



Special Project Grants | Grant Guidelines

FOR PROJECTS TAKING PLACE January 1, 2019 — JUNE 2020, or as indicated.

APPLICATION DEADLINE: Thursday, November 1, 2018 at 12 p.m. noon PT
([submission through sf.culturegrants.org](http://sf.culturegrants.org))

For any questions about Special Project Grants, contact Director of Community Investments, Barbara Mumby at barbara.mumby@sfgov.org or 415-252-2215.

San Francisco Arts Commission
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*A translation of this grant application is available upon request; however, only applications in English will be accepted. For more information, please contact 311.

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor comunicarse con Kate Patterson-Murphy al 415-252-2229 ó kate.patterson@sfgov.org para una traducción al español.

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

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Cece Carpio, 415-252-2217 o cece.carpio@sfgov.org.



City and County of
San Francisco

Information about Special Project Grants (SPX)

Important Dates

Applications Due	November 1, 2018, 12 NOON PT
Panel Review	November 2018
Funding Recommendations	November 13, 2018
Commission Approval	December 3, 2018
Grant Period	Varies

About SPX

The Special Project Grants (SPX) program consists of one-time grants to address emerging needs within the arts ecosystem of San Francisco. Projects cover a wide range of arts activities related to neighborhood and/or community-based engagement and arts access. SFAC has allocated resources to make grants in multiple program areas based on supervisorial districts and/or specific communities. Applicants may only apply for funding specific to those geographic areas or communities outlined within these guidelines. For questions about this grant category, please contact Director of Community Investments, Barbara Mumby at barbara.mumby@sfgov.org or 415-252-2215.

Eligible Request Amount

Special Project Grants vary project to project and the award amounts this cycle range from \$20,000 to \$200,000. Please refer to each category project description for the eligible request amount.

How to Apply

Applications must be received online at sf.culturegrants.org. Emailed, hard copy, postal mail, and faxed applications will not be accepted. In fairness to others, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the applicant does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.

APPLICATIONS ARE AVAILABLE ONLINE AT: sf.culturegrants.org

DEADLINE TO APPLY: 12 p.m. noon PT on Thursday, November 1, 2018.

Categories and Project Descriptions

District numbers can be found at: <http://propertymap.sfplanning.org/>

1. **District 5 Juneteenth Celebration:** Support up to \$50,000 for an organization or collaborative to provide arts programming and/or event(s) to commemorate Juneteenth. Activities may include gallery shows, workshops and classes, special events and general community engagement. The organization will be responsible for site oversight and on-site security and maintenance.

Applicants should address the following within their proposed project:

- The organization or collaboration's history and experience producing community engagement opportunities through the arts.
- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.
- A budget that reflects payments to San Francisco based artists.

2. **District 5 Administration Support:** Support up to \$180,000 for a non-profit arts organization located in the Western Addition. This organization should have a deep history of serving the African American community through arts and cultural events and programming. Funds are to support administrative infrastructure and capacity building for the organization.

Applicants should address the following within their proposed project:

- The organization's history and experience producing cultural events and programming through the arts in the Western Addition.
- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.
- A clear strategic plan which indicates where funds are needed to stabilize and strengthen the organization.

3. **District 5 Buchanan Street Mall activation:** Support up to \$40,000 for an arts organization to use storytelling and film to activate the six-block landscaped greenway known as the Buchanan Street Mall in the Western Addition.

Applicants should address the following within their proposed project:

- The organization's history and experience collaborating with community to document culturally appropriate and authentic stories through film and media.
- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.

4. **District 8 Theatre Programming for Youth:** Support up to \$50,000 for a theater organization that provides free theater and arts education opportunities for K-12 youth within the SFUSD while addressing relevant social and health topics.

Applicants should address the following within their proposed project:

- A history of creating and/or performing youth specific theater that addresses relevant issues to student population such as HIV/AIDS, bullying, violence prevention, or issues facing LGBTQ youth.
- A demonstrated ability to provide performances and classes to the SFUSD at no cost.
- A demonstrated knowledge of promising practices for in-school arts education programs.

5. **District 10 Capital Improvements:** Support up to \$100,000 to a non-profit arts organization located in the Bayview. This organization should have a deep history of serving the African American community in the Bayview through arts and cultural programming. Funds are to support capital and infrastructure investments for the organization's building.

Applicants should address the following within their proposed project:

- The organization's history and experience producing community engagement opportunities through the arts in the Bayview.
- Demonstrate strong leadership and partnerships that conveys confidence that the proposed activities will be successful.

6. **District 10 Blanken Avenue Mural:** Support up to \$20,000 for an individual artist or organization to oversee the design, approval and installation of a mural in Little Hollywood in the Blanken Avenue tunnel between Gillette Ave and Executive Park Blvd. The mural design should reflect the interests of the Little Hollywood community; have approval of the property owner; and be of the highest standard. Applicants will be required to work with the Department of Public Works to obtain all permissions and permitting requirements.

Applicants should address the following within their proposed project:

- Experience successfully executing high quality murals of a similar scale.
- How the Little Hollywood neighborhood will be engaged in the project.
- How the proposed mural image demonstrates a strong understanding of the neighborhood.
- The support of the property owner for the proposed sight in the form of a support letter.

7. **Strategic Planning for GLBT Archival Institution:** Support up to \$200,000 to provide organizational support for the implementation of a strategic plan.

Applicant should address the following in their application:

- Demonstrate at least five years of history serving the GLBT community.
- Demonstrate a history of exhibitions and archival collection that addresses the history of the GLBT community.
- Clear alignment between the planning goals and budget.
- Proposed timeline with specific deliverables.

8. **Citywide Pilot to Support Arts Education:** Support up to \$20,000 to a non-profit arts organization to assist performing arts organizations in developing working relationships with SFUSD while expanding their programmatic opportunities to include either school based assemblies or field trips to performance venues. The grant window will be from January 1, 2019 through June 30, 2020

Applicants should address the following within their proposed project:

- Demonstrate a deep experience of supporting arts education.
- How they have identified underserved school communities, which have not had sufficient access to the arts.
- How they propose working with school districts and community arts organizations to develop partnerships that will expose students to the performing arts.

9. **Citywide Anti-Tagging Program for Youth:** Support up to \$56,000 to support an artist or organization that can demonstrate no less than a two-year history of providing an arts based curriculum for youth to address issues and outcomes of illegal tagging and unwarranted graffiti with youth. The grant window will be from January 1, 2019 through June 30, 2020.

Applicants should address the following within their proposed project:

- How applicant will provide a series of no less than four arts-based anti-graffiti classes at no cost to 10 or more participating school or afterschool program serving grades 5-12.
- How applicant is qualified to teach both in school and in afterschool settings and/or how applicant will select and train the independent contractor teaching artists for this purpose
- The provision of a letter of support from a teaching artist and a letter of support from a site.

10. **Citywide Support for Arts Education Providers:** Support up to \$30,000 for an organization to provide programs for arts providers, including: arts education, advocacy, professional development and networking events for San Francisco and Bay Area-based teaching artists and arts education organizations. The scope of work will include planning and implementing a free, half-day mini conference

on promising practices in arts-based afterschool programming for youth. The grant window will be from January 1, 2019 through June 30, 2020.

Applicants should address the following within their proposed project:

- Demonstrates a history of partnership and knowledge of promising practices with teaching artists and arts education organizations in the arts education field.
- Identify strategies to implement a conference format to inspire and build capacity of attendees regarding promising practices in arts focused youth programming in afterschool settings.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

11. Citywide Arts Service Organizations (I): Support up to \$40,000 to a non-profit service organization that support the broader arts community in San Francisco through capacity building, technical assistance and grant writing support.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully mentoring and supporting artists and organizations that represent historically underserved communities.
- Proposes a feasible timeline and demonstrates sound fiscal management.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

12. Citywide Arts Service Organizations (II): Support up to \$20,000 to non-profit service organizations that support the broader arts community in San Francisco. Funds are to provide services that may include the following: fiscal sponsorships; grant writing; legal assistance; capacity building; technical assistance; training and paid internships.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully mentoring and supporting artists and organizations.
- Proposes a feasible timeline and demonstrates sound fiscal management.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

Who Can Apply

Eligibility

- The applicant organization or fiscal sponsor must be tax-exempt under Internal Revenue Code Section 501(c) (3)
- The organization (and fiscal sponsors, if applicable) must be based in San Francisco, and must demonstrate two years of programmatic activity with at least four programmatic San Francisco-based activities.
- The organization's mission statement must be clearly focused on the development, production, and/or presentation of arts and/or cultural activities in San Francisco or clearly aligns with the intent and purpose of the applicable grant category.
- The applicant organization cannot be part of another City agency or department.
- Applicants must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, the 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.
- The proposed project must take place in San Francisco between January 1, 2019 and June 30, 2019, or as indicated in the grant category.
- The organization must be 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 vendor requirements, visit: <http://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.

Restrictions

- **A proposed project cannot receive simultaneous funds from multiple SFAC funding sources;** this includes collaborators applying to work on different components of the same project and applying separately.
- **Applicants cannot submit more than one application for each SPX category.**
- **The awarding of funds does not imply that the Arts Commission or any other City agency will produce, exhibit, or present the art created.** It is the responsibility of the applicant to secure a venue and any required permits for public presentations or workshops.
- **Grant funds may not pay for:**
 1. Activities outside of San Francisco;
 2. Deficit reduction;
 3. Start-up money for new organizations;
 4. Re-granting.

Grantee Requirements

- **City Permits and Permissions:** If the proposal includes components that require City permits or approval such as publicly installed art, street closures, sound amplification in public space, or murals, the artist will be solely responsible for securing the necessary permits, permissions, insurance, and approvals. This planning should be reflected in your project timeline.
- **Insurance Requirements:**

General Liability: Awarded grantees will need to submit a certificate of General Liability Insurance and an Endorsement Page with first invoice. General liability insurance **cannot** be waived. This requirement can be met by the following:

 - Purchasing **General Liability Insurance** as an individual artist or organization.
 - Purchasing **Special Event Insurance** for any public events associated with the grant project.
 - Obtaining a **General Liability Insurance certificate from their host venue**, which adds the grantee and event to their policy by endorsement and lists the San Francisco Arts Commission as additionally insured.

Workers Comp Insurance: Workers Comp insurance is required for an organization that has employees. If you do not have employees, the San Francisco Arts Commission will provide a waiver for this requirement.

NEW: Waiver of Subrogation addendum is required for organizations to do work on ANY City-owned property.

Auto Insurance: Auto Insurance is required if the awarded grantee will use a vehicle for the purposes of the grant. The San Francisco Arts Commission will provide a waiver for this requirement.

Abuse and Molestation Insurance: Proof of Abuse & Molestation coverage in addition to General Liability coverage is required for working with vulnerable populations (minors, disabled people, or elderly people).

- **Art Installation:** Please note that any art installed with these grant funds on property owned by the City and County of San Francisco or on private property, must be reviewed and approved by the San Francisco Arts Commission starting with the Visual Arts Committee of the Commission. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee to build this process into their grant plan and timeline. Please contact the following Public Art Program staff if you have questions: Alyssa Torres at alyssa.torres@sfgov.org for murals.

Panel Evaluation and Scoring Criteria

Grants Panelists

Special Project grant applications are evaluated in a closed panel review process by SFAC staff and partners. Grant review panelists will have experience that aligns with the purpose of the specific grant category.

Scoring Criteria

Panelists will be instructed to use “Fund” or “Not Fund” when reviewing applications. Please be aware each category will have distinct areas to address, which are listed in the Categories and Project Description section above.

The review panel will assess all applications and will recommend grants for applicants that strongly meet the review criteria below. The panel’s review of applications and required documents is a multi-step process and involves assigning applications as “Fund” or “Not Fund”. Applications must be assigned a “Fund” by the review panel to be considered for funding.

Quality of Proposed Project

- Project goals, vision and process are clearly defined; demonstrate clarity and depth of concepts; and are relevant to requirements of the specific grant category.

Impact

- Strength of the impact of the project on the organization and audience(S) and/or community.
- Ability to demonstrate the impact and benefits of the project, including qualitative and quantitative results.

Application Review

Grantees will be selected by a staff review process comprised of representatives from the San Francisco Arts Commission and other City department staff or funding partners. Panelists will review applications and make funding recommendations. Priority will be given to applicants who successfully meet the criteria within each funding category.

Panel Review Attendance

SPX panels are not open to the public. Please note an applicant that is found to have made attempts to influence a panelist in any way will be automatically disqualified.

Funding Recommendations

Based on an evaluation of the proposals, panelists assign applications as “Fund” or “Not Fund” for funding recommendations for each category. Applications that do not have “Fund” assigned will not be eligible for funding. Grant amounts are either the full amount of the grant sought or a substantial portion of the requested grant—and never less than 75 percent.

Panel Notes

Panelists may take notes during their review. You may contact sfac.grants@sfgov.org to obtain panel comments.

Funding Approval

Panel recommendations are subject to the approval of the Arts Commission. Typically, recommendations are first reviewed by the Community Arts, Education & Grants Committee, then by the full Commission. Meetings of the Commission are public. The agenda will be available on the Arts Commission website at sfartscommission.org 72 hours in advance of the meeting.

Grant Awards

Grant award notifications will be emailed following Commission approval and include instructions about contracting procedures.