

SFAC ARTISTIC LEGACY GRANT SEEKER WEBINAR

**September 29, 2025
12 p.m.**



TECHNICAL HOUSEKEEPING



Your microphones have been automatically muted, and video for attendees will be turned off for this session.

Access Chat by clicking the “Chat” option.

Please post all questions in the Q&A tool.

Click “Transcript” for a separate window with text, or click “Show Captions” for Zoom’s caption tool with English and other languages.

Click on “Interpretation” and select American Sign Language to view a separate window with ASL Interpretation.



San Francisco Recovery Theatre Sherrie Taylor
in Tales from the Fentanyloin

HOUSEKEEPING

- This SFAC Grant Seeker Webinar is being recorded!
- A PDF to this slide deck and a link to this recording can be found on the SFAC Grant Info Sessions page within 5-7 business days.

SFAC Grant Info Sessions webpage

- If you need technical assistance, please email **sfac.grants@sfgov.org**. In the email, share the technical issue and staff will respond shortly after to assist.

LAND ACKNOWLEDGEMENT



*Antone Family (Tohono O'odham),
2019, Photo by Hulleah
Tsinhnahjinnie*
Left to right: Christine [seated],
Melanie, Michelle and Arianna

The San Francisco Arts Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors, elders and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples. As a department dedicated to promoting a diverse and equitable Arts and Culture environment in San Francisco, we are committed to supporting the traditional and contemporary evolution of the American Indian community.

OUR PRESENTERS

SFAC Community Investments Staff:

- Senior Program Officer Anne Trickey (they/them)
- Senior Compliance Officer Molly Barrons (she/her)
- Program Officer Jennifer Chu (she/her)
- Program Associate Kingsley Sun (he/him)
- Program Associate Natalia Perez (she/her)

ASL Interpreters:

- Claire
- Teresa



2024 Dream Keeper Initiative
grantee Zaccho Dance Theater.
Connie McKenzie, Zaccho Dance
Theater Black Futures Fellow.
January 2025. Photo by
LexMexart + Photography.

AGENDA



2022 Cultural Equity Initiatives, Nā
Lei Hulu I Ka Wēkiu

- SFAC Overview (10 minutes)
- Advance Payment Policy (5 minutes)
- Eligibility and Requirements (10 minutes)
- Artistic Legacy Grant category Overview (20 minutes)
- Prepare to Apply (10 minutes)
- Grant seeker Tips (5 minutes)
- Q&A (15 minutes)



SFAC OVERVIEW



ABOUT SFAC AND THE COMMUNITY INVESTMENTS PROGRAM



22CEI CounterPulse - Vera Hannush in Try, Hye! Photo by Emil Smeja

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

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.

RACIAL EQUITY STATEMENT



2020 Cultural Centers SOMArts,
Thinking of You

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.

CULTURAL EQUITY ENDOWMENT FUND



SEC. 68.1. PURPOSES

The Cultural Equity Endowment Fund is established to move San Francisco arts funding toward cultural equity.

The Arts Commission seeks to fund artists and organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities, including for example those communities highlighted by the Cultural Equity Endowment Legislation and the Grantmakers in the Arts’ [“Racial Equity in Arts Funding: Statement of Purpose and Recommendations for Action,”](#) and the Cultural Equity Endowment Fund.

2022 SPX Fresh Meat Productions FRESH
MEAT FESTIVAL Trans And Queer Performers

SFAC GRANT CYCLE





ADVANCE PAYMENT POLICY



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 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 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

For more information read the Advance Payment policy on the SFAC website.

[Click here to review the Advance Payment policy on the SFAC website.](#)



ELIGIBILITY AND REQUIREMENTS



ELIGIBILITY

- Eligibility begins on page 5 of the Guidelines.
- Cannot apply in any category with a current open grant.
- ALL Applicants must:
 - Have a two-year demonstrated history of operating/living in San Francisco.
 - Artists and Organizations must highlight work or engagement with historically marginalized communities such as those listed in the Cultural Equity Endowment legislation.
 - Project activities must take place in S.F. between a defined grant window (depending on grant)
 - Be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco.

ELIGIBILITY - ARTISTS

Artist Applicants Must:

- Be at least 18 years old.
- Have a fiscal sponsor IF they are:
 - Working with minors under 18 years old (including the applicant's family members) and any performances or events at schools.
 - Working with seniors over 65 years old, (including the applicant's family members) and any performances or events at senior centers.
 - Working with people with disabilities (including the applicant's family members) and any performances or events at community centers serving the disabled population.
 - Former employees of the City & County, including the San Francisco Unified School District and San Francisco City College.
- Artist Applicants may be Sole Proprietors or single member LLCs with a budget cap of \$500,000.

ELIGIBILITY - FISCAL SPONSORS – PART 1

Fiscal Sponsors must:

- Be in compliance with the IRS, CA Franchise Tax Board, CA Attorney General, CA Secretary of State.
- Provide proof of Agreement or Memorandum of Understanding (MOU) between the fiscal sponsor and the fiscally sponsored applicant that:
 - Define the fiscal sponsor model.
 - Describes services provide by fiscal sponsor.
 - Describes how funds are disbursed.
 - Outlines the reporting requirements.
 - Includes the fiscal sponsorship fee.
 - Identifies the fiscal sponsor's staff person who will serve as the primary liaison with the fiscally-sponsored project/entity.

ELIGIBILITY - FISCAL SPONSORS – PART 2

- Maintain adequate fiscal staff and systems to support the sponsored program.
- Provide Profit and Loss Statement and Balance sheet for sponsored project.
- Hold operating reserves sufficient to support the sponsored program.
- Work with the subgrantee to complete and submit financial documentation of the disbursement of funds with the quarterly and final reports.
- Pay all funds to the subgrantee in advance of the final disbursement of the grant.
- Fiscally sponsored projects may include LLCs with a \$500,00 budget cap and Sole Proprietorships.

RESTRICTIONS – PART 1

- Applicants may submit ONE application per endowment grant category.
- Partners and collaborators cannot apply separately for the same project in any grant category.
- An artist who owns and operates an arts organization may apply to the individual artist grant categories; and their organization may also apply to the organization grant categories.
- Grant funding does not imply that the San Francisco Arts Commission or any other City agency will produce, exhibit, promote or present the art created. It is the responsibility of the grantee to secure a venue, insurance, and any permits for public presentations.

RESTRICTIONS – PART 2

- **NEW: No Regranting**
 - Regranting is not an eligible project scope or grant plan activity. Regranting projects will be deemed ineligible.
- **NEW: General Liability Insurance Requirement**
 - All projects that include dance, movement or physical theater are required to obtain general liability insurance and maintain the coverage throughout the entire grant term. Proof of General Liability insurance must be provided before payment.

ELIGIBLE EXPENSES



- Artistic and Technical (including lodging for artists)
- Direct Personnel
- Professional Services
- Administrative costs (including travel in San Francisco)
- Facility and Maintenance (NO Labor costs)

SEW Productions – Paige Mayes,
Phaedra Tillery-Boughton, Jacinta
Kaumbulu photo by Alejandro Ramos

INELIGIBLE EXPENSES



- Travel outside of San Francisco
- Fundraising activity
(**Development staff is allowed as a direct personnel cost**)
- Penalties, late charges or interest on any late payments
- No Capital project labor costs

22CEI Kearny Street Workshop King
Lotus Boy at KSW Photo by Claire Burke

COMPLIANCE AND INSURANCE



- Supplier Compliance
Visit SF CITY Partner webpage
[Review the supplier info on the SF City Partner webpage.](#)
- Grantees become Suppliers and must maintain compliance throughout the grant term.
- Grant Agreements are legal contracts.
- Insurance requirements vary depending on the type of grant.

The African & African American Performing Arts Coalition - Byb Chanel Bibene – arms stretched wide



ARTISTIC LEGACY GRANT (ALG) CATEGORY



ARTISTIC LEGACY GRANT (ALG)



2025 Artistic Legacy Grant recipient
Márcia Treidler “Mestra Cigarra”. Photo by
Joseph Smooke.

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 consecutive years or more.

- **Eligibility Restrictions:** Current ALG grantees and previous ALG Grant recipients are NOT eligible to apply.
- 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.
- **Up to \$100,000 to one individual artist**
- Grant window is July 1, 2026 to July 31, 2028
- **Applications due Wednesday, October 22, 2025 at 12 p.m. noon.**

ALG APPLICATION REQUIREMENTS



Rhodessa Jones at the African American Art & Culture Complex in San Francisco.
Photo: Santiago Mejia / The Chronicle

- Proof of current San Francisco address (a bill or other document establishing you at that address in the last 3 months)
- Demonstrated artistic practice history spanning the last 25 consecutive years or more
- Fiscal Sponsor MOU or agreement, if applicable
- CV/Resume or List of Artistic Practice accomplishments (4 pages max)
- Grant Plan
- Project Budget
- Required Documents: up to 5 links or appropriately sized file uploads that reflect last 25 consecutive years or more of artistic practice history (among other criteria)
- Required Documents Webinar: October 3, 2025, at 12 p.m.

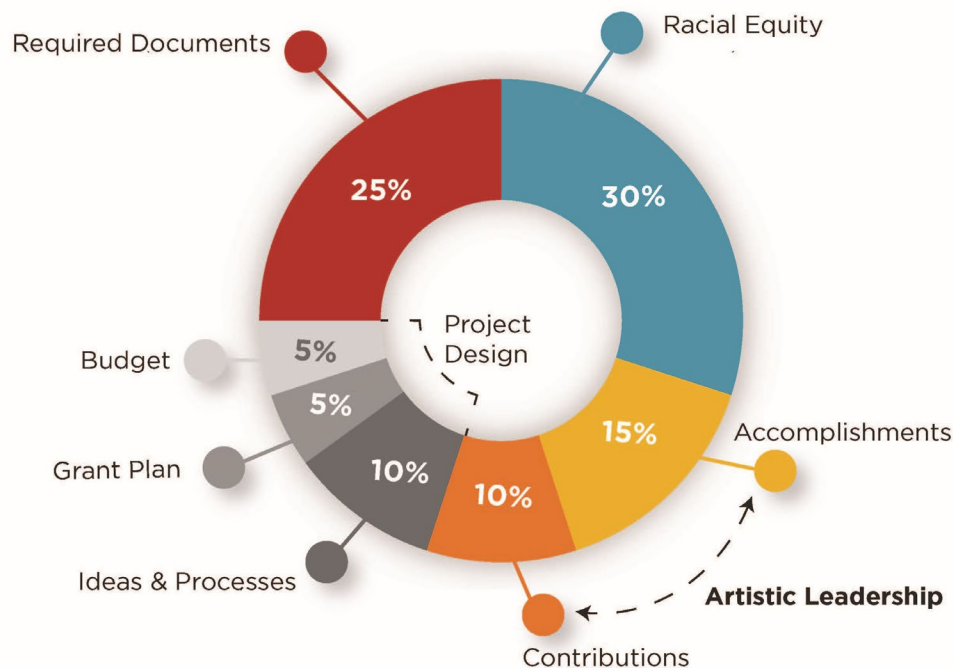
ARTISTIC LEGACY GRANT SCORING CRITERIA

- **Racial Equity** (30 points)
 - One question

- **Artistic Leadership** (25 points)
 - Two questions
 - Artist's Resume/CV or list of artistic practice accomplishments and artistic practice activities

- **Project Design** (20 points)
 - One question
 - Grant plan
 - Project Budget

- **Required Documents/or Links** (25 points)
 - Up to 5 uploads/links



SCORING CRITERIA: RACIAL EQUITY

Question	Points	Criteria
<p>1. What is your understanding of racial equity?</p> <ul style="list-style-type: none">• How does your understanding of racial equity apply to your artistic practice?• What is your history of engaging with marginalized communities?• Please list any specific examples of working with and expressing experiences of one or more communities identified in the Cultural Equity Endowment legislation (see Administrative Code Section 68.5). <p>300 word limit</p>	30	<p>Applicant provides a clear understanding of racial equity, demonstrates a history of engaging with marginalized community, and provides strong examples of working with and expressing experiences of one or more communities identified in the Cultural Equity Endowment legislation.</p>

SCORING CRITERIA: ARTISTIC LEADERSHIP

PART 1

Question	Points	Criteria
2. Describe your practice and highlight your major accomplishments over your career, including the last 25 consecutive years or more.	15	The applicant's artistic practice spans at least 25 consecutive years or more. The applicant's artistic practice and major accomplishments are clear.
250 word limit		The applicant's resume/CV or list of artistic accomplishments are clear and strong, lists artistic activities spanning at least the last 25 consecutive years or more, and demonstrates a meaningful evolution of the artist's artistic practice.
File upload: Artist's Resume / CV or a list of artistic practice accomplishments and artistic practice activities spanning the last 25 consecutive years or more.		
4 page limit		

SCORING CRITERIA: ARTISTIC LEADERSHIP

PART 2

Question	Points	Criteria
<p>3. Describe your leadership and how you have contributed to the vitality of San Francisco's arts ecosystem over the last 25 consecutive years or more.</p> <p>250 word limit</p>	10	<p>The applicant provides clear examples of their leadership and contributions to San Francisco's arts ecosystem over the last 25 consecutive or more years.</p>

SCORING CRITERIA: PROJECT DESIGN PART 1

Question	Points	Criteria
<p>4. Describe the ideas and processes involved in your proposed project and your role in the creative process. Include how the proposed project will preserve and support your artistic legacy and continued change on the community(ies) with whom you engage. It is important to give the panelists a clear picture of what you are doing and how you are doing it.</p> <p>300 word limit</p>	10	<p>Applicant clearly describes the ideas and processes involved in the project and their role in the creative process. The applicant demonstrates how 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.</p>
<p>Describe the public benefit of the proposed project (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).</p> <p>300 word limit</p>		<p>The applicant describes the public benefit that the proposed project will provide to San Francisco, its neighborhoods and/or communities. Applicant sets goals for a successful public benefit. Applicants clearly describe a method for how they will measure their goals.</p>

SCORING CRITERIA: PROJECT DESIGN

PART 2

Question	Points	Criteria
<p>5. Completed Grant Plan with distinct activities, outputs, and date completed by.</p> <p>See instructions for example and character limit.</p>	5	Applicant clearly describes their project summary and plan into distinct activities, outputs, and project activity completion date during the grant window.

SCORING CRITERIA: PROJECT DESIGN

PART 3

Question	Points	Criteria
6. Completed Project Budget See instructions for example and character limit.	5	Project budget aligns with project summary and line items are explained in detail.

SCORING CRITERIA: REQUIRED UPLOADS AND/OR LINKS

Question	Points	Criteria
<p>7. You may provide up to 5 uploads or links. Panelists will spend no more than twenty-five (25) minutes reviewing these materials. Please upload one or more of the following:</p> <ul style="list-style-type: none">• Cost estimates or planning documents for the proposed funding request.• Samples of your past work. The samples should span your 25 consecutive year (or more) artistic practice history, show your ability to complete your ongoing artistic work, as well as demonstrate• knowledge of and experience in your creative practice.• May include letter(s) of support.	25	<p>Uploaded or linked documents document the span of the artist's 25 consecutive or more years of experience as a practicing artist, show the artist's ability to complete the proposed project, provide examples of the artist's engagement or connection with one or more of the communities identified in the Cultural Equity Endowment legislation,* and demonstrate knowledge of and experience in the applicant's creative practice, artistic accomplishments, and contributions to the field.</p>



**PREPARE TO
APPLY**



STEP 1. BOOKMARK THE GRANTS LANDING PAGE AND GRANT INFO SESSIONS PAGE

Bookmark these pages:

Learn about SFAC's FY26 grant opportunities on SFAC's website.

Review SFAC's grant applicant technical assistance sessions on SFAC's website.



Gathering Pieces of Peace, Megan Lowe Dances, FY2025 Cultural Equity Initiatives (CEI) Grantee. Photo by RJ Muna

Webpage includes:

- Grant Guidelines
- Application Instructions
 - Contact information
 - Application Questions
 - Project Budget
 - Support Materials
- Link to grant portal
- Link to technical assistance recordings

STEP 2. REVIEW THE GRANT GUIDELINES

Guidelines

- One document with universal eligibility, policy, terms and conditions.
- Grant Categories cover category-specific information.
- PDF with hot links.
- Period to submit Questions via email or at technical assistance webinars. Due October 9.
- Questions will be posted.



Fiscal Year 2025-2026 Grant Guidelines

Version 1

Please review the Grant Guidelines first, read the Grant Application Instructions second, and finally login to [SmartSimple](#) to complete the application. We suggest that you have the Guidelines and Instructions open while working on your application.

A translation of this Grant Application is available upon request; however, only applications in English will be accepted. For more information, please contact 311.

Para obtener información en español, comuníquese al 311.

本資助申請表的翻譯版本將應請求而提供；但僅受理英文版本的申請表。查詢詳情，請聯絡311。

Ang paggasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si art-info@sfgov.org.

To make an Americans with Disabilities Act (ADA) request related to this Grant Application, please email sfac.grants@sfgov.org at least two weeks before the application deadline in order for us to appropriately accommodate your request.

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STEP 3. REVIEW THE APPLICATION INSTRUCTIONS

Instructions

- One document with SmartSimple grant portal screenshots.
- All SmartSimple applications are organized in the same way.
- PDF with hot links.



Fiscal Year 2025-2026 Grant Application Instructions for Individual Artists

How to Prepare and Submit an Application

Version 1

The Grant Application Instructions work together with the Grant Guidelines. Please review the Grant Guidelines first, read the Grant Application Instructions second, and finally login to the SmartSimple Grants Portal to complete the application. You may want to have the Instructions and Guidelines open while working on your application.

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STEP 4 – PREPARE YOUR ANSWERS

Sample Racial Equity question from the FY26 Artistic Legacy Grant Application Instructions

1. What is your understanding of racial equity?
 - How does your understanding of racial equity apply to your artistic practice?
 - What is your history of engaging with marginalized communities?
 - Please list any specific examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5).

300 word limit

Scoring Criteria: Applicant provides a clear understanding of racial equity, demonstrates a history of engaging with marginalized community, and provides strong examples of working with and expressing experiences of one or more communities identified in the Cultural Equity Endowment legislation.

STEP 5: REVIEW ADDITIONAL INFO



23CEI02 African Arts Academy Photo by David Perea

- All applications must be submitted through the Smart Simple grant portal.
- Applications are not accepted after the deadline.
- Once you submit the grant application, if you need to reopen, requests must be submitted to sfac.grants@sfgov.org before the deadline.
- Updated appeals procedure, page 12.
- Glossary of terms.
- Links to property map finder for help with mural and public art proposals.
- ADA Accessibility Requests

STEP 6: COMPLETE THE APPLICATION IN THE SMARTSIMPLE GRANTS PORTAL

A screenshot of the San Francisco Arts Commission Grant Portal login page. The page is divided into two main sections. On the left, there is a login form with the heading "Login". It contains two input fields: one for "Email" with an envelope icon and one for "Password" with a key icon. Below these fields is a blue "Log In" button. Underneath the button is a link that says "Forgot Password?". At the bottom of the login section, there is a link that says "New to the System?" and a blue "Register" button. On the right side of the page, there is a heading "San Francisco Arts Commission Grant Portal" followed by a paragraph of text: "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."

Learn about SFAC's FY26 grant opportunities on SFAC's website.

Review SFAC's grant applicant technical assistance sessions on SFAC's website.

GRANT SEEKER TIPS

- **Read the guidelines** thoroughly and refer to the instructions.
- Pay attention to the **scoring criteria**.
- **Plan ahead:**
 - Draft written responses in another document, then **cut and paste** answers into the online application form. Pay attention to **word count**.
 - Gather required documents (including work samples), team bios and other necessary documentation.
 - Research costs and prepare your budget.
 - Meet with the category Program Officer one-on-one.
 - Peer review! Have a trusted colleague read your application before you submit.
- Upload required documents (including **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 TECHNICAL ASSISTANCE

Bookmark this page:

Review SFAC's grant applicant technical assistance sessions on SFAC's website.

Technical Assistance Topic	Session Date
Grant Seeker Webinar	September 22 at 12 P.M.
Grant Seeker Info Session in person at Southeast Community Center	September 23 at 5:30 P.M.
Artistic Legacy Grant Webinar	September 29 at 12 P.M.
Artists Instagram Live Session	October 16 at 5 P.M.
Required Documents Webinar	October 3 at 12 P.M.
Organizations Instagram Live Session	October 1 at 5 P.M.
AIE Questions & Answers Webinar	October 10 at 12 P.M.
Reminders & Common Mistakes Instagram Live Session	October 23 at 5 P.M.
Fiscal Sponsor Information Session	Access the recording on SFAC's website.

ARTISTIC LEGACY GRANT APPLICATION DEADLINE AND OTHER IMPORTANT DATES

- Artistic Legacy Grant (ALG) application deadline is **Wednesday, October 22, 2025 at 12 p.m. noon.**
- 15-minute one-on-one grant applicant consultations can be scheduled with Jennifer Chu from **September 23, 2025 – October 17, 2025.**
- ADA Accessibility accommodation request deadline: **Wednesday, October 8, 2025.**
- All application deadlines are 12 p.m. noon, during the day. Applications are never due at a time that staff are not working.
- Due to the volume of applications, staff may not be available to assist the morning before a deadline.

SFAC STAFF CONTACT INFO

For more information about the Artistic Legacy Grant (ALG) category, please email or call Jennifer Chu at **jennifer.chu@sfgov.org** and **415-252-2258**.

For general information or SmartSimple assistance, please email SFAC's team at **sfac.grants@sfgov.org**.

Q & A



Asian Pacific Islander Cultural Center at Sunday Streets, Adam Pardee,
Special to The Chronicle