Special Project Grants (SPX)
Application Instructions
How to Prepare and Submit your Application

Deadline to apply: Thursday, November 2, 2023 at 12 p.m.

Applications are available online at: https://sfartscommission.us-1.smartsimple.com/

Please visit the **Special Project Grant Guidelines** to review eligibility, project requirements and scoring criteria: Link

For any questions about Special Project Grants, contact Senior Program Officer Anne Trickey at anne.trickey@sfgov.org or 415-806-5884.

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 be able to register your organization profile 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 CEI application.
8. If you have questions about eligibility, contact Senior Program Officer Anne Trickey at 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.

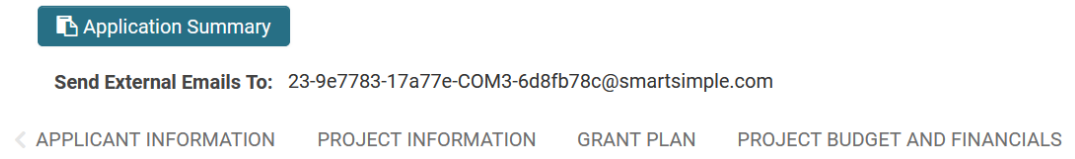**Character Count Link:** https://wordcounter.net/character-count
Use this website to help you manage the character count and words written in your responses to questions related to project information.

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.

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 Summary

Send External Emails To: 23-9e7783-17a77e-COM3-6d8fb78c@smartsimple.com

‹ APPLICANT INFORMATION PROJECT INFORMATION GRANT PLAN PROJECT BUDGET AND FINANCIALS

STEP 3: Application
The following are the questions included in the nonprofit organization application and the documents that are required.
- Click on the top menu of tabs to enter each section of the application.
- Click <u>SAVE</u> after you enter the information in each tab.

Application Part 1. APPLICANT INFORMATION
Enter and upload this information on the APPLICANT INFORMATION tab of the SMARTSIMPLE online application.

- Enter the Legal Name of Applicant - Enter name as it appears on IRS form 990.
- Organization Information:
  - Update the Organization 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 **Organization Profile** and update the applicable fields. **CLICK SAVE.**
  - From the **Organization Profile**, you can assign the **Primary Contact.**

- Mission Statement (100 Words)
- Core Programs and Services (250 Words)
- Intended Communities/Audience (250 Words)
- Primary Contact Name, Title, Contact Email, Contact Cell Phone Number, Address
    - Update the primary contact 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.
    - **Please note** that the **Organization** field is automatically populated with the information in the **Organization Profile** section (also available from the **MY LINKS** menu)

☐ **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 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 Trusts 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.

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 Trusts good standing
    ☐ Fiscal sponsor's proof of San Francisco corporate address

Application Part 3. PROJECT INFORMATION

☐ **Amount Requested:**
- Applicants can request up to $150,000. **(Enter numbers only).**
    *Please refer to the FY24 SPX Guidelines for the Funding Category amount.

☐ **Annual Operating Revenue:**
- The applicant organization's average annual operating revenue from the two (2) most recently completed fiscal years. **(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)

☐ **Funding Category** Drop down, choose one. If you are applying for more than one Funding Category, please submit more than one application.

☐ **Funding Category** Narrative response. Navigate to the funding category that matches what you've chosen in the drop down. (800 – 1000 words depending on the funding category).

Application Part 4. PROJECT BUDGET
Fill OUT ON PROJECT BUDGET & FINANCIALS TAB

- **Click the OPEN button to enter budget form**
- Enter Project Budget and notes detailing itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the "Notes" field (8 words/45 characters with spaces)
- 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): <u>LINK to Download FY24 Budget template</u>

- **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)

- Upload the following financial documents:
  - 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

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.

- <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. Is more than half of your audience BIPOC (Black, Indigenous, People of Color)?
   a. If yes, of that BIPOC majority, please select which one of the following groups is most represented. (select one)
4. In which supervisorial district are you or your organization located?
5. Is this your first time applying for a grant from SFAC?
6. 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.