

TABS

Save Draft  Submit

SAVE BUTTON
SMARTSIMPLE
DEMONSTRATION
GRANTSEEKER TIPS

• Read the guidelines thoroughly and refer to the instructions.

• Schedule a 15-minute session with Senior Program Officer Anne Trickey, 415-806-5884, anne.trickey@sfgov.org.

• Gather work samples, review file size and test links in advance.

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

• Write with enthusiasm and tell a compelling story.

• Be consistent, be specific, consider having a friend review before submitting.

• DEADLINE November 16, 2023, 12 p.m. (noon)
PANEL PROCESS

- To ensure our process is rooted in racial equity, applications are openly reviewed by a panel of peers. Our panelists:
  - Meet in a virtual publicly accessible setting
  - Review applications, discuss and score applications
- Staff work hard to create panels equitably representative of the applicant pool and the larger city of San Francisco with regards to race/ethnicity, gender identity, sexuality, ability status, as well as artistic discipline and organizational expertise.
- We have an open application process for panelists. Get into our panel pool!
  - [https://www.sfartscommission.org/panelists](https://www.sfartscommission.org/panelists)
COMPLIANCE AND INSURANCE

• Supplier Compliance
  Visit SF CITY Partner
  https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx

• Grant Agreements

• Insurance

21SFA Realms Of Courage Celebrating Asian Women Composers Artwork photo by Matthew Washburn
# GRANT WEBINARS AND DEADLINES

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Webinar Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts impact Endowment</td>
<td>September 8 at 12 p.m.</td>
<td>October 5 at 12 p.m.</td>
</tr>
<tr>
<td>Artistic Legacy Grant</td>
<td>October 13 at 12 p.m.</td>
<td>November 7 at 12 p.m.</td>
</tr>
<tr>
<td>Cultural Equity Initiatives</td>
<td>October 13 at 12 p.m.</td>
<td>November 2 at 12 p.m.</td>
</tr>
<tr>
<td>San Francisco Artist</td>
<td>September 25 at 12 p.m.</td>
<td>November 16 at 12 p.m.</td>
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<table>
<thead>
<tr>
<th>Webinar Topic</th>
<th>Webinar Date</th>
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</thead>
<tbody>
<tr>
<td>Work Sample Webinar</td>
<td>October 2 at 12 p.m.</td>
</tr>
<tr>
<td>Fiscal Sponsor Webinar</td>
<td>October 12 at 12 p.m.</td>
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</table>
Thank you!

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Program Officer</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>Cultural Equity Initiatives</td>
<td>Debbie Ng</td>
<td><a href="mailto:debbie.h.ng@sfgov.org">debbie.h.ng@sfgov.org</a></td>
</tr>
<tr>
<td>Arts Impact Endowment</td>
<td>Jonell Molina</td>
<td><a href="mailto:jonell.molina@sfgov.org">jonell.molina@sfgov.org</a></td>
</tr>
<tr>
<td>Artistic Legacy Grant</td>
<td>Jennifer Chu</td>
<td><a href="mailto:jennifer.chu@sfgov.org">jennifer.chu@sfgov.org</a></td>
</tr>
</tbody>
</table>