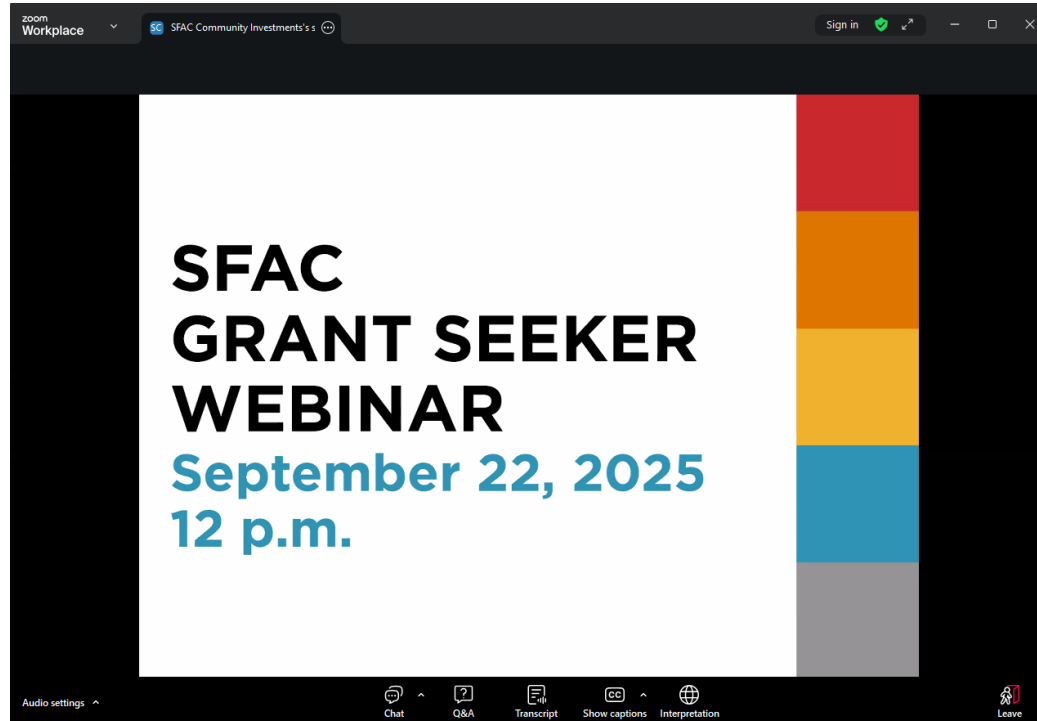


# **SFAC GRANT SEEKER WEBINAR**

**September 22, 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 Fentanyl

# HOUSEKEEPING

- This 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.

[www.sfartscommission.org/content/grant-information-sessions](http://www.sfartscommission.org/content/grant-information-sessions)

- If you need technical assistance, please email [sfac.grants@sfgov.org](mailto:sfac.grants@sfgov.org) or let us know in the Zoom chat. Be sure to share the technical issue and staff will respond shortly to assist.





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

# Community Investments Team

## Director of Community Investments

Denise Pate, [denise.pate@sfgov.org](mailto:denise.pate@sfgov.org)

## Senior Program Officers

Jonell Molina, [jonell.molina@sfgov.org](mailto:jonell.molina@sfgov.org)

Anne Trickey, [anne.trickey@sfgov.org](mailto:anne.trickey@sfgov.org)

## Senior Compliance Officer

Molly Barrons, [molly.barrons@sfgov.org](mailto:molly.barrons@sfgov.org)

## Grants Email

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

## Program Officers

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Jennifer Chu, [jennifer.chu@sfgov.org](mailto:jennifer.chu@sfgov.org)

Coco Duhon-Kelley, [coco.duhon-kelley@sfgov.org](mailto:coco.duhon-kelley@sfgov.org)

## Program Associates

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Natalia Perez, [natalia.perez@sfgov.org](mailto:natalia.perez@sfgov.org)

Kingsley Sun, [kingsley.sun@sfgov.org](mailto:kingsley.sun@sfgov.org)

## ASL Interpreters

Teresa

Crescenciano

# AGENDA



- SFAC Overview (10)
- Eligibility and Requirements (15)
- Application Review and Grant Categories (15)
- Prepare to Apply (10)
- Q&A (10)

Zaccho Dance Theatre – Conni McKenzie – Black Futures Fellow  
photo by Lexmexart



# 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:

- Community Investments
- Public Art
- Civic Art Collection
- Civic Design Review
- Art Vendor Program
- SFAC Galleries

New Conservatory Theatre Center -  
The Emperors New Posts photo by  
Lois Tema



# RACIAL EQUITY STATEMENT



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.

# 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.

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

# 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.

Fresh Meat Productions FRESH MEAT  
FESTIVAL Trans And Queer Performers

# Arts Impact Endowment

## Impact by the Numbers 2025

### Activities

236 Applicants

6 Distinct Panels

28 Panelists

ASL  
interpretation  
at all technical  
assistance  
webinars.

### Funding

20% applicant  
success rate

\$3,217,250  
total amount awarded

17% first-time org  
recipients

17% first-time  
indv. recipients

### Supports

48 Grantees

18  
nonprofits/organizations  
awarded

30  
individual  
artists awarded

# Cultural Equity Endowment Impact by the Numbers 2025

## Activities

294 Applicants

9 Distinct Panels

45 Panelists

ASL  
interpretation  
at all technical  
assistance  
webinars.

## Funding

34% applicant  
success rate

\$4,355,000  
total amount awarded

7% first-time org  
recipients

48% first-time  
indv. recipients

## Supports

97 Grantees

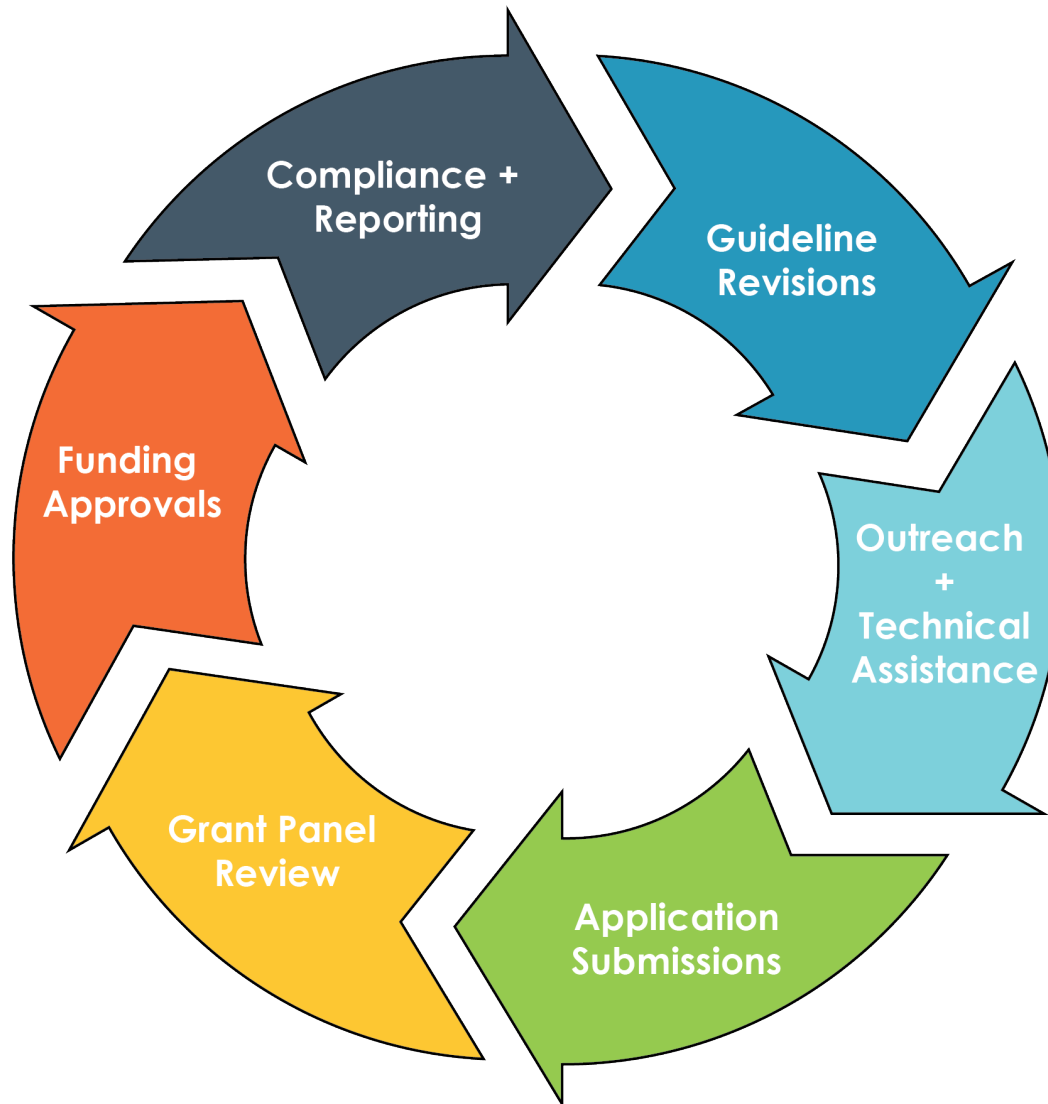
29  
nonprofits/organizations  
awarded

68  
individual  
artists awarded

11 districts



# SFAC GRANT CYCLE





# **ELIGIBILITY AND REQUIREMENTS**



# 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 pagsasalin 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](mailto:art-info@sfgov.org).

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

### Contents

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# 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 Organizations

### [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.



## Fiscal Year 2025-2026 Grant Application Instructions for Individual Artists

### [How to Prepare and Submit an Application](#)

Version 1

# GUIDELINES CHANGES



## [Arts Commission Community Investments Committee](#)

### Changes

- New Advance/Reimbursement Payment Policy
- Fewer categories: Arts Impact Endowment and Artistic Legacy Grant
- All endowment funds granted through these categories
- Applicants can apply to only one category
- Updated funding area names
- Specific examples of the funding area's purpose
- Separate Artist and Organization applications
- AI Policy



# 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 – ORGANIZATIONS

Organization Applicants Must:

- Be a 501c3 filling a 990PC or Fiscally Sponsored by a San Francisco 501c3 in good standing with the IRS, CA Franchise Tax Board, CA Attorney General, CA Secretary of State.
- Have a budget cap \$2M.
- Provide a submitted signed and dated copy of Federal Form 990 for the most recent tax year. Applicants with budgets under \$50,000 should submit a copy of their most recently submitted 990-N, and Profit and Loss Statement and Balance Sheet for their most recently completed fiscal year.
- Have a mission statement clearly focused on arts and/or cultural practices.

# ELIGIBILITY - FISCAL SPONSORS

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

- 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

- 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

- **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**
  - If your application is funded insurance will be required.
  - Insurance is NOT required to submit an application.
  - 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



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

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

# INELIGIBLE EXPENSES



Kearny Street Workshop - King Lotus  
Boy photo by Claire Burke

- Travel outside of San Francisco
- Fundraising activity (**Development staff is allowed as a direct personnel cost**)
- Costs or expenses prohibited under the terms and conditions of any federal or state grant supplying all or any portion of the Grant Funds
- Penalties, late charges or interest on any late payments
- No capital project labor costs

# 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.

<https://www.sfartscommission.org/>

# COMPLIANCE AND INSURANCE



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

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



# **APPLICATION REVIEW**



# Public Panels



Intersection for the Arts - The Living Room - Kevin Dublin photo by Amy Kweskin

- Unless otherwise stated, applications are reviewed by a public panel.
- Grant panelists are your peers.

## Panel Review Framework

- Category scoring criteria
- May use the [Aesthetic Perspectives Framework](#) from Americans for the Arts.
- May reference [Racial Equity Tool's Glossary](#).
- Panels are publicly accessible.
- Panel and Commission Influence - Automatic Disqualification.
- Panels are recorded.



# **GRANT CATEGORIES**





# ARTS IMPACT ENDOWMENT (AIE)

Updated AIE funding areas under the theme **Keeping Artists in San Francisco.**

## 1. General Support 1: Ongoing Work

**Artists:** basic needs

**Organizations:** general operations

## 2. General Support 2: Growth & Planning

**Artists:** equipment purchase of \$10,000 or more for a single item, professional development, capital (not labor)

**Organizations:** equipment purchase of \$10,000 or more for a single item, organizational development, professional development for staff, capital (not labor)

## 3. Project Support

**Artists:** artistic works and/or activities, research and development, a phase or portion of a larger project

**Organizations:** artistic works and/or activities, research and development, a phase or portion of a larger project

# ARTS IMPACT ENDOWMENT (AIE)



Dogpatch Collective –  
Independent Arts & Media –  
Sunny A Smith Gives Talk photo  
by Ellen Little

AIE will support three broad funding channels, connected to a single theme of Keeping Artists in San Francisco:

1. General Support 1: Ongoing Work
2. General Support 2: Growth & Planning
3. Project Support

*\* Applicants must select one funding area for their proposed project.*

- Up to \$50,000 for SF-based artists and between \$50,000 and \$100,000 for SF based arts organizations.
- Racial Equity and Social Justice lens for all program designs; public benefit accessible to San Francisco community.
- Grant Window is July 1, 2026 – July 31, 2028 (25 months).
- Applications Due: Thursday, November 13, 2025 at 12pm noon.

# ARTISTIC LEGACY GRANT (ALG)

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.



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

- **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.

# SPECIAL PROJECT GRANTS



Supports projects from other funding sources: Add-backs, Mayoral Enhancements, Department Work Orders.

- From \$120,000 - \$145,000 for specific, project-based work.
- Eligibility is specific for each project description, read closely.
- No budget cap.
- No public panel.
- Applications due Wednesday, October 8, 2025 at 12 p.m. noon.

Theatre Rhinoceros - J. Covington, I. Brady photo  
by Vince Thomas



**PREPARE TO  
APPLY**





# GRANTS LANDING PAGE

OUR ROLE & IMPACT

FIND OPPORTUNITIES

EXPERIENCE ART

GET INVOLVED



<https://www.sfartscommission.org/grants>

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.



*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



# GRANT TECHNICAL ASSISTANCE

Technical Assistance Topic	Webinar 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.
SFAC Grant Workshop (Independent Arts & Media) at Pacific Felt Factory	October 7 at 6 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	<a href="#">Recording Posted</a>

# GRANT DEADLINES

Grant Category	Application Deadline
Arts Impact Endowment	November 13 at 12 p.m. noon
Artistic Legacy Grant	October 22 at 12 p.m. noon
Special Project Grants	October 8 at 12 p.m. noon

- 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.

# SMARTSIMPLE GRANTS PORTAL



Login

✉ Email

🔑 Password

Log In

[Forgot Password?](#)

New to the System?

Register

## San Francisco Arts Commission Grant Portal

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.

<https://www.sfartscommission.org/grants>

<https://sfartscommission.org/content/grant-information-sessions>

# ADDITIONAL INFO



African Arts Academy Photo by David Perea

- All applications must be submitted through the SmartSimple 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](mailto: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

# GRANT SEEKER TIPS



African-American Shakespeare Company

- Read the guidelines thoroughly and refer to the instructions.
- Pay attention to the scoring criteria.
- Plan ahead:
  - Prepare your written responses in advance.
  - Gather 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.



# GRANT SEEKER TIPS



Manilatown Manang

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



# Q & A



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

# Thank you!

Grant Category	Program Officer	Email
Arts Impact Endowment: Organizations	Jennifer Chu	<a href="mailto:jennifer.chu@sfgov.org">jennifer.chu@sfgov.org</a>
Artistic Legacy Grant	Jennifer Chu	<a href="mailto:jennifer.chu@sfgov.org">jennifer.chu@sfgov.org</a>
Arts Impact Endowment: Artists	Jennifer Atwood	<a href="mailto:jennifer.atwood@sfgov.org">jennifer.atwood@sfgov.org</a>
Special Project Grants	Anne Trickey	<a href="mailto:anne.trickey@sfgov.org">anne.trickey@sfgov.org</a>
General Inquiries		<a href="mailto:sfac.grants@sfgov.org">sfac.grants@sfgov.org</a>