

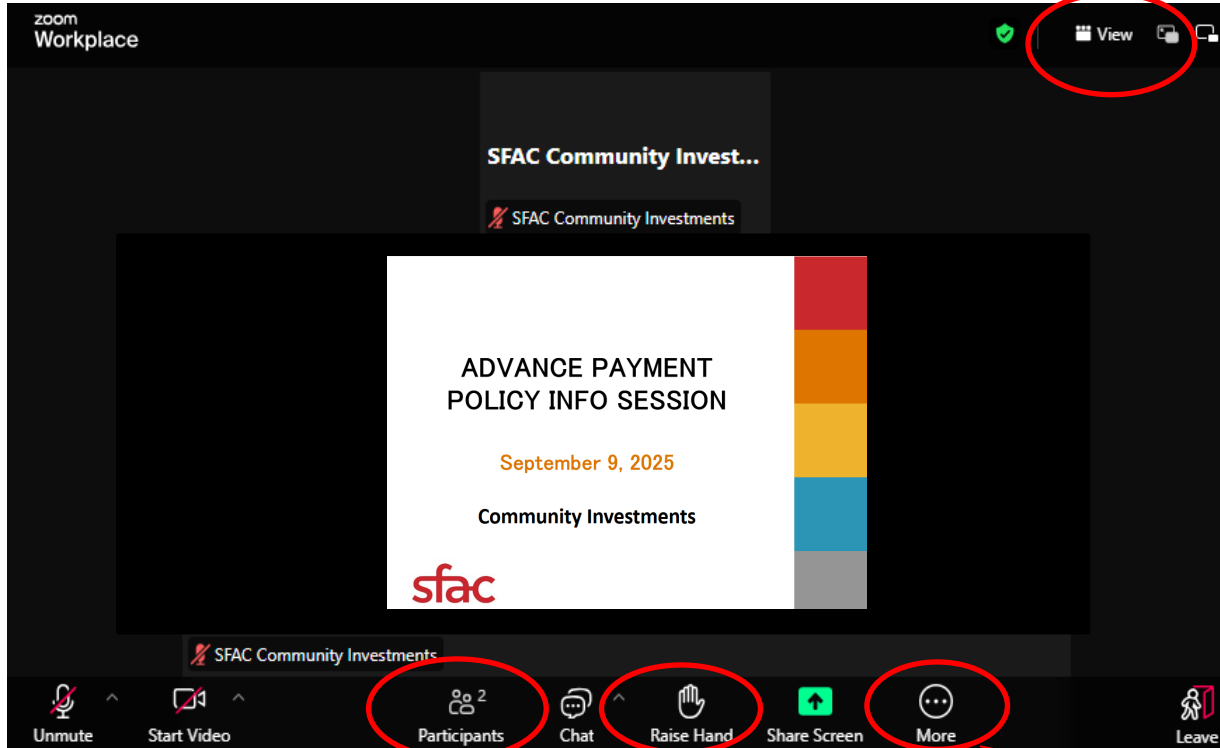
ADVANCE PAYMENT POLICY INFO SESSION

September 9, 2025

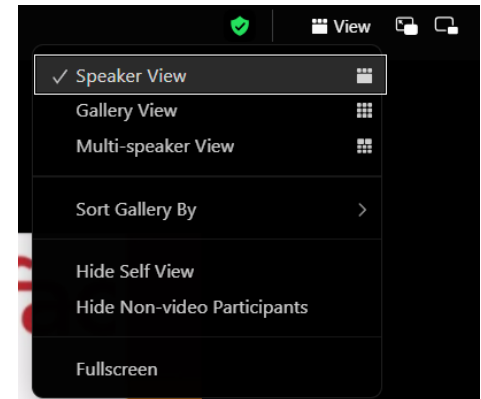
Community Investments



TECHNICAL HOUSEKEEPING



Update your view by clicking here – we suggest “Speaker View”

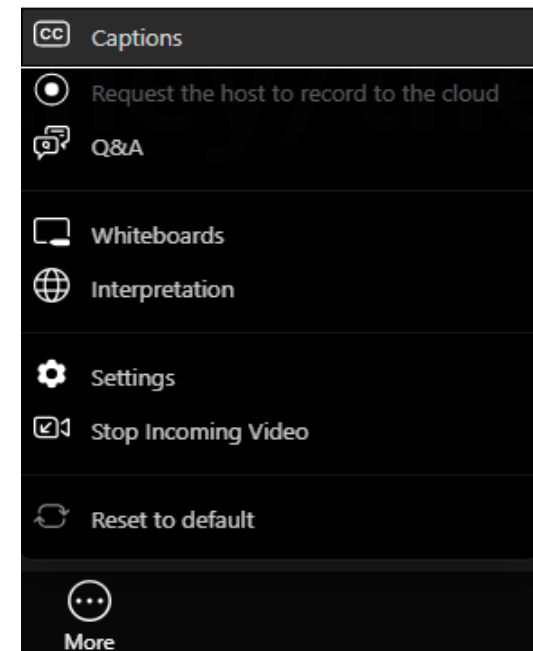


Open "**Participants**" in the lower-left of the menu and click the three dots next to your name. Select **Rename** to edit your displayed name or include your pronouns

Click **Raise Hand** in the lower-center of the menu if you wish to speak. When called on, staff will ask you to unmute and turn on your video.

Click "**More**" in the lower-right of the menu bar to access:

- **Captions**
- **Q&A**
- **ASL Interpretation**





San Francisco Recovery Theatre Sherrie Taylor in Tales from the Fentanyl

HOUSEKEEPING

- Session is being recorded.
- Your microphones have been muted to minimize background noise. You may choose to be on- or off-camera.
- Chat has been disabled for this meeting.
- Type questions into the Q&A. Questions may be answered in writing in the Q&A, or may be answered live at the end of the session.
- There will be a poll launched through Zoom
- If you would like to speak live, there will be an opportunity at the end of the session.
- If you need technical assistance, please email sfac.grants@sfgov.org



International Indian Treaty Council – Alcatraz Sunrise Gathering

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Agenda

- Welcome from Ralph Remington, Director of Cultural Affairs
- Advance Payment Policy
- Polling
- Questions & Answers



Shipyard Trust for the Arts Portrait
Stephen Namara

DIRECTOR RALPH REMINGTON



Image by Fred Rowe Foto

ADVANCE PAYMENT BACKGROUND

- In March 2024, the Board of Supervisors [passed an ordinance \(55-24\)](#) sponsored by former Supervisor Catherine Stefani directing the Controller's Office to issue [new policies and reports guiding the City's monitoring of nonprofit contractors](#).
- [Summary of Controller's Office Policies and Tools for Nonprofit Oversight](#)
- In August 2025, the Controller's Office Issued a new set of [Accounting Policies & Procedures](#).
- 4.4.4.1 | ADVANCE PAYMENT TO COMMUNITY BASED ORGANIZATIONS issued as authorized by [City Charter, Article I, Section 3.105](#)
- The Controller's City-wide Advance Policy limits advance payments to the second year of the contract or later and only up to 10% of the total contract.

ADVANCE PAYMENT GOOD NEWS

Controller's Standard Policy

- Advance can only be **10%** of the total grant amount
- Advance can only occur in the second or third year of the grant term

Arts Commission Policy as approved by the Controller

- Up to **50%** of the total grant amount
- Occurs at the beginning of the grant term

ADVANCE PAYMENT POLICY

- The new advance payment policy and quarterly reporting and reimbursement process is in the FY25-26 Guidelines.
- The new advance payment and reimbursement policy will apply to all grants made for FY26-27, for all grants with a July 1, 2026 or later start date.
- SFAC grantees with existing active grants will continue to be paid as outlined in the grant agreement in the appendix section titled “Disbursement Schedule.”



PlayGround, Free-Play Festival,
photo by Lana Richards

ADVANCE PAYMENT POLICY

San Francisco Arts Commission Advance Payment Policies & Procedures

March 2025

Purpose

Establish clear and effective guidelines in processing advance payment to grantees.

Policy

This policy identifies guidelines for advance payment at the San Francisco Arts Commission (SFAC). SFAC is establishing this policy to adhere to the City and County of San Francisco's (City's) guidelines related to advance payment to grantees in alignment with the Office of Controller Accounting Policies & Procedures, Section 4.4.4.1 Advance Payment to Grant Sub-Recipients (Community-Based Organizations).

SFAC makes grants to individual San Francisco artists and arts organizations with the goal to "move San Francisco arts funding toward cultural equity" and to "address needs in the arts community...determined by a cultural services allocation plan."¹ Where appropriate, pursuant to this policy SFAC may advance funds to grantees in order to minimize the financial burden imposed upon individual artists and small to medium sized arts organizations representing historically marginalized communities to assist them in carrying out their grant deliverables. Advance payments may be prioritized for small organizations that lack adequate financial resources to cover expenses upfront and for

ADVANCE PAYMENT REQUESTS

- After funding recommendations are approved, grantees will receive notification from staff with information about how to make an advance payment request
- Grantees must complete an Advance Payment Request letter detailing the grant related expenses to be covered by the advance payment
- The request letter details the types of expenses and justification for the request
- The request may be up to 50% of the grant



AfroSolo Theatre Company,
William Underwood

ADVANCE PAYMENT REQUESTS

EXAMPLE

Subject: Request for Grant Advance Payment

Dear Denise Pate:

I am writing to formally request an advance payment for **GRANT NUMBER ARTIST OR ORGANIZATION NAME**, as I/we have been recommended for funding for a total grant amount of \$ **GRANT AMOUNT** for the grant term of **ADD GRANT TERM.**

Request Number: GRANT NUMBER/NAME-REQ01

Enter the Amount of Advance Payment Request: \$

Please itemize the cost amounts to determine an advance payment of up to 50% of the total grant amount.

1. Justification of the need for an Advance Payment - I am requesting an advance payment to support the following:

(CHECK ALL OPTIONS THAT APPLY)

1. ☐ **Urgent project expenses for which I/we do not have other funds available;**
2. ☐ **Upfront costs to be incurred to begin the grant deliverables, for which I/we do not have other funds available;**
3. ☐ **Immediate operational needs for which I/we do not have other funds available.**

ADVANCE PAYMENT PROCESS



Idris Ackamoor and
Cultural Odyssey

1. Grantee submits the Advance Payment Request Letter with staff support
2. Staff review letter and assist with updates if needed
3. Approved advance amount goes into the grant agreement
4. Grantee completes grant agreement with staff support
5. Grantee completes initial invoice staff support

ADVANCE PAYMENT PROCESS

San Francisco Arts Commission - Community Investments

New Payment Policy FAQ

New Policy

- Effective June 2, 2025.
- The San Francisco Arts Commission (SFAC) is implementing a new policy about how we pay SFAC Grantees to comply with the City Controller's Accounting Policies & Procedures.

New Advance Payment Policy

- The new policy will allow SFAC to make a payment of up to 50% of the grant total as an advance payment (first payment).
- You can itemize the amounts of costs associated with your project or grant to determine an advance payment amount of up to 50% of the total grant amount
 - For example, if your grant is \$30,000, you can request up to \$15,000 in advance of performing any of the grant deliverables.
- Grantees are required to submit an advance payment request letter.

PAYMENT PROCESS & REQUESTS FOR REIMBURSEMENT

- The initial payment will be the same as the approved advance payment amount, up to 50% of the grant total.
- After your advance payment you will follow a reimbursement schedule.
- Your grant agreement will include a schedule to request reimbursements, which will be quarterly.
- If a grantee does not make an advance payment request, grant payments will be made through quarterly reimbursement requests.

	Due Date	Amount
Initial Disbursement (one time advance payment): Upon receipt of signed grant agreement and approved Advance Payment request Letter, SFAC may advance up to 50% percent of the grant amount to the Grantee on or after the due date.	July 1, 2025	Amount indicated in Advance Payment Request
Quarterly Invoice 1 Upon receipt of Quarterly Progress Report including Expense Report, SFAC will disburse the amount requested under the Expense Report as approved by SFAC.	October 31, 2025	Amount indicated in reimbursement request
Quarterly Invoice 2 Upon receipt of Quarterly Progress Report including Expense Report, SFAC will disburse the amount requested under the Expense Report as approved by SFAC.	January 31, 2026	Amount indicated in reimbursement request
Quarterly Invoice 3 Upon receipt of Quarterly Progress Report including Expense Report, SFAC will disburse the amount requested under the Expense Report as approved by SFAC.	March 31, 2026	Amount indicated in reimbursement request

QUARTERLY REPORTS & REQUESTS FOR REIMBURSEMENT

- Your grant plan will include quarterly reports
- All reimbursement requests will require interim quarterly reports that will include:
 - Narrative update on the grant deliverables;
 - Expense report of all funds expended to date;
 - Proof of current insurance.
- Quarterly reporting is required regardless of a request for reimbursement.

Activity Description	Activity Outputs	Date activity will be completed
Cover the rent of current workspace.	1 Studio Space.	07/29/2027
Submit SFAC Quarterly Report 1	1 Quarterly Report including expense report and grant deliverable progress report. Submit request for reimbursement if needed.	10/31/2025
Submit SFAC Quarterly Report 2	1 Quarterly Report including expense report and grant deliverable progress report. Submit request for reimbursement if needed.	1/31/2026
Host a series of hands-on workshops, in-person or virtually.	1 Series of Workshops Created.	03/05/2026
Submit SFAC Quarterly Report 3	1 Quarterly Report including expense report and grant deliverable progress report. Submit request for reimbursement if needed.	3/31/2026

WHAT THIS MEANS FOR YOU

- Arts Commission staff will provide technical assistance on budgets for applicants and grantees.
- Grantees will be required to use their own funds and/or a different funding source to pay for Arts Commission grant related expenses, after the advance payment.
- Organizations may work with the [Arts Loan Fund](#).



Marga Gomez photo by Mark McBeth



QUESTIONS ANSWERED IN THE Q&A





POLLING





QUESTIONS & ANSWERS LIVE



THANK YOU



Lenora Lee Johnny Huy Nguyen in A Bridge to Now,
Photo by Robbie Sweeny