



Creative Community Response

How to Prepare and Submit your Application

Deadline to apply: Wednesday, November 18, 2020 at 12:00 p.m.

Applications are available online at: <https://sfac.tfaforms.net/86>

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 Wednesday, November 18, 2020 and you must notify Program Officer Robynn Takayama at (415) 252-2239. 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 **Creative Community Response Guidelines** to review eligibility, project requirements and scoring criteria:

<https://www.sfartscommission.org/content/creative-community-response-grant>

Online Submission

We strongly advise applicants 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 corporate address:** This must be in the form of an electric or telephone bill or bank statement. Document should be no more than three (3) months old and must include applicant’s name.

- Proof of IRS good standing:** Visit IRS-Tax Exempt Organization Search: <https://apps.irs.gov/app/eos/pub78Search.do> Select Database "Pub 78 Data". Search for the applicant organization EIN number or Organization Name. Select the correct organization. Save a PDF of the screen titled "Publication 78 Data" that shows your organization listed and upload to the application form.
- Financials: Most recent signed copy of your IRS 990 or 990-EZ; and budget notes.** For fiscally sponsored applicants: Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years; and budget notes.

Application Questions

Organization Information:

- Legal Name of Applicant/Organization
- Contact name, title, email address, phone number

Proof of San Francisco Address:

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

Optional - Fiscal Sponsor Information:

- Legal name of San Francisco-based 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>

- Proof of IRS good standing** (*upload*)

Project Information

- Grant request amount (up to \$6,500)
- Provide a brief project summary that starts with the sentence "San Francisco Arts Commission funds will be used to support...". (*150 word limit*)

Narrative Questions

Organization is deeply rooted in the BIPOC community it serves (25 points)

1. What is your organization's mission statement? (*100 word limit*)
2. Highlight the organization's activities over the last two years engaging with BIPOC communities. (*300 word limit*)

Proposal is responsive to community need in BIPOC communities and explains the timeliness of the project. (25 points)

3. Describe the issue being addressed and the community impacted. Why is this funding needed now? (300 word limit)

The proposed project uses art as a vehicle for positive social change (25 points)

4. How are you using art to address the issue? What role do artists play and how will the community be involved in the creative process? (300 word limit)

Problem solving is enacted by those closest to the issue (15 points)

5. Identify the people who will work on the project and their connection to the issue/solution by providing brief biographies. (150 word limit, per bio, up to six entries)

Project Budget - Budget reflects payment to artists. (10 points)

The online application requires a project budget detailing itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the "Notes" field. Each field is REQUIRED. Enter "0" if the expense is not applicable.

Download the budget template for a complete list of expenses here (Excel required): http://tiny.cc/SFAC_BudgetTemplate

The image displays two screenshots of a project budget form. The left screenshot is titled "Project Budget" and "PERSONNEL EXPENSES". It includes instructions to complete the form and a section for "Salaries and Benefits (Budgeted)" with fields for "W2 Employees (salaries)" and "Employee Taxes and Benefits". Below that is a section for "Independent Contractors" with fields for "Administrative", "Artistic / Technical", and "Professional Services". At the bottom, there is a summary table with "SUBTOTAL - PERSONNEL EXPENSES" and "SFAC GRANT REMAINING". The right screenshot is titled "OPERATING EXPENSES" and includes instructions to complete the form. It lists various expense categories: Advertising / Marketing, Equipment Rental, Facility / Space Rental, Insurance, Internet / Website, Office Supplies, Production / Exhibition Costs, Program Costs, and Software / Hardware. Each category has a numerical input field and a "Notes" field.

Project Budget Notes: If this grant request is part of a larger project budget, please provide information on expenditures covered by other funding source(s). (500 word limit)

Financials (uploads)

Grant Plan

The Grant Plan outlines three (3) primary activities that will take place during the grant period (January 1, 2021 – December 31, 2021) and the intended outputs the applicant hopes to achieve.

Grant Plan-Activity Example

Activity Description (125 word limit) *

Hold community feedback session on mural design.

Activity Outputs (75 word limit) *

10 community volunteer painters, 3 murals covering boarded up storefronts

Date activity will be completed *

1/31/2021

Activity Description: Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example:* Hold community feedback session on mural design. (125 word limit)

Activity Outputs: The Outputs field represents the anticipated quantitative measure for the corresponding activity. *Example:* 10 community volunteer painters, 3 murals covering boarded up storefronts (75 word limit)

Date activity will be completed: Each activity should have a targeted completion date that falls within the grant period. *Example:* 1/31/2021. (select date)

Demographic Survey

The 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.

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’ll need to click through the entire form again to “Submit.”

Once you’ve 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. Please visit **Creative Community Response guidelines** to review eligibility, project requirements and scoring criteria:

<https://www.sfartscommission.org/content/creative-community-response-grant>