



San Francisco Artist Grant

How to Prepare and Submit your Application

Deadline to apply: Tuesday, December 15, 2020 at 12 p.m.

Applications are available online at: <https://sfac.tfaforms.net/80>

Applications must be submitted online. Emailed or faxed applications are not accepted.

If you do not have access to the internet, you may mail your application, post marked Tuesday, December 15, 2020 and you must notify Program Officer Anne Trickey at (415-806-5884) Mail to: 401 Van Ness Ave., Suite 325, San Francisco, CA 94102.

In fairness to others, we cannot accept late or incomplete applications. If the applicant does not provide the complete set of information in the appropriate format by the deadline, the application may be deemed incomplete and ineligible. No deadline extensions will be granted.

Please visit: the **San Francisco Artist Grants Guidelines** to review eligibility, project requirements and scoring criteria: <https://www.sfartscommission.org/content/san-francisco-artist-grant#overlay-context=content/san-francisco-artist-grant>

Technical Assistance

Before you submit:

- Attend the Informational Webinar at 12 pm. on Friday, October 23, 2020: <https://www.eventbrite.com/e/grantseeker-info-session-for-san-francisco-artists-tickets-123416310507>
- Attend the Work Sample Webinar at 12 p.m. on Friday, October 30, 2020: <https://www.sfartscommission.org/our-role-impact/press-room/press-release/2021-grantseeker-info-sessions-workshops-announced>
- For questions about this grant, schedule a One-on-One 15-minute consultation with Program Officer Anne Trickey at anne.trickey@sfgov.org or 415-806-5884.

Online Submission

We strongly advise artists to use this information to prepare application responses in a separate document and not the online form. This protects your answers from any technical mishaps such as internet interruption or power outage. Once finished, paste your completed answers into the online application when you are ready to submit.

You can save your progress and return to the online application, as needed.
To do so:

1. Check the “Save my progress and resume later” box at the top of the page.
2. Enter an email address and password (**use the same email address and password each time you exit the application**) and hit “Save”.
3. You will receive an email with a link that allows you to return to the application.
4. OR you can return to the application website and select the “Resume a previously saved form” link to return to the application.

Required Materials with Application Submission

- Verifiable Proof of San Francisco physical address:** This must be in the form of a utilities bill or bank statement. This document should be no more than three (3) months old and must include the artist’s name.
- Two Public Events:** Artist must have held two public events in San Francisco in the last two years. Virtual events open to the public after March 16, 2020, are acceptable. The form requests the date, location, short description and audience estimate for the events.
- Two-Page Resume or Curriculum Vitae (CV):** Panelists review this along with the artist bio and experience relevant to the proposed project. If the document is longer than two pages, only the first two pages will be reviewed.
- Work Samples:** Prepare your work samples in advance. Work samples should show your ability to complete your project, as well as demonstrate knowledge of and experience in your creative practice. Panelists will spend no more than ten (10) minutes reviewing your work samples.

Technical Notes:

- The total size of all your work sample uploads cannot exceed 25 MB. To avoid exceeding this size limit, we recommend linking to work hosted online whenever possible.
- The total size of your application uploads including your CV/Resume, Proof of Address and Fiscal Sponsor form, cannot exceed 35 MB.
- The total number of individually uploaded or linked work samples cannot exceed five (5).

Keeping the technical limitations above in mind, you can upload or link to any combination the following:

- Five (5) Images
 - Images are best for still practices: craft, design, craft-based traditional art, visual art.
 - While your work samples will not be scored on the quality of the image, please take care to provide images that are clear and relevant to your proposed project.
 - You can upload all five (5) images separately or by combining them into one file. If you are uploading directly to the form and planning to provide more than one type of work sample, we

- strongly encourage combining images into one file upload.
- Five (5) Pages
 - Pages are best for document based practices: comics, design plans, graphic novels, music scores, theater scripts, websites, writing.
 - We recommend sharing a connected narrative with pages.
- Five (5) Minutes of Audio or Video
 - Audio or Video are best for dynamic practices: dance, film, media, music performance, theater performance, performance-based traditional arts.
 - Clips and highlights do not always show a complete concept, movement, narrative or thought. We recommend at least three (3) minutes of uninterrupted audio or video to best demonstrate your work to the panelists.
- For each work sample, the form requests that you provide a title, genre, date, description, url/file, viewing cue, and password if applicable.

IMPORTANT: You will not get an error message regarding the size of your file uploads until you hit the final “Submit” button. If your files are too large and you have not saved your application, **all of your application information will be erased, lost and unrecoverable.** Avoid this fate by **saving your application after each page.**

Application Questions

Page 1 - Artist Information

- Legal Name of Applicant: This must match your tax documentation. **Save yourself time and headache! Approved grantees who apply under one name and use a different name to become a City Supplier will have to reconcile records. This can be difficult and will delay your initial payment.**
- Artist Name (if different from an applicant’s legal name)
- Applicant Email (Please double and triple check this is correct. Staff will use this email for all communication regarding the application process)
- Applicant Phone Number
- Pronouns
- Supplier ID Number: Any artist who has previously received a grant or been paid by the City has a Supplier ID. If you are unsure of your Supplier ID Number, you can contact Arts Commission staff, or email the Supplier helpdesk at <https://sfcitypartner.sfgov.org/pages/contact.aspx>. If you do not have a Supplier ID Number or are using a Fiscal Sponsor, enter 0.

Proof of San Francisco Address:

- Street Address (*cannot be a P.O. Box*)
- Mailing Address (*if different*)
- Attach Verifiable Proof of San Francisco address (*upload*)

Optional - Fiscal Sponsor Information:

NEW: Organizations may not act as a fiscal sponsor for employees or artists contracted by that organization; a third-party fiscal sponsor is required.

- Legal name of fiscal sponsor
- Fiscal sponsor organization executive leader's name, phone number and email address.
- Fiscal sponsor's San Francisco mailing address
- Signed Fiscal Sponsor Form between the artist and the fiscal sponsor Organization. Fiscal Sponsor Form downloadable here:
<https://tinyurl.com/SFAC-FiscalSponsorForm>

San Francisco based activities:

- Two San Francisco public events held after December 2018 (*one can be virtual after March 16, 2020*)
 - Name of Public Event (*25 word limit*)
 - Event Date (*date picker*)
 - Location (*25 word limit*)
 - Brief Description (*100 word limit*)
 - Estimated Attendance (*numbers only*)

Page 2 - Project Information

- Grant Request Amount (*up to \$20,000*)
- Provide a brief summary of the proposed project that starts with "San Francisco Arts Commission funds will be used to support" (*300 word limit*)
- **Please identify the artistic practice for the proposed project:** (*25 word limit*)
- Select the artistic practices below that best fit your project to be reviewed in a panel of similar projects. (multiple choice menu, choose all that apply)
 - Craft
 - Curation
 - Dance
 - Design
 - Film
 - Foodways
 - Media
 - Music
 - Social Practice
 - Theater & Performance
 - Traditional Arts
 - Visual Art
 - Writing
 - Not listed above: please describe (*25 word limit*)
- Do you identify as an artist with five years' experience or less? (yes/no) Artists who select **yes are reviewed by a separate panel.**

Page 3 - Narrative Questions

Racial Equity (20 points)

If you are a part of a community not listed that you feel should be included, we encourage artists to articulate and provide supporting evidence regarding the historical and current inequities experienced by your community. **Specific artistic disciplines are not part of this funding priority.**

- Highlight your experience with one or more of the racial equity communities identified in the [Cultural Equity Endowment legislation](#). (500 word limit)

Artistic Relevance (10 points)

- Tell us about your experience relevant to your project. (250 word limit)
- Upload a resume or CV (two (2) page maximum)
- Please provide a brief bio (250 word limit)

Work Samples (20 points)

- Work Samples: Upload samples of your past work. The samples should show your ability to complete your proposed project, as well as demonstrate knowledge of and experience in your creative practice.
 - Any combination of the following:
 - five (5) images
 - five (5) pages
 - five (5) minutes of audio/video.
 - Total size for all your work samples cannot exceed 25 MP.
 - The total size of your application uploads including your CV/Resume, Proof of Address and Fiscal Sponsor form, cannot exceed 35 MB.
 - The total number of individually uploaded or linked work samples cannot exceed five (5).

IMPORTANT: The application form will only accept the following audio and video extensions: mpg, mp3, mp4, vma, divx, mov, avi, wmv, wma.

For each link or file you upload, please provide:

- Title of work/Name of document (50 word limit)
- Artistic Genre or Practice (15 word limit)
- Date of performance/Date work completed (date picker)
- A short description of the work or works (100 word limit)
- Select either URL or File Upload (drop down)
- URL if applicable/Choose File if applicable (250 character limit)
- Viewing Que: Useful for longer audio or video files. Panelists

will only review up to five (5) minutes of audio or video. If linking or uploading a longer file, please direct panelists to the best example of your work by entering the range of time. Example: 05:20 – 06:35 for minutes and seconds or 01:35 – 01:37 for hours and minutes.

- Password, if needed to view the file.

Artist Project (50 points total; see breakdown below)

Project (20 points)

- Describe the ideas and processes involved in making your project and your role in the creative process. *(500 word limit)*
- If you are working with other partners or collaborators, please outline their role in the project. *(250 word limit)*

Event (10 points)

- Tell us about your event including: where and when it will be (virtual or in-person), who you are inviting (audience), and how you are inviting them (outreach). *(100 word limit)*
- How will you know the event is a success, beyond the number of people who attend (goals)? *(150 word limit)*

Affect on Practice (15 points)

- Why is this project important to you and to your artistic practice? *(350 word limit)*

Grant Plan (5 points)

The Grant Plan outlines five (5) primary activities that take place during the 18-month grant period (July 1, 2021 – December 30, 2022) and includes the intended outputs the artist hopes to achieve.

Grant Plan-Activity Example

Activity Description (125 word limit) *

Artist performs work-in-progress featuring traditional instruments.

Activity Outputs (75 word limit) *

3 performances, 3 community public conversations, 150 attendees.

Date activity will be completed *

12/31/21

Activity Description: Each activity should be described in one succinct sentence and clearly outline the steps needed to ensure a successful outcome. Example: Artist performs work-in-progress featuring traditional instruments. *(125 word limit)*

Activity Outputs: The outputs field represents a quantitative measure for the activity. For example, this may be the number of artists compensated or the number of rehearsals or performances held. Example: 3 performances, 3 community public conversations, 150 attendees. *(75 word limit)*

Date completed by: Each activity should have a targeted completion date that falls within the grant period. Example: 12/31/21 *(date picker)*

Page 4 - Demographic Survey

San Francisco Arts Commission collects demographic data about our grant applicants to better serve our communities and to maintain our commitment to equity.

Completion of this demographic survey is optional. Any data you provide will not be seen by panelists or used in the evaluation of your application. Rather, it will be used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff.

We collect demographics based on the locations of artists and organizations within San Francisco's supervisorial districts and designated Cultural Districts. For information on the boundaries of these districts, please click here: <https://sfplanninggis.org/PIM/map.html?layers=Supervisor%20Districts,Cultural%20Heritage%20Districts>

Finally, we understand that the criteria/categories in this survey might not be perfect, and we appreciate any feedback to revise categories in ways that may feel more appropriate.

Page 5 - Certification and Release

This page requires you to check the box on the release form, input your legal name and select the date you are submitting the form. It will not go through if it has a different date selected.

After you click "Submit" the form will show you all of your answers. Review it to make sure everything is complete. You can edit the form by clicking "Make a correction." You will need to click through the entire form again to "Submit."

Once you have reviewed everything and ensured it's correct, choose "Print this page." Print and save your application as a pdf for your records.

Finally, click "Confirm." Your application is not fully complete until you click "Confirm." You will get an email that says your application has been submitted. If you do not get this email, please contact sfac.grants@sfgov.org.

Scoring Criteria

Panelists are instructed to use the scoring criteria published on pages 8-9 of the San Francisco Artist Grants Guidelines when reviewing each application. To view the San Francisco Artist Grants Guidelines, visit:

<https://www.sfartscommission.org/content/san-francisco-artist-grant#overlay-context=content/san-francisco-artist-grant>