Cover Sheet

GRANTS FOR THE ARTS
ADMINISTRATIVE AND CIVIC EVENT PROGRAM
GRANT APPLICATION COVERSHEET – FY 18

Please complete and submit with proposal.

Organization Name * : Grants for the Arts Demo Account

Address 1 * : 401 Van Ness

Address 2 :

City * : San Francisco

State * : California

Zip Code * : 94102

Phone * : 415-554-6729

Website * : sfgfta.org

Director First Name * :

Director Last Name * :

E-mail * :

Name of Activity/Event * :

Date(s) of Event (if applicable) :

Person to contact regarding this proposal * :

Contact Telephone Number * :

Name of Fiscal Sponsor (if applicable) :

Fiscal Sponsor Contact Person :

Fiscal Sponsor Address   :

Fiscal Sponsor Telephone Number   :

Fiscal Sponsor E-mail Address   :

Amount of Request *   :

AN ATTACHMENT OF EACH ITEM IS REQUIRED AND MUST BE PRESENT AT TIME OF SUBMISSION: *   :
Completed Grant Application including narrative and all required attachments;

Letter of authorization signed by the board president or board president of the fiscal sponsor (if applicable);

List of board/advisory committee members and affiliations outside the organization;

Signed copy of the group's IRS form 990 or 990-N postcard for most recently completed fiscal year;

If not previously funded by GFTA, a copy of the organization's 501(c)(3) IRS determination letter;

Substantiating data regarding quality of last year's program, event or activities;

Organizations with budgets up to $2 million and receive a grant of $50,000 or more from Grants for the Arts --
financial review by an independent accountant for most recently completed fiscal year; and

IF THE APPLYING PROGRAM, EVENT OR ACTIVITY RECEIVED FUNDING FROM GFTA FOR FY 16: :	Narrative final report describing the last activity or event including the final income and expense budgets.
FISCALLY SPONSORED APPLICANTS – IN ADDITION TO ALL APPLICABLE ATTACHMENTS ABOVE, PLEASE SUBMIT: :	Letter of authorization, signed by the president of the board of directors of fiscal sponsor endorsing request;
	A letter of agreement between the project group and the fiscal sponsor, detailing roles and responsibilities;
	Complete current list of fiscal sponsor's board of directors;
	Fiscal Sponsor's signed copy of most recently submitted IRS Form 990;
	Fiscal Sponsor's annual statement of revenue and expenses for most recently completed year;
	Fiscal Sponsor's most recent balance sheet with capital assets and liabilities; and
	Fiscal Sponsor's 501(c)(3) letter from IRS.

PROGRAM NARRATIVE – ON ONE SINGLE PAGE PLEASE ADDRESS THE FOLLOWING:

1) A summary of your program, event or activities during the last completed fiscal year pointing out successes or challenges. If the program, civic event or activity differs from those described in last year's application, or if your organization has experienced any significant changes in structure, mission, facility, staffing or budget, please explain. Please also

address any issues tha you feel should be taken into consideration in order to fairly evaluate your application.

 2) Whom is your program, event or activity targeted to reach?

- Please describe the methods used to reach these targeted audience numbers.
- How many participants did you reach with your efforts last year?

* :

Program Narrative

PROGRAM NARRATIVE – ON ONE SINGLE PAGE PLEASE ADDRESS THE FOLLOWING:

1) A summary of your program, event or activities during the last completed fiscal year pointing out successes or challenges. If the program, civic event or activity differs from those described in last year's application, or if your organization has experienced any significant changes in structure, mission, facility, staffing or budget, please explain. Please also address any issues tha you feel should be taken into consideration in order to fairly evaluate your application.

 2) Whom is your program, event or activity targeted to reach?

- Please describe the methods used to reach these targeted audience numbers.
- How many participants did you reach with your efforts last year?

* :

Financial Information -- Income

FINANCIAL INFORMATION – REVENUE BUDGET DATA

Please enter Earned Income information. :

Earned Income	Prior (FY 16)	Current (FY 17) Projected For Full Fiscal Year

1	Admissions		
2	Ticket Sales		
3	Tuitions		
4	Workshop & Lecture Fees		
5	Touring Fees		
6	Special Events -- Non-Fundraising		
7	Gift Shop/Merchandise Sales		
7a	Gallery/Publication Sales		
8	Food Sales/Concession Revenue		
8a	Parking Concessions		
9	Membership Dues/Fees		
10	Subscriptions -- Performance		
10a	Subscriptions -- Media		
11	Contracted Services/Performance Fees		
12	Rental Income		
13	Royalties/Rights & Reproductions		
14	Advertising Revenue		
15	Sponsorship Revenue		
16	Investments -- Realized Gains/Losses		
17	Investments -- Unrealized Gains/Losses		
18	Interest & Dividends		

19	Other Earned Revenue		
20	TOTAL EARNED REVENUE	0	0

Please click the "save" button at the bottom of the page to populate data into the next table before proceeding.

Please enter Contributed Income information. :

	Contributed Income	Prior (FY 16)	Current (FY 17) Projected for Full Fiscal Year
21	Trustee/Board Contributions		
22	Individual Contributions		
23	Corporate Contributions		
24	Foundation Contributions		
25	Government -- City		
26	Government -- County		
27	Government -- State		
28	Government -- Federal		
28a	Tribal Contributions		
29	Special Events -- Fundraising		
30	Other Contributions		
30b	Parent Organization Support		
30c	Related Organization Contributions		
31	In-kind Contributions		
32	Net Assets Released from Restrictions		
33	Total Contributed Revenue and Net Assets Released from Restrictions	$ 0.00	$ 0.00

33a	Total Earned Revenue		
34	Total Earned and Contributed Revenue Including Net Assets Released	0	0
35	Transfers and Reclassifications		
36	Total Revenue	0	0
	Total Restricted Revenue		
	Total Unrestricted Revenue	$ 0.00	0
	Total Unrestricted Revenue Less In-kind	0	0

Financial Information -- Expenses

Please enter Enter Expense Budget Data. :

	Expense Budget Data	Prior (FY 16)	Current (FY 17) Projected for Full Fiscal Year
1	Total Salaries & Fringe		
2	Accounting		
3	Advertising & Marketing		
4	Artist Commission Fees		
4a	Artist Consignments		
5	Artists & Performers -- Non-Salaried		
6	Audit		
7	Bank Fees		
8	Repairs & Maintenance		
9	Catering & Hospitality		

10	Collections Conservation		
11	Collections Management		
12	Conferences & Meetings		
13	Cost of Sales		
14	Depreciation		
15	Dues & Subscriptions		
16	Equipment Rental		
17	Facilities -- Other		
18	Fundraising Expenses -- Other		
19	Fundraising Professionals		
20	Grantmaking Expense		
21	Honoraria		
22	In-kind Contributions		
23	Insurance		
24	Interest Expense		
25	Internet & Website		
26	Investment Fees		
27	Legal Fees		
28	Lodging & Meals		
29	Major Repairs		
30	Office Expense -- Other		
31	Other		

32	Postage & Shipping		
33	Printing		
34	Production & Exhibition Costs		
34a	Programs -- Other		
35	Professional Development		
36	Professional Fees -- Other		
37	Public Relations		
38	Rent		
38a	Recording & Broadcasting Costs		
38b	Royalties/Rights & Reproductions		
39	Sales Commission Fees		
39a	Security		
40	Supplies -- Office & Other		
41	Telephone		
42	Touring		
43	Travel		
44	Utilities		
45	Total Expenses	$0	$0
	Total Expenses Less In-Kind	$0	$0
	Total Unrestricted Revenue Less In-kind (enter value from previous page)		
46	Change in Total Net Assets	$0	$0

Checklist and Attachments

AN ATTACHMENT OF EACH ITEM IS REQUIRED AND MUST BE PRESENT AT TIME OF SUBMISSION: * :
Completed Grant Application including narrative and all required attachments;

Letter of authorization signed by the board president or board president of the fiscal sponsor (if applicable);

List of board/advisory committee members and affiliations outside the organization;

Signed copy of the group's IRS form 990 or 990-N postcard for most recently completed fiscal year;

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Substantiating data regarding quality of last year's program, event or activities;

Organizations with budgets up to $2 million and receive a grant of $50,000 or more from Grants for the Arts --
financial review by an independent accountant for most recently completed fiscal year; and

IF THE APPLYING PROGRAM, EVENT OR ACTIVITY RECEIVED FUNDING FROM GFTA FOR FY 16: :

Narrative final report describing the last activity or event including the final income and expense budgets.

FISCALLY SPONSORED APPLICANTS – IN ADDITION TO ALL APPLICABLE ATTACHMENTS ABOVE, PLEASE SUBMIT: :

Letter of authorization, signed by the president of the board of directors of fiscal sponsor endorsing request;

A letter of agreement between the project group and the fiscal sponsor, detailing roles and responsibilities;

Complete current list of fiscal sponsor's board of directors;

Fiscal Sponsor's signed copy of most recently submitted IRS Form 990;

Fiscal Sponsor's annual statement of revenue and expenses for most recently completed year;

Fiscal Sponsor's most recent balance sheet with capital assets and liabilities; and

Fiscal Sponsor's 501(c)(3) letter from IRS.

Please upload your attachments in PDF format here. :

Certification

Organization Name * :

Name of person making this representation on behalf of organization * :

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization.

The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in the attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application.

The undersigned hereby releases the City & County of San Francisco, Grants for the Arts, and their respective officers, employees & agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees & or agents.

I acknowledge and agree to the terms stated above. * :   Yes

Please enter the date you are submitting this application. This date constitutes a signature. *
 :

I. Organization Information

Organization Name * :

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Phone * :

Website :

Using the drop-down menu, please select the discipline that best encompasses the work of your organization.

In the space below, please provide a **very brief** description of your organization's primary San Francisco activities. There is no need to include an exhaustive list of every program or venue. In other words, write the "elevator pitch" description of your organization and the activities for which you are requesting funding.

e.g., "Our company produces dance performances focusing on raw physicality and emotional connection. We draw on the experiences of queer people and communities of color as well as issues of social and economic justice."

Discipline :

Organization Description * :

If your organization currently receives GFTA General Operating Support, please enter your current grant amount. This will be the dollar amount listed on your Grant Agreement received in June.

If your organization does not currently receive GFTA General Operating Support, enter 0.

Funding from the Voluntary Arts Contribution Fund, Neighborhood Arts Collaborative, Administrative/Civic Events and/or Re-granting programs do **NOT** constitute General Operating Support.

Current GFTA General Operating Support Grant * :

What is the amount of your request? * :

Does your organization have a Fiscal Sponsor? * :   No

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

II. Program Narrative - Current Grantee

Please summarize your program activities during the last completed fiscal year, emphasizing your successes or challenges. If your organization has experienced any significant changes in programming, structure, mission, facility or staffing, please provide details. * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IIa. Program Narrative - New Applicant

1. What is your organization's mission? * :

2. Briefly describe the history of your organization and <u>summarize</u> **your program activities and events for the past three years. Highlight any notable successes or challenges.** *
:

3. Please describe your overall marketing strategy.
- **How would you characterize your core audience?**
- **How do you promote your work to the general public?**
- **What approaches have been the most successful and/or challenging?**

* :

4. Describe the function of your organization's board of directors or governing body.
- **How frequent are meetings?**
- **What is their role in policy-making, fiscal accountability and fundraising?**
- **Is there a give/get requirement for board members with regards to fundraising?**
- **Are there paid staff members on the board?**

If you have a fiscal sponsor, what is the relationship between your program/project's advisory committee or board to your fiscal sponsor's board? * :

5. GFTA takes into consideration community contributions as a factor in evaluating your organization. Examples of this would be: making a space or venue available to other arts organizations or individual artists; serving an audience not typically served by arts funding; serving an area of the City not well served by the majority of arts programming; serving an historically underserved community; in some way making a unique addition to San Francisco's arts offerings. If your organization does any of these or in some other way makes a community contribution with your work, please describe it. *
:

6. If you have previously applied to GFTA, please discuss how your organization's programming and/or budget has changed and improved since your last application.

If you have not previously applied, please state "This is our first application." * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IIb. Upcoming Activities and Site Visit Planning

Please identify one event for which you would like a GFTA representative to conduct a site visit.
- You may include a range of dates (if, for example, the event you choose takes place over multiple dates).
- You may put "TBD" if the venue has not yet been determined.

Due to the limited number of staff, if a scheduling conflict arises we may need to attend an alternate event from your list (attached below). However, we will do our utmost to attend the event you specify here.

Preferred Site Visit Event :	Event	Date(s)	Venue

We will request a list of all your planned **SAN FRANCISCO** activities for 2018 on the attachments page at the end of the application.

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

III. San Francisco Event Information Overview

This table is a summary of your San Francisco public activity. Please fill in the relevant numbers. :

SAN FRANCISCO TICKETED EVENTS	FY16	FY17
Number of self-produced events		
Number of other ticketed events		
Total number of ticketed public events	0	0
Total attendance at ticketed events		
Average percentage of house capacity filled		
SAN FRANCISCO FREE EVENTS	FY16	FY17
Total number of free public events		
Total attendance at free public events		
TOTAL SAN FRANCISCO EVENTS	FY16	FY17
TOTAL number of San Francisco public events	0	0
TOTAL attendance at San Francisco public events	0	0

If the total of ticketed or free attendance numbers increased or decreased by 20% or more, please explain the change. :

Please describe the methods used to determine your attendance numbers. * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IIIa. San Francisco Event Detail

TICKETED EVENTS

List requested information for San Francisco performances/exhibits/events open to the general public during your last program cycle.

Do not include comps, benefits, educational activities, school

Date	Name of Event and Venue	Attendance

performances, or any event not available to the general public.

:

	Total Attendance	0

FREE EVENTS

List requested information for San Francisco performances/exhibits/events open to the general public during your last program cycle.

Do not include comps, benefits, educational activities, school performances, or any event not available to the general public.

:

Date	Name of Event and Venue	Attendance
	Total Attendance	0

If you need additional space, please attach a list of your <u>SAN FRANCISCO</u> events. You can include it on the attachments page at the end of the application.

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IVa. Financial Information - Revenue

Please enter the requested **Revenue** information below. :

	EARNED - PROGRAM		FY16 Complete only if this year is not on your DataArts Funder Report	FY17 Complete only if this year is not on your DataArts Funder Report
1		Membership revenue	$0	$0
2		Performance subscriptions - full	$0	$0
3		Performance subscriptions - partial	$0	$0
4		Single ticket sales	$0	$0
5		Group ticket sales	$0	$0
6		Touring fees	$0	$0
7		Media subscriptions	$0	$0
8		Broadcast subscriptions	$0	$0
9		Publication sales	$0	$0
10		Royalties, rights and reproductions	$0	$0
11		Admissions	$0	$0
12		Guided or group tours	$0	$0
13		Gallery sales	$0	$0
14		Contracted services	$0	$0
15		Fiscal sponsorship administration fees	$0	$0
16		Tuitions and registration fees	$0	$0
17		Other program revenue	$7	$0
18		Total earned - program	$7	$0
EARNED - NON-PROGRAM			FY16 Complete only if this year is not on your DataArts Funder Report	FY17 Complete only if this year is not on your DataArts Funder Report
19		Food and concessions	$0	$0
20		Gift shop and merchandise fees	$0	$0
21		Parking fees	$0	$0
22		Advertising revenue	$0	$0
23		Sponsorship revenue	$0	$0

24	Space rentals	$7	$0
25	Other rentals	$0	$0
26	Loan interest	$8	$0
27	Application fees	$0	$0
28	Other earned revenue	$0	$0
29	Total earned - non-program	$15	$0
30	Total earned revenue	$22	$0
CONTRIBUTED		FY16 Complete only if this year is not on your DataArts Funder Report	FY17 Complete only if this year is not on your DataArts Funder Report
31	Trustee & board	$0	$0
32	Individual	$0	$0
33	Corporate	$0	$0
34	Foundation	$0	$0
35	City Government	$0	$0
36	County Government	$0	$0
37	State Government	$0	$0
38	Federal Government	$0	$0
39	Tribal contributions	$0	$0
40	Parent organization support	$0	$0
41	In-kind operating contributions	$0	$0
42	Other contributions	$0	$0
43	Total contributed revenue	$0	$0
44	Operating investment revenue	$0	$0
45	Total Operating Revenue	$22	$0
46	Total non-operating revenue	$0	$0
47	Total Revenue	$22	$0
48	Total Revenue less in-kind	$22	$0
49	Total restricted revenue	$0	$0

50	Total unrestricted revenue	$22	$0
51	Total unrestricted revenue less unrestricted in-kind	$22	$0
52	Total operating revenue less in-kind	$22	$0

Please make note of the figures in **Line 52: Total operating revenue less in-kind** and **Line 41: In-kind operating contributions.** You will need to enter these numbers on the Expense page for each relevant year.

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IVb. Contributed Revenue Details

Please list the specific funders for each category -- after each funder's name, please indicate if the grant is "pending" or "confirmed".

If necessary, you can attach your own list showing the funders in each category. You can do this in the Attachments section at the end of the application.

Contributed Revenue Details :

	FY17	FY18
FOUNDATIONS	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
CORPORATE (includes small, local businesses)		
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0

	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
GOVERNMENT	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0

In the fields below, please list funding you receive from **other City agencies**. These can include, but are not limited to, the San Francisco Arts Commission, the Department of Children, Youth and Their Families, the Mayor's Office of Economic and Workforce Development, the Mayor's Office of Housing, etc.

City Support :

City Department	FY17	FY18
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
	$0	$0

| | | $0 | $0 | |

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IVc. Financial Information - Expenses

You will need to refer to figures from **Lines 41** and **52** of the Revenue section for each relevant year in order to complete this page.

Please enter the requested **Expense** information below. :

Personnel expenses - Operating		FY16 Complete only if this year is not on your DataArts Funder Report	FY17 Complete only if this y... Funder Report
1	W2 employees (salaries, payroll taxes & fringe benefits)	$0	$0
2	Independent Contractors	$0	$0
3	Professional fees	$0	$0
4	Total personnel expenses - Operating	$0	$0
Non-personnel expenses - Operating			
5	Advertising and promotion	$0	$0
6	Conferences and meetings	$0	$0
7	Dues and subscriptions	$0	$0
8	Grant awards and similar amounts paid	$0	$0
9	Insurance	$0	$0
10	Occupancy costs	$0	$0
11	Office and administration	$0	$0
12	Printing, postage and shipping	$0	$0
13	Travel	$0	$0
14	Recording and broadcasting expenses	$0	$0
15	Royalties, rights and reproductions	$0	$0
16	Exhibition costs	$0	$0
17	Collections management	$0	$0
18	Productions and events costs	$0	$0
19	Interest expense	$0	$0

20		Depreciation	$0	$0
21		Other operating expenses	$0	$0
22		Total non-personnel expenses - Operating	$0	$0
23		Total operating expenses	$0	$0
24		Non-operating personnel expenses	$0	$0
25		Non-operating non-personnel expenses	$0	$0
26		Total expenses	$0	$0
27		In-kind operating contributions (from line 41 of the Revenue page)	$0	$0
28		Total expenses less in-kind	$0	$0
29		Total operating revenue less in-kind (from line 52 of the Revenue page)	$0	$0
30		Change in net assets	$0	$0

Figures for the yellow lines must be pulled from the specified lines from the Revenue page.

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IVd. Financial Questions and Funder Report

In the chart below, please enter the corresponding numbers. These will come from either previous pages of this application **or** from your FY19 GFTA DataArts Funder Report.

If FY16 and FY17 are on your Funder Report:

1. Go to page 1 of your Funder Report
2. Find the table labeled "Unrestricted Activity"
3. Locate the **Total Unrestricted Operating Revenue Less In-Kind** for the corresponding fiscal year(s)
4. Enter that number below
5. Locate the **Total Operating Expenses Less In-Kind** for the corresponding fiscal year(s)
6. Enter that number below

If these years are entered on previous pages of the application, please refer to Section IVA Financial Information -- Revenue Line 52 and Section IVC Financial Information -- Expenses Line 28.

Summary of budgets for most recent two years :

	FY16	FY17
Total Unrestricted Revenue Less In-Kind	$0	$0
Total Expenses Less In-Kind	$0	$0
Net Total Activity	0	0

If the **Total Net Activity for FY17** is a negative number, please explain how you plan to restore financial balance. If the negative number is **not** in fact an operating deficit, please explain. * :

If the difference in either Income or Expense between the two years above is 20% or more (increase or decrease), please explain.

If not applicable, please type "N/A". * :

If you are projecting a 20% or more increase or decrease in your budget for FY18, please explain.

You must enter something in the field below; if this question does not apply to your situation, please enter "N/A". * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

V. Checklist and Attachments

The following attachments are required for ALL APPLICANTS and must be included with the application at the time of submission.

For each item listed, please type "Yes" to certify that you have attached a PDF of that item in the attachments field at the bottom of this page. If an item is not applicable to your organization, please type "n/a". **Please note that if any required item is not submitted, your application will not be reviewed.**

If you have a Fiscal Sponsor or are a New Applicant, there are additional items following this first list.

REQUIRED FOR ALL APPLICANTS

1. Your Funder Report from Data Arts/Cultural Data Project. Be sure to generate a GFTA report for FY19. * :

2. **Budget Notes.** Please explain any variances of 20% or more in your total Revenue or Expenses (not individual items). * :

3. **Current list of Board of Directors or Advisory Committee**, identifying members by title and affiliation outside of your organization. * :

4. **Letter of authorization** signed by the president of your board of directors (or the board of your Fiscal Sponsor organization) stating endorsement of this funding request. * :

5. Signed copy of your most recently submitted **IRS Form 990 or 990-N Postcard.** This should be dated within the last two years. * :

6. **Copy of IRS Form 941** for most recently completed quarter as proof of payment of payroll taxes. This is applicable only if you report full or part-time employees. * :

7. **Resumes** of paid and/or volunteer senior administrative or artistic staff members hired since **November 2016**. e.g., executive director, artistic director, program director, development director, marketing director, etc. * :

8. For organizations with budgets up to $2 million **and** receive a grant of $50,000 or more from Grants for the Arts: **Financial Review** for your most recently completed fiscal year.

--OR--

For organizations with budget sizes of $2 million or more -- **Financial Audit** by an independent accountant for most recently completed fiscal year. * :

9. **Program Samples**. These can include programs, brochures, flyers, press clippings, etc. in a PDF. Please include your best/favorite samples and not every item produced in the past year.

NEW APPLICANTS: must include at least one dated program sample from each of the three previous years.

ONGOING GRANTEES: samples from the past year only are fine. * :

10. List of planned 2018 San Francisco activities. Please include San Francisco activities only. * :

11. Proof of good standing with the IRS. Visit https://apps.irs.gov/app/eos/pub78Search.do and select the search to organizations that "are eligibile to receive tax-deductible charitable contributions." Please create a PDF of the page that shows your organization listed and attach it below. * :

The following applies only to organizations that have a **FISCAL SPONSOR.** If you do not have a fiscal sponsor, please type "n/a" in all fields.

1. Letter of authorization signed by the president of the board of directors of the fiscal sponsor endorsing this request * :

2. Copy of signed agreement between fiscal sponsor and project organization detailing the roles and responsibilities of both parties * :

3. Current list of the fiscal sponsor's board or advisory committee members, identifying them by title and affiliation outside of organization * :

4. Letter signed by the fiscal sponsor stating that the submitted financial information on the CDP/Data Arts Funder Report and in this application has been reviewed for accuracy. * :

5. Fiscal Sponsor's signed copy of their most recently submitted **IRS Form 990.** * :

6. Fiscal Sponsor's annual statement of revenue and expenses for most recently completed year * :

7. Fiscal Sponsor's most recent balance sheet with capital assets and liabilities * :

8. **Fiscal Sponsor's** 501(c)(3) letter from the IRS. * :

The following applies to **NEW APPLICANTS** only. Your organization is considered new if you DO NOT currently receive Grants for the Arts General Operating Support. If you are not a New Applicant, please type "n/a" in all fields.

1. Your 501(c)(3) determination letter from the IRS. If you have a Fiscal Sponsor, this is requested from your sponsor organization in the list above. * :

2. Resumes or Bios for all paid and/or volunteer senior administrative and artistic staff. * :

3. Program Samples for the last three years * :

Please upload your attachments in the area below. Please use PDF format for all attachments.

Please upload your attachments here. * :

VI. Certification

Organization Name * :

Name of person making this representation on behalf of the organization * :

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization.

The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in the attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application.

The undersigned hereby releases the City & County of San Francisco, Grants for the Arts, and their respective officers, employees & agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees & or agents.

I acknowledge and agree to the terms stated above. *   :   Yes

Please enter the date you are submitting this application. This date constitutes a signature. *   :

I. Organization Information

Organization Name *   :   Accion Latina

Address 1 *   :   2958 24th Street

Address 2   :

City *   :   San Francisco

State *   :   California

Zip Code *   :   94110

Phone *   :   415-648-1045

Website   :   accionlatina.org

In which Supervisorial district is your   District 9
organization based? If you have a home
office only, please use that address. *   :

In which Supervisorial district(s) will your   9
planned activities take place? Please use a
semi-colon (;) in between each number.   :

What is the amount of your request? *   : $15,000

If your organization is using a Fiscal Sponsor, please provide the information requested below.

Fiscal Sponsor Organization Name   :   N/A

Street Address   :

Zip Code   :

Name of Contact Person at Fiscal Sponsor
Organization   :

Email for Contact Person   :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

II. Project Narrative

Name of Project *   :

Calle 24 Paseo Artistico Monthly Art Walk

Brief overview of the project, including a description of the arts component *   :

With renewed support from the SFGTA Neighborhood Arts Collaborative Grant, Acción Latina along with collaborators Precita Eyes Muralists Association, Dance Mission Theater, Cine+Más, Alley Cat Books and Adobe Books (of United Booksellers) will continue to work with local artists, local businesses and nonprofit partners to produce the Paseo Artístico series, a free monthly "art stroll" (every second Saturday) which highlights the unique cultural vitality within the Calle 24 Latino Cultural District (designated by the city in 2014).

Since its inception in July 2016, Paseo Artístico has been embraced by neighborhood residents (some of whom are limited English speakers), tourists, cultural arts enthusiasts and participating artists. During its six-month pilot period, Paseo Artístico art strolls drew more than 600 audience members, involved eight participating businesses (four of which reported increased sales as a result of increased pedestrian traffic), and showcased the work of scores of local artists.

Thus far Paseo Artístico has curated a diverse array of creative and cultural programming including: postcard silkscreen workshops; family film experiences; dance and music classes; quilt making; "plein air" oil painting with celebrated neighborhood painter Anthony Holdsworth; poetry and chapbook readings with Leticia Hernandez and Nina Serrano; mask making with sculptor Alejandro Meza; a drawing workshop at Alley Cat Books; tortillera printing workshops with noted printmaker Veroinca Solis; bilingual mural tours by the Precita Eyes Muralists; and holiday-themed traditional "Posadas" celebrations — all at no cost and open to audiences of all ages.

Merchants along the corridor have participated as well, providing free or discounted goods and food for participants including: free scoop cards from Humphry Slocombe ice cream and oldies "music therapy" at Pop's bar as well as discounts from Dagwood and Scoops, Temo's Coffee, L's Caffe, Mixcoatl Boutique, Praxis, Luz de Luna and Tio Chilo's restaurant.

Paseo Artístico is currently, the only ongoing monthly schedule of coordinated cultural arts activities within the Latino Cultural District. For our second year, we also plan to redesign our brand and revamp our identity. We propose expanding Paseo Artístico to include dance, culinary arts and health-conscious workshops, social media-driven landmark scavenger hunts and literary offerings at the San Francisco Public Library's Mission Branch.

If your project involves a curatorial process or if participants are to be selected (from students at particular schools, for example) please describe your selection process.   :

N/A

If this project has previously received NAC support, please describe any revisions to

1. During the initial year (2016-17), the project was held on the second Sundays of the month, this was changed and is now held every Second Saturday. The partners felt this change in schedule is conducive in

the program for this year, if any. :

reaching a wider audience, as programming does not compete with the local church schedule, etc.

2. On November 15th 2016, after serving the community for 45 years, partner organization Modern Times Bookstore closed its doors.

3. Adobe Bookstore (United Booksellers) stepped in as a Calle 24 Paseo Artístico venue (in Modern Times Bookstore's stead).

4. Another of the original partners, Talleres de Poesía, also is not participating because they ceased operating.

5. Lastly, Dance Mission Theatre was added to the project this year
(total collaborators 6 total).

Dates and location(s) for the planned activities :

Date	Location	Activity
Saturday, June 10, 2017	1. Within and in front of Accioìn Latina's Juan R. Fuentes Gallery at 2958 24th Street and inside Accioìn Latina's freshly renovated outdoor patio area; 2. Within the gallery area and in front of Alley Cat Books Gallery at 3036 24th Street; 3. Within the gallery area and in front of Adobe Books at 3130 24th Street; 4. Within and in front of Dance Mission Theatre 3316 24th Street, The 24th Street BART Plaza; and 5. Along designated stops on the 24th Street mural route.	Acción Latina will offer a broad array of classes and workshops, exhibitions, artist's talks, film screenings and poetry readings. Dance Mission will offer free classes to the general public and also present outdoor performances at the 24th Street BART Plaza. United Booksellers: United Booksellers will ensure the participation of two of their independent bookstores, Alley Cat Books and Adobe Bookstore. Both bookstores will offer their gallery space to host activities such as author talks, poetry readings, film screenings, visual arts exhibitions, correlating artist's talks and drawing workshops. Cine Mas: Cine Mas will curate Spanish and English international film screenings targeted at both children and adults. Precita Eyes Muralists Association and Center: Precita Eyes will offer free mural walk tours in the neighborhood serving 20-40 people each month. These tours will be last approximately an hour and a half. The guide will be a Precita Eyes muralist who can explain in detail the process to create the murals and the significance of each mural within the Latino Cultural District.
Saturday, July 8, 2017	1. Within and in front of Accioìn Latina's Juan R. Fuentes Gallery at 2958 24th Street and inside Accioìn Latina's freshly renovated outdoor patio area; 2. Within the gallery area and in front of Alley Cat Books Gallery at 3036 24th Street; 3. Within the gallery area and in front of Adobe Books at 3130 24th Street; 4. Within and in front of Dance Mission Theatre 3316 24th Street, The 24th Street BART Plaza; and 5. Along	Acción Latina will offer a broad array of classes and workshops, exhibitions, artist's talks, film screenings and poetry readings. Dance Mission will offer free classes to the general public and also present outdoor performances at the 24th Street BART Plaza. United Booksellers: United Booksellers will ensure the participation of two of their independent bookstores, Alley Cat Books and Adobe Bookstore. Both bookstores will offer their gallery space to host activities such as author talks, poetry readings, film screenings, visual arts exhibitions, correlating artist's talks and drawing workshops. Cine Mas: Cine Mas will curate Spanish and English international film screenings targeted at both children and adults. Precita Eyes Muralists Association and Center: Precita Eyes will offer free mural walk tours in the neighborhood serving 20-40 people each month. These tours will be last approximately an hour and a half. The guide will be a Precita Eyes muralist who can explain in detail the process to create the murals and the significance of each mural within the Latino Cultural District.

	designated stops on the 24th Street mural route.	
Saturday, August 12, 2017	1. Within and in front of Accioìn Latina's Juan R. Fuentes Gallery at 2958 24th Street and inside Accioìn Latina's freshly renovated outdoor patio area; 2. Within the gallery area and in front of Alley Cat Books Gallery at 3036 24th Street; 3. Within the gallery area and in front of Adobe Books at 3130 24th Street; 4. Within and in front of Dance Mission Theatre 3316 24th Street, The 24th Street BART Plaza; and 5. Along designated stops on the 24th Street mural route.	Acción Latina will offer a broad array of classes and workshops, exhibitions, artist's talks, film screenings and poetry readings. Dance Mission will offer free classes to the general public and also present outdoor performances at the 24th Street BART Plaza. United Booksellers: United Booksellers will ensure the participation of two of their independent bookstores, Alley Cat Books and Adobe Bookstore. Both bookstores will offer their gallery space to host activities such as author talks, poetry readings, film screenings, visual arts exhibitions, correlating artist's talks and drawing workshops. Cine Mas: Cine Mas will curate Spanish and English international film screenings targeted at both children and adults. Precita Eyes Muralists Association and Center: Precita Eyes will offer free mural walk tours in the neighborhood serving 20-40 people each month. These tours will be last approximately an hour and a half. The guide will be a Precita Eyes muralist who can explain in detail the process to create the murals and the significance of each mural within the Latino Cultural District.
Saturday, September 9, 2017	1. Within and in front of Accioìn Latina's Juan R. Fuentes Gallery at 2958 24th Street and inside Accioìn Latina's freshly renovated outdoor patio area; 2. Within the gallery area and in front of Alley Cat Books Gallery at 3036 24th Street; 3. Within the gallery area and in front of Adobe Books at 3130 24th Street; 4. Within and in front of Dance Mission Theatre 3316 24th Street, The 24th Street BART Plaza; and 5. Along designated stops on the 24th Street mural route.	Acción Latina will offer a broad array of classes and workshops, exhibitions, artist's talks, film screenings and poetry readings. Dance Mission will offer free classes to the general public and also present outdoor performances at the 24th Street BART Plaza. United Booksellers: United Booksellers will ensure the participation of two of their independent bookstores, Alley Cat Books and Adobe Bookstore. Both bookstores will offer their gallery space to host activities such as author talks, poetry readings, film screenings, visual arts exhibitions, correlating artist's talks and drawing workshops. Cine Mas: Cine Mas will curate Spanish and English international film screenings targeted at both children and adults. Precita Eyes Muralists Association and Center: Precita Eyes will offer free mural walk tours in the neighborhood serving 20-40 people each month. These tours will be last approximately an hour and a half. The guide will be a Precita Eyes muralist who can explain in detail the process to create the murals and the significance of each mural within the Latino Cultural District.
Saturday, October 14, 2017	1. Within and in front of Accioìn Latina's Juan R. Fuentes Gallery at 2958 24th Street and inside Accioìn Latina's freshly renovated outdoor patio area; 2. Within the gallery area and in front of Alley Cat Books Gallery at 3036 24th Street; 3. Within the gallery area and in front of	Acción Latina will offer a broad array of classes and workshops, exhibitions, artist's talks, film screenings and poetry readings. Dance Mission will offer free classes to the general public and also present outdoor performances at the 24th Street BART Plaza. United Booksellers: United Booksellers will ensure the participation of two of their independent bookstores, Alley Cat Books and Adobe Bookstore. Both bookstores will offer their gallery space to host activities such as author talks, poetry readings, film screenings, visual arts exhibitions, correlating artist's talks and drawing workshops. Cine Mas: Cine Mas will curate Spanish and English international film screenings targeted

	Adobe Books at 3130 24th Street; 4. Within and in front of Dance Mission Theatre 3316 24th Street, The 24th Street BART Plaza; and 5. Along designated stops on the 24th Street mural route.	at both children and adults. Precita Eyes Muralists Association and Center: Precita Eyes will offer free mural walk tours in the neighborhood serving 20-40 people each month. These tours will be last approximately an hour and a half. The guide will be a Precita Eyes muralist who can explain in detail the process to create the murals and the significance of each mural within the Latino Cultural District.
Saturday, November 11, 2017	1. Within and in front of Accioìn Latina's Juan R. Fuentes Gallery at 2958 24th Street and inside Accioìn Latina's freshly renovated outdoor patio area; 2. Within the gallery area and in front of Alley Cat Books Gallery at 3036 24th Street; 3. Within the gallery area and in front of Adobe Books at 3130 24th Street; 4. Within and in front of Dance Mission Theatre 3316 24th Street, The 24th Street BART Plaza; and 5. Along designated stops on the 24th Street mural route.	Acción Latina will offer a broad array of classes and workshops, exhibitions, artist's talks, film screenings and poetry readings. Dance Mission will offer free classes to the general public and also present outdoor performances at the 24th Street BART Plaza. United Booksellers: United Booksellers will ensure the participation of two of their independent bookstores, Alley Cat Books and Adobe Bookstore. Both bookstores will offer their gallery space to host activities such as author talks, poetry readings, film screenings, visual arts exhibitions, correlating artist's talks and drawing workshops. Cine Mas: Cine Mas will curate Spanish and English international film screenings targeted at both children and adults. Precita Eyes Muralists Association and Center: Precita Eyes will offer free mural walk tours in the neighborhood serving 20-40 people each month. These tours will be last approximately an hour and a half. The guide will be a Precita Eyes muralist who can explain in detail the process to create the murals and the significance of each mural within the Latino Cultural District.
Saturday, December 9, 2017	1. Within and in front of Accioìn Latina's Juan R. Fuentes Gallery at 2958 24th Street and inside Accioìn Latina's freshly renovated outdoor patio area; 2. Within the gallery area and in front of Alley Cat Books Gallery at 3036 24th Street; 3. Within the gallery area and in front of Adobe Books at 3130 24th Street; 4. Within and in front of Dance Mission Theatre 3316 24th Street, The 24th Street BART Plaza; and 5. Along designated stops on the 24th Street mural route.	Acción Latina will offer a broad array of classes and workshops, exhibitions, artist's talks, film screenings and poetry readings. Dance Mission will offer free classes to the general public and also present outdoor performances at the 24th Street BART Plaza. United Booksellers: United Booksellers will ensure the participation of two of their independent bookstores, Alley Cat Books and Adobe Bookstore. Both bookstores will offer their gallery space to host activities such as author talks, poetry readings, film screenings, visual arts exhibitions, correlating artist's talks and drawing workshops. Cine Mas: Cine Mas will curate Spanish and English international film screenings targeted at both children and adults. Precita Eyes Muralists Association and Center: Precita Eyes will offer free mural walk tours in the neighborhood serving 20-40 people each month. These tours will be last approximately an hour and a half. The guide will be a Precita Eyes muralist who can explain in detail the process to create the murals and the significance of each mural within the Latino Cultural District.
Saturday, January 13, 2018	1. Within and in front of Accioìn Latina's Juan R. Fuentes Gallery at 2958 24th Street and inside Accioìn Latina's freshly	Acción Latina will offer a broad array of classes and workshops, exhibitions, artist's talks, film screenings and poetry readings. Dance Mission will offer free classes to the general public and also present outdoor performances at the 24th Street BART Plaza. United Booksellers: United Booksellers will ensure the

renovated outdoor patio area; 2. Within the gallery area and in front of Alley Cat Books Gallery at 3036 24th Street; 3. Within the gallery area and in front of Adobe Books at 3130 24th Street; 4. Within and in front of Dance Mission Theatre 3316 24th Street, The 24th Street BART Plaza; and 5. Along designated stops on the 24th Street mural route.	participation of two of their independent bookstores, Alley Cat Books and Adobe Bookstore. Both bookstores will offer their gallery space to host activities such as author talks, poetry readings, film screenings, visual arts exhibitions, correlating artist's talks and drawing workshops. Cine Mas: Cine Mas will curate Spanish and English international film screenings targeted at both children and adults. Precita Eyes Muralists Association and Center: Precita Eyes will offer free mural walk tours in the neighborhood serving 20-40 people each month. These tours will be last approximately an hour and a half. The guide will be a Precita Eyes muralist who can explain in detail the process to create the murals and the significance of each mural within the Latino Cultural District.

III. Implementation and Timeline

Please list your key benchmarks and the approximate date by which you hope to complete each one. Benchmarks can include: finalizing a venue, booking artists, pulling permits, promotional efforts, etc.

If you need more space than what is provided, you can attach your own document at the end of this application. PDFs are preferred. :

Date	Benchmark
June 1st, 2017	Develop a directory of artists based on first cycle Develop marketing plan for remainder of 2017 Develop basic website for the project (hosted within organizational website) Pursue mainstream press for the project
August 1st, 2017	Confirm artists and activities for Paseo Jan. 2018 Gather evaluation data qtr. 1 Continue to pursue mainstream press for the project Develop forms needed to collect audience and satisfaction data
November 1st, 2017	Goal: Target Audience - 150 participants reached Goal: Target Online Audience - 450 persons reached Survey merchants to inquire if Paseo Artistico participation is helping to increase sales Make adjustments to project as needed based on ongoing evaluation findings
January 1st, 2018	Evaluation of participating orgs/partners: year in review Evaluation: Gather Audience satisfaction data Pursue funding for sustainability of project

Please describe your promotional plans for the project.   :

Paseo Artistico neighborhood Art Strolls have been and will continue to be publicized through advertising in Acción Latina's bilingual newspaper, El Tecolote (circulation 10,000) informing English and Spanish speaking readers of each month's upcoming Paseo Artístico line-up of activities and locations. Paseo Artisitco activities will also be advertised online via the Acción Latina, El Tecolote and Calle 24's websites — as well as through our partner organizations' websites. To reach children, we intend to partner with teachers and parents at local elementary schools, St. Peters, Leonard R. Flynn and Cesar Chavez, to encourage their participation in the arts activities each month. In addition, we will promote Paseo Artistico events through social media reaching over six thousand Twitter, Facebook and Instagram followers. We will post Paseo Artistico events on local event listing sites such as Eventbrite, FunCheapSF, BrownPaperTickets.com and Yelp! Lastly, we will create cards, flyers and conventional promotional materials for our volunteers to distribute during canvasing efforts concentrated along businesses and community spaces in the 24th street corridor (Mission Branch Library, local laundromats, community bulletin boards etc.). The combination of high-tech and high-touch outreach strategies will ensure maximum audience impact.

A key promotional tool that highlights the value of participation is the partnership we have with local merchants who have agreed to offer discounts to Paseo Artistico participants. During our pilot phase, local businesses such as Humphy Slocombe creamery gave away ice cream to neighborhood residents and visitors who displayed our Paseo Artistico tag. Other businesses gave food and beverage discounts. Another strategy we use to promote the Paseo activities is to have crafts vendors set up outside the venues where art events and activities are taking place. This helps to draw pedestrians inside to partake in the arts workshops or activities that are scheduled for the day.

What is your planned marketing/promotional budget (total)?   :

$5,000 ($4,200 of which would be provided as in-kind from Accion Latina)

IV. Community Partners

Please list your confirmed community partners and provide a brief description of

Community Partners:

each one's role in the project.

A letter of support from each partner will be required at the end of this application. :

• Precita Eyes Mural Arts Center
• Alley Cat Books (United Booksellers)
• Adobe Books (United Booksellers)
• Cine+Más

V. Project Budget

Project Budget :

Type	Amount	Description/Explanation
Administrative Fees	$1,900	Acción Latina's administrative fees
Artistic Fees	$4,800	Artistic Fees: $100 (artists' payment) X 6 (participating artists) X 8 (events) = $4,800
Technical & Production Personnel	$0	
Equipment Rental	$0	
Venue Costs	$7,200	Venue Fees: $150 (venue fees) X 6 (partners) X 8 (events) = $7,200
City Permits	$0	
Insurance	$0	
Promotion, Advertising, Marketing	$5,000	• $800 for Marketing and Advertising $4,200 in Marketing and Advertising in-kind contribution: Acción Latina
Other Production & Exhibition Expenses	$0	
Other	$300	Supplies
Total	$19,200	

If anything about the budget provided requires further explanation, please explain below. :

Please break out the intended use of the funds requested from the Neighborhood Arts Collaborative. The total should equal your request amount. :

Amount	Description
$2,000	Acción Latina - visual and performing arts programming ($ 100 $150 X 8)

$2,000	Partner-Adobe Books-literary arts programming ($ 100 $150 X 8)
$2,000	Partner-Dance Mission programming ($ 100 $150 X 8)
$2,000	Partner-Precita Eyes-mural tour programming ($ 100 $150 X 8)
$2,000	Partner-Alley Cat Books-literary arts programming ($ 100 $150 X 8)
$2,000	Partner-Cine Mas-film screenings programming ($ 100 $150 X 8)
$800	Marketing and advertising
$1,900	Project administration
$300	Supplies
$0	
15000	Total$15,000

Please list other sources of funding for this project :

Source	Amount
*Pending Solicitation: California Arts Council: Creative California Communities Program – for a two year grant to support the expansion and sustainability of the Paseo project. But because this grant is pending, we have not included it as far as this project. If we receive this grant we will hire a project coordinator and expand the number of activities. But because we have not received this, we have not included it in this plan or budget.	$0
	$0
	$0
	$0
	$0
	$0
	$0

	$0
	$0
	$0
	$0

VI. Checklist and Attachments

The following attachments are required for ALL APPLICANTS and must be included with the application at the time of submission.

For each item listed, please type "Yes" to certify that you have attached a PDF of that item in the attachments field at the bottom of this page. If an item is not applicable to your organization, please type "n/a". **Please note that if any required item is not submitted, your application will not be reviewed.**

If you have a Fiscal Sponsor or are a New Applicant, there are additional items following this first list.

REQUIRED FOR ALL APPLICANTS

1. Letters of support from each of the named partnering organizations *   :   Yes

2. Letters of Support from relevant property owner(s) if applicable *   :   N/A

3. Letter of authorization signed by an officer of your board of directors (or the board of your Fiscal Sponsor Organization) stating endorsement of this funding request. *   :   Yes

4. Resumes or Bios of the principals for the project *   :   Yes

The following applies only if your organization **has not** applied for General Operating Support from Grants for the Arts as of December, 2016.

If you submitted a General Operating Support application for our December 2016 deadline, we already have this information and you do not need to submit it again. If this is the case, please enter "n/a" in the text field.

5. A financial statement for the applying organization including an income and expense statement and balance sheet *   :   N/A

6. Signed copy of your most recently submitted **IRS Form 990 or 990-N**   N/A

Postcard. This should be dated within the last two years. * :

6. List of board/advisory committee members and their affiliations outside your organization * :   N/A

7. Your 501(c)(3) determination letter from the IRS. If you have a Fiscal Sponsor, this is requested from your sponsor organization in the list above. * :   N/A

The following applies only to organizations that have a **FISCAL SPONSOR.** If you do not have a fiscal sponsor, please type "n/a" in all fields.

1. Current list of the fiscal sponsor's board or advisory committee members, identifying them by title and affiliation outside of organization. * :   N/A

2. Fiscal Sponsor's signed copy of their most recently submitted **IRS Form 990.** * :   N/A

3. Fiscal Sponsor's annual statement of revenue and expenses for most recently completed year * :   N/A

4. Fiscal Sponsor's most recent balance sheet with capital assets and liabilities * :   N/A

5. Fiscal Sponsor's 501(c)(3) letter from the IRS. * :   N/A

Please upload your attachments in the area below. Please use PDF format for all attachments.

| Please upload your attachments here. Please use PDF files.   : | **NAC Application FY18-Neighborhood Arts Collaborative :** | *Accion Latina Letters & materials (complete) | Attached are Letters of Support from partners: Precita Eyes, Cine Mas, Adobe Books, Alley Cat Books and Mission Dance Theatre. Also Letter of endorsement of Accion Latina's board chair. | 5903c114a6e83_Accion_Latina_letters_materials.pdf- |
| | | Biographies for key staff | | 5903c9c3a248d_bios_NAC.pdf- |

VII. Certification

Organization Name *   :   Accion Latina

Name of person making this representation   Josue Rojas
on behalf of the organization *   :

Certification and Release
This is a required section of the grant application.
This certification and release must be signed by the individual applicant or principal officer of the organization
with the knowledge of the matters contained herein and with legal authority to obligate the organization.

The undersigned certifies: That all information contained herein is accurate or represents a reasonable
estimate of future operations based on data available at the time of application and that there are no
misstatements or misrepresentations contained herein or in the attachments. The individual applicant or
organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other
regulations and City requirements in this grant application.

The undersigned hereby releases the City & County of San Francisco, Grants for the Arts, and their respective
officers, employees & agents, from any and all liability and/or responsibility concerning damage to or loss of
materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional
acts or omissions of WESTAF, its respective officers, employees & or agents.

I acknowledge and agree to the terms stated   ✔ Yes
above. *   :

Please enter the date you are submitting   April 28th, 2017
this application. This date constitutes a
signature. *   :

I. Organization Information

Organization Name * :

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Phone * :

Website :

**Number of the supervisor's district in which your organization
operates** * :

In the space below, please provide a **very brief** description of your organization's primary San Francisco
activities. There is no need to include an exhaustive list of every program or venue. In other words, write the
"elevator pitch" description of your organization and the activities for which you are requesting funding.

e.g., "Our company produces dance performances focusing on raw physicality and emotional connection. We
draw on the experiences of queer people and communities of color as well as issues of social and economic
justice."

Organization Description * :

If your organization currently receives GFTA General Operating Support, please enter your current grant
amount. This will be the dollar amount listed on your Grant Agreement received in June.

If your organization does not currently receive GFTA General Operating Support, just enter 0.

Funding from the Voluntary Arts Contribution Fund, Neighborhood Arts Collaborative, Administrative/Civic
Events and/or Re-granting programs do **NOT** constitute General Operating Support.

Current GFTA General Operating Support Grant * :

What is the amount of your request? * :

Does your organization have a Fiscal Sponsor? * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

Ia. Fiscal Sponsor Information

Fiscal Sponsor Information

Name of fiscal sponsor * :

Fiscal sponsor contact person * :

Email * :

Phone * :

Fiscal sponsor's San Francisco address * :

City :

State :

Zip Code :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

II. Program Narrative - Current Grantee

Please summarize your program activities during the last completed fiscal year, emphasizing your successes or challenges. If your organization has experienced any significant changes in programming, structure, mission, facility or staffing, please provide details. * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IIa. Program Narrative - New Applicant

1. What is your organization's mission? * :

2. Briefly describe the history of your organization and <u>summarize</u> your program activities and events for the past three years. Highlight any notable successes or challenges. *
:

3. Please describe your overall marketing strategy:
- **How would you characterize your core audience?**
- **How do you promote your work to the general public?**
- **What approaches have been the most successful and/or challenging?**

* :

4. Describe the function of your organization's board of directors or governing body.
- **How frequent are meetings?**
- **What is their role in policy-making, fiscal accountability and fundraising?**
- **Is there a give/get requirement for board members with regards to fundraising?**
- **Are there paid staff members on the board?**

If you have a fiscal sponsor, what is the relationship between your program/project's advisory committee or baord to your fiscal sponsor's board? * :

5. GFTA takes into consideration community contributions as a factor in evaluating your organization. Examples of this would be: making a space or venue available to other arts organizations or individual artists; serving an audience not

typically served by arts funding; serving an area of the City not well served by the majority of arts programming; serving an historically underserved community; or in some way making a unique addition to San Francisco's arts offerings. If your organization does any of these or in some other way makes a community contribution with your work, please describe it. * :

6. If you have previously applied to GFTA, please discuss how your organization's programming and/or budget has changed and improved since your last application.

If you have not previously applied, please state "This is our first application." * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

III. San Francisco Event Information

In the table below, please enter the number of each type of parade unit for each year indicated.

If your event did not include a particular type of unit, please enter 0 (zero) and not N/A.

1. Event Participants :

	2016 Event	2017 Event
Bands/DJs		
Floats		
Marching Units		
Others		
Total Number of Entries	0	0

2. Please enter the total attendance for each year indicated :

	2016 Event	2017 Event
Total Attendance		

3. If the total of attendees increased or decreased by 20% or more, please explain the change. :

5. Please describe the methods used to determine your attendance numbers. * :

6. Please provide a description of your planned parade route in the field below. If your event does not include a parade, but does involve street closures, please provide a description of the event perimeter. If your event includes both, please include both. * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IVa. Financial Information - Revenue

Please enter the requested **Revenue** information below. :

EARNED - PROGRAM		FY16 Complete only if this year is not on your DataArts Funder Report	FY17 Complete only if this year is not on your DataArts Funder Report

1	Membership revenue		
2	Performance subscriptions - full		
3	Performance subscriptions - partial		
4	Single ticket sales		
5	Group ticket sales		
6	Touring fees		
7	Media subscriptions		
8	Broadcast subscriptions		
9	Publication sales		
10	Royalties, rights and reproductions		
11	Admissions		
12	Guided or group tours		
13	Gallery sales		
14	Contracted services		
15	Fiscal sponsorship administration fees		
16	Tuitions and registration fees		
17	Other program revenue		
18	Total earned - program	$ 0.00	0
EARNED - NON-PROGRAM		FY16 Complete only if this year is not on your DataArts Funder Report	FY17 Complete only if this year is not on your DataArts Funder Report
19	Food and concessions		
20	Gift shop and merchandise fees		
21	Parking fees		
22	Advertising revenue		
23	Sponsorship revenue		
24	Space rentals		
25	Other rentals		

26	Loan interest		
27	Application fees		
28	Other earned revenue		
29	Total earned - non-program	0	0
30	Total earned revenue	0	0
CONTRIBUTED		FY16 Complete only if this year is not on your DataArts Funder Report	FY17 Complete only if this year is not on your DataArts Funder Report
31	Trustee & board		
32	Individual		
33	Corporate		
34	Foundation		
35	City Government		
36	County Government		
37	State Government		
38	Federal Government		
39	Tribal contributions		
40	Parent organization support		
41	In-kind operating contributions		
42	Other contributions		
43	Total contributed revenue	0	0
44	Operating investment revenue		
45	Total Operating Revenue	0	0
46	Total non-operating revenue		
47	Total Revenue	0	0
48	Total Revenue less in-kind	0	0
49	Total restricted revenue		
50	Total unrestricted revenue	0	0
51	Total unrestricted revenue less unrestricted in-kind	0	0

52	Total operating revenue less in-kind	0	0

Please make note of the figures in **Line 52: Total operating revenue less in-kind** and **Line 41: In-kind operating contributions.** You will need to enter these numbers on the Expense page for each relevant year.

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IVb. Contributed Revenue Details

Please list the specific funders for each category -- after each funder's name, please indicate if the grant is "pending" or "confirmed".

If necessary, you can attach your own list showing the funders in each category. You can do this in the Attachments section at the end of the application.

Contributed Revenue Details :

	FY17	FY18
FOUNDATIONS		
CORPORATE (includes small, local businesses)		

GOVERNMENT		

In the fields below, please list funding you receive from **other City agencies**. These can include, but are not limited to, the San Francisco Arts Commission, the Department of Children, Youth and Their Families, the Mayor's Office of Economic and Workforce Development, the Mayor's Office of Housing, etc.

City Support :

City Department	FY17	FY18

IVc. Financial Information - Expenses

You will need the figures from **Lines 41** and **52** of each relevante year from the Revenue section in order to complete this page.

Please enter the requested **Expense** information below. :

Personnel expenses - Operating		FY16 Complete only if this year is not on your DataArts Funder Report	FY17 Complete only if this y... Funder Report
1	W2 employees (salaries, payroll taxes & fringe benefits)		
2	Independent Contractors		
3	Professional fees		
4	Total personnel expenses - Operating	0	0
Non-personnel expenses - Operating			
5	Advertising and promotion		
6	Conferences and meetings		
7	Dues and subscriptions		
8	Grant awards and similar amounts paid		
9	Insurance		
10	Occupancy costs		
11	Office and administration		
12	Printing, postage and shipping		
13	Travel		
14	Recording and broadcasting expenses		
15	Royalties, rights and reproductions		
16	Exhibition costs		
17	Collections management		
18	Productions and events costs		
19	Interest expense		
20	Depreciation		
21	Other operating expenses		

22		Total non-personnel expenses - Operating	0	0
23		Total operating expenses	0	0
24		Non-operating personnel expenses		
25		Non-operating non-personnel expenses		
26		Total expenses	0	0
27		In-kind operating contributions (from line 41 of the Revenue page)		
28		Total expenses less in-kind	0	0
29		Total operating revenue less in-kind (from line 52 of the Revenue page)		
30		Change in net assets	0	0

Figures for the yellow lines must be pulled from the specified lines from the Revenue page.

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IVc.1. City Fees

Please provide the fees charged to your Event by **City Agencies**.

City Fees :

City Department	Charges for last event	Anticipated charges for next event
Total City Fees	$ 0.00	$ 0.00

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

IVd. Financial Questions and Funder Report

In the chart below, please enter the corresponding numbers. These will come from either previous pages of this application **or** from your FY19 GFTA DataArts Funder Report.

If FY16 and FY17 are on your Funder Report:

1. Go to page 1 of your Funder Report
2. Find the table labeled "Unrestricted Activity"
3. Locate the **Total Unrestricted Operating Revenue Less In-Kind** for the corresponding fiscal year(s)
4. Enter that number below
5. Locate the **Total Operating Expenses Less In-Kind** for the corresponding fiscal year(s)
6. Enter that number below

If these years are entered on previous pages of the application, please refer to Section 4A Financial Information -- Revenue, Line 52 and Section 4C Financial Information -- Expenses Line 28.

Summary of budgets for most recent two years :

	FY16	FY17
Total Unrestricted Revenue Less In-Kind		
Total Expenses Less In-Kind		
Net Total Activity	0	0

If the **Total Net Activity for FY17** is a negative number, please explain how you plan to restore financial balance. If the negative number is **not** in fact an operating deficit, please explain. * :

If the difference in either Income or Expense between the two years above is 20% or more (increase or decrease), please explain.

If not applicable, please type "N/A". * :

If you are projecting a 20% or more increase or decrease in your budget for FY18, please explain.

You must enter something in the field below; if this question does not apply to your situation, please enter "N/A". * :

PLEASE REMEMBER TO SAVE YOUR WORK BEFORE GOING TO THE NEXT PAGE.

V. Checklist and Attachments

The following attachments are required for ALL APPLICANTS and must be included with the application at the time of submission.

For each item listed, please type "Yes" to certify that you have attached a PDF of that item in the attachments field at the bottom of this page. If an item is not applicable to your organization, please type "n/a". **Please note that if any required item is not submitted, your application will not be reviewed.**

If you have a Fiscal Sponsor or are a New Applicant, there are additional items following this first list.

REQUIRED FOR ALL APPLICANTS

1. Your Funder Report from Data Arts/Cultural Data Project. Be sure to generate a GFTA report for FY19. * :

2. Budget Notes. Please explain any variances of 20% or more in your total Revenue or Expenses (not individual items). * :

3. Current list of Board of Directors or Advisory Committee, identifying members by title and affiliation outside of your organization. * :

4. Letter of authorization signed by the president of your board of directors (or the board of your Fiscal Sponsor organization) stating endorsement of this funding request. * :

5. Signed copy of your most recently submitted **IRS Form 990 or 990-N Postcard.** This should be dated within the last two years. *
 :

6. Copy of IRS Form 941 for most recently completed quarter as proof of payment of payroll taxes. This is applicable only if you report full or part-time employees. * :

7. Resumes of paid and/or volunteer senior administrative or artistic staff members hired since **November 2016**. e.g., executive director, artistic director, program director, development director, marketing director, etc. * :

8. For organizations with budgets up to $2 million **and** receive a grant of $50,000 or more from Grants for the Arts: **Financial Review** for your most recently completed fiscal year.

--OR--

For organizations with budget sizes of $2 million or more -- **Financial Audit** by an independent accountant for most recently completed fiscal year. * :

9. Program Samples. These can include programs, brochures, flyers, press clippings, etc. in a PDF. Please include your best/favorite samples and not every item produced in the past year.

NEW APPLICANTS: must include at least one dated program sample from each of the three previous years.

ONGOING GRANTEES: Samples from the past year only are fine. * :

10. List of planned 2017 San Francisco activities. Please include San Francisco activities only. * :

11. Proof of good standing with the IRS. Visit https://apps.irs.gov/app/eos/pub78Search.do and select the search to organizations that "are eligibile to receive tax-deductible charitable contributions." Please create a PDF of the page that shows your organization listed and attach it below. * :

The following applies only to organizations that have a **FISCAL SPONSOR.** If you do not have a fiscal sponsor, please type "n/a" in all fields.

1. Letter of authorization signed by the president of the board of direcotrs of the fiscal sponsor endorsing this request * :

2. Copy of signed agreement between fiscal sponsor and project organization detailing the roles and responsibilities of both parties * :

3. Current list of the fiscal sponsor's board or advisory committee members, identifying them by title and affiliation outside of organization. * :

4. Letter signed by the fiscal sponsor stating that the submitted financial information on the CDP/Data Arts Funder Report and in this application has been reviewed for accuracy. * :

5. Fiscal Sponsor's signed copy of their most recently submitted **IRS Form 990.** * :

6. Fiscal Sponsor's annual statement of revenue and expenses for most recently completed year * :

7. Fiscal Sponsor's most recent balance sheet with capital assets and liabilities * :

8. **Fiscal Sponsor's** 501(c)(3) letter from the IRS. * :

The following applies to **NEW APPLICANTS** only. Your organization is considered new if you DO NOT currently receive Grants for the Arts General Operating Support. If you are not a New Applicant, please type "n/a" in all fields.

1. Your 501(c)(3) determination letter from the IRS. If you have a Fiscal Sponsor, this is requested from your sponsor organization in the list above. * :

2. Resumes or Bios for all paid and/or volunteer senior administrative and artistic staff. * :

3. Program Samples for the last three years * :

Please upload your attachments in the area below. Please use PDF format for all attachments.

Please upload your attachments here. * :

VI. Certification

Organization Name * :

Name of person making this representation on behalf of the organization * :

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization.

The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in the attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application.

The undersigned hereby releases the City & County of San Francisco, Grants for the Arts, and their respective officers, employees & agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees & or agents.

I acknowledge and agree to the terms stated above. * :   Yes

Please enter the date you are submitting this application. This date constitutes a signature. * :

Re-granting Program Criteria

GRANTS FOR THE ARTS
RE-GRANTING PROGRAM CRITERIA

Grants for the Arts' Re-granting Program is designed to support arts activity that is of professional quality yet does not meet the criteria of our General Operating Support program. Activity supported must be the creation and public presentation of art works or cultural programs. The following criteria apply:

1. The managing organization (the entity completing this application and to whom any award would be made) must be a 501(c)(3) nonprofit residing in San Francisco.

2. The re-granting program to be supported must have been in existence for at least three years prior to this application.

3. The arts activity supported must result in public presentation or performance in San Francisco.

4. The recipients of your grant awards may be individual artists or nonprofit or fiscally sponsored arts organizations. However, any awards from GFTA's Re-granting Program funds must go to San Francisco artists or organizations, but cannot go to organizations that receive GFTA general operating support. It is acceptable for awardees in your program to be GFTA recipients so long as your program has other sources of support beyond this grant and you can demonstrate in your final report that funds from the GFTA Re-granting Program went to recipients outside the GFTA recipient pool.

5. Grants cannot be used to support fundraising projects, benefits, receptions or other social functions. Grant funds cannot be awarded for capital expenditures, scholarships or deficit funding.

Re-Granting Program Application FY 18

GRANTS FOR THE ARTS
RE-GRANTING PROGRAM
GRANT APPLICATION – FY 18

Organization Name * : Test org

Address 1 * : 123 test st

Address 2 : Suite 1

City * : San Francisco

State * : California

Zip Code * :	94110
Phone * :	555-555-5555
Director First Name * :	Jane
Director Last Name * :	Director
Email * :	JANDEDIRECOTR@TEST.COM
Website * :	www.test.com
Name of Re-Granting Program * :	Test program
Person to contact regarding this proposal * :	Jane Director
Contact Telephone Number * :	555-555-5555
Amount of Request * :	$5,000

Grant Application Checklist and Attachments FY18

GRANT APPLICATION CHECKLIST – FY 18

AN ATTACHMENT OF EACH ITEM IS REQUIRED AND MUST BE PRESENT AT TIME OF SUBMISSION:
* :

✔ Completed Grant Application including narrative and all required attachments;

✔ Letter of authorization signed by the board president (if applicable);

✔ List of board/advisory committee members and affiliations outside the organization;

✔ Signed copy of the group's IRS form 990 or 990-N postcard for most recently completed fiscal year;

✔ If not previously funded by GFTA, a copy of the organization's 501(c)(3) IRS determination letter;

✔ Substantiating data regarding quality of last year's program, event or activities including a sample of your grant program's application form;

✔ FY 18 Grants for the Arts Funder Report from the California Cultural Data Project/DataArts;

✔ FY 18 programmatic budget for Re-granting Program;

✔ Letters of support from participants in your program and/or other individuals or entities who provide additional funding - please limit to no more than three; and

✔ Attach a list of recipients and projects that have been supported by your re-granting activity in your past two fiscal years. Please include the amount of each award.

IF THE APPLYING PROGRAM, EVENT OR ACTIVITY RECEIVED FUNDING FROM GFTA FOR FY 17: :

✔ Narrative final report describing the last activity or event including the final income and expense budgets.

Please upload your attachments in PDF format here. * :

Program Narrative FY18

PROGRAM NARRATIVE

Please provide a summary of your program that includes the following:

1. A description of the re-granting program for which you are seeking support and how it fits into the mission of your organization. When was your program established?

2. Who is your program designed to reach? Please describe your outreach process to potential applicants, as well as how the supported projects are promoted to the target or general audience.

3. Please describe your application and selection process. If award amounts are not uniform, how do you determine the amount of each award?

4. If you have received GFTA support for this program in previous years, please explain any significant changes in structure, mission, staffing or budget, if applicable.

5. Attach a list of recipients and projects that have been supported by your re-granting activity in your past two fiscal years. Please include the amount of each award.

6. Please also address any issues that you feel should be taken into consideration in order to fairly evaluate your application.

Please type your Narrative here or attach below. * :
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

FINANCIAL INFORMATION

- You must attach the programmatic budget for your re-granting activities. If you have not attached it on the previous page, please return there and do so. It may be in your own format. Be sure to

include all sources of income (including funds earmarked from individual or board contributions you receive, earmarked earned income, other grants, etc.) as well as the budget for grants to be awarded and related expenses.

Re-granting Certification FY18

Organization Name *   :

Name of person making this representation
on behalf of organization *   :

Certification and Release
This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization.

The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in the attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application.

The undersigned hereby releases the City & County of San Francisco, Grants for the Arts, and their respective officers, employees & agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees & or agents.

I acknowledge and agree to the terms stated   Yes
above. *   :

Please enter the date you are submitting
this application. This date constitutes a
signature *   :

VACF Request for Proposals FY18

VOLUNTARY ARTS CONTRIBUTION FUND
REQUEST FOR PROPOSALS

The Voluntary Arts Contribution Fund (VACF), established by the Board of Supervisors in 1984, allows San Francisco property tax payers to add a contribution to their tax bill to benefit the arts. Renters and non-City residents are also welcome to make donations to the Fund — a collaboration between the Tax Collector's Office, the Board of Supervisors and Grants for the Arts. This program aims to provide an additional funding source for the City's cultural activities.

The VACF grants money to **San Francisco nonprofit arts organizations** with budgets of under $3,000,000 for **facilities maintenance, capital improvements and equipment acquisition**. The goal of the program is to make arts organizations safer, more productive, more accessible to the general public, as well as to enhance artistic operations. Collaborative projects making shared use of requested items are encouraged wherever possible. Preference is given to nonprofit organizations not currently receiving Grants for the Arts support through ongoing general operating support grants.

Applicants to VACF funds MUST:

- have 501(c)(3) nonprofit status, or use a valid fiscal sponsor;
- be an arts organization or an organization with substantial arts programming;
- reside and produce activities in the City and County of San Francisco;
- not be the primary responsibility of a government agency;
- have at least a two-year history of continuous, stable arts programming in San Francisco;
- be governed by a legally constituted, fiscally responsible board of directors or sponsoring agency;
- agree to comply with provisions of Chapter 12B, Chapter 12L and Chapter 12P of the San Francisco Administrative Code. For details about these provisions, please refer to the Administrative Code available through the City's website at www.sfgov.org and;
- be prepared to use the full award for the requested equipment or improvements between the dates as set by the grant agreement. Though the specific dates are still to be determined, they will be set **between August 2017 and August 2018**. There will be no consideration for purchases made prior to the start date and there will be no extensions to the end date. Any unclaimed funds will be returned to the Fund for distribution in the next VACF grant round.

Organizations not currently funded by Grants for the Arts and that do not meet GFTA's regular criteria for funding <u>are</u> eligible for consideration. These include, for example, arts education programs, arts projects taking place in hospitals, convalescent homes and/or other sheltered locations, and other non-public arts activities for specific constituencies.

Requests for funding are limited to the following items:

First priority:

- Capital expenditures to correct cited fire and/or safety code violations not requiring a building permit, e.g., panic bars, fireproofed curtains and lighted exit signs, etc.

- Capital expenditures for emergency situations that render artistic activities inoperable.

Second priority:

- Capital expenditures to improve the capacity of venues, studios, and performance areas by significantly improving an organization's artistic presentation, e.g., an improved stage floor, lighting system or new sound equipment.
- Capital expenditures which will have significant positive effect on audience comfort, enjoyment and access to a performance space such as soundproofing, signage, or improvements to lobby or seating areas.

Applications for office or computer equipment/software will not be considered.

Grants will be awarded in the range of $500 to $5,000. Matching funds may be required to complete the project. Should you have any questions, please call Grants for the Arts staff at 415.554.6710.

Letters of request and ALL accompanying information should be submitted by:

Application deadline: Friday, June 30

PLEASE NOTE: ALL required information must be submitted by the deadline. Incomplete applications or ineligible requests will not be reviewed for funding.

Award notification by: Friday, August 25, 2017

VACF Application Cover Sheet FY18

Organization Name * :

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Phone * :

Director First Name * :

Director Last Name * :

Email Address * :

Website Address * :

Person to contact regarding this proposal *
:

Name of Fiscal Sponsor (if applicable) :

Fiscal Sponsor Contact Person :

Fiscal Sponsor Address :

Fiscal Sponsor Telphone Number :

Fiscal Sponsor Email :

AMOUNT OF REQUEST * :

VACF Checklist FY18

All applicants MUST submit an attachment: * :
Short description of request, the organization's need for item(s) requested, and how use of the funds would
satisfy VACF priorities;

Income and expense budget for project;

Price quote or job estimate from prospective vendor/contractor (solicitation of bids from disadvantaged
business enterprises as determined by the City is encouraged where possible);

Statement identifying any additional sources of funds to complete the project if its total cost exceeds the
awarded amount; and

Letter from the president of the applicant's board or governing body authorizing the request.

Organizations not currently receiving general operating support from GFTA also must submit as an attachment: :
Copy of Federal 501(c)(3) nonprofit tax exemption letter or that of a valid fiscal sponsor;

Brief description of the organization and its activities for at least the past two fiscal years;

Samples of press reviews, news stories, advertisements, brochures, or other materials documenting the
group's activities;

List of board of directors and their affiliations outside the organization;

Copy of the organization's total budget for most recently competed fiscal year; and

If using a fiscal sponsor, letter from the president of the sponsoring organization authorizing the request and accepting responsibility for administering the funds.

Please upload your attachments in the area below. Please use PDF format for all attachments.

Please upload your attachments here.   :

VACF Certification

Organization Name *   :

Name of person making this representation
on behalf of organization *   :

Certification and Release
This is a required section of the grant application.
This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization.

The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in the attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application.

The undersigned hereby releases the City & County of San Francisco, Grants for the Arts, and their respective officers, employees & agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees & or agents.

I acknowledge and agree to the terms stated   Yes
above. *   :

Please enter the date you are submitting
this application. This date constitutes a
signature *   :

Eligibility

Eligibility

Is your organization a 501(C)(3)
organization?:
*All organizations are required to have
a 501(C)(3) and be in good standing
with the IRS as a tax-exempt
organization or have fiscal
sponsorship through a San Francisco
based 501(C)(3) organization. Please
note: If you do not designate the
appropriate status, this could
adversely affect your ability to receive
funding if you are awarded a grant.*

1. *If your organization has its
   own 501(C)(3) designation
   and does not rely on the
   support of a Fiscal
   Sponsor, you will check
   YES.*

2. *If you are using a fiscal
   sponsor for your project,
   you must check NO. You
   will then be directed to the
   next page to list the name
   of your fiscal sponsor, their
   San Francisco address,
   contact name, phone and
   email address.*

 *   :

Is your organization (and its fiscal
sponsor) based in San Francisco?:
*You will be required to attach proof of
San Francisco corporate address in
Supporting Materials. Proof of address
must be a timely document, such as a
telephone bill, electric bill or bank
statement that includes the name of
the organization applying for the
grant.* *   :

Is your organization's mission
statement clearly focused on the
development, production, and/or
presentation of arts activities in San
Francisco OR is the mission statement
clearly rooted in empowering
communities based in San
Francisco?:
*The organization's mission statement
must be clearly focused on the
development, production, and/or
presentation of arts activities in San
Francisco OR clearly rooted in
empowering communities based in
San Francisco.* *   :

Is your organization part of another
City agency or department?:
*The applicant organization cannot be
part of another City agency or
department.* *   :

Has your organization worked in San
Francisco for over two years with
activities representative of your
mission?:
*Please note, to be eligible for this
grant, you must have provided
activities that span from October 2015
to the grant deadline. You will be
asked to upload your organization's*

*list of activities for the past two years
in the Supporting Materials section of
the application.* * :

If an arts organization is applying, is
your organization's three-year average
annual operating budget less than
$1.5 million in income (determined by
the line: Revenue Less In-Kind minus
Non-operating Revenue in the SFAC
DataArts Report)?:
*The organization's three-year-average
annual operating budget must not
exceed $1.5 million in income or
expense. The annual operating budget
is inclusive of pass through funds that
are re-granted to other organizations,
which is generally applicable for
organizations that provides fiscal
sponsorship support to other
organizations. The annual operating
budget is not inclusive of funds
received or expended for capital
projects.* * :

Is your organization in default for any
grants or loans from SFAC other City
departments, Northern California
Grantmakers Arts Loan Fund,
Northern California Community Loan
Fund, Community Arts Stabilization
Trust, or the Center for Cultural
Innovation?:
*Applicants must not be in default on
any grants or loans from: (1) SFAC,
(2) other City departments (including,
without limitation, Department of
Children, Youth, and their Families;
Office of Economic and Workforce
Development; Mayor's Office of
Housing and Community
Development; and Grants For The
Arts), (3) Northern California
Grantmakers Arts Loan Fund; (4)
Northern California Community Loan
Fund, (5) Community Arts Stabilization
Trust; or (6) the Center for Cultural
Innovation. This default clause was
expanded due to the fact that SFAC
has a fiduciary relationship with these
particular organizations, through either
shared City resources or other pooled
philanthropic funds.* * :

Is your proposed project taking place
in San Francisco?:
*The proposed project must take place
within the City and County of San
Francisco.* * :

Is the duration of your proposed
initiative during July 1, 2018-June 30,
2019?:
*The proposed initiative must take
place in San Francisco between July
1, 2018 and June 30, 2019.* * :

Is your organization willing and able to
meet the requirements associated with
receiving funds from the City and
County of San Francisco?:
*In order to receive a grant from the
San Francisco Arts Commission, you
must become a registered, compliant
supplier (formerly called a vendor) and
meet the City of San Francisco's
insurance and business tax
requirements. For more information
about supplier requirements, visit:
sfgov.org/oca/qualify-do-business.
Please note, if you are not already a
City supplier, you will only be required
to register if you are awarded a grant.
Insurance and business tax*

requirements will be explained and
made available upon approval of grant
awards. * :

Organizational Information

Organizational Information
Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Grant Applicant

Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.

Organization Name * :

First Name * :

Last Name * :

Title :

S.F. Corporate Address

Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Number of the supervisor's district in which your organization operates * :

Mailing Address (if different) :

Address 2 :

City :

State :

Zip Code :

Email * :

Phone * :

Website * :

Are you applying for a Native
American Arts and Cultural Traditions
(NAACT-ACIP)? YES means your
application will be reviewed by a panel
of community members that represent
the Native American community in
San Francisco. NO means this is not
applicable to your application. * :

Project Information

Project Information

Grant Request Amount: * :

SFAC DataArts Report Amount: :

Project Summary: Provide a brief
summary of the proposed project in
600 characters or less that starts with
"SFAC funds will be used to support.
*For example, "SFAC funds will be to
support musician Victor Chavez to
work with day laborers at Immigrant
Rights, Inc. to form a day laborer
choir. The artist and participants will
re-write traditional corridos to reflect
today's immigrant experience. Group
participation will build the workers'
camaraderie, confidence in public
speaking, and develop advocates for
just immigration reform. The choir will
be available to perform at political,
cultural, and social events to present
an immigrant narrative that reflects the
hard work, honor, and dignity of these
working people."* * :

Clarity of the Partnership

Clarity of the Partnership

(30 points maximum)
This section of questions should be answered by **both partners** unless otherwise indicated.

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and
reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and
the Grantmakers in the Arts' "Racial Equity: Statement of Purpose," these communities include: African and
African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay,
Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN.
CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to
articulate and provide supporting evidence about the marginalization for any community not named above.
Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

Mission Statement(s) (1000
characters max):
*Arts organizations must have a
mission statement that is clearly
based on the development,
production, and/or presentation of arts
activities in San Francisco.
Community-based organizations must
have a mission statement that is
clearly rooted in empowering
communities based in San Francisco.*

If the partner is an individual artist,
they do not need to respond. * :

Who do you engage
and why? (4500 characters max)
Responses should refer to
demographic data and community
engagement strategies for both
partners. * :

How do you meet the needs of your
communities (2000 characters max)
This should expand upon the mission
statement(s). * :

Why is this partnership appropriate
and timely (2000 characters max)
Strong responses will convey an
authentic partnership that is mutually
beneficial. A partner support letter is
required in the Supporting Materials
section of this application. * :

Quality of Proposed Project

Quality of Proposed Project
(60 points maximum)

Describe the target community and
your outreach strategy to ensure
participation. (2000 characters
max) * :

Describe the issue being addressed
and how it impacts the target
community. How will this project
move the needle on the issue?
State your measureable goals.
(4000 characters max) * :

Select one or more of ACIP's arts-
based approaches that best align
with your project. * :

Amplify voices by developing and empowering of community members to express themselves and tell their stories.

Develop future leaders by providing arts-based skills and tools to create visions for social change and more just futures.

Build community capacity for civic expression, leadership, and organizing.

Preserve, reclaim, and (re)vitalize traditional cultural practices as a form of empowerment or resistance to assimilation.

Describe the arts-based approach
you will use to address the issue.
Detail what a workshop or meeting
session will look like. How will the
project engage and involve
community members in the creative
process? (4000 characters max)? *
 :

Provide bios for the project team
and their relevant experience and
qualifications working withe the
target community: * :

How will you evaluate the impact of
the project? (2000 characters
max.) * :

Grant Plan Template
The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve. Please see guidelines for examples.

Activity Column

Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

Outputs Column

The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.

Completed By Column

Each activity listed should have a targeted completion date that falls within the grant window.

Grant Plan :

Activity	Outputs	Complete by

Ability to Complete the Project

Ability to Complete the Project
(10 points maximum)

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however you still must complete the budget in the GMS.

Click here for instructions on how to complete the budget templates.

Total Project Budget & Notes
This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. **Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.**

Total Project Budget and Notes :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		
Government-Federal		
Government-State		
Government-Local/Municipal		
Business/Corporations		
Foundations		
Individuals		

Fundraising		
Other		
	Subtotal Contributed:	$0
Earned		
Admission/ticket sales		
Tuitions/workshops/lecture fees		
Product sale/concessions		
Contracted services/performance fees		
Other		
	Subtotal Earned:	$0
	Total Project Income:	$0
Project Expense		
Personnel		
Salaries/wages		
Benefits		
	Subtotal Personnel:	$0
Operating Expenses		
Fees: Administrative		
Commission fees / honorariums: Artistic		
Fees: Technical/ productions		
Advertising/marketing		
Equipment rental		
Facilities/space rental		
Fundraising expenses		
Insurance		
Internet/website		

Office supplies			$0
Production/exhibition costs			
Program costs			
Professional services			
Software/hardware			
Other			
	Subtotal Operating Expenses:	$0	
Subcontractors			
Admin/indirect			
	Subtotal Subcontractors & Admin/indirect:	$0	
	Total Project Expenses:	$0	
	Project Net:	$0	

Proposed SFAC Grant & Budget Notes
This template is for the expenditures that you would like SFAC to cover. **Please note: The Total Project Expenses for the Project Budget above should be equal to or more than Total Proposed Grant Budget.**

Proposed SFAC Grant Budget & Notes :

Category	Notes	FTE(if applicable)	Costs
Personnel:			
Position/Title:			
Position/Title:			
Position/Title:			
		Subtotal Personnel:	$0
Fringe Benefits:			
Position/Title:			
Position/Title:			
Position/Title:			
		Subtotal Fringe Benefits:	$0

Operating Expenses:		
Fees: administrative		
Commission fees / honorariums: artistic		
Fees: technical & production		
Advertising & marketing		
Equipment rental		
Facilities/space rental		
Fundraising expenses		
Insurance		
Internet & website		
Office supplies		
Production & exhibition costs		
Program costs		
Professional services		
Software and hardware		
Other expenses		
	Subtotal Operating Expenses:	$0
Subcontractors:		
Name:		
Name:		
Name:		
	Subtotal Subcontractors:	$0
Admin / indirect		
Maximum allowed is 10 percent of the total grant award		
	Subtotal Admin / Indirect:	$0

		Total Proposed Grant Budget:	$0

Supporting Materials

Upload Supporting Materials   :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of good standing with the IRS: Visit https://apps.irs.gov/app/eos/pub78Search.do and select the search to organizations that "Are eligible to receive tax-deductible charitable contributions." Please print a PDF of the page that shows your organization listed and upload. *   :

Yes, I have uploaded this item.

Attach proof of SF corporate address:
Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name. *   :

Yes, I have uploaded this item.

Attach a list of your organization's activities for three years (one page maximum) Activities should reflect San Francisco activities representative of your mission for FY15-16, FY16-17, and the current year ending June 30, 2018. *   :

Yes, I have uploaded this item.

Attach a DataArts SFAC Funders Report and Budget Notes (if the applicant is an arts organization):
Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile.

Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report. Panelists will use your DataArts SFAC Funder Report to better understand your organization's financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Attach a DataArts SFAC Funders Report and Budget Notes: :

Yes, I have uploaded this item.

Attach a two-year financial report with income and expense and balance sheet for FY15-16 and FY16-17 or CY15 and CY16 (if the applicant is a community-based organization).
This financial report can be generated out of QuickBooks or another accounting system or the organization can submit their most recent audit to represent the organization's financial standing.   :

Yes, I have uploaded this item.

Attach a letter of support from the partnering organization.
Please attach a letter of support (one page max.) from your partner for this proposal.

Yes, I have uploaded this item.

The letter should convey the depth and breadth of the relationship, and the reason(s) why this partnership is so promising. This letter should be written by, and reflective of the "voice" of the partner. The letter should answer the following questions:

- *How does this project fit with or further your mission, purpose, programming and/or services? Which part(s) of this project excites you? Why?*

- *If appropriate, letter may address how this project shifts the way the identified social issue has been addressed historically in the organization and neighborhood/community?*

:

Attach work samples: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about the artistic history, aesthetics, audience, and capacity to implement the proposed project or initiative. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of these instructions will be removed. Panelist will spend no more than ten minutes reviewing all work samples.

ACIP Applicant is *required* to submit:

- At least one work sample demonstrating the artist or arts organization in a setting relevant to the proposed project.

Submit samples that:

- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*

- Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality*.

- Are recent (from the **last three years**).

- Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.

- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.

- Provide a glimpse of your audience and community, if applicable.

***Do not* submit samples that:**

- Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.

- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.

- Add up to more than six minutes of playback time.

- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

Work sample instructions
Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. ***Only fill out the template to reflect the number of work samples that you are submitting.***

Work sample descriptions must include:

- Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.

- Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.

- Explain the sample's relevance to your proposed project if:
  - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;

- the sample document is a work-in-progress; and/ or
- the work is with a collaborator or commissioned artist outside of your usual work.

Format instructions
Work samples that cannot be uploaded must be hosted online through your website or a third party platform.
Please be sure to include working links and include passwords if your content is restricted. If panelists
cannot access your work samples this may affect your score.

Audio/video

- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- Minimum of 480 x 360 video resolution is suggested.
- Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
- Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

Images

- Must be PDF or JPEG.
  - You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
  - Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
  - Suggested image size is 800 x 600 pixels.
  - Maximum size for each image is 5MB.
- Six images maximum; three images if combining with another medium.

Film treatments, literary manuscripts, and publications

- Must be PDF.
- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

Scripts

- Must be PDF.
- Maximum size for each document is 5MB.
- 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two* media types.

You may combine this set of work samples:	**with one of these additional work samples:**
2-minute audio or video	5 pages of film treatment, literary manuscript, or publication; or 10 pages of script; or 3 images
3 images	2 minutes audio or video; or 10 pages of

script; or
5 pages of
film
treatment,
literary
manuscript,
or
publication

2 minutes
of audio or
video; or
10 pages of
script; or
3 images

  5 pages of film treatment, literary manuscript, or publication

Always test your work samples before submitting.

Work Sample #1

Title of Work/Image/Activity * :

Medium * :

Company/Artists Involved :

Date of Work/Activity * :

Venue/Site :

Dimensions/Total Duration * :

Duration of Sample :

Brief Description of Work * :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #2

Title of Work/Image/Activity :

Medium :

Company/Artists Involved :

Date of Work/Activity :

Venue/Site :

Dimensions/Total Duration :

Duration of Sample :

Brief Description of Work :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #3

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #4

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application. Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves

Does your organization primarily serve people of color? (Is more than 50 percent of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?)
   *   :

Does your organization primarily serve women? (Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention women?) *   :

Does your organization primarily serve trans or non-binary gender communities? (Is <u>more than 50 percent</u> of your artists and/or audience trans or gender non-binary? And/or does your mission statement explicitly mention trans and non-binary gender communities?) * :

Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? (Is <u>more than 50 percent</u> of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ or two-spirit communities?) * :

Does your organization primarily serve immigrant communities? (Is <u>more than 50 percent</u> of your artists and/or audience immigrants? And/or does your mission statement explicitly mention immigrants?) * :

Does your organization primarily serve the disabled community? (Is <u>more than 50 percent</u> of your artists and/or audience disabled? And/or does your mission statement explicitly mention the disabled community?) * :

Does your organization primarily serve children and youth (0-24 years old) and/or family with children and youth (0-24 years old)? (Is more than 50 percent of your artists and/or audience 0-24? And/or does your mission statement explicitly mention children and/or youth?) * :

If your organization does not reflect the designated communities above, please provide a brief summary of the communities you do serve: :

Is this your organization's first time applying for an SFAC grant? * :

If no, has your organization been awarded an SFAC grant in the past? *
 :

Did representatives of your organization attend any of SFAC's Technical Assistance workshops? * :

One-on-One Sessions

Grants Programs Informational Workshops

N/A (Did not attend)

Do you have any suggestions for SFAC to improve this survey? :

Certification

Certification and Release
This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby releases the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees or agents.

Yes, I confirm

Do you confirm that the information within this application is true and correct? * :

TItle :

First Name * :

Last Name * :

Date * :

Eligibility

Eligibility

Is your organization a 501(C)(3) tax exempt organization?:
All organizations are required to have a 501(C)(3) and be in good standing with the IRS as a tax-exempt organization or have fiscal sponsorship through a San Francisco based 501(C)(3) organization. Please note: If you do not designate the appropriate status, this could adversely affect your ability to receive funding if you are awarded a grant.

1. *If you are using a fiscal sponsor for your project, you must check NO. You will then be directed to the next page to list the name of your fiscal sponsor, their San Francisco address, contact name, phone and email address.*

2. *If your organization has its own 501(C)(3) designation and does not rely on the support of a Fiscal Sponsor, you will check YES.*

* :

Is your organization (and its fiscal sponsor) based in San Francisco?:
*You will be required to attach proof of San Francisco corporate address in Supporting Materials. Proof of address must be a timely document, such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant. *   :

Is your organization's mission statement clearly focused on the development, production, and/or presentation of arts activities in San Francisco OR is the mission statement clearly rooted in empowering communities based in San Francisco?:
*The applicant's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco OR clearly rooted in empowering communities based in San Francisco. *   :

Is your organization part of another City agency or department?:
*The applicant organization cannot be part of another City agency or department. *   :

Has your organization worked in San Francisco for over two years with activities representative of your mission?:
Please note, to be eligible for this grant, you must have provided activities that span from October 2015 to the grant deadline. You will be asked to upload your organization's

list of activities for the past two years in the Supporting Materials section of the application. * :

If an arts organization is applying, is your organization's three-year average annual operating budget less than $1.5 million in income (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report)?:
The organization's three-year-average annual operating budget must not exceed $1.5 million in income or expense. The annual operating budget is inclusive of pass through funds that are re-granted to other organizations, which is generally applicable for organizations that provides fiscal sponsorship support to other organizations. The annual operating budget is not inclusive of funds received or expended for capital projects. :

Is your organization in default for any grants or loans from SFAC other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization Trust, or the Center for Cultural Innovation?:
Applicants must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor's Office of Housing and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds. * :

Is your proposed project taking place in San Francisco?:
The proposed project must take place within the City and County of San Francisco. * :

Is the duration of your proposed initiative during July 1, 2018-June 30, 2019?:
The proposed initiative must take place in San Francisco between July 1, 2018 and June 30, 2019. * :

Are you able to meet the requirement for working with youth including but not limited to a background check, fingerprinting, and TB testing?:
Compliance with these items will be a condition of the grant agreement. * :

Does your arts organization have a proven track record of at least two years teaching arts (of your genre) to underserved youth in San Francisco?:
Please select four events or examples of ongoing programs that reflect your history of relevant activities from 2015-2017. The applicant's calendar of activities for two years should span from FY15-16 to the current year

ending June 30, 2018. Please don't list four events that happened within a couple of months. Applicant must have experience as a teaching artist engaging young people with specified art form. * :

Is your organization willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco?:
In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant supplier (formerly called a vendor) and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: sfgov.org/oca/qualify-do-business. Please note, if you are not already a City supplier, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards. * :

Organizational Information

Organizational Information

Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Grant Applicant

Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.

Organization Name * :

First Name * :

Last Name * :

Title :

S.F. Corporate Address

Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Number of the supervisor's district in which your organization operates * :   9

Mailing Address (if different) :

Address 2 :

City :

State :

Zip Code :

Email * :

Phone * :

Website * :

Are you applying for a Native American Arts and Cultural Traditions (NAACT-ACIP)? YES means your application will be reviewed by a panel of community members that represent the Native American community in San Francisco. NO means this is not applicable to your application. * :

Project Information

Project Information

Grant Request Amount: * :

SFAC DataArts Report Amount: :

Project Summary: Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support..." *For example: SFAC funds will be used to support the development of a cohort of student spoken word artists/poets and a youth-led editorial group. Students will produce a print and digital journal documenting the theme of process toward performance in a yearlong poetry residence. Spoken word artist Roberta Zimmerman will teach two performance poetry classes at XYZ High School, and will collaborate with the English department to lead and mentor a youth editorial group that will launch the production of a print and digital student poetry journal for public release.* * :

Estimate number of students involved in the proposed project: *
:

Number of paid artists involved in the proposed project: * :   1

Clarity of the Partnership

Clarity of the Partnership

(30 points maximum)

This section of questions should be answered by <u>both partners</u> unless otherwise indicated.

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts' "Racial Equity: Statement of Purpose," these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

Mission Statement(s) (1000 characters max):
Arts organizations must have a mission statement that is clearly based on the development, production, and/or presentation of arts activities in San Francisco. Community-based organizations must have a mission statement that is clearly rooted in empowering communities based in San Francisco. If the partner is an individual artist, they do not need to respond. * :

<u>Who</u> **do you engage and <u>why</u>? (4500 characters max)**
Responses should refer to demographic data and community engagement strategies for both partners. * :

<u>How</u> **do you meet the needs of your communities (2000 characters max)**
This should expand upon the mission statement(s). * :

Why is this partnership appropriate and timely (2000 characters max)
Strong responses will convey an authentic partnership that is mutually beneficial. A partner support letter is required in the Supporting Materials section of this application. * :

Quality of Proposed Project

Quality of Proposed Project

(60 points maximum)

Describe the target community and your outreach strategy to ensure participation. (2000 characters max) * :

Describe the issue being addressed and how it impacts the target community. How will this project move the needle on the issue? State your measureable goals. (4000 characters max) * :

Select one or more of ACIP's arts-   Amplify voices by developing and empowering of community members to express themselves and tell their

based approaches that best align with your project. * :

stories.

Develop future leaders by providing arts-based skills and tools to create visions for social change and more just futures.

Build community capacity for civic expression, leadership, and organizing.

Preserve, reclaim, and (re)vitalize traditional cultural practices as a form of empowerment or resistance to assimilation.

Describe the arts-based approach and the teaching methodology you will use to address the issue. Detail what a workshop or meeting session will look like. How will the project engage and involve community members in the creative process? (4000 characters max)? * :

Our approach will be...we will meet...below is an example of the agenda.

Provide bios for the project team and their relevant experience and qualifications working with the target community: * :

How will you evaluate the impact of the project? (2000 characters max.) * :

Grant Plan Template

The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve. Please see guidelines for examples.

If your project will require permits, make sure to figure out the time frame for obtaining them within your project.

Activity Column

Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

Outputs Column

The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.

Completed By Column

Each activity listed should have a targeted completion date that falls within the grant window.

Grant Plan :

Activity	Outputs	Complete by

Ability to Complete the Project

Ability to Complete the Project
(10 points maximum)

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however you still must complete the budget in the GMS.

Click here for instructions on how to complete the budget templates.

Total Project Budget & Notes
This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. **Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.**

Total Project Budget and Notes :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		
Government-Federal		$0
Government-State		$0
Government-Local/Municipal		$0
Business/Corporations		$0
Foundations		$0
Individuals		$0
Fundraising		$0
Other		$0
		$0
	Subtotal Contributed:	

Earned		
Admission/ticket sales		$0
Tuitions/workshops/lecture fees		$0
Product sale/concessions		$0
Contracted services/performance fees		$0
Other		$0
		$0
	Subtotal Earned:	$0
	Total Project Income:	
Project Expense		
Personnel		
Salaries/wages		
Benefits		$0
		$0
	Subtotal Personnel:	
Operating Expenses		
Fees: Administrative		$0
Commission fees / honorariums: Artistic		$0
Fees: Technical/ productions		$0
Advertising/marketing		$0
Equipment rental		$0
Facilities/space rental		$0
Fundraising expenses		$0
Insurance		$0
Internet/website		$0
Office supplies		$0
Production/exhibition costs		$0
Program costs		
Professional services		$0
Software/hardware		$0

Other		$0
		$0
	Subtotal Operating Expenses:	
Subcontractors	Destiny Arts and Youth Speaks instructors	
Admin/indirect	Grant and reporting preparation	$0
		$0
	Subtotal Subcontractors & Admin/indirect:	
	Total Project Expenses:	
	Project Net:	

Proposed SFAC Grant & Budget Notes
This template is for the expenditures that you would like SFAC to cover. **Please note: The Total Project Expenses for the Project Budget above should be equal to or more than Total Proposed Grant Budget.**

Proposed SFAC Grant Budget & Notes :	Category	Notes	FTE(if applicable)	Costs
	Personnel:			
			Subtotal Personnel:	
	Fringe Benefits:			
	Position/Title:			$0
	Position/Title:			$0
	Position/Title:			$0
				$0
			Subtotal Fringe Benefits:	$0
	Operating Expenses:			
	Fees: administrative			$0
	Commission fees / honorariums: artistic			$0
	Fees: technical & production			$0

Advertising & marketing			$0
Equipment rental			$0
Facilities/space rental			$0
Fundraising expenses			$0
Insurance			$0
Internet & website			$0
Office supplies			$0
Production & exhibition costs			$0
Program costs			
Professional services			$0
Software and hardware			$0
Other expenses			$0
			$0
		Subtotal Operating Expenses:	
Subcontractors:			
Destiny Arts Center staff (TBD)			
Youth Speaks staff (TBD)			
Name:			$0
			$0
		Subtotal Subcontractors:	
Admin / indirect			
Maximum allowed is 10 percent of the total grant award			$0
			$0
		Subtotal Admin / Indirect:	$0
		Total Proposed Grant Budget:	

Supporting Materials

Upload Supporting Materials   :   **ACIP- Youth Application 18-Artists and
                                               Communities in Partnership for Youth FY18 :**

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of good standing with the IRS: Visit
https://apps.irs.gov/app/eos/pub78Search.do
and select the search to organizations that "Are eligible to receive tax-deductible charitable contributions." Please print a PDF of the page that shows your organization listed and upload. *   :

✔ Yes, I have uploaded this item.

Attach proof of SF corporate address:
Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name. *   :

✔ Yes, I have uploaded this item.

Attach a list of your organization's activities for three years (one page maximum) Activities should reflect San Francisco activities representative of your mission for FY15-16, FY16-17, and the current year ending June 30, 2018. *   :

✔ Yes, I have uploaded this item.

Attach a DataArts SFAC Funders Report and Budget Notes (if the applicant is an arts organization):
Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile.

Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report. Panelists will use your DataArts SFAC Funder Report to better understand your organization's financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.

- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Attach a DataArts SFAC Funders Report and Budget Notes: :   ✔ Yes, I have uploaded this item.

Attach a two-year financial report with income and expense and balance sheet for FY15-16 and FY16-17 or CY15 and CY16 (if the applicant is a community-based organization).   ✔ Yes, I have uploaded this item.
This financial report can be generated out of QuickBooks or another accounting system or the organization can submit their most recent audit to represent the organization's financial standing.   :

Attach a signed letter of support from the partnering organization.   ✔ Yes, I have uploaded this item.
Please attach a letter of support (one page max.) from your partner for this proposal. The letter should convey the depth and breadth of the relationship, and the reason(s) why this partnership is so promising. This letter should be written by, and reflective of the "voice" of the partner.

- *Answer the following question: How does this project fit with or further your mission, purpose, programming and/or services? Which part(s) of this project excites you? Why?*
- *If appropriate, letter may address how this project shifts the way the identified social issue has been addressed historically in the organization and neighborhood/community?*

   :

Attach work samples: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about the artistic history, aesthetics, audience, and capacity to implement the proposed project or initiative. We highly recommend limiting your selections to substantive work samples. Samples that don't conform to these instructions will be removed. Panelists will spend no more than ten minutes reviewing all work samples.

ACIP Applicants are *required* to submit:

- At least one work sample demonstrating the artist or arts organization in a setting relevant to the proposed project.

ACIP Applicants may also submit:

- A sample of a youth art work or product made with the guidance of the teaching artist or arts organization

---

Submit samples that:

- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*
- Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality.*
- Are recent (from the **last three years**).
- Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.
- Provide a glimpse of your audience and community, if applicable.

Do not **submit samples that:**

- Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than six minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

Work sample instructions

Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. ***Only fill out the template to reflect the number of work samples that you are submitting.***

Work sample descriptions must include:

- Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.
- Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.
- Explain the sample's relevance to your proposed project if:
    - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
    - the sample document is a work-in-progress; and/ or
    - the work is with a collaborator or commissioned artist outside of your usual work.

Format instructions

Work samples that cannot be uploaded must be hosted online through your website or a third party platform. **Please be sure to include working links and include passwords if your content is restricted.** If panelists cannot access your work samples this may affect your score.

Audio/video

- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- Minimum of 480 x 360 video resolution is suggested.
- Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
- Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

Images

- Must be PDF or JPEG.
    - You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
    - Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
    - Suggested image size is 800 x 600 pixels.
    - Maximum size for each image is 5MB.
- Six images maximum; three images if combining with another medium.

Film treatments, literary manuscripts, and publications

- Must be PDF.
- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

  Scripts

- Must be PDF.
- Maximum size for each document is 5MB.
- 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two* media types.

You may combine this set of work samples:	with one of these additional work samples:
2-minute audio or video	5 pages of film treatment, literary manuscript, or publication; or 10 pages of script; or 3 images
3 images	2 minutes audio or video; or 10 pages of script; or 5 pages of film treatment, literary manuscript, or publication
5 pages of film treatment, literary manuscript, or publication	2 minutes of audio or video; or 10 pages of script; or 3 images

Always test your work samples before submitting.

Work Sample #1

Title of Work/Image/Activity *   :

Medium *   :

Company/Artists Involved   :

Date of Work/Activity *   :

Venue/Site   :

Dimensions/Total Duration *   :

Duration of Sample   :

Brief Description of Work *   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #2

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #3

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #4

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application.
Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff.
Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves

Does your organization primarily serve people of color? (Is <u>more than 50 percent</u> of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?)
* :

If you answered "yes" above, please select which communities of color your organization primarily serves. (<u>Only select communities that make up 25 percent</u> or more of your artists/audience served.)
:

African American/Black

African: Ethiopian

African: Eritrean

African: Afro-Caribbean

African: West African

African: Other

Latino: Mexican

Latino: Salvadoran

Latino: Other Central American

Latino: South American

Latino: Afro-Latino

Latino: Other (Including Puerto Rican, Cuban, Etc.)

Arab/Middle Eastern

Asian American/Asian: Chinese

Asian American/Asian: Filipino

Asian American/Asian: Southeast Asian

Asian American/Asian: South Asian

Asian American/Asian: Other

Native American/Alaskan Native: Mainland U.S. Native American/Alaskan Native

Native American/Alaskan Native: Indigenous Central/South America

Native American/Alaskan Native: Canadian First Nations

Native American/Alaskan Native: Other

Pacific Islander: Native Hawaiian

Pacific Islander: Other (Including Samoan, Tongan, Chamorro, Fijian, etc.)

Multiple communities of color

Write in

Write in: :

Does your organization primarily serve women? (Is<u> more than 50 percent </u>of your artists and/or audience women? And/or does your mission statement explicitly mention women?) * :

Does your organization primarily serve trans or non-binary gender communities? (Is <u>more than 50 percent</u> of your artists and/or audience trans or gender non-binary? And/or does your mission statement explicitly mention trans and non-binary gender communities?) * :

Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? (Is <u>more than 50 percent</u> of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ or two-spirit communities?) * :

Does your organization primarily serve immigrant communities? (Is <u>more than 50 percent</u> of your artists and/or audience immigrants? And/or does your mission statement explicitly mention immigrants?) * :

Does your organization primarily serve the disabled community? (Is <u>more than 50 percent</u> of your artists and/or audience disabled? And/or does your mission statement explicitly mention the disabled community?) * :

Does your organization primarily serve children and youth (0-24 years old) and/or family with children and youth (0-24 years old)? (Is more than 50 percent of your artists and/or audience 0-24? And/or does your mission statement explicitly mention children and/or youth?) * :

If your organization does not reflect the designated communities above, please provide a brief summary of the communities you do serve: :

Is this your organization's first time applying for an SFAC grant? * :

If no, has your organization been awarded an SFAC grant in the past? *
:

Did representatives of your organization attend any of SFAC's Technical Assistance workshops? * :

One-on-One Sessions

Grants Programs Informational Workshops

N/A (Did not attend)

Do you have any suggestions for SFAC to improve this survey? :

Certification

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or attachment. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby releases the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees or agents.

✔ Yes, I confirm

Do you confirm that the information within this application is true and correct? * :

TItle :

First Name * :

Last Name * :

Date * :

Eligibility

Is your organization a 501(C)(3) arts organization?:
All organizations are required to have a 501(C)(3) and be in good standing with the IRS as a tax-exempt organization or have fiscal sponsorship through a San Francisco based 501(C)(3) organization. Please note: If you do not designate the appropriate status, this could adversely affect your ability to receive funding if you are awarded a grant.

1. *If your organization has its own 501(C)(3) designation and does not rely on the support of a Fiscal Sponsor, you will check YES.*

2. *If you are using a fiscal sponsor for your project, you must check NO. You will then be directed to the next page to list the name of your fiscal sponsor, their San Francisco address, contact name, phone and email address.*

* :

Is your organization (and its fiscal sponsor) based in San Francisco?:
You will be required to attach proof of San Francisco corporate address in Supporting Materials. Proof of address must be a timely document, such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant. * :

Are you a community- or arts-based organization that has an established relationship and stable presence in the neighborhood served? * :

Is your organization part of another City agency or department?:
The applicant organization cannot be part of another City agency or department. * :

Is your organization proposing a discrete event, not an activity within a larger festival or program?:
The funding is intended for stand-alone events, not activities that are part of a larger festival or program. * :

Can your organization provide a fifty percent cash

match to the grant?:
You must show in your budget that another entity or entities are providing at least $2500, or half of whatever amount you are applying for. * :

Is your organization's three-year average annual operating budget less than $1.5 million in income (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report)?:
The organization's three-year-average annual operating budget must not exceed $1.5 million in income or expense. The annual operating budget is inclusive of pass through funds that are re-granted to other organizations, which is generally applicable for organizations that provides fiscal sponsorship support to other organizations. The annual operating budget is not inclusive of funds received or expended for capital projects. * :

Is your organization in default for any grants or loans from SFAC other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts

Stabilization Trust, or the Center for Cultural Innovation?:
Applicants must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor's Office of Housing and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds. * :

Is your proposed project taking place in San Francisco?:
The proposed project must take place within the City and County of San Francisco. * :

Is the duration of your proposed initiative during

July 1, 2018-June 30, 2019?:
The proposed initiative must take place in San Francisco between July 1, 2018 and June 30, 2019. *
 :

Is your organization willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco?:
In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant supplier (formerly called a vendor) and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: sfgov.org/oca/qualify-do-business. Please note, if you are not already a City supplier, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards. * :

Organizational Information

Organizational Information

Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Grant Applicant
Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.

Organization Name *   :

First Name *   :

Last Name *   :

Title   :

SF Corporate Address: Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 1 *   :

Address 2   :

City *   :

State *   :

Zip Code *   :

Number of the supervisor's district in which your organization operates *   :

Mailing Address (if different)   :

Address 2   :

City   :

State   :

Zip Code   :

Email *   :

Phone *   :

Website *   :

Project Information

Grant Request Amount:
 *   :

Project Summary: Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support."
For example: SFAC funds will be used to support artists participating in the July 2016 Salsa2018 Festival on FillmoreMarket Street, a free outdoor event that will present two 10-15 piece Latino music ensembles, two Bay Area

Latino dance companies and offer two days of free instructional dance classes. * :

Number of paid artists involved in the proposed project: * :

Projected audience number to be reached by the proposed public activity(ies): * :

Alignment with SFAC Goals

Mission Statement (500 characters max):
The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco. * :

SFAC's goals for equitable grantmaking:
SFAC seeks to support organizations that promote:
- **Capacity Building:** Build capacity, resilience and economic viability of individual artists from historically marginalized communities.
- **Accessibility:** Provide a space to access art and creativity for historically marginalized communities.
- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.

Select <u>one </u>of SFAC's goals   Capacity Building

for equitable grantmaking that best aligns with your organization. * :

Accessibility

Cultural Integrity

Intersectionality

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts "Racial Equity: Statement of Purpose," these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

Who does your organization serve and why? How does your organization meet the needs of the communities you serve? (3000 characters max)
This should expand upon your mission statement. Applicants are encouraged to refer to demographic data and community engagement strategies where appropriate. * :

Using detailed explanation and examples, describe how your organization aligns with the selected goal (2000 characters max).
Applicants should expand upon the organization's core philosophies, not the proposed project. * :

Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve (2000 characters max). *Please answer in relation to the organization's leadership team (such as the executive director, managing director, artistic director, and/or board president) and not project staff (if different from core staff).* * :

Artistic History

Artistic History

(20 points maximum)

Describe your organization's history and highlight major accomplishments that are relevant to the proposed project (3500 characters max): * :

Quality of Proposed Project

(40 points maximum)

Describe your proposed project in detail. Include a description of the organization's relationship with the target neighborhood. (1250 characters max) * :

Describe how the target neighborhood and/or community residents will be engaged in the event. (1250 characters max) *
:

Describe how the arts are an integral part of the

event and reflective of the
target neighborhood
and/or community. (1250
characters max) * :

Describe how the event will
engage non-arts
neighborhood-based
groups. (1250 characters
max) * :

Grant Plan Template

The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve. Please see guidelines for examples.

Activity Column

Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

Outputs Column

The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.

Completed By Column

Each activity listed should have a targeted completion date that falls within the grant window.

Grant Plan :

Activity	Outputs	Complete by

Ability to Complete the Project

Ability to Complete the Project

(20 points maximum)

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however you still must complete the budget in the GMS.

Click here for instructions on how to complete the budget templates.

Total Project Budget & Notes
This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. **Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.**

Total Project Budget :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		
Government-Federal		
Government-State		
Government-Local/Municipal		
Business/Corporations		
Foundations		
Individuals		
Fundraising		
Other		
	Subtotal Contributed:	
Earned		
Admission/ticket sales		
Tuitions/workshops/lecture fees		
Product sale/concessions		
Contracted services/performance fees		
Other		

	Subtotal Earned:	
	Total Project Income:	
Project Expense		
Personnel		
Salaries/wages		
Benefits		
	Subtotal Personnel:	
Operating Expenses		
Fees: Administrative		
Commission fees / honorariums: Artistic		
Fees: Technical/ productions		
Advertising/marketing		
Equipment rental		
Facilities/space rental		
Fundraising expenses		
Insurance		
Internet/website		
Office supplies		
Production/exhibition costs		
Program costs		

Professional Services			
Software/hardware			
Other			
		Subtotal Operating Expenses:	
Subcontractors			
Admin/indirect			
		Subtotal Subcontractors & Admin/indirect:	
		Total Project Expenses:	
		Project Net:	

Proposed SFAC Grant & Budget Notes

This template is for the expenditures that you would like SFAC to cover. **Please note: The Total Project Expenses for the Project Budget above should be equal to or more than Total Proposed Grant Budget.**

Proposed SFAC Grant Budget & Notes :

Category	Notes	FTE(if applicable)	Costs
Personnel:			
Position/Title:			
Position/Title:			
Position/Title:			
		Subtotal Personnel:	
Fringe Benefits:			
Position/Title:			

Position/Title:			
Position/Title:			
		Subtotal Fringe Benefits:	
Operating Expenses:			
Fees: administrative			
Commission fees / honorariums: artistic			
Fees: technical & production			
Advertising & marketing			
Equipment rental			
Facilities/space rental			
Fundraising expenses			
Insurance			
Internet & website			
Office supplies			
Production & exhibition costs			
Program costs			

Professional services			
Software and hardware			
Other expenses			
		Subtotal Operating Expenses:	
Subcontractors:			
Name:			
Name:			
Name:			
		Subtotal Subcontractors:	
Admin / indirect:			
Maximum allowed is 10 percent of the total grant award			
		Subtotal Admin / Indirect:	
		Total Proposed Grant Budget:	

Staff members and key

personnel: List the primary individuals that will be involved in the proposed project as well as a brief description of their role and duties.   :

Partners and collaborators: Include a list of partners and collaborators and include their role in executing the proposed project. This should include any non-arts entities, vendors, and merchants that will be involved, if applicable.   :

Supporting Materials

Upload Supporting Materials   :

ANV Application -Arts for Neighborhood Vitality FY18 :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of good standing with the IRS:
Visit
https://apps.irs.gov/app/eos/pub78Search.do
and select the search to organizations that "Are eligible to receive tax-deductible charitable contributions." Please print a PDF of the page that shows your organization listed and upload. *   :

Attach proof of SF corporate address:
Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name. *   :

Attach event flyer or program: *   :

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application. Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves.

Does your organization primarily serve people of color? (Is more than 50 percent of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?)
 * :

If you answered "yes" above, please select which communities of color your organization primarily serves. (Only select communities that make up 25 percent or more of your artists/audience served.)
 :

African American/Black

African: Ethiopian

African: Eritrean

African: Afro-Caribbean

African: West African

African: Other

Latino: Mexican

Latino: Salvadoran

Latino: Other Central American

Latino: South American

Latino: Afro-Latino

Latino: Other (Including Puerto Rican, Cuban, Etc.)

Arab/Middle Eastern

Asian American/Asian: Chinese

Asian American/Asian: Filipino

Asian American/Asian: Southeast Asian

Asian American/Asian: South Asian

Asian American/Asian: Other

Native American/Alaskan Native: Mainland U.S. Native American/Alaskan Native

Native American/Alaskan Native: Indigenous Central/South America

Native American/Alaskan Native: Canadian First Nations

Native American/Alaskan Native: Other

Pacific Islander: Native Hawaiian

Pacific Islander: Other (Including Samoan, Tongan, Chamorro, Fijian, etc.)

Multiple communities of color

Write in

Write in: :

Does your organization primarily serve women? (Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention women?) *   :

Does your organization primarily serve trans or non-binary gender communities? (Is more than 50 percent of your artists and/or audience trans or gender non-binary? And/or does your mission statement explicitly mention trans and non-binary gender communities?) *   :

Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? (Is more than 50 percent of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ or two-spirit communities?) *   :

Does your organization primarily serve immigrant communities? (Is more than 50 percent of your

artists and/or audience
immigrants? And/or does
your mission statement
explicitly mention
immigrant
communities?) *   :

Does your organization
primarily serve the
disabled community? (Is
more than 50 percent of
your artists and/or
audience disabled? And/or
does your mission
statement explicitly
mention the disabled
community?) *   :

Does your organization
primarily serve children
and youth (0-24 years old)
and/or family with children
and youth (0-24 years
old)? (Is more than 50
percent of your artists
and/or audience 0-24?
And/or does your mission
statement explicitly
mention children and/or
youth?) *   :

If your organization does
not reflect the designated
communities above,
please provide a brief
summary of the
communities you do
serve: :

Is this your organization's first time applying for an SFAC grant? * :

If no, has your organization been awarded an SFAC grant in the past? * :

Did representatives of your organization attend any of SFAC's Technical Assistance workshops? * :

Grants Program Informational Workshops

One-on-One Sessions with SFAC staff

N/A (Did not attend)

Do you have any suggestions for SFAC to improve this survey? :

Certification

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby releases the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees or agents.

Do you confirm that the information within this application is true and correct? * :

TItle :

First Name * :

Last Name * :

Date * :

Eligibility

Eligibility

Is your organization a 501(C)(3) arts organization?:
All organizations are required to have a 501(C)(3) and be in good standing with the IRS as a tax-exempt organization or have fiscal sponsorship through a San Francisco based 501(C)(3) organization. Please note: If you do not designate the appropriate status, this could adversely affect your ability to receive funding if you are awarded a grant.

1. *If your organization has its own 501(C)(3) designation and does not rely on the support of a Fiscal Sponsor, you will check YES.*

2. *If you are using a fiscal sponsor for your project, you must check NO. You will then be directed to the next page to list the name of your fiscal sponsor, their San Francisco address, contact name, phone and email address.*

 * :

Is your organization (and its fiscal sponsor, if applicable) based in San Francisco?:
You will be required to attach proof of San Francisco corporate address in Supporting Materials. Proof of address must be a timely document, such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant. * :

Is your organization's mission statement clearly focused on the development, production, and/or presentation of arts activities in San Francisco?:
The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco. * :

Is your organization part of another City agency or department?:
The applicant organization cannot be part of another City agency or department. * :

Has your organization held at least four publicly accessible arts activities in San Francisco for two years?:
Please note, to be eligible for this grant, you must have held four publicly accessible events that span from October 2015 to the grant deadline. You will be asked to upload your organization's list of art activities for the past two years in the Supporting Materials section of the application. *
 :

Is your organization's three-year average annual operating budget less than $1.5 million in income (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report)?:
The organization's three-year-average annual operating budget must not exceed $1.5 million in income or expense. The annual operating budget is inclusive of pass through funds that are re-granted to other organizations, which is generally applicable for organizations that provides fiscal sponsorship support to other organizations. The annual operating budget is not inclusive of funds received or expended for capital projects. * :

Is your organization in default for any grants or loans from SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization Trust, or the Center for Cultural Innovation?:
Applicants must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor's Office of Housing and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds. * :

Is your proposed project taking place in San Francisco?:
The proposed project must take place within the City and County of San Francisco. * :

Is the duration of your proposed initiative during July 1, 2018-June 30, 2020?:
The proposed initiative must take place in San Francisco between July 1, 2018 and June 30, 2020.
NEW: *CEI are two year grants, however if the total grant request is less than $30,000 organizations have the option to apply for a one year grant.* * :

Is your organization willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco?:
In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant supplier (formerly called a vendor) and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: sfgov.org/oca/qualify-do-business. Please note, if you are not already a City supplier, you will only be required to register if you are awarded a grant.

*Insurance and business tax
requirements will be explained and
made available upon approval of grant
awards.* * :

Organizational Information

Organizational Information

IMPORTANT: Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

**Grant applicant organization
name:** * :

First Name: * :

Last Name: * :

Title: :

Address 1: * :

SF Corporate Address: Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 2: :

City: * :

State: * :

Zip Code: * :

**Number of the supervisor's district
in which your organization
operates:** * :

Mailing Address (if different): :

Address 2: :

City: :

State: :

Zip Code: :

Email: * :

Phone: * :

Website: * :

**Are you applying for the Native
American Arts and Cultural**

Traditions grant (NAACT-CEI): *   :

Project Information

Grant Request Amount: *   :

SFAC DataArts Report Amount: *   :

Timeline: Indicate whether the grant will fund a one-year or two-year initiative. * :

Project Summary: Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support. *For example: SFAC funds will be used to support the Alliance for California Traditional Arts (ACTA) in an initiative designed to implement portions of a new virtual engagement program. This includes website redesign, contracting digital storytellers and writers to contribute content, and increased social media presence.* *   :

Alignment with SFAC Goals

(25 points maximum)

Mission Statement (500 characters max):
The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco. * :

SFAC's goals for equitable grantmaking: SFAC seeks to support organizations that:

- **Capacity Building:** Build capacity, resilience and economic viability of individual artists from historically marginalized communities.
- **Accessibility:** Provide a space to access art and creativity for historically marginalized communities.
- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.

Select <u>one</u> of SFAC's goals for equitable grantmaking that best align with your organization. *   :

Capacity Building

Accessibility

Cultural Integrity

Intersectionality

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts "Racial Equity: Statement of Purpose," these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to

articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

Who does your organization serve and **why**? **How** does your organization meet the needs of the communities you serve? (3000 characters max)
This should expand upon your mission statement. Applicants are encouraged to refer to demographic data and community engagement strategies where appropriate. *   :

Using detailed explanation and examples, describe <u>how</u> your organization aligns with the selected goal (2000 characters max).
Applicants should expand upon the organization's core philosophies, not the proposed project.   *   :

Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve (2000 characters max).
Please answer in relation to the organization's leadership team (such as the executive director, managing director, artistic director, and/or board president) and not project staff (if different from core staff).   *   :

Artistic History

Artistic History
(20 points maximum)

Describe your organizational's artistic history progression or maturation. Focus on a few relevant accomplishments or benchmarks (3500 characters max): *   :

Quality of Proposed Project

Quality of Proposed Project
(30 points maximum)

Describe the current state of your organization, including any opportunities, challenges, and major changes (1250 characters max): *   :

Have you completed a Strategic or Business Plan?
*   :

If <u>NO</u>, this grant MUST be used for strategic or business planning. Describe the ways that your organization (staff, board, volunteers, infrastructure) is prepared to begin strategic or business planning processes (1000 characters max).   :

If <u>YES,</u> explain how the proposed project aligns with the main goals and strategies identified in your plan. Please cite the relevant section of your strategic or business plan for the panel to

review (1250 characters max).
PLEASE NOTE: If you answered
YES, attach a copy of your Strategic
or Business Plan in the Supporting
Materials section   :

**This question is for <u>ALL</u> applicants:
Describe the proposed capacity-
building or planning initiative and
the ways it will ensure the artistic
and cultural vitality of the
organization (1250 characters
max):** *   :

**This question is for <u>ALL</u> applicants:
Describe your desired outcomes
and strategy for evaluating the
impact success of the initiative
(1250 characters max):** *   :

Grant Plan Template: The Grant Plan outlines the primary activities that will take place during the grant
window and the targeted outputs that the applicant hopes to achieve.

- Activity column: Applicants should break down the proposed project into no more than six primary
  activities. Each of these activities should be described succinctly in one sentence and clearly outline
  the steps needed to ensure a successful outcome.
- Outputs column: The Outputs Column represents the targeted quantitative measure for the
  corresponding activity. For example, this may be the number of artists that will be paid, the number
  of workshops that will be held, the number of rehearsals held, or the number of performances given.
- Completed by column: Each activity listed should have a targeted completion date that falls within
  the grant window.

Grant Plan: :

Activity	Outputs	Complete by

Ability to Complete the Project

Ability to Complete the Project
(20 points maximum)

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget
& Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however
you still must complete the budget in the GMS.

Click here for instructions on how to complete the budget templates.

Total Project Budget & Notes
This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget &
Notes help panelists to understand the breadth and full cost of your project. **Please note: If project net does
not correctly auto-calculate at first, save the page and the sum should update.**

Total Project Budget & Notes :

Category	Notes	Costs
Project Income		

Contributed		
SFAC Grant Requested		
Government-Federal		
Government-State		
Government-Local/Municipal		
Business/Corporations		
Foundations		
Individuals		
Fundraising		
Other		
	Subtotal Contributed:	0
Earned		
Admission/ticket sales		
Tuitions/workshops/lecture fees		
Product sale/concessions		
Contracted services/performance fees		
Other		
	Subtotal Earned:	0
	Total Project Income:	0
Project Expense		
Personnel		
Salaries/wages		
Benefits		
	Subtotal Personnel:	0
Operating Expenses		
Fees: Administrative		
Commission fees / honorariums: Artistic		

Fees: Technical/ productions		
Advertising/marketing		
Equipment rental		
Facilities/space rental		
Fundraising expenses		
Insurance		
Internet/website		
Office supplies		
Production/exhibition costs		
Program costs		
Professional services		
Software/hardware		
Other		
	Subtotal Operating Expenses:	0
Subcontractors		
Admin/indirect		
	Subtotal Subcontractors & Admin/indirect:	0
	Total Project Expenses:	0
	Project Net:	0

Proposed SFAC Grant & Budget Notes
This template is for the expenditures that you would like SFAC to cover. **Please note: The Total Project Expenses for the Project Budget above should be equal to or more than Total Proposed Grant Budget.**

Proposed SFAC Grant Budget & Notes :

Category	Notes	FTE(if applicable)	Costs
Personnel:			
Position/Title:			
Position/Title:			
Position/Title:			

		Subtotal Personnel:	$ 0.00
Fringe Benefits:			
Position/Title:			
Position/Title:			
Position/Title:			
		Subtotal Fringe Benefits:	$ 0.00
Operating Expenses:			
Fees: administrative			
Commission fees / honorariums: artistic			
Fees: technical & production			
Advertising & marketing			
Equipment rental			
Facilities/space rental			
Fundraising expenses			
Insurance			
Internet & website			
Office supplies			
Production & exhibition costs			
Program costs			
Professional services			
Software and hardware			
Other expenses			
		Subtotal Operating Expenses:	$ 0.00
Subcontractors:			
Name:			
Name:			

Name:			
		Subtotal Subcontractors:	$ 0.00
Admin / indirect			
Maximum allowed is 10 percent of the total grant award			
		Subtotal Admin / Indirect:	$ 0.00
		Total Proposed Grant Budget:	$ 0.00

Describe how the implementation of the proposed initiative will affect the organization's normal operations and resources (1250 characters max): * :

List staff members and key personnel (3000 characters max): * :

List partners and collaborators (1700 character max): :

List Board of Directors: * :

Include Board President contact information:

First Name * :

Last Name * :

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Email * :

Phone * :

Supporting Materials

Upload Supporting Materials :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of good standing with the IRS: Visit https://apps.irs.gov/app/eos/pub78Search.do and select the search to organizations that "Are eligible to receive tax-deductible charitable contributions." Please print a PDF of the page that shows your organization listed and upload. *   :

Yes, I have uploaded this item.

Attach proof of SF corporate address: *Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name.* *   :

Yes, I have uploaded this item.

Attach a list of your organization's arts activities for three years (one page maximum) *The list should highlight major programmatic activities and emphasize your organization's presence in San Francisco. Select the most relevant activities that span FY15-16, FY16-17, and the current year ending June 30, 2018. Please note: to be eligible for this grant, you must have held four publicly accessible events that span from October 2015 to the grant deadline.* *   :

Yes, I have uploaded this item.

Attach a DataArts SFAC Funders Report and Budget Notes: Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile. If you operate on a calendar year, the report must include CY14, CY15, and CY16. If you operate on a July to June year, the report must include FY13-14, FY 14-15, and FY15-16. Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report.

Panelists will use your DataArts SFAC Funder Report to better understand your organization's financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Attach a DataArts SFAC Funders Report and Budget Notes: *   :

Yes, I have uploaded this item.

Attach a copy of your strategic or business plan, if applicable: *Attach a Strategic or Business Plan if applicant has already completed one.* *   :

Yes, I have uploaded this item.

Attach work samples: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic history, aesthetics, audience, and capacity to implement the proposed project or initiative. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of these instructions will be removed. Panelist will spend no more than ten minutes reviewing all work samples.

CEI Applicant is *required* to submit:

- At least one work sample by the organization that demonstrates communal meaning and cultural integrity through audience engagement. This sample can be in a video or photo showcasing an event or activity that clearly engages with and connects to the community in an arts-related experience.

CEI Applicant is *recommended* to submit:

- At least one work sample that highlights the creative process and risk-taking involved in the development of original work. This sample can be in any form.

Submit samples that:

- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*
- Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality*.
- Are recent (from the **last three years**).
- Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.
- Provide a glimpse of your audience and community, if applicable.

Do not **submit samples that:**

- Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than six minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

Work sample instructions
Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. ***Only fill out the template to reflect the number of work samples that you are submitting.***

Work sample descriptions must include:

- Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.
- Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.
- Explain the sample's relevance to your proposed project if:
  - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
  - the sample document is a work-in-progress; and/ or
  - the work is with a collaborator or commissioned artist outside of your usual work.

Format instructions
Work samples that cannot be uploaded must be hosted online through your website or a third party platform. **Please be sure to include working links and include passwords if your content is restricted.** If panelists cannot access your work samples this may affect your score.

Audio/video

- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- Minimum of 480 x 360 video resolution is suggested.
- Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
- Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

Images

- Must be PDF or JPEG.

- You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
  - Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
  - Suggested image size is 800 x 600 pixels.
  - Maximum size for each image is 5MB.

- Six images maximum; three images if combining with another medium.

Film treatments, literary manuscripts, and publications
- Must be PDF.
- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

Scripts
- Must be PDF.
- Maximum size for each document is 5MB.
- 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two* media types.

You may combine this set of work samples:	**with one of these additional work samples:**
2-minute audio or video	5 pages of film treatment, literary manuscript, or publication; or 10 pages of script; or 3 images
3 images	2 minutes audio or video; or 10 pages of script; or 5 pages of film treatment, literary manuscript, or publication
5 pages of film treatment, literary manuscript, or publication	2 minutes of audio or video; or 10 pages of script; or 3 images

Always test your work samples before submitting.

Work Sample #1

Title of Work/Image/Activity * :

Medium * :

Company/Artists Involved :

Date of Work/Activity * :

Venue/Site   :

Dimensions/Total Duration *   :

Duration of Sample   :

Brief Description of Work *   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #2

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #3

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #4

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Company/Artists Involved   :

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application. Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves

Does your organization primarily serve people of color? (Is more than 50 percent of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?)
  *   :

Does your organization primarily serve women? (Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention women?) *   :

Does your organization primarily serve trans or non-binary gender communities? (Is more than 50 percent of your artists and/or audience trans or gender non-binary? And/or does your mission statement explicitly mention trans and non-binary gender communities?) *   :

Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? (Is more than 50 percent of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ or two-spirit communities?) *   :

Does your organization primarily serve immigrant communities? (Is more than 50 percent of your artists and/or audience immigrants? And/or does your mission statement explicitly mention immigrants?) *   :

Does your organization primarily serve

the disabled community? (Is <u>more than 50 percent</u> of your artists and/or audience disabled? And/or does your mission statement explicitly mention the disabled community?) * :

Does your organization primarily serve children and youth (0-24 years old) and/or family with children and youth (0-24 years old)? (Is more than 50 percent of your artists and/or audience 0-24? And/or does your mission statement explicitly mention children and/or youth?) * :

If your organization does not reflect the designated communities above, please provide a brief summary of the communities you do serve: :

Is this your organization's first time applying for an SFAC grant? * :

If no, has your organization been awarded an SFAC grant in the past? * :

Did representatives of your organization attend any of SFAC's Technical Assistance workshops? * :

One-on-One Sessions

Grants Programs Informational Workshops

N/A (Did not attend)

Do you have any suggestions for SFAC to improve this survey? :

Certification

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby releases the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees or agents.

Yes, I confirm

Do you confirm that the information within this application is true and correct? * :

TItle :

First Name * :

Last Name * :

Date * :

18CRSPL1-F00003

Eligibility

Eligibility

Is your organization a
501(C)(3) arts
organization?:
*All organizations are
required to have a 501(C)(3)
and be in good standing
with the IRS as a tax-
exempt organization to
qualify.* * :

Is your organization based
in San Francisco?:
*You will be required to
attach proof of San
Francisco corporate
address in Supporting
Materials. Proof of address
must be a timely document,
such as a telephone bill,
electric bill or bank
statement that includes the
name of the organization
applying for the grant.* * :

Is your organization's
mission statement clearly
focused on the
development, production,
and/or presentation of arts
activities in San
Francisco?:
*The organization's mission
statement must be clearly
focused on the
development, production,
and/or presentation of arts
activities in San
Francisco.* * :

Is your organization part of
another City agency or

department?:
The applicant organization cannot be part of another City agency or department. * :

Has your organization held four publicly accessible arts activities for two years?:
Please note, to be eligible for this grant, you must have held four publicly accessible events in San Francisco that span from October 2015 to the grant deadline. You will be asked to upload your organization's list of art activities for the past two years in the Supporting Materials section of the application. * :

Is your organization's three-year average annual operating budget less than $2 million in income (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report)?:
The organization's three-year-average annual operating budget must not exceed $2 million in income or expense. The annual operating budget is inclusive of pass through funds that are re-granted to other organizations, which is generally applicable for organizations that provides fiscal sponsorship support to other organizations. The annual operating budget is not inclusive of funds received or expended for capital projects. * :

Is your organization in default for any grants or loans from SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization Trust, or the Center for Cultural Innovation?:

Applicants must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor's Office of Housing and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds. * :

Is your proposed project taking place in San Francisco?:

The proposed project must take place within the City and County of San Francisco. * :

Is the duration of your proposed initiative during July 1, 2018-June 30, 2019?:
The proposed initiative must take place in San Francisco between July 1, 2018 and June 30, 2019. * :

Do you have title to the property:
Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. * :

Do you have a lease with at least three years remaining as of July 1, 2018:
Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. * :

Have you leased the space for at least ten years and have a year-to-year lease?
Applicants must have at least three years remaining on their lease at the start of the grant term, or, have a year-to-year lease and have leased the space for a minimum of ten years prior to the start of the grant term. * :

Is your organization willing and able to meet the

requirements associated with receiving funds from the City and County of San Francisco?:

In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant supplier (formerly called a vendor) and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: sfgov.org/oca/qualify-do-business. Please note, if you are not already a City supplier, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards. * :

Organizational Information

Organizational Information

Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Grant Applicant

Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.

Organization Name * :

First Name * :

Last Name * :

Title :

SF Corporate Address: Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Number of the supervisor's
district in which your
organization operates * :

Mailing Address (if different) :

Address 2 :

City :

State :

Zip Code :

Email * :

Phone * :

Website * :

Are you applying for a Native
American Arts and Cultural
Traditions grant (NAACT-CRSP-
F)? YES means your application
will be reviewed by a panel of

community members that
represent the Native American
community in San Francisco.
NO means this is not applicable
to your application. * :

Project Information

Project Information

Grant Request Amount:
* :

**SFAC DataArts Report
amount:** * :

Project Summary: Provide a
brief summary of the
proposed project in 600
characters or less that starts
with "SFAC funds will be
used to support.
*For example: SFAC funds
will be used to support the
installation of a wheelchair
lift between the second and
third floor to support
accessibility and grow our
partnership with the
Children's Hospital
Recovery Program which
will serve 200 students
annually. This proposal
requests $50,000 to make
the third floor print studio of
the Arts Space Building
ADA accessible.* * :

Address 1 :

Address 2 :

Zip Code :

Square footage of facility *
:

Number of years in facility
 * :

Total audience capacity of
facility * :

Relationship to the facility.   Currently own
Check the appropriate box
 :   Currently lease

                                   Plan to own

                                   Plan to lease

If you lease or plan to lease,
provide the landlord's name
 :

Landlord Phone Number   :

Landlord Email   :

Number of years remaining
on the lease   :

Responsiblity for Facility
Improvements: Summarize
your organization's
responsibility for facility
improvements as outlined in
your lease.   :

Alignment with SFAC Goals

Alignment with SFAC Goals

(25 points maximum)

Mission Statement (500
characters max):
*The organization's mission
statement must be clearly
focused on the
development, production,
and/or presentation of arts*

activities in San Francisco. * :

SFAC's goals for equitable grantmaking: SFAC seeks to support organizations that:

- **Capacity Building:** Build capacity, resilience and economic viability of individual artists from historically marginalized communities.
- **Accessibility:** Provide a space to access art and creativity for historically marginalized communities.
- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.

Select <u>one</u> of SFAC's goals for equitable grantmaking that best align with your organization. * :

Capacity Building

Accessibility

Cultural Integrity

Intersectionality

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts "Racial Equity: Statement of Purpose," these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

<u>Who</u> does your organization serve and <u>why</u>? <u>How</u> does your organization meet the needs of the communities you serve? (3000 characters max)
This should expand upon your mission statement. Applicants are encouraged to refer to demographic data and community engagement strategies where appropriate. * :

Using detailed explanation and examples, describe <u>how</u> your organization

aligns with the selected goal (2000 characters max). *Applicants should expand upon the organization's core philosophies, not the proposed project.* * :

Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve (2000 characters max). *Please answer in relation to the organization's leadership team (such as the executive director, managing director, artistic director, and/or board president) and not project staff (if different from core staff).* * :

Artistic History

Artistic History

(20 points maximum)

Describe your organization's history and highlight major accomplishments (3500 characters max). * :

Quality of Proposed Project

Quality of Proposed Project

(20 points maximum)

The Creative Space priorities are for:

1. Capital expenditures for emergency situations that render the artistic activities at a creative space inoperable such as to correct cited fire, ADA and/or safety code violations or to address issues prior to receiving a citation.
2. Capital expenditures to improve the capacity of the creative space by significantly improving an organization's artistic presentation such as improved stage floor, lighting system, or new sound equipment.
3. Capital expenditures which will have significant positive effect on audience accessibility, comfort, and enjoyment to creative space such as soundproofing, seating areas, or heating/cooling equipment.

Describe the current state of your creative space, including any opportunities, challenges, and major changes. (1350 characters max.) * :

Describe the proposed project, how the project will address the Creative Space priorities, and the organization's preparations for the project. (5000 characters) * :

Grant Plan Template

The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve. Please see guidelines for an example.

Activity Column

Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

Outputs Column

The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of

rehearsals held, or the number of performances given.

Completed By Column

Each activity listed should have a targeted completion date that falls within the grant window.

Grant Plan :

Activity	Outputs	Complete by

Sustainability

Summarize past improvements made to the facility by your organization (1000 characters max.) * :

Describe your current facility maintenance plan, schedule, and budget including personnel (1350 characters max.) * :

What are your plans for covering the costs of operating the new facility, maintaining the improvement, and/or adjusting to the programmatic impact? (1000 characters max.) * :

Project Feasibility and Organization Health

Project Feasibility and Organization Health

(35 points maximum)

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however you still must complete the budget in the GMS.

Click here for instructions on how to complete the budget templates.

Total Project Budget & Notes

This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. **Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.**

Total Project Budget :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		$0
Government-Federal		$0
Government-State		$0
Government-Local/Municipal		$0
Business/Corporations		$0
Foundations		$0
Individuals		$0
Fundraising		$0
Other		$0
		$0
	Subtotal Contributed:	$0
Earned		
Admission/ticket sales		$0

Tuitions/workshops/lecture fees		$0
Product sale/concessions		$0
Contracted services/performance fees		$0
Other		$0
		$0
	Subtotal Earned:	$0
	Total Project Income:	$0
Project Expense		
Personnel		
Salaries/wages		$0
Benefits		$0
		$0
	Subtotal Personnel:	$0
Operating Expenses		
Fees: Administrative		$0
Commission fees / honorariums: Artistic		$0
Fees: Technical/ productions		$0
Advertising/marketing		$0
Equipment rental		$0
Facilities/space rental		$0
Fundraising expenses		$0
Insurance		$0
Internet/website		$0
Office supplies		$0

Production/exhibition costs		$0
Program costs		$0
Professional services		$0
Software/hardware		$0
Other		$0
		$0
	Subtotal Operating Expenses:	$0
Subcontractors		$0
Admin/indirect		$0
		$0
	Subtotal Subcontractors & Admin/indirect:	$0
	Total Project Expenses:	$0
	Project Net:	$0

Proposed SFAC Grant & Budget Notes

This template is for the expenditures that you would like SFAC to cover. **Please note: The Total Project Expenses for the Project Budget above should be equal to or more than Total Proposed Grant Budget.**

Proposed SFAC Grant Budget & Notes :

Category	Notes	FTE(if applicable)	Costs
Personnel:			
Position/Title:			$0
Position/Title:			$0
Position/Title:			$0
			$0
		Subtotal Personnel:	$0
Fringe Benefits:			
Position/Title:			$0
Position/Title:			$0

Position/Title:			$0
			$0
		Subtotal Fringe Benefits:	$0
Operating Expenses:			
Fees: administrative			$0
Commission fees / honorariums: artistic			$0
Fees: technical & production			$0
Advertising & marketing			$0
Equipment rental			$0
Facilities/space rental			$0
Fundraising expenses			$0
Insurance			$0
Internet & website			$0
Office supplies			$0
Production & exhibition costs			$0
Program costs			$0
Professional services			$0
Software and hardware			$0
Other expenses			$0
			$0
		Subtotal Operating Expenses:	$0
Subcontractors:			
Name:			$0

Name:		$0
Name:		$0
		$0
	Subtotal Subcontractors:	$0
Admin / indirect		
Maximum allowed is 10 percent of the total grant award		$0
		$0
	Subtotal Admin / Indirect:	$0
	Total Proposed Grant Budget:	$0

Key Personnel:
List the primary individuals that will be involved in the proposed project, a brief bio, as well as a description describing their role and contribution to the successful implementation of the project. * :

Board of Directors:
Include a list of the organization's board of directors with their affiliation, length of time served, and term expiration. * :

Please include the name and contact information for your organization's board president:
First Name * :

Last Name * :

Address 1 * :

Address 2   :

City *   :

State *   :

Zip Code *   :

Email *   :

Phone *   :

Supporting Materials

Upload Supporting Materials   :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of good standing with the IRS: Visit https://apps.irs.gov/app/eos/pub78Search.do and select the search to organizations that "Are eligible to receive tax-deductible charitable contributions." Please print a PDF of the page that shows your organization listed and upload. *   :

Yes, I have uploaded this item.

Attach proof of SF corporate address:
Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name. *   :

Yes, I have uploaded this item.

Attach property title, current lease agreement, or letter of intent from property owner of a new lease or purchase. *   :

Yes, I have uploaded this item.

Attach a list of your organization's arts activities for three years (one page maximum)
The list should highlight major programmatic activities and emphasize your organization's presence in San Francisco. Select the most relevant activities that span FY15-16, FY16-17, and the current year ending June 30, 2018. Please note: to be eligible for this grant, you must have held four publicly accessible events that span from October 2015 to the grant deadline. *   :

Yes, I have uploaded this item.

Attach images of the space that will be modified or improved. (5 images maximum) * :   Yes, I have uploaded these items.

Attach letters of support for the project. (3 letters maximum) * :   Yes, I have uploaded these items.

Attach a DataArts SFAC Funders Report and Budget Notes: Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile. If you operate on a calendar year, the report must include CY14, CY15, and CY16. If you operate on a July to June year, the report must include FY13-14, FY 14-15, and FY15-16. Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report.

Panelists will use your DataArts SFAC Funder Report to better understand your organization's financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans fo use of the surplus.
- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Attach a balance sheet   Yes, I have uploaded this item.
Panelists will be gauging the organization's financial health by looking at the DataArts Report (which reflects the last three years) and the current balance sheet, which should reflect the organization's standing as of June 30, 2017. * :

Attach a DataArts SFAC Funders Report and Budget Notes: * :   Yes, I have uploaded this item.

Attach work samples: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about you artistic history, aesthetics, audience, and capacity to implement the proposed project or initiative. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of these instructions will be removed. Panelist will spend no more than ten minutes reviewing all work samples.

CRSP-F applicant is required to submit:
- At least one work sample that demonstrates the organization's artistic history.

CRSP-F applicant is recommended to submit
- A work sample that takes place in the affected area this project will address.

Submit samples that:

- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*
- Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality*.
- Are recent (from the **last three years**).
- Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.
- Provide a glimpse of your audience and community, if applicable.

Do not **submit samples that:**
- Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than six minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

Work sample instructions

Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. *Only fill out the template to reflect the number of work samples that you are submitting.*

Work sample descriptions must include:
- Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.
- Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.
- Explain the sample's relevance to your proposed project if:
  - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
  - the sample document is a work-in-progress; and/ or
  - the work is with a collaborator or commissioned artist outside of your usual work.

Format instructions

Work samples that cannot be uploaded must be hosted online through your website or a third party platform. **Please be sure to include working links and include passwords if your content is restricted.** If panelists cannot access your work samples this may affect your score.

Audio/video
- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- Minimum of 480 x 360 video resolution is suggested.

- Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
- Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

Images

- Must be PDF or JPEG.
  - You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
  - Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
  - Suggested image size is 800 x 600 pixels.
  - Maximum size for each image is 5MB.
- Six images maximum; three images if combining with another medium.

Film treatments, literary manuscripts, and publications

- Must be PDF.
- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

Scripts

- Must be PDF.
- Maximum size for each document is 5MB.
- 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two* media types.

You may combine this set of work samples:	**with one of these additional work samples:**
2-minute audio or video	5 pages of film treatment, literary manuscript, or publication; or 10 pages of script; or 3 images
3 images	2 minutes audio or video; or 10 pages of script; or 5 pages of

film treatment, literary manuscript, or publication

2 minutes of audio or video; or
10 pages of script; or
3 images

5 pages of film treatment, literary manuscript, or publication

Always test your work samples before submitting.

Attach design drawings of the intended outcome. (2 attachments maximum) * : Yes, I have uploaded these items.

Work Sample #1

Title of Work/Image/Activity * :

Medium * :

Company/Artists Involved :

Date of Work/Activity * :

Venue/Site :

Dimensions/Total Duration * :

Duration of Sample :

Brief Description of Work * :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #2

Title of Work/Image/Activity :

Medium :

Company/Artists Involved :

Date of Work/Activity :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #3

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #4

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application. Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves

Does your organization primarily serve people of color? (Is <u>more than 50 percent</u> of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?)
 * :

Does your organization primarily serve women? (Is <u>more than 50 percent</u> of your artists and/or audience women? And/or does your mission statement explicitly mention women?) * :

Does your organization primarily serve trans or non-binary gender communities? (Is <u>more than</u>

50 percent of your artists and/or audience trans or gender non-binary? And/or does your mission statement explicitly mention trans and non-binary gender communities?) *   :

Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? (Is more than 50 percent of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ or two-spirit communities?) *   :

Does your organization primarily serve immigrant communities? (Is more than 50 percent of your artists and/or audience immigrants? And/or does your mission statement explicitly mention immigrants?) *   :

Does your organization primarily serve the disabled community? (Is more than 50 percent of your artists and/or audience disabled? And/or does your mission statement explicitly mention the disabled community?) *
  :

Does your organization primarily serve children and youth (0-24 years old)

and/or family with children and youth (0-24 years old)? (Is more than 50 percent of your artists and/or audience 0-24? And/or does your mission statement explicitly mention children and/or youth?) *   :

If your organization does not reflect the designated communities above, please provide a brief summary of the communities you do serve: :

Is this your organization's first time applying for an SFAC grant? *   :

If no, has your organization been awarded an SFAC grant in the past? *   :

Did representatives of your organization attend any of SFAC's Technical Assistance workshops? *   :

One-on-One Sessions

Grants Programs Informational Workshops

N/A (Did not attend)

Do you have any suggestions for SFAC to improve this survey?   :

Certification

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or in attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby releases the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees or agents.

Yes, I confirm

Do you confirm that the information within this application is true and correct? * :

TItle :

First Name * :

Last Name * :

Date * :

Eligibility

Eligibility

Is your organization a 501(C)(3) arts
organization?:
*All organizations are required to have
a 501(C)(3) and be in good standing
with the IRS as a tax-exempt
organization to qualify.* * :
        Yes

Is your organization based in San
Francisco?:
*You will be required to attach proof of
San Francisco corporate address in
Supporting Materials. Proof of address
must be a timely document, such as a
telephone bill, electric bill or bank
statement that includes the name of
the organization applying for the
grant.* * :
        Yes

Is your organization's mission
statement clearly focused on the
development, production, and/or
presentation of arts activities in San
Francisco?:
*The organization's mission statement
must be clearly focused on the
development, production, and/or
presentation of arts activities in San
Francisco.* * :
        Yes

Is your organization part of another
City agency or department?:
*The applicant organization cannot be
part of another City agency or
department.* * :
        Yes

Has your organization held four
publicly accessible arts activities for
two years?:
*Please note, to be eligible for this
grant, you must have held four publicly
accessible events in San Francisco
that span from October 2015 to the
grant deadline. You will be asked to
upload your organization's list of art
activities for the past two years in the
Supporting Materials section of the
application.* * :
        Yes

Is your organization's three-year
average annual operating budget less
than $2 million in income (determined
by the line: Revenue Less In-Kind
minus Non-operating Revenue in the
SFAC DataArts Report)?:
*The organization's three-year-average
annual operating budget must not
exceed $2 million in income or
expense. The annual operating budget
is inclusive of pass through funds that
are re-granted to other organizations,
which is generally applicable for
organizations that provides fiscal
sponsorship support to other
organizations. The annual operating
budget is not inclusive of funds
received or expended for capital
projects.* * :
        Yes

Is your organization in default for any
grants or loans from SFAC, other City
departments, Northern California
Grantmakers Arts Loan Fund,
Northern California Community Loan
Fund, Community Arts Stabilization
        Yes

Trust, or the Center for Cultural
Innovation?:
*Applicants must not be in default on
any grants or loans from: (1) SFAC,
(2) other City departments (including,
without limitation, Department of
Children, Youth, and their Families;
Office of Economic and Workforce
Development; Mayor's Office of
Housing and Community
Development; and Grants For The
Arts), (3) Northern California
Grantmakers Arts Loan Fund; (4)
Northern California Community Loan
Fund, (5) Community Arts Stabilization
Trust; or (6) the Center for Cultural
Innovation. This default clause was
expanded due to the fact that SFAC
has a fiduciary relationship with these
particular organizations, through either
shared City resources or other pooled
philanthropic funds.* * :*

Is your proposed project taking place in San Francisco?: *The proposed project must take place within the City and County of San Francisco.* * :*	Yes
Is the duration of your proposed initiative during July 1, 2018-June 30, 2020?: *The proposed initiative must take place in San Francisco between July 1, 2018 and June 30, 2020.* * :*	Yes
Do you have title to the property: *Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.* * :*	Yes
Do you have a lease with at least five years remaining as of July 1, 2018: *Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.* * :*	Yes
Have you leased the space for at least ten years and have a year-to-year lease? *Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.* * :*	Yes
Do you have three (3) bids for the project expenses? * :	Yes
Will you have full board participation in contributing funds to the project by June, 30, 2019? * :	Yes
Will you have the 20 percent cash match raised between July 1, 2018 and June 30, 2019? *The 20 percent match indicates support for the project and can also be used as a tool to raise funds and encourage existing donors to increase their gift. The match does not have to be comprised solely of board contributions. You may include pending grants, however, a cap of $50,000 will be dispersed until evidence of the match is provided. The start date for the match is the application deadline. For example: You may have a pending request with another funder for your $20,000 match. In March if you find out you are awarded the grant request, please forward that announcement to SFAC.*	Yes

If your request is denied and you have not yet raised the $20,000 match, your grant from SFAC will be capped at $50,000 (a Level 1 grant). * :

Is your organization willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco?:   Yes
In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant supplier (formerly called a vendor) and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: sfgov.org/oca/qualify-do-business. Please note, if you are not already a City supplier, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards. * :

Organizational Information

Organizational Information
Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Grant Applicant

Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.

Organization Name * :

First Name * :

Last Name * :

Title :

SF Corporate Address: Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Number of the supervisor's district in which your organization operates * :

Mailing Address (if different)   :

Address 2   :

City   :

State   :

Zip Code   :

Email * :

Phone * :

Website *   :

Are you applying for a Native
American Arts and Cultural Traditions
grant (NAACT-CRSP-F)? YES means
your application will be reviewed by a
panel of community members that
represent the Native American
community in San Francisco. NO
means this is not applicable to your
application. *   :

Project Information

Project Information

Grant Request Amount: *   :

SFAC DataArts Report amount: *   :

Project Summary: Provide a brief
summary of the proposed project in
600 characters or less that starts with
"SFAC funds will be used to support.
*For example: SFAC funds will be used
to support the installation of a
wheelchair lift between the second
and third floor to support accessibility
and grow our partnership with the
Children's Hospital Recovery Program
which will serve 200 students annually.
This proposal requests $100,000 to
make the third floor print studio of the
Arts Space Building ADA
accessible.* *   :

Address 1   :

Address 2   :

Zip Code   :

Square footage of facility *   :

Number of years in facility *   :

Total audience capacity of facility *   :

Relationship to the facility. Check the   Currently own
appropriate box   :

Currently lease

Plan to own

Plan to lease

If you lease or plan to lease, provide
the landlord's name   :

Landlord Phone Number   :

Landlord Email   :

Number of years remaining on the
lease   :

Responsiblity for Facility
Improvements: Summarize your
organization's responsibility for facility
improvements as outlined in your
lease.   :

Alignment with SFAC Goals

Alignment with SFAC Goals

(25 points maximum)

Mission Statement (500 characters
max):
*The organization's mission statement
must be clearly focused on the
development, production, and/or
presentation of arts activities in San
Francisco.* *   :

SFAC's goals for equitable grantmaking: SFAC seeks to support organizations that:

- **Capacity Building:** Build capacity, resilience and economic viability of individual artists from historically marginalized communities.
- **Accessibility:** Provide a space to access art and creativity for historically marginalized communities.
- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.

Select <u>one</u> of SFAC's goals for   Capacity Building
equitable grantmaking that best align
with your organization. *   :   Accessibility

Cultural Integrity

Intersectionality

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts "Racial Equity: Statement of Purpose," these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

**<u>Who</u> does your organization serve
and <u>why</u>? <u>How</u> does your
organization meet the needs of the
communities you serve? (3000
characters max)**
*This should expand upon your mission
statement. Applicants are encouraged
to refer to demographic data and*

*community engagement strategies
where appropriate.* * :

Using detailed explanation and
examples, describe <u>how</u> your
organization aligns with the selected
goal (2000 characters max).
*Applicants should expand upon the
organization's core philosophies, not
the proposed project.* * :

Describe the leadership team and
staff's relevant experience and
qualifications working in the
communities you serve (2000
characters max).
*Please answer in relation to the
organization's leadership team (such
as the executive director, managing
director, artistic director, and/or board
president) and not project staff (if
different from core staff).* * :

Artistic History

Artistic History
(30 points maximum)

Describe your organization's history
and highlight major accomplishments.
(3500 characters max) * :

Consider your role as an anchor
institution with great potential to
support the surrounding community.
How do you make your resources
available to youth, neighbors, or
others in need of space? (1350
characters) * :

Quality of Proposed Project

Quality of Proposed Project
(30 points maximum)
The Creative Space priorities are for:

1. Capital expenditures for emergency situations that render the artistic activities at a creative space
   inoperable such as to correct cited fire, ADA and/or safety code violations or to address issues prior
   to receiving a citation.

2. Capital expenditures to improve the capacity of the creative space by significantly improving an
   organization's artistic presentation such as improved stage floor, lighting system, or new sound
   equipment.

3. Capital expenditures which will have significant positive effect on audience accessibility, comfort,
   and enjoyment to creative space such as soundproofing, seating areas, or heating/cooling
   equipment.

Describe the current state of your
creative space, including any
opportunities, challenges, and major
changes. (1350 characters max.) * :

Describe the proposed project, how
the project will address the Creative
Space priorities, and the
organization's preparations for the
project. (5000 characters) * :

How will this project benefit the
neighborhood, the arts community,

and the community at large? (1350
characters) * :

Grant Plan Template

The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve. Please see guidelines for an example.

Activity Column

Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

Outputs Column

The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.

Completed By Column

Each activity listed should have a targeted completion date that falls within the grant window.

Grant Plan :

Activity	Outputs	Complete by

Sustainability

Summarize past improvements made
to the facility by your organization
(1000 characters max.) * :

Describe your current facility
maintenance plan, schedule, and
budget including personnel (1350
characters max.) * :

What are your plans for covering the
costs of operating the new facility,
maintaining the improvement, and/or
adjusting to the programmatic impact?
(1000 characters max.) * :

Project Feasibility and Organization Health

Project Feasibility and Organization Health

(45 points maximum)

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however you still must complete the budget in the GMS.

Click here for instructions on how to complete the budget templates.

Total Project Budget & Notes
This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. **Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.**

Total Project Budget :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		
Government-Federal		
Government-State		
Government-Local/Municipal		
Business/Corporations		
Foundations		
Individuals		
Fundraising		
Other		
	Subtotal Contributed:	$ 0.00
Earned		
Admission/ticket sales		
Tuitions/workshops/lecture fees		
Product sale/concessions		
Contracted services/performance fees		
Other		
	Subtotal Earned:	$ 0.00
	Total Project Income:	$ 0.00

Project Expense		
Personnel		
Salaries/wages		
Benefits		
	Subtotal Personnel:	$ 0.00
Operating Expenses		
Fees: Administrative		
Commission fees / honorariums: Artistic		
Fees: Technical/ productions		
Advertising/marketing		
Equipment rental		
Facilities/space rental		
Fundraising expenses		
Insurance		
Internet/website		
Office supplies		
Production/exhibition costs		
Program costs		
Professional services		
Software/hardware		
Other		
	Subtotal Operating Expenses:	$ 0.00
Subcontractors		
Admin/indirect		
	Subtotal Subcontractors & Admin/indirect:	$ 0.00
	Total Project Expenses:	$ 0.00

	Project Net:		$ 0.00

Proposed SFAC Grant & Budget Notes
This template is for the expenditures that you would like SFAC to cover. **Please note: The Total Project Expenses for the Project Budget above should be equal to or more than Total Proposed Grant Budget.**

Proposed SFAC Grant Budget & Notes :

Category	Notes	FTE(if applicable)	Costs
Personnel:			
Position/Title:			
Position/Title:			
Position/Title:			
		Subtotal Personnel:	$ 0.00
Fringe Benefits:			
Position/Title:			
Position/Title:			
Position/Title:			
		Subtotal Fringe Benefits:	$ 0.00
Operating Expenses:			
Fees: administrative			
Commission fees / honorariums: artistic			
Fees: technical & production			
Advertising & marketing			
Equipment rental			
Facilities/space rental			
Fundraising expenses			
Insurance			
Internet & website			
Office supplies			
Production & exhibition costs			
Program costs			

Professional services			
Software and hardware			
Other expenses			
		Subtotal Operating Expenses:	$ 0.00
Subcontractors:			
Name:			
Name:			
Name:			
		Subtotal Subcontractors:	$ 0.00
Admin / indirect			
Maximum allowed is 10 percent of the total grant award			
		Subtotal Admin / Indirect:	$ 0.00
		Total Proposed Grant Budget:	$ 0.00

Key Personnel:
List the primary individuals that will be involved in the proposed project, a brief bio, as well as a description describing their role and contribution to the successful implementation of the project. * :

Bid Summary: Summarize the three bids for the project that you are submitting. Create a line that mentions each aspect of the project like "replace plumbing" or "soundproof the rehearsal room." Then identify the source of the quote and the dollar amount. * :

Bid Explanation: If you did not submit three bids, please explain why not. :

Matching Funds:
Describe the process and sources for obtaining the required 20 percent match. (1250 characters max.)
The matching funds must be pledged or received between July 1, 2018 and June 30, 2019. The 20 percent match indicates support for the project and can also be used as a tool to raise funds and encourage existing donors to increase their gift. The match does not have to be comprised solely of

board contributions. You may include pending grants, however, a cap of $50,000 will be dispersed until evidence of the match is provided. For example: You may have a pending request with another funder for your $20,000 match. In August 2018, if you find out you are awarded the grant request, please forward that announcement to SFAC. If your request is denied and you have not yet raised the $20,000 match, your grant from SFAC will be capped at $50,000 (a Level 1 grant).
  *   :

Board of Directors:
Include a list of the organization's board of directors with their affiliation, length of time served, and term expiration. *   :

Board Giving:
List the organization's board of directors with their gifts and/or pledges to the proposed project. *   :

Please include the name and contact information for your organization's board president: First Name *   :

Last Name *   :

Address 1 *   :

Address 2   :

City *   :

State *   :

Zip Code *   :

Email *   :

Phone *   :

Supporting Materials

Upload Supporting Materials   :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of good standing with the IRS: Visit https://apps.irs.gov/app/eos/pub78Search.do and select the search to organizations that "Are eligible to receive tax-deductible charitable contributions." Please print a PDF of the page that shows your organization listed and upload. *   :

Yes, I have uploaded this item.

Attach proof of SF corporate address: *Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name.* *   :

Yes, I have uploaded this item.

Attach property title, current lease agreement, or letter of intent from property owner of a new lease or purchase. *Applicants must hold title to their space, or have a lease with at least five years remaining on their lease at the start of the grant term.* * :	Yes, I have uploaded this item.
Attach a list of your organization's arts activities for three years (one page maximum) *The list should highlight major programmatic activities and emphasize your organization's presence in San Francisco. Select the most relevant activities that span FY15-16, FY16-17, and the current year ending June 30, 2018. Please note: to be eligible for this grant, you must have held four publicly accessible events that span from October 2015 to the grant deadline.* * :	Yes, I have uploaded this item.
Attach images of the space that will be modified or improved. Please name the images MOD1, MOD2, etc. (5 images maximum) * :	Yes, I have uploaded these items.
Attach design drawings of the intended outcome. (2 attachments maximum) * :	Yes, I have uploaded these items.
Attach letters of support for the project. (3 letters maximum) * :	Yes, I have uploaded these items.
Attach a balance sheet *Panelists will be gauging the organization's financial health by looking at the DataArts Report (which reflects the last three years) and the current balance sheet, which should reflect the organization's standing as of June 30, 2017.* * :	Yes, I have uploaded this item.
Attach bids from three separate sources. *For the Level 2 grant, we expect a higher degree of rigor and investigation into best solutions at the best prices. Provide three bids for the work you seek to accomplish and explain the reasons for your choice to proceed in this manner. Attached bids should correspond with the completed chart in the "Ability to Complete the Project" section.* * :	Yes, I have uploaded these items.

Attach a DataArts SFAC Funders Report and Budget Notes: Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile. If you operate on a calendar year, the report must include CY14, CY15, and CY16. If you operate on a July to June year, the report must include FY13-14, FY 14-15, and FY15-16. Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report.

Panelists will use your DataArts SFAC Funder Report to better understand your organization's financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Attach a DataArts SFAC Funders Report and Budget Notes: * :	Yes, I have uploaded this item.

Attach work samples: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic history, aesthetics, audience, and capacity to implement the proposed project or initiative. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of these instructions will be removed. Panelist will spend no more than ten minutes reviewing all work samples.

CRSP-F applicant is required to submit:
- At least one work sample that demonstrates the organization's artistic history.

CRSP-F applicant is recommended to submit
- A work sample that takes place in the affected area this project will address.

Submit samples that:
- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*
- Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality.*
- Are recent (from the **last three years**).
- Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.
- Provide a glimpse of your audience and community, if applicable.

Do not **submit samples that:**
- Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than six minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

Work sample instructions
Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. *Only fill out the template to reflect the number of work samples that you are submitting.*

Work sample descriptions must include:
- Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.
- Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.
- Explain the sample's relevance to your proposed project if:
  - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
  - the sample document is a work-in-progress; and/ or
  - the work is with a collaborator or commissioned artist outside of your usual work.

Format instructions
Work samples that cannot be uploaded must be hosted online through your website or a third party platform. **Please be sure to include working links and include passwords if your content is restricted.** If panelists cannot access your work samples this may affect your score.

Audio/video
- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- Minimum of 480 x 360 video resolution is suggested.
- Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
- Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

Images

- Must be PDF or JPEG.
  - You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
  - Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
  - Suggested image size is 800 x 600 pixels.
  - Maximum size for each image is 5MB.
- Six images maximum; three images if combining with another medium.

Film treatments, literary manuscripts, and publications
- Must be PDF.
- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

Scripts
- Must be PDF.
- Maximum size for each document is 5MB.
- 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two* media types.

You may combine this set of work samples:	**with one of these additional work samples:**
2-minute audio or video	5 pages of film treatment, literary manuscript, or publication; or 10 pages of script; or 3 images
3 images	2 minutes audio or video; or 10 pages of script; or 5 pages of film treatment, literary manuscript, or publication
5 pages of film treatment, literary manuscript, or publication	2 minutes of audio or video; or 10 pages of script; or 3 images

Always test your work samples before submitting.

Work Sample #1

Title of Work/Image/Activity * :

Medium * :

Company/Artists Involved :

Date of Work/Activity * :

Venue/Site   :

Dimensions/Total Duration * :

Duration of Sample   :

Brief Description of Work *   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #2

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #3

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #4

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application. Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves

---

Does your organization primarily serve people of color? (Is <u>more than 50 percent</u> of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?)
* :

If you answered "yes" above, please select which communities of color your organization primarily serves. (<u>Only select communities that make up 25 percent</u> or more of your artists/audience served.)
  :

African American/Black

African: Ethiopian

African: Eritrean

African: Afro-Caribbean

African: West African

African: Other

Latino: Mexican

Latino: Salvadoran

Latino: Other Central American

Latino: South American

Latino: Afro-Latino

Latino: Other (Including Puerto Rican, Cuban, Etc.)

Arab/Middle Eastern

Asian American/Asian: Chinese

Asian American/Asian: Filipino

Asian American/Asian: Southeast Asian

Asian American/Asian: South Asian

Asian American/Asian: Other

Native American/Alaskan Native: Mainland U.S. Native American/Alaskan Native

Native American/Alaskan Native: Indigenous Central/South America

Native American/Alaskan Native: Canadian First Nations

Native American/Alaskan Native: Other

Pacific Islander: Native Hawaiian

Pacific Islander: Other (Including Samoan, Tongan, Chamorro, Fijian, etc.)

Multiple communities of color

Write in

Write in: :

Does your organization primarily serve women? (Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention women?) *   :

Does your organization primarily serve trans or non-binary gender communities? (Is more than 50 percent of your artists and/or audience trans or gender non-binary? And/or does your mission statement explicitly mention trans and non-binary gender communities?) *   :

Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? (Is more than 50 percent of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ or two-spirit communities?) *   :

Does your organization primarily serve immigrant communities? (Is more than 50 percent of your artists and/or audience immigrants? And/or does your mission statement explicitly mention immigrants?) *   :

Does your organization primarily serve the disabled community? (Is more than 50 percent of your artists and/or audience disabled? And/or does your mission statement explicitly mention the disabled community?) *   :

Does your organization primarily serve children and youth (0-24 years old) and/or family with children and youth (0-24 years old)? (Is more than 50 percent of your artists and/or audience 0-24? And/or does your mission statement explicitly mention children and/or youth?) *   :

If your organization does not reflect the designated communities above, please provide a brief summary of the communities you do serve: :

Is this your organization's first time
applying for an SFAC grant? *   :

If no, has your organization been
awarded an SFAC grant in the past? *
  :

Did representatives of your   One-on-One Sessions
organization attend any of SFAC's
Technical Assistance workshops? *   :   Grants Programs Informational Workshops

                                         N/A (Did not attend)

Do you have any suggestions for
SFAC to improve this survey?   :

Certification

Certification and Release
This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization
with the knowledge of the matters contained herein and with legal authority to obligate the organization. The
undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of
future operations based on data available at the time of application and that there are no misstatements or
misrepresentations contained herein or in attachments. The individual applicant or organization will comply with
the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements
in this grant application. The undersigned hereby releases the City & County of San Francisco, the San
Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or
responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or
loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees
or agents.

                                         Yes, I confirm
Do you confirm that the information
within this application is true and
correct? *   :

TItle   :

First Name *   :

Last Name *   :

Date *   :

Eligibility

Eligibility

Is your organization a 501(C)(3) arts organization?:
All organizations are required to have a 501(C)(3) and be in good standing with the IRS as a tax-exempt organization to qualify. * :

Is your organization (and its fiscal sponsor) based in San Francisco?:
You will be required to attach proof of San Francisco corporate address in Supporting Materials. Proof of address must be a timely document, such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant. * :

Is your organization's mission statement clearly focused on the development, production, and/or presentation of arts activities in San Francisco?:
The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco. * :

Is your organization part of another City agency or department?:
The applicant organization cannot be part of another City agency or department. * :

Has your organization held four publically accessible arts activities for two years?:
Please note, to be eligible for this grant, you must have held four publicly accessible events that span from October 2015 to the grant deadline. You will be asked to upload your organization's list of art activities for the past two years in the Supporting Materials section of the application. *
:

Is your organization's three-year average annual operating budget less than $2 million in income (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report)?:
The organization's three-year-average annual operating budget must not exceed $2 million in income or expense. The annual operating budget is inclusive of pass through funds that are re-granted to other organizations, which is generally applicable for organizations that provides fiscal sponsorship support to other organizations. The annual operating budget is not inclusive of funds received or expended for capital projects. * :

Is your organization in default for any grants or loans from SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization

Trust, or the Center for Cultural
Innovation?:
*Applicants must not be in default on
any grants or loans from: (1) SFAC,
(2) other City departments (including,
without limitation, Department of
Children, Youth, and their Families;
Office of Economic and Workforce
Development; Mayor's Office of
Housing and Community
Development; and Grants For The
Arts), (3) Northern California
Grantmakers Arts Loan Fund; (4)
Northern California Community Loan
Fund, (5) Community Arts Stabilization
Trust; or (6) the Center for Cultural
Innovation. This default clause was
expanded due to the fact that SFAC
has a fiduciary relationship with these
particular organizations, through either
shared City resources or other pooled
philanthropic funds.* * :

Is the property where the proposed
project taking place in San
Francisco?:
*The proposed project must take place
within the City and County of San
Francisco.* * :

Is the duration of your proposed
initiative during July 1, 2018-June 30,
2019?:
*The proposed initiative must take
place in San Francisco between July
1, 2018 and June 30, 2019.* * :

Is your organization willing and able to
meet the requirements associated with
receiving funds from the City and
County of San Francisco?:
*In order to receive a grant from the
San Francisco Arts Commission, you
must become a registered, compliant
supplier (formerly called a vendor) and
meet the City of San Francisco's
insurance and business tax
requirements. For more information
about supplier requirements, visit:
sfgov.org/oca/qualify-do-business.
Please note, if you are not already a
City supplier, you will only be required
to register if you are awarded a grant.
Insurance and business tax
requirements will be explained and
made available upon approval of grant
awards.* * :

Organizational Information

Organizational Information
Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Grant Applicant

Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.

Organization Name * :

First Name * :

Last Name * :

Title :

S.F. Corporate Address

Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address with the applying organization's name on an official document. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Number of the supervisor's district in
which your organization operates * :

Mailing Address (if different) :

Address 2 :

City :

State :

Zip Code :

Email * :

Phone * :

Website * :

Are you applying for a Native
American Arts and Cultural Traditions
grant (NAACT-CRSP-P)? YES means
your application will be reviewed by a
panel of community members that
represent the Native American
community in San Francisco. NO
means this is not applicable to your
application. * :

Project Information

Project Information

Grant Request Amount: * :

SFAC DataArts Report amount: * :

Project Summary: Provide a brief
summary of the proposed project in
600 characters or less that starts with
"SFAC funds will be used to support.
*For example: SFAC funds will be used
to support a feasibility study for the
acquisition of a permanent rehearsal
facility in San Francisco, identification
and site analysis, overall plan
development, and to pre-plan a capital
campaign. Acquisition of a permanent
home will alleviate operational
challenges for the organization and
leverage a substantial bequest
received in 2016.* *   :

Alignment with SFAC Goals

Alignment with SFAC Goals

(25 points maximum)

Mission Statement (500 characters
max):
*The organization's mission statement
must be clearly focused on the
development, production, and/or
presentation of arts activities in San
Francisco.* *   :

SFAC's goals for equitable grantmaking: SFAC seeks to support organizations that:

- **Capacity Building:** Build capacity, resilience and economic viability of individual artists from historically marginalized communities.
- **Accessibility:** Provide a space to access art and creativity for historically marginalized communities.
- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.

Select <u>one</u> of SFAC's goals for   Capacity Building
equitable grantmaking that best align
with your organization. *   :   Accessibility

                                         Cultural Integrity

                                         Intersectionality

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts "Racial Equity: Statement of Purpose," these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

**<u>Who</u> does your organization serve
and <u>why</u>? <u>How</u> does your
organization meet the needs of the
communities you serve? (3000
characters max)**
*This should expand upon your mission
statement. Applicants are encouraged
to refer to demographic data and
community engagement strategies
where appropriate.* *   :

Using detailed explanation and
examples, describe <u>how</u> your
organization aligns with the selected
goal (2000 characters max).

Applicants should expand upon the organization's core philosophies, not the proposed project. ***** :

Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve (2000 characters max).
Please answer in relation to the organization's leadership team (such as the executive director, managing director, artistic director, and/or board president) and not project staff (if different from core staff). ***** :

Artistic History

Artistic History
(20 points maximum)

Describe your organization's history and highlight major accomplishments (3500 characters max). ***** :

Quality of Proposed Project

Quality of Proposed Project
(20 points maximum)

Describe the proposed planning project. Why is it necessary and what are the project goals (1950 characters max.) :

What preparatory work has your organization done to be at this stage of planning. (1400 characters max.) :

Describe how the proposed project will advance the oranization's mission and future directions. (1400 characters max.) :

Grant Plan Template
The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve. Please see guidelines for examples.

Activity Column

Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

Outputs Column

The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.

Completed By Column

Each activity listed should have a targeted completion date that falls within the grant window.

Grant Plan :

Activity	Outputs	Complete by

Ability to Complete the Project

Ability to Complete the Project
(35 points maximum)

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however you still must complete the budget in the GMS.

Click here for instructions on how to complete the budget templates.

Total Project Budget & Notes
This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. **Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.**

Total Project Budget :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		$0
Government-Federal		$0
Government-State		$0
Government-Local/Municipal		$0
Business/Corporations		$0
Foundations		$0
Individuals		$0
Fundraising		$0
Other		$0
		$0
	Subtotal Contributed:	$0
Earned		
Admission/ticket sales		$0
Tuitions/workshops/lecture fees		$0

Product sale/concessions		$0
Contracted services/performance fees		$0
Other		$0
		$0
	Subtotal Earned:	$0
	Total Project Income:	$0
Project Expense		
Personnel		
Salaries/wages		$0
Benefits		$0
		$0
	Subtotal Personnel:	$0
Operating Expenses		
Fees: Administrative		$0
Commission fees / honorariums: Artistic		$0
Fees: Technical/ productions		$0
Advertising/marketing		$0
Equipment rental		$0
Facilities/space rental		$0
Fundraising expenses		$0
Insurance		$0
Internet/website		$0
Office supplies		$0
Production/exhibition costs		$0
Program costs		$0
Professional services		$0
Software/hardware		$0
Other		$0
		$0
	Subtotal Operating Expenses:	$0

Subcontractors		$0
Admin/indirect		$0
		$0
	Subtotal Subcontractors & Admin/indirect:	$0
	Total Project Expenses:	$0
	Project Net:	$0

Proposed SFAC Grant & Budget Notes
This template is for the expenditures that you would like SFAC to cover. **Please note: The Total Project Expenses for the Project Budget above should be equal to or more than Total Proposed Grant Budget.**

Proposed SFAC Grant Budget & Notes :

Category	Notes	FTE(if applicable)	Costs
Personnel:			
Position/Title:			$0
Position/Title:			$0
Position/Title:			$0
			$0
		Subtotal Personnel:	$0
Fringe Benefits:			
Position/Title:			$0
Position/Title:			$0
Position/Title:			$0
			$0
		Subtotal Fringe Benefits:	$0
Operating Expenses:			
Fees: administrative			$0
Commission fees / honorariums: artistic			$0
Fees: technical & production			$0
Advertising & marketing			$0
Equipment rental			$0
Facilities/space rental			$0

Fundraising expenses			$0
Insurance			$0
Internet & website			$0
Office supplies			$0
Production & exhibition costs			$0
Program costs			$0
Professional services			$0
Software and hardware			$0
Other expenses			$0
			$0
		Subtotal Operating Expenses:	$0
Subcontractors:			
Name:			$0
Name:			$0
Name:			$0
			$0
		Subtotal Subcontractors:	$0
Admin / indirect			
Maximum allowed is 10 percent of the total grant award			$0
			$0
		Subtotal Admin / Indirect:	$0
		Total Proposed Grant Budget:	$0

Key Personnel:
List the primary individuals that will be involved in the proposed project, a brief bio, as well as a description describing their role and contribution to the successful implementation of the project. *   :

Board of Directors:
Include a list of the organization's board of directors with their affiliation, length of time served, and term expiration. *   :

Please include the name and contact information for your organization's board president:

First Name * :

Last Name * :

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Email * :

Phone * :

Supporting Materials

Upload Supporting Materials :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of good standing with the IRS: Visit https://apps.irs.gov/app/eos/pub78Search.do and select the search to organizations that "Are eligible to receive tax-deductible charitable contributions." Please print a PDF of the page that shows your organization listed and upload. * :   Yes, I have uploaded this item.

Attach proof of SF corporate address: *Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name.* * :   Yes, I have uploaded this item.

Attach a list of your organization's arts activities for three years (one page maximum) *The list should highlight major programmatic activities and emphasize your organization's presence in San Francisco. Select the most relevant activities that span FY15-16, FY16-17, and the current year ending June 30, 2018. Please note: to be eligible for this grant, you must have held four publicly accessible events that span from October 2015 to the grant deadline.* * :   Yes, I have uploaded this item.

Attach a balance sheet *Panelists will be gauging the organization's financial health by looking at the DataArts Report (which reflects the last three years) and the current balance sheet, which should reflect the organization's standing as of June 30, 2017.* * :   Yes, I have uploaded this item.

Attach a DataArts SFAC Funders Report and Budget Notes: Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile. If you operate on a calendar year, the report must include CY14, CY15, and CY16. If you operate on a July to June year, the report must include FY13-14, FY 14-15, and FY15-16. Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report.

Panelists will use your DataArts SFAC Funder Report to better understand your organization's financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Attach a DataArts SFAC Funders Report and   Yes, I have uploaded this item.
Budget Notes: *   :

Attach venue confirmation form: The Venue   Yes, I have uploaded this item.
Confirmation Form can be downloaded from
the SFAC website at this link.
*You are required to attach a Venue
Confirmation Form for each of the proposed
public presentation sites. The venue should
fill in the required information and can also
provide additional comments in the space
provided. The form must include a signature
by the main contact of the venue. A typed
name is not a signature. (3 forms max.)* *   :

Attach work samples: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic history, aesthetics, audience, and capacity to implement the proposed project or initiative. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of these instructions will be removed. Panelist will spend no more than ten minutes reviewing all work samples.

CRSP-P applicant is *required* to submit:
- At least one work sample that demonstrates the organization's artistic history.

Submit samples that:
- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*
- Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality.*
- Are recent (from the **last three years**).
- Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.
- Provide a glimpse of your audience and community, if applicable.

***Do not* submit samples that:**
- Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than six minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

Work sample instructions
Please refer to the instructions below for the limits for submission based upon media type. Material and time

limits are strict. The template indicates a maximum of **six** work samples. ***Only fill out the template to reflect the number of work samples that you are submitting***.

Work sample descriptions must include:

- Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.
- Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.
- Explain the sample's relevance to your proposed project if:
    - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
    - the sample document is a work-in-progress; and/ or
    - the work is with a collaborator or commissioned artist outside of your usual work.

Format instructions

Work samples that cannot be uploaded must be hosted online through your website or a third party platform. **Please be sure to include working links and include passwords if your content is restricted.** If panelists cannot access your work samples this may affect your score.

Audio/video

- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- Minimum of 480 x 360 video resolution is suggested.
- Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
- Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

Images

- Must be PDF or JPEG.
    - You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
    - Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
    - Suggested image size is 800 x 600 pixels.
    - Maximum size for each image is 5MB.
- Six images maximum; three images if combining with another medium.

Film treatments, literary manuscripts, and publications

- Must be PDF.
- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

Scripts

- Must be PDF.
- Maximum size for each document is 5MB.
- 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two* media types.

You may combine this set of work samples:	**with one of these additional work samples:**
2-minute audio or video	5 pages of film

treatment,
literary
manuscript,
or
publication;
or
10 pages of
script; or
3 images

3 images

2 minutes
audio or
video; or
10 pages of
script; or
5 pages of
film
treatment,
literary
manuscript,
or
publication

5 pages of film treatment, literary manuscript, or publication

2 minutes
of audio or
video; or
10 pages of
script; or
3 images

Always test your work samples before submitting.

Work Sample #1

Title of Work/Image/Activity * :

Medium * :

Company/Artists Involved :

Date of Work/Activity * :

Venue/Site :

Dimensions/Total Duration * :

Duration of Sample :

Brief Description of Work * :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #2

Title of Work/Image/Activity :

Medium :

Company/Artists Involved :

Date of Work/Activity :

Venue/Site :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #3

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #4

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application.
Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves

Does your organization primarily serve people of color? (Is more than 50 percent of your artists and/or audience people of color? And/or does your mission statement explicitly mention

communities of color?)
  *   :

Does your organization primarily serve
women? (Is more than 50 percent of
your artists and/or audience women?
And/or does your mission statement
explicitly mention women?) *   :

Does your organization primarily serve
trans or non-binary gender
communities? (Is more than 50
percent of your artists and/or audience
trans or gender non-binary? And/or
does your mission statement explicitly
mention trans and non-binary gender
communities?) *   :

Does your organization primarily serve
lesbian, gay, bisexual, queer, or two-
spirit communities? (Is more than 50
percent of your artists and/or audience
LGBQ or two-spirit? And/or does your
mission statement explicitly mention
LGBQ or two-spirit communities?) *   :

Does your organization primarily serve
immigrant communities? (Is more than
50 percent of your artists and/or
audience immigrants? And/or does
your mission statement explicitly
mention immigrants?) *   :

Does your organization primarily serve
the disabled community? (Is more
than 50 percent of your artists and/or
audience disabled? And/or does your
mission statement explicitly mention
the disabled community?) *   :

Does your organization primarily serve
children and youth (0-24 years old)
and/or family with children and youth
(0-24 years old)? (Is more than 50
percent of your artists and/or audience
0-24? And/or does your mission
statement explicitly mention children
and/or youth?) *   :

If your organization does not reflect
the designated communities above,
please provide a brief summary of the
communities you do serve: :

Is this your organization's first time
applying for an SFAC grant? *   :

If no, has your organization been
awarded an SFAC grant in the past? *
  :

Did representatives of your   One-on-One Sessions
organization attend any of SFAC's
Technical Assistance workshops? *   :   Grants Programs Informational Workshops

N/A (Did not attend)

Do you have any suggestions for
SFAC to improve this survey?   :

Certification

Certification and Release
This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization
with the knowledge of the matters contained herein and with legal authority to obligate the organization. The
undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of
future operations based on data available at the time of application and that there are no misstatements or
misrepresentations contained herein or in attachments. The individual applicant or organization will comply with
the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements
in this grant application. The undersigned hereby releases the City & County of San Francisco, the San
Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or
responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or
loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees
or agents.

Yes, I confirm

Do you confirm that the information
within this application is true and
correct? *   :

TItle   :

First Name *   :

Last Name *   :

Date *   :

Eligibility

Eligibility

Are you based in San Francisco? * :

Are you 18 years of age or older? * :

Are you a full-time student at the time of application or during the grant period? * :

Are you an employee of the City & County of San Francisco or do you plan to be at any time during grant window (Contact SFAC staff if you check "YES")? * :

Will you have a fiscal sponsor? *
:

Have you produced two San Francisco-based publicly accessible arts activities over the last two years? * :

Are you in default for any grants or loans from SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization Trust, or the Center for Cultural Innovation? * :

Is your proposed project taking place in San Francisco? * :

Is the duration of your proposed initiative during July 1, 2018- June 30, 2019?
* :

Are you, as an individual artist, willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco?
* :

Individual Artist Information

Applicant Information

IMPORTANT: Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Please note: The applicant's legal name should match the name on the applicant's income tax return. This is the name used to sign legal documents, deeds or contracts.

First name: * :

Last name: * :

Business name (if applicable): :

SF home address 1: * :

SF home address 2: :

City: * :

State: * :

Zip Code: * :

Number of the supervisor's district in which you live: District numbers can be found at: propertymap.sfplanning.org. * :

Mailing address (if different): :

Address 2: :

City: :

State: :

Zip Code: :

Supervisor's District where your proposed public presentation will take place. District numbers can be found at: http://propertymap.sfplanning.org
 :

Email: * :

Phone: * :

Website: :

Are you applying for a Native American Arts and Cultural Traditions (NAACT-IAC)?: * :

Project Information

Grant request amount: * :

Project summary: Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support." * :

SFAC funds will be used to support

Artistic project discipline primary focus: We review our grants in three panel categories for the 2018

grant cycle: Dance, Music, and
Theater Art. * :

**Artistic project discipline
secondary focus:** Please check
one (if applicable). :

Public presentation plan:
All applicants are required to have a publicly accessible presentation of their project in San Francisco. These
presentations can be readings, performances, screenings, workshops or exhibitions that take place in formal
and informal venues. The public presentation can be part of an artists' open studio event, street happenings,
galleries, museums, film festivals, and such. Please include the presentation you would like to have funded, the
date that you estimate it will be presented, where it will be presented, and which supervisor's district the
presentation will take place.

District numbers can be found at
[propertymap.sfplanning.org.](propertymap.sfplanning.org)
:

Public event	Date	Facility name/address	Supervisor's district

Alignment with SFAC Goals

Alignment with SFAC Goals

(20 points maximum)

SFAC's goals for equitable grantmaking: Select **one** of SFAC's goals for equitable grantmaking that best
aligns with your artistic practice. SFAC seeks to support individual artists whose works embody:

- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material
  with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration
  status, religion, class, etc. are interconnected through artistic programming or process.
- **Risk-taking:** Subverts dominant norms, values, narratives, standards or aesthetics or poses new
  ways of being that breaks away from established practices, both social and artistic.

**Select one of SFAC's goals for
equitable grantmaking that best
align with your artistic practice.**
:

Priority funding goes to individual artists that foster artistic expression deeply rooted in and reflective of
historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the
Grantmakers in the Arts' "Racial Equity: Statement of Purpose," these communities include: African and African
American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay,
Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN.
CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

PLEASE NOTE: We recognize that some marginalized communities may not be listed here and encourage
applicants to articulate and provide supporting evidence about the marginalization for any community not
named above. The Cultural Equity Endowment legislation pertains to marginalized communities and not fringe
artistic disciplines.

**Using detailed explanation and
examples, describe how your
artistic practice aligns with the
selected goal. (2000 characters
max):** * :

Artistic History

Artistic History
(20 points maximum)

Describe your artistic history (3000 characters max): *   :

Describe major activities or achievements attained in your career (3000 characters max): *
:

Current CV/resume: This document should be <u>no more than two pages</u> long. Applicants will be asked to attach the resume/CV in the Supporting Materials section.

Work Samples: Include work samples that clearly demonstrate your artistic vision craftsmanship, skill and capacity for future achievement. Please attach up to four Work Samples in the Supporting Materials section.

Quality of Proposed Project

Quality of Proposed Project
(45 points maximum)

Describe your proposed project in detail. What are your project's major goals and primary methods or techniques (3000 characters max)? : *   :

Describe the significance of this project for you <u>at this time</u>. What long term impact will this have on your career development and future opportunities (3000 characters max)? : *   :

Describe the target audience(s) and/or communities in your public presentation plan and your relationship to them (600 characters max): *   :

Describe the outreach plan to the identified target audience(s) and/or communities (1300 characters max.): *   :

Ability to Complete the Project

Ability to Complete the Project
(15 points maximum)

Grant Plan Template: The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve.

- **Activity:** Applicants should break down their project into no more than six main activities. Each of these activities should be described succinctly in one sentence.
- **Output**s: The Outputs column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsal held, the number of performances given, or the expected audience in attendance.
- **Completed by**: Each activity listed should have a targeted completion date that falls within the grant window.

Outline your project's primary activities. See guidelines for examples. :

Activity	Outputs	Complete by

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however you still must complete the budget in the GMS. Detailed instructions for completing these budget templates are located in the application instructions.

Total Project Budget & Notes

This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.

Total Project Budget & Notes: :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		$15,000
Government-Federal		$0
Government-State		$0
Government-Local/Municipal		$0
Business/Corporations		$0
Foundations		$0
Individuals		$5,000
Fundraising		$0
Other		$0
		$0
	Subtotal Contributed:	$20,000
Earned		
Admission/ticket sales		$1,000
Tuitions/workshops/lecture fees		$500

Product sale/concessions		$0
Contracted services/performance fees		$0
Other		$0
		$0
	Subtotal Earned:	$1,500
	Total Project Income:	$21,500
Project Expense		
Personnel		
Salaries/wages		$15,000
Benefits		$0
		$0
	Subtotal Personnel:	$15,000
Operating Expenses		
Fees: Administrative		$600
Commission fees / honorariums: Artistic		$0
Fees: Technical/ productions		$0
Advertising/marketing		$0
Equipment rental		$0
Facilities/space rental		$0
Fundraising expenses		$0
Insurance		$0
Internet/website		$0
Office supplies		$0
Production/exhibition costs		$0
Program costs		$0
Professional services		$0
Software/hardware		$0

Other		$0
		$0
	Subtotal Operating Expenses:	$600
Subcontractors		$0
Admin/indirect		$0
		$0
	Subtotal Subcontractors & Admin/indirect:	$0
	Total Project Expenses:	$15,600
	Project Net: (Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.)	$5,900

Proposed SFAC Grant & Budget Notes:
This template is for the expenditures that you would like SFAC to cover. Please note: The Total Project
Expenses should equal to or more than Total Proposed Grant Budget.

Proposed SFAC Grant Budget & Notes :

Category	Notes	FTE(if applicable)	Costs
Personnel:			
Position/Title:			$0
Position/Title:			$0
Position/Title:			$0
			$0
		Subtotal Personnel:	$0
Fringe Benefits:			
Position/Title:			$0
Position/Title:			$0
Position/Title:			$0
			$0
		Subtotal Fringe Benefits:	$0
Operating Expenses:			
Fees: administrative			$0

Commission fees / honorariums: artistic		$0
Fees: technical & production		$0
Advertising & marketing		$0
Equipment rental		$0
Facilities/space rental		$0
Fundraising expenses		$0
Insurance		$0
Internet & website		$0
Office supplies		$0
Production & exhibition costs		$0
Program costs		$0
Professional services		$0
Software and hardware		$0
Other expenses		$0
		$0
	Subtotal Operating Expenses:	$0
Subcontractors:		
Name:		$0
Name:		$0
Name:		$0
		$0
	Subtotal Subcontractors:	$0
Admin / indirect:		
Maximum allowed is 10 percent of the total grant award		$0
		$0
	Subtotal Admin / Indirect:	$0

		Total Proposed Grant Budget:	$0

Include a Venue Confirmation Form: The Venue Vonfirmation Form is required to help demonstrate the applicant's ability to bring their project to fruition and fulfill the public presentation requirement. The presentation can be readings, performances, screenings, workshops or exhibitions that take place in formal and informal venues. The applicant's public presentation can include the participation and sharing of his/her art work in an artist open studio, street happening, gallery, museum, film festival, and such. The Venue Confirmation Form for a proposed project at a venue (formal or informal public site) can confirm the applicant's ability to plan and connect with relevant resources. Exemplary proposals indicate a collaborative relationship between the artist and the venue.

Please note: If an artist is planning on using their own residence or studio for the public presentation requirement, they are still required to fill out and sign the Venue Confirmation Form. Applicants will be asked upload the form in the Supporting Materials section. To download the template, follw this link.

Supporting Materials

Upload Supporting Materials   :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of SF home address: *   :   Yes, I have uploaded this item.

Attach Venue Confirmation Form: You are required to attach a Venue Confirmation Form for your proposed public presentation site/s. The Venue Confirmation Form can be downloaded from the SFAC website at this link. *   :   Yes, I have uploaded this item.

Attach Current Resume/CV (two pages max): *   :   Yes, I have uploaded this item.

Attach work samples: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic history, aesthetics, audience, and capacity to implement the proposed artist commission. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of these instructions will be removed. Panelist will spend no more than ten minutes reviewing all work samples.

IAC Applicant is *required* to submit:

- At least one work sample that demonstrates artistic vision, craftsmanship, skill and capacity for future artistic achievement in the artist's chosen medium. The work sample can be in any form such as a video, audio recording, or performance.

IAC Applicant is *recommended* to submit:

- At least one work sample that highlights the creative process and risk-taking involved in the development of original work. The work sample can be in any form such as a video, audio recording, or performance
- At least one work sample that showcases a performance or activity that clearly engages with and connects to the community in an arts-related experience.

Submit samples that:

- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*
- Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality*.
- Are recent (from the **last three years**).

- Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.
- Provide a glimpse of your audience and community, if applicable.

Do not submit samples that:

- Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than six minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

Work sample instructions
Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. **_Only fill out the template to reflect the number of work samples that you are submitting_.**

Work sample descriptions must include:

- Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.
- Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.
- Explain the sample's relevance to your proposed project if:
    - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
    - the sample document is a work-in-progress; and/ or
    - the work is with a collaborator or commissioned artist outside of your usual work.

Format instructions
Work samples that cannot be uploaded must be hosted online through your website or a third party platform. **Please be sure to include working links and include passwords if your content is restricted.** If panelists cannot access your work samples this may affect your score.

Audio/video

- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- Minimum of 480 x 360 video resolution is suggested.
- Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
- Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

Images

- Must be PDF or JPEG.
    - You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
    - Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
    - Suggested image size is 800 x 600 pixels.
    - Maximum size for each image is 5MB.
- Six images maximum; three images if combining with another medium.

Film treatments, literary manuscripts, and publications

- Must be PDF.

- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

Scripts

- Must be PDF.
- Maximum size for each document is 5MB.
- 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two* media types.

You may combine this set of work samples:	with one of these additional work samples:
2-minute audio or video	-5 pages of film treatment, literary manuscript, or publication; or -10 pages of scriptl or -3 image
3 images	-2 minutes audio or video; or -10 pages of script; or -5 pages of film treatment, literary manuscript, or publication
5 pages of film treatment, literary manuscript, or publication	-2 minutes of audio or video; or -10 pages of script; or -3 images

Work Sample #1:

Title of Work/Image/Activity * :

Medium * :

Company/Artists Involved :

Date of Work/Activity * :

Venue/Site :

Dimensions/Total Duration * :

Duration of Sample :

Brief Description of Work * :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #2

Title of Work/Image/Activity :

Medium :

Company/Artists Involved :

Date of Work/Activity :

Venue/Site :

Dimensions/Total Duration :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #3

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #4

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographic Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application. Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

What is your race/ethnicity? *   :   African American/Black

                                          African: Ethiopian

                                          African: Eritrean

African: Afro-Caribbean

African: West African

African: Other

Latino: Mexican

Latino: Salvadoran

Latino: Other Central American

Latino: South American

Latino: Afro-Latino

Latino: Other (Including Puerto Rican, Cuban, Etc.)

Arab/Middle Eastern

Asian American/Asian: Chinese

Asian American/Asian: Filipino

Asian American/Asian: Southeast Asian

Asian American/Asian: South Asian

Asian American/Asian: Other

Pacific Islander: Native Hawaiian

Pacific Islander: Other (Including Samoan, Tongan, Chamorro, Fijian, etc.)

Native American/Alaskan Native: Mainland U.S. Native American/Alaskan Native

Native American/Alaskan Native: Indigenous Central/South America

Native American/Alaskan Native: Canadian First Nations

Native American/Alaskan Native: Other

White/Caucasian

Decline to State

Write in

Write in: :

Which gender do you identify with
most? *   :

Write in: :

Do you identify as transgender? *
 :

Which of the following best
describes your sexual
orientation?   *   :

LGBQIA

Heterosexual

Decline to state

Write in

Write in: :

Do you identify as a person with a
disability   :

Age *   :

What is your primary artistic
discipline? * :

Write in: :

Is your artistic practice in a folk
and/or traditional art? * :

What kind of arts related education   Bachelor of Arts
have you received? * :
                                            Master of Fine Arts

                                            Training such as apprenticeships, residencies, conservatories, etc.

                                            Self-taught

                                            Decline to state

Is this your first time applying for a
SFAC grant? * :

If no, have you been awarded a
SFAC grant in the past? * :

Did you attend any of the following   Grants Programs Informational Workshops
SFAC Technical Assistance grants
workshops? * :   One-on-One Session

                                          N/A (Did not attend)

Do you have any suggestions for
SFAC to improve this survey? :

Certification

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization
with the knowledge of the matters contained herein and with legal authority to obligate the organization. The
undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of
future operations based on data available at the time of application and that there are no misstatements or
misrepresentations contained herein or in attachments. The individual applicant or organization will comply with
the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements
in this grant application. The undersigned hereby releases the City & County of San Francisco, the San
Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or
responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or
loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees
or agents.

                                          Yes, I confirm
Do you confirm that the information
within this application is true and
correct? * :

TItle :

First Name * :

Last Name * :

Date * :

Eligibility

Is your organization a 501(C)(3) arts organization?: * :

Is your organization (and its fiscal sponsor) based in San Francisco?: * :

Is your organization's mission statement clearly focused on the development, production, and/or presentation of arts activities in San Francisco?: * :

Is your organization part of another City agency or department?: * :

Has your organization held four publicly accessible arts activities in San Francisco for two years?: * :

Is your organization's three-year average annual operating budget less than $1.5 million in income (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC DataArts Report)?: * :

Is your organization in default for any grants or loans from SFAC other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization Trust, or the Center for Cultural Innovation?: * :

Is your proposed project taking place in San Francisco?: * :

Is the duration of your proposed initiative during July 1, 2018-June 30, 2019?: * :

Is your organization willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco?: * :

Organizational Information

Organizational Information

IMPORTANT: Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Grant applicant organization name: * :

First name: * :

Last name: * :

Title: :

SF Corporate Address: Enter the physical corporate address of the organization applying for the grant. The

Corporate Address. Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 1: * :

Address 2: :

City: * :

State: * :

Zip: * :

Number of the supervisor's district in which your organization operates: in which your organization operates. * :

Mailing address (if different) :

Address 2: :

City: :

State: :

Zip: :

Email: * :

Phone: * :

Website: * :

Are you applying for the Native American Arts and Cultural Traditions grant (NAACT-OPG): * :

Project Information

Project Information

Grant Request Amount: * :

SFAC DataArts Report Amount: * :

Project Summary: Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support. *For example: SFAC funds will be used to support the artistic director's salary for the San Francisco Theater's 2018 season presenting new and contemporary work by a diverse body of playwrights. The season will include three main-stage productions and a series of public readings of plays in progress.* * :

Project discipline: We review our grants in six panel categories: Visual Art, Literary Art, Media Art, Music, Dance, and Theater. * :

Number of paid artists involved in the proposed project: * :

Projected audience number to be reached by the proposed public activity(ies): * :

If the project is web-based, projected audience number to be reached: :

Public presentation plan:
All projects are required to have a publicly accessible presentation of their project in San Francisco. Please include the events you would like to have funded, the date that you estimate it will be presented, where it will be presented, and which supervisor's district the presentation will take place.

This [website](#) can help you determine the supervisor's district :

Public event	Date	Facility name/address	Supervisor's district

Alignment with SFAC Goals

Alignment with SFAC Goals

(25 points maximum)

Mission statement (500 characters max): * :

SFAC's goals for equitable grantmaking:
SFAC seeks to support organizations that promote:

- **Capacity Building:** Build capacity, resilience and economic viability of individual artists from historically marginalized communities.
- **Accessibility:** Provide a space to access art and creativity for historically marginalized communities.
- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.

Select <u>one</u> of SFAC's goals for equitable grantmaking that best align with your organization. * :

Capacity Building

Accessibility

Cultural Integrity

Intersectionality

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts "Racial Equity: Statement of Purpose," these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

<u>Who</u> does your organization serve and <u>why</u>? <u>How</u> does your organization meet the needs of the communities

you serve? (3000 characters max): *
:

Using detailed explanation and examples, describe how your

examples, describe how your organization aligns with the selected goal. (2000 characters max): *   :

Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve. (2000 characters max): *   :

Artistic History

Artistic History
(25 points maximum)

Describe your organization's history and highlight major accomplishments that are relevant to the proposed project (3500 characters max): *   :

Quality of Proposed Project

Quality of Proposed Project
(35 points maximum)

Describe your proposed project in detail. What are your project goals? Describe the concepts, vision, process, and this project's relevance or departure from the organization's past projects. (3500 characters max.): *   :

Describe the target audience(s) and/or communities in your public presentation plan and your relationship to them. (500 characters max): *   :

Describe your in-depth outreach plan to the identified target audience(s) and/or communities. (1300 characters max.): *   :

Evaluation: Describe how you will measure the impact of the project on the organization and audience(s) and/or community, including qualitative and quantitative results. (1700 characters max.): *   :

Grant Plan Template: The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve.

- Activity column: Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.
- Outputs column: The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.
- Completed by column: Each activity listed should have a targeted completion date that falls within the grant window.

Outline your project's primary activities. See guidelines for examples. :

Activity	Outputs	Complete by

Ability to Complete the Project

The applicant is required to fill out two budget templates: Total Project Budget & Notes and SFAC Grant Budget & Notes. If you would like to download the budget templates as an Excel spreadsheet, follow this link, however you still must complete the budget in the GMS.

Click here for instructions on how to complete the budget templates.

Total Project Budget & Notes
This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. **Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.**

TOTAL PROJECT BUDGET & NOTES: :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		$0
Government-Federal		$0
Government-State		$0
Government-Local/Municipal		$0
Business/Corporations		$0
Foundations		$0
Individuals		$0
Fundraising		$0
Other		$0
		$0
	Subtotal Contributed:	$0
Earned		
Admission/ticket sales		$0
Tuitions/workshops/lecture fees		$0
Product sale/concessions		$0
Contracted services/performance fees		$0
Other		$0

		$0
	Subtotal Earned:	$0
	Total Project Income:	$0
Project Expense		
Personnel		
Salaries/wages		$0
Benefits		$0
		$0
	Subtotal Personnel:	$0
Operating Expenses		
Fees: Administrative		$0
Commission fees / honorariums: Artistic		$0
Fees: Technical/ productions		$0
Advertising/marketing		$0
Equipment rental		$0
Facilities/space rental		$0
Fundraising expenses		$0
Insurance		$0
Internet/website		$0
Office supplies		$0
Production/exhibition costs		$0
Program costs		$0
Professional services		$0
Software/hardware		$0
Other		$0
		$0
	Subtotal Operating Expenses:	$0
Subcontractors		$0
Admin/indirect		$0
		$0

	Subtotal Subcontractors & Admin/indirect:		$0
	Total Project Expenses:		$0
	Project Net: (Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.)		$0

Proposed SFAC Grant & Budget Notes

This template is for the expenditures that you would like SFAC to cover. **Please note: The Total Project Expenses for the Project Budget above should be equal to or more than Total Proposed Grant Budget.**

PROPOSED SFAC GRANT BUDGET & NOTES: :

Category	Notes	FTE(if applicable)	Costs
Personnel:			
Position/Title:			$0
Position/Title:			$0
Position/Title:			$0
			$0
		Subtotal Personnel:	$0
Fringe Benefits:			
Position/Title:			$0
Position/Title:			$0
Position/Title:			$0
			$0
		Subtotal Fringe Benefits:	$0
Operating Expenses:			
Fees: administrative			$0
Commission fees / honorariums: artistic			$0
Fees: technical & production			$0
Advertising & marketing			$0
Equipment rental			$0
Facilities/space rental			$0
Fundraising expenses			$0
Insurance			$0
Internet & website			$0
Office supplies			$0

Office supplies		$0
Production & exhibition costs		$0
Program costs		$0
Professional services		$0
Software and hardware		$0
Other expenses		$0
		$0
	Subtotal Operating Expenses:	$0
Subcontractors:		
Name:		$0
Name:		$0
Name:		$0
		$0
	Subtotal Subcontractors:	$0
Admin / indirect		
Maximum allowed is 10 percent of the total grant award		$0
		$0
	Subtotal Admin / Indirect:	$0
	Total Proposed Grant Budget:	$0

Key Personnel: * :

Supporting Materials

Upload Supporting Materials   :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

 Attach proof of good standing with the IRS: Yes, I have uploaded this item.
Visit
https://apps.irs.gov/app/eos/pub78Search.do
and select the search to organizations that
"Are eligible to receive tax-deductible

charitable contributions." Please print a PDF
of the page that shows your organization
listed and upload. * :

Attach proof of SF corporate address: *Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name.* * :	Yes, I have uploaded this item.
Attach a list of your organization's arts activities for three years (one page maximum) *The list should highlight major programmatic activities and emphasize your organization's presence in San Francisco. Select the most relevant activities that span FY15-16, FY16-17, and the current year ending June 30, 2018. Please note: to be eligible for this grant, you must have held four publicly accessible events that span from October 2015 to the grant deadline.* * :	Yes, I have uploaded this item.

Attach a DataArts SFAC Funders Report and Budget Notes: Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile. If you operate on a calendar year, the report must include CY14, CY15, and CY16. If you operate on a July to June year, the report must include FY13-14, FY 14-15, and FY15-16. Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report.

Panelists will use your DataArts SFAC Funder Report to better understand your organization's financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Attach a DataArts SFAC Funders Report and Budget Notes: * :	Yes, I have uploaded this item.
Attach venue confirmation form: The Venue Confirmation Form can be downloaded from the SFAC website at this link. *You are required to attach a Venue Confirmation Form for each of the proposed public presentation sites. The venue should fill in the required information and can also provide additional comments in the space provided. The form must include a signature by the main contact of the venue. A typed name is not a signature. (3 forms max.)* * :	Yes, I have uploaded this item.

Attach work samples: Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic history, aesthetics, audience, and capacity to implement the proposed project or initiative. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of these instructions will be removed. Panelist will spend no more than ten minutes reviewing all work samples.

OPG Applicant is *required* to submit:

- At least one work sample that demonstrates the organization's artistic history.

OPG Applicant is *recommended* to submit:

- At least one work sample that demonstrates the quality of the proposed project such as previous work by the artist you're proposing to work with.

Submit samples that:

- Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*

- Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality*.
- Are recent (from the **last three years**).
- Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.
- Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.
- Provide a glimpse of your audience and community, if applicable.

Do not submit samples that:
- Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.
- Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
- Add up to more than six minutes of playback time.
- Are links to sites that require work samples to be downloaded (e.g. Dropbox).

Work sample instructions
Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. *__Only fill out the template to reflect the number of work samples that you are submitting__*.

Work sample descriptions must include:
- Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.
- Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.
- Explain the sample's relevance to your proposed project if:
    - the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
    - the sample document is a work-in-progress; and/ or
    - the work is with a collaborator or commissioned artist outside of your usual work.

Format instructions
Work samples that cannot be uploaded must be hosted online through your website or a third party platform. **Please be sure to include working links and include passwords if your content is restricted.** If panelists cannot access your work samples this may affect your score.

Audio/video
- Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
- Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
- Include instructions and time-stamps that cue panelists to the portion you want played.
- Minimum of 480 x 360 video resolution is suggested.
- Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
- Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

Images
- Must be PDF or JPEG.
    - You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
    - Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
    - Suggested image size is 800 x 600 pixels.
    - Maximum size for each image is 5MB.
- Six images maximum; three images if combining with another medium.

Film treatments, literary manuscripts, and publications

Film treatments, literary manuscripts, and publications

- Must be PDF.
- Include your name and the genre of your sample. Note if this is an excerpt.
- Maximum size for each document is 5MB.
- Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

Scripts

- Must be PDF.
- Maximum size for each document is 5MB.
- 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two* media types.

You may combine this set of work samples:	**with one of these additional work samples:**
2-minute audio or video	5 pages of film treatment, literary manuscript, or publication; or 10 pages of script; or 3 images
3 images	2 minutes audio or video; or 10 pages of script; or 5 pages of film treatment, literary manuscript, or publication
5 pages of film treatment, literary manuscript, or publication	2 minutes of audio or video; or 10 pages of script; or 3 images

Always test your work samples before submitting.

Work Sample #1

Title of Work/Image/Activity * :

Medium * :

Company/Artists Involved :

Date of Work/Activity * :

Venue/Site :

Dimensions/Total Duration * :

Duration of Sample :

Brief Description of Work * :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #2

Title of Work/Image/Activity :

Medium :

Company/Artists Involved :

Date of Work/Activity :

Venue/Site :

Dimensions/Total Duration :

Duration of Sample :

Brief Description of Work :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #3

Title of Work/Image/Activity :

Medium :

Company/Artists Involved :

Date of Work/Activity :

Venue/Site :

Dimensions/Total Duration :

Duration of Sample :

Brief Description of Work :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #4

Title of Work/Image/Activity :

Medium :

Company/Artists Involved :

Date of Work/Activity :

Venue/Site :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Company/Artists Involved   :

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting

demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application. Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves.

Does your organization primarily serve people of color? (Is more than 50 percent of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?)
 * :

Does your organization primarily serve women? (Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention women?) * :

Does your organization primarily serve trans or non-binary gender communities? (Is more than 50 percent of your artists and/or audience trans or gender non-binary? And/or does your mission statement explicitly mention trans and non-binary gender communities?) * :

Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? (Is more than 50 percent of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ or two-spirit communities?) * :

Does your organization primarily serve immigrant communities? (Is more than 50 percent of your artists and/or audience immigrants? And/or does your mission statement explicitly mention immigrants?) * :

Does your organization primarily serve the disabled community? (Is more than 50 percent of your artists and/or audience disabled? And/or does your mission statement explicitly mention the disabled community?) * :

Does your organization primarily serve children and youth (0-24 years old) and/or family with children and youth (0-24 years old)? (Is more than 50 percent of your artists and/or audience 0-24? And/or does your mission statement explicitly mention children and/or youth?) * :

If your organization does not reflect

the designated communities above,
please provide a brief summary of the
communities you do serve: :

Is this your organization's first time
applying for an SFAC grant? * :

If no, has your organization been
awarded an SFAC grant in the past? *
:

Did representatives of your   One-on-One Sessions
organization attend any of SFAC's
Technical Assistance workshops? * :   Grants Programs Informational Workshops

                                       N/A (Did not attend)

Do you have any suggestions for SFAC
to improve this survey? :

Certification

Certification and Release
This is a required section of the grant application.
This certification and release must be signed by the individual applicant or principal officer of the organization
with the knowledge of the matters contained herein and with legal authority to obligate the organization. The
undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of
future operations based on data available at the time of application and that there are no misstatements or
misrepresentations contained herein or in attachments. The individual applicant or organization will comply
with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City
requirements in this grant application. The undersigned hereby releases the City & County of San Francisco, the
San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability
and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such
damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers,
employees or agents.

                                       Yes, I confirm
Do you confirm that the information
within this application is true and
correct? * :

TItle :

First Name * :

Last Name * :

Date * :

Eligibility

Is your organization a 501(C)(3) arts organization? * :

Is your organization (and its fiscal sponsor) based in San Francisco? * :

Is your organization's mission statement clearly focused on the develoment, production, and/or presentation of arts and/or cultural activities in San Francisco? * :

Is your organization part of another City agency or department? * :

Has your organization held at least two publicly accessible arts and/or cultural activities in San Franicsco for two years? * :

Is your organization in default for any grants or loans from SFAC, other City departments, Northern California Grantmakers Arts Loan Fund, Northern California Community Loan Fund, Community Arts Stabilization Trust, or the Center for Cultural Innovation? * :

Is your proposed project taking place in San Francisco? * :

Is the duration of your proposed initiative during January 1, 2018-June 30,

2019? * :

Is your organization willing
and able to meet the
requirements associated with
receiving funds from the City
and County of San
Francisco? * :

Organizational Information

Organizational Information

Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

Grant Applicant
Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.

Organization Name * :

First Name * :

Last Name * :

Title :

S.F. Corporate Address
Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Number of the supervisor's
district in which your
organization operates * :

Mailing Address (if different)
 :

Address 2 :

City :

State :

Zip Code :

Email * :

Phone * :

Website * :

Project Information

Please select the grant you
are applying for. * :

Project Information

Project Summary * :

Grant request amount * :

Project Discipline: Please
check the box that best

represents the genre of your proposed project. * :

Number of paid artists involved in the proposed project, if applicable. :

Projected audience number to be reached by the proposed public activity(ies), if applicable. :

If the project is web-based, projected audience number to be reached, if applicable. :

Alignment with SFAC Goals

Alignment with SFAC Goals

(20 points maximum)

Mission Statement (500 . characters max): * :

.

SFAC's goals for equitable grantmaking: SFAC seeks to support organizations that:
- **Capacity Building:** Build capacity, resilience and economic viability of individual artists from historically marginalized communities.
- **Accessibility:** Provide a space to access art and creativity for historically marginalized communities.
- **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
- **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.

Select <u>one</u> of SFAC's goals for equitable grantmaking that best align with your organization. * :

Please note: Priority funding goes to organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts "Racial Equity: Statement of Purpose," these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with

Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

Who does your organization serve and why? How does your organization meet the needs of the communities you serve? (3000 characters max) * :

Using detailed explanation and examples, describe how your organization aligns with

the selected goal (2000 characters max). * :

Describe the leadership team and staff's relevant experience and qualifications working in the communities you serve (2000 characters max). * :

Artistic History

Artistic History

(20 points maximum)

Describe your organizational

history and highlight major
accomplishments that are
relevant to the proposed
project. * :

Quality of Proposed Project

Quality of Proposed Project
(35 points maximum)

Project district * :

Describe your proposed
project and project goals in
detail, refering to the SPX
Guidelines for specific
elements to address. * :

Describe the target
audience(s) and/or
communities in your grant

plan and your relationship to them. * :

Describe your in-depth outreach plan to the identified target audience(s) and/or communities. * :

Evaluation: Describe how you will measure the impact of the project on the organization and audience(s) and/or community, including qualitative and quantitative results. * :

Grant Plan Template

The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve. (Please see guidelines for examples)

Activity Column

Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

The Outputs Column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, or the number of performances given.

Completed By Column

Each activity listed should have a targeted completion date that falls within the grant window.

Grant Plan :

Activity	Outputs	Complete by

Ability to Complete the Project

Ability to Complete the Project

(25 points maximum)

Total Project Budget & Notes:

This table should represent the TOTAL revenue and expenditures for the entire project. Please refer to the guidelines under ability to complete the project for instructions on how to fill out the budget templates. Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.

Total Project Budget :

Category	Notes	Costs
Project Income		
Contributed		
SFAC Grant Requested		
Government-Federal		
Government-State		
Government-Local/Municipal		
Business/Corporations		
Foundations		
Individuals		
Fundraising		
Other		
	Subtotal Contributed:	
Earned		
Admission/ticket sales		
Tuitions/workshops/lecture		

fees		
Product sale/concessions		
Contracted services/performance fees		
Other		
	Subtotal Earned:	
	Total Project Income:	
Project Expense		
Personnel		
Salaries/wages		
Benefits		
	Subtotal Personnel:	
Operating Expenses		
Fees: Administrative		
Commission fees / honorariums: Artistic		
Fees: Technical/ productions		
Advertising/marketing		
Equipment rental		
Facilities/space rental		

Fundraising expenses			
Insurance			
Internet/website			
Office supplies			
Production/exhibition costs			
Program costs			
Professional services			
Software/hardware			
Other			
	Subtotal Operating Expenses:		
Subcontractors			
Admin/indirect			
	Subtotal Subcontractors & Admin/indirect:		
	Total Project Expenses:		
	Project Net:		

Proposed SFAC Grant Budget & Notes:

This table should represent the expenditures that will be covered by the SFAC grant only. Please refer to the guidelines under ability to complete the project for instructions on how to fill out the budget templates.

Proposed SFAC Grant Budget & Notes :	Category	Notes	FTE(if applicable)	Costs

Personnel:			
Position/Title:			
Position/Title:			
Position/Title:			
		Subtotal Personnel:	
Fringe Benefits:			
Position/Title:			
Position/Title:			
Position/Title:			
		Subtotal Fringe Benefits:	
Operating Expenses:			
Fees: administrative			
Commission fees / honorariums: artistic			
Fees: technical & production			
Advertising & marketing			
Equipment rental			
Facilities/space rental			
Fundraising expenses			
Insurance			
Internet & website			
Office supplies			
Production & exhibition costs			
Program costs			

Professional services		
Software and hardware		
Other expenses		
	Subtotal Operating Expenses:	
Subcontractors:		
Name:		
Name:		
Name:		
	Subtotal Subcontractors:	
Admin / indirect		
Maximum allowed is 10 percent of the total grant award		
	Subtotal Admin / Indirect:	
	Total Proposed Grant Budget:	

Key Personnel * :

Key Staff

.

**Partners and
Collaborators** * :

Board of Directors *   :

Please include the name and contact information for your organization's Board President:

First Name * :

Last Name * :

Address 1 * :

Address 2 :

City * :

State * :

Zip Code * :

Email * :

Phone * :

Does your organization havea a DataArts SFAC Funder Report?

- **IF YES:** Applicants that are arts organizations are *required* to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile. If you operate on a calendar year, the report must include CY14, CY15, and CY16. If you operate on a July to June year, the report must include FY13-14, FY 14-15, and FY15-16. Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report. Budget notes can be attached in the Supporting Materials section.
- **IF NO:** Please fill out the Organizational Budget Sheet in lieu of the Data Arts Report. Remember to include typed budget notes that correspond to your Organizational Budget. Budget notes can be attached in the Supporting Materials section.

Does your organization have
a Data Arts SFAC Funder's Report
and Budget Notes? *

:

Supporting Materials

Upload Supporting Materials   :

Special Project Grants Application- Special Project Grants FY18 :

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please note: Do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

Attach proof of good standing with the IRS:
Visit
https://apps.irs.gov/app/eos/pub78Search.do

and select the search to organizations that "Are eligible to receive tax-deductible charitable contributions." Please print a PDF of the page that shows your organization listed and upload. * :

Attach proof of SF corporate address:
Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying organization's name. * :

Attach a list of your organization's arts and/or cultural activities for three years (one page maximum)
The list should highlight major programmatic activities and emphasize your organization's presence in San Francisco. Select the most relevant activities that span FY15-16, FY16-17, and the current year ending June 30, 2018. Please note: to be eligible for this grant, you must have held at least two publicly accessible events that span from October 2015 to the grant deadline. * :

Attach letters of support (if applicable).
Refer to the project descriptions to determine what type of support letters are required for the specific grant.
* :

Attach a DataArts SFAC Funders Report and Budget Notes: Applicants are required to submit an SFAC Funder Report from the DataArts website culturaldata.org/ that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile. If you operate on a calendar year, the report must include CY14, CY15, and CY16. If you operate on a July to June year, the report must include FY13-14, FY 14-15, and FY15-16. Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report.

Panelists will use your DataArts SFAC Funder Report to better understand your organization's financial position and health.

Please note: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.
- Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.

- Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

Attach a DataArts SFAC Funders Report and ✔
    Budget Notes: * :

Attach Work Samples

Please read SPX Instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic history, aesthetics, audience, and capacity to implement the proposed project or initiative. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of these instructions will be removed. Panelist will spend no more than ten minutes reviewing all work samples; this includes playback time AND evaluation/scoring.

SPX Applicant is *required* to submit:
- At least one work sample that demonstrates the organization's artistic history.

SPX Applicant is *recommended* to submit:
- At least one work sample that demonstrates the quality of the proposed project such as previous work by the artist you're proposing to work with.

Work Sample #1

Title of Work/Image/Activity * :

Medium * :

Company/Artists Involved :

Date of Work/Activity * :

Venue/Site :

Dimensions/Total Duration * :

Duration of Sample :

Brief Description of Work * :

URL Link (If Applicable) :

Navigation Notes :

Work Sample #2

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #3

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #4

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #5

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Work Sample #6

Title of Work/Image/Activity   :

Medium   :

Company/Artists Involved   :

Date of Work/Activity   :

Venue/Site   :

Dimensions/Total Duration   :

Duration of Sample   :

Brief Description of Work   :

URL Link (If Applicable)   :

Navigation Notes   :

Demographic Survey

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

Any data you provide will not be seen by panelists or used in the evaluation of your application. Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

The following demographic questions refer to the **artists and/or audiences** your organization serves

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Does your organization

primarily serve people of color? (Is more than 50 percent of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?) * :

If you answered "yes" above, please select which communities of color your organization primarily serves. (Only select communities that make up 25 percent or more of your artists/audience served.) :

African American/Black

African: Ethiopian

African: Eritrean

African: Afro-Caribbean

African: West African

African: Other

Latino: Mexican

Latino: Salvadoran

Latino: Other Central American

Latino: South American

Latino: Afro-Latino

Latino: Other (Including Puerto Rican, Cuban, Etc.)

Arab/Middle Eastern

Asian American/Asian: Chinese

Asian American/Asian: Filipino

Asian American/Asian: Southeast Asian

Asian American/Asian: South Asian

Asian American/Asian: Other

Native American/Alaskan Native: Mainland U.S. Native American/Alaskan Native

Native American/Alaskan Native: Indigenous Central/South America

Native American/Alaskan Native: Canadian First Nations

Native American/Alaskan Native: Other

Pacific Islander: Native Hawaiian

Pacific Islander: Other (Including Samoan, Tongan, Chamorro, Fijian, etc.)

Multiple communities of color

Write in

Write in: :

Does your organization primarily serve women? (Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention women?) * :

Does your organization primarily serve trans or non-binary gender communities? (Is more than 50 percent of your artists and/or audience trans or gender non-binary? And/or does your mission statement explicitly mention trans and non-binary gender communities?) * :

Does your organization primarily serve lesbian, gay, bisexual, queer, or two-spirit communities? (Is more than 50 percent of your artists and/or audience LGBQ or two-spirit? And/or does your

mission statement explicitly
mention LGBQ or two-spirit
communities?) *   :

Does your organization
primarily serve immigrant
communities? (Is more than
50 percent of your artists
and/or audience immigrants?
And/or does your mission
statement explicitly mention
immigrants?) *   :

Does your organization
primarily serve the disabled
community? (Is more than 50
percent of your artists and/or
audience disabled? And/or
does your mission statement
explicitly mention the disabled
community?) *   :

Does your organization
primarily serve children and
youth (0-24 years old) and/or
family with children and youth
(0-24 years old)? (Is more
than 50 percent of your artists
and/or audience 0-24? And/or
does your mission statement
explicitly mention children
and/or youth?) *   :

If your organization does not
reflect the designated
communities above, please
provide a brief summary of
the communities you do
serve: :

Is this your organization's first

time applying for an SFAC
grant? * :
If no, has your organization
been awarded an SFAC grant
in the past? * :

Did representatives of your   One-on-One Sessions
organization attend any of
SFAC's Technical Assistance   Grants Programs Informational Workshops
workshops? * :

                                 N/A (Did not attend)

Do you have any suggestions
for SFAC to improve this
survey? :

Certification

Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations contained herein or attachment. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby releases the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees or agents.

Do you confirm that the
information within this
application is true and
correct? * :

TItle :

First Name * :

Last Name * :

Date * :