Special Project Grants (SPX)

How to Submit Your Application

Application Instructions

Applications are available online at:

[**sf.culturegrants.org**](http://sf.culturegrants.org) (detailed log-in instructions on the page 21)

**Deadline to apply:** 12 p.m. noon PT on Thursday, November 1, 2018.

Applications must be received online via the link above. 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 individual does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.

Submission Guidelines

This document provides step by step instructions of how to fill the application. If you have any questions about the application, please contact Community Investments Director Barbara.Mumby@sfgov.org or 415-252-2215.

PLEASE NOTE: The online grant application form ([**sf.culturegrants.org**](http://sf.culturegrants.org)) limits entry based on the defined character count for each question. **We strongly advise you to prepare your narrative draft in a separate document and then paste the completed answers into the form when you are ready to submit the application.** If you draft your narrative directly online, it’s possible that you could lose some of your responses.

Grants Management System ("GMS") Instructions

**See pages 21-23 for information on how to create an account in the GMS**. New applicant organizations will need to **Sign-Up** and create an account in the GMS with appropriate username and password. Please create a generic username that represents your organization as the username CANNOT be changed.

You do not need to sign up again if your organization has created an account. Go to the **Log-In** page and enter your username and password. If you forget your password or unsure of your username or password, please use the **Forgot Your Password** option to reset your password.

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.

**IS YOUR ORGANIZATION’S MISSION STATEMENT CLEARLY FOCUSED ON THE DEVELOPMENT, PRODUCTION, AND/OR PRESENTATION OF ARTS AND/OR CULTURAL ACTIVITIES IN SAN FRANCISCO?**: 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.

**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 IN SAN FRANCISCO FOR TWO YEARS:** Please note, to be eligible for this grant, you must have held four publically accessible events that span from October 2016 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 TWO-YEAR AVERAGE ANNUAL OPERATING BUDGET LESS THAN $150,000 IN INCOME? (determined by the two-year average annual operating revenue detailed in your organization’s Profit and Loss Statement):** If your organization’s two-year average annual operating budget does not exceed $150,000 in income or expense, DataArts in not required at the time of application.

**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, 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.

**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 JANUARY 1, 2018-JUNE 30, 2019?**:The proposed initiative must take place in San Francisco between January 1, 2018 and June 30, 2019, **or as indicated in the grant category.**

**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](http://sfartscommission.org). 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.

Fiscal Sponsor (if applicable)

**IMPORTANT:** If your organization does not have its own 501(c)(3) determination, you should have clicked ‘NO’ in the previous eligibility section. This will prompt a fiscal sponsor form to appear.

**LEGAL NAME OF FISCAL SPONSOR:** If your organization is not a 501(c)(3), list the name of your San Francisco-based fiscal sponsor.

**FISCAL SPONSOR CONTACT PERSON:** Please identify a contact person from your fiscal sponsor.

**EMAIL:** Please provide your fiscal sponsor's email. Your fiscal sponsor will not be contacted until the contracting period.

**PHONE:** Please provide your fiscal sponsor's phone.

**FISCAL SPONSOR'S SAN FRANCISCO ADDRESS:** Fiscal sponsorsmust be located in San Francisco.

**Please note: The fiscal sponsor will be required, upon receipt of the grant, to submit a form verifying:**

* The sponsored organization's project is compatible or consistent with the fiscal sponsor’s mission or purpose.
* The fiscal sponsor approves of the above referenced project, and has:
	+ Reviewed the project.
	+ Will pass, upon awarding of funds, a board resolution for the adoption of the project.
	+ Accepted legal responsibility to document the status and progress of the project
* The fiscal sponsor is legally responsible for monitoring and controlling the expenditure of grant funds in keeping with the purpose of the grant.
* The fiscal sponsor is legally responsible for complying with the terms of the grant.

Upon awarding of funds, the fiscal sponsor will be asked to submit a copy of its IRS 501(c)(3) determination letter. The board of directors must formally approve a resolution agreeing to be “Fiscal Sponsor” for the “Grant Applicant,” and must authorize the execution of the grant agreement. A copy of that resolution, certified by the board secretary, must be provided upon awarding of funds, if not previously provided.

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.

**APPLICANT ORGANIZATION’S LEGAL NAME:** 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.

**APPICANT CONTACT’S FIRST NAME:** Enter the first name of the person responsible for executing the grant and communicating with SFAC.

**APPLICANT CONTACT’S LAST NAME:** Enter the last name of the person responsible for executing the grant and communicating with SFAC.

**TITLE:** Enter title of the person responsible for executing the grant and communicating with SFAC.

**EMAIL:** Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communications from SFAC are via email.

**PHONE:** Enter the contact number for the individual responsible for communicating with SFAC.

**WEBSITE:** Enter the organization’s website URL.

 **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:** Enter the physical corporate address of the organization applying for the grant.

**ADDRESS 2:** Only use this if you require a second line for your address.

**CITY:** Enter the city for the physical corporate address of the organization applying for the grant.

**STATE:** Enter the state for the physical corporate address of the organization applying for the grant.

**ZIP:** Enter the zip for the physical corporate address of the organization applying for the grant.

**NUMBER OF THE SUPERVISOR’S DISTRICT** in which your organization operates: District numbers can be found at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org).

**MAILING ADDRESS (IF DIFFERENT):** Enter the mailing address of the applicant if different from the physical address.

**ADDRESS 2:** Only use this if you require a second line for your mailing address

**CITY:** Enter the city for the mailing address of the organization applying for the grant

**STATE:** Enter the state for the mailing address of the organization applying for the grant.

**ZIP:** Enter the zip for the mailing address of the organization applying for the grant.

**BOARD PRESIDENT** **FIRST NAME:** Please include the first name of your organization’s Board President.

**BOARD PRESIDENT** **LAST NAME:** Please include the last name of your organization’s Board President.

**ADDRESS 1:** Enter the address of the board president of the organization applying for the grant.

**ADDRESS 2:** Only use this if you require a second line for your address.

**CITY:** Enter the city for the board president of the organization applying for the grant.

**STATE:** Enter the state for board president of the organization applying for the grant.

**ZIP:** Enter the zip for the physical corporate address of the organization applying for the grant.

Project Information

**APPLICANT ORGANIZATION’S LEGAL NAME:** The legal name of the organization entered in the Organizational Information auto populates.

**MISSION STATEMENT (500 CHARACTERS MAX):** 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.

**PLEASE SELECT THE GRANT YOU ARE APPLYING FOR:** Applicants cannot submit more than one application for each SPX category. Refer to the categories and project descriptions for details.

**GRANT REQUEST AMOUNT:** Please refer to the categories and project descriptions listed in the [SPX Guidelines](https://www.sfartscommission.org/content/special-project-grants) above for the maximum 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 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 DISTRICT:** Indicate the district number where the project will take place. This may be a different district than where the organization is located. It should also correspond to the requirements of the specific category applying to, if applicable. District numbers can be found at: <http://propertymap.sfplanning.org/>

 **NUMBER OF PAID ARTISTS INVOLVED IN THE PROPOSED PROJECT:** Provide the total number of artists that will be paid for their direct involvement with the proposed project, regardless of whether the requested funding will go directly to artist fees.

**PROJECTED AUDIENCE NUMBER TO BE REACHED BY THE PROPOSED PUBLIC ACTIVITY(IES):** Tell us how many people, paid and free, do you hope to attend the public activity, if applicable.

Alignment with SFAC Cultural Equity Goals
The San Francisco Arts Commission is committed to creating a city where all artists and cultural workers have the freedom, agency and platform to share their stories, art and culture.

**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.

**SFAC’S CULTURAL EQUITY GOALS:** Select **one** of SFAC’s Cultural Equity goals that best align with your organization. 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.

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).

**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. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

**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

**Describe your organization’s history and highlight major accomplishments that are relevant to the proposed project (3500 CHARACTERS MAX):** Outline moments in the organization’s history that exemplify the implementation of its mission, values and vision. Additionally, highlight a few pivotal organizational accomplishments which have some relevance to the project being proposed. A well-articulated answer to this question helps to provide context while conveying confidence in the organization’s ability to successfully carry out the proposed project.

**List of San Francisco-based Activities:**

Enter activities that highlight four major programmatic activities and emphasize your organization's presence in San Francisco in the last two years, as well as three projected activities through the end of June 30, 2019.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Public Event | Date(s) | Facility | Brief Description | Estimated Attendance |
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Quality of Proposed Project

**DESCRIBE YOUR PROPOSED PROJECT AND PROJECT GOALS IN DETAIL, REFERRING TO THE SPX GUIDELINES FOR SPECIFIC ELEMENTS TO ADDRESS (3500 CHARACTERS MAX):** Describe your proposed project in detail ensuring that project goals, vision, and process are clearly defined. Refer to the categories and project descriptions listed in the [SPX Guidelines](https://www.sfartscommission.org/content/special-project-grants) for points that should be addressed within the narrative.

**DESCRIBE THE TARGET AUDIENCE(S) AND/OR COMMUNITIES IN YOUR PUBLIC PRESENTATION PLAN AND YOUR RELATIONSHIP TO THEM. (500 CHARACTERS MAX):** The more specific you can be about your intended audience, the better.

**DESCRIBE YOUR IN-DEPTH OUTREACH PLAN TO THE IDENTIFIED TARGET AUDIENCE(S) AND/OR COMMUNITIES. (1300 CHARACTERS MAX.):** Be specific and name organizations you plan to work with. If you hope to cultivate to a new audience, instill confidence in the panel with a strategy to reach this community. If you mention using your email list or social media platforms, be sure to include the size of your list and the number of followers.

**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.):** Describe your desired outcomes and how you will measure the impact of the project on the organization and target audience and/or community. Clearly articulated outcomes will help panelists understand the impact of the proposed project and how you will measure success. Make sure that the evaluation includes measurements of the goals you expressed in your narrative and include consideration of how this project will impact your organization.

**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.

EXAMPLE:

|  |  |  |
| --- | --- | --- |
|  **Activity** | **Outputs** | **Completed by:** |
| Hire part time Administrative Coordinator to work 50 hours per month and provide bookkeeping, communications, marketing, production coordination, grant writing, board development and contractor management. | 1 (.31 FTE) Administrative Coordinator hired | 12/31/16 |
| Contract a part-time Web Designer/Video Editor to launch a professionalized website that can accommodate an expanded archive (approximately 50 hrs x $50/hr=$2,500). | 1 web designer contractor hired | 12/31/16 |
| Web designer/Video Editor professionalizes website, completes and uploads 20 video works from the organizations digital archive. | 1 updated web site 20 videos uploaded | 12/31/17 |
| Administrative Coordinator works with Artistic Director to increase the organization’s annual grant proposal submissions to private, community and government funders. | 10 grants submitted  | 12/31/17 |
| Administrative Coordinator works with Board Of Directors to implement the organization’s first fundraising event. | 1 fund-raising event | 12/31/17 |
| Artistic Director, Board of Directors and Administrative Coordinator create a plan to fund the Administrative Coordinator position through FY 19/20. | 1 funding plan | 6/30/18 |

Ability to Complete the Project

**TOTAL PROJECT and SFAC Grant Request Budget:**
The applicant is required to fill out the budget template. If you would like to download the budget template as an Excel spreadsheet, [follow this link](https://www.sfartscommission.org/sites/default/files/FY19%20Budget%20Template%20FINAL.xlsx), however you still must complete the budget in the GMS.

[Click here for instructions](https://www.sfartscommission.org/sites/default/files/FY19%20Budget%20Instructions%20FINAL.pdf) on how to complete the budget template.

**KEY PERSONNEL:** List the primary individuals that will be involved in the proposed project, a brief bio, including gender pronoun, as well as a description describing their role and contribution to the successful implementation of the project. Please indicate if artists listed are confirmed or invited.

Supporting Material

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 PROFIT AND LOSS STATEMENT:** For organizations that operate with an annual operating budget less than $150,000, panelists will be gauging the organization’s financial health by looking at the organization’s Profit and Loss Statement (which reflects the last two years). 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 BALANCE SHEET:** Panelists will be gauging the organization’s financial health by looking at the DataArts Report or Profit and Loss Statement (which reflects the last two years) and the current balance sheet, which should reflect the organization’s standing as of June 30, 2018. 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 DATAARTS SFAC FUNDERS REPORT AND BUDGET NOTES (NOT REQUIRED IF THE ORGANIZATION’S BUDGET IS BELOW $150,000):** Applicants are required to submit an SFAC Funder Report from the DataArts website [culturaldata.org/](http://culturaldata.org/) that includes the two 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 CY16 and CY17. If you operate on a July to June year, the report must include FY15-16 and FY16-17.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 will include 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.

**Fiscal Sponsor Form:**

If using a fiscal sponsor, attach the Fiscal Sponsorship Form: The Fiscal Sponsorship Form can be downloaded from the SFAC website [at this link](https://www.sfartscommission.org/sites/default/files/Fiscal%20Sponsorship%20Form%20FINAL.pdf).

You are required to attach a Fiscal Sponsorship Confirmation Form if you are using a fiscal sponsor. The fiscal sponsor should fill in the required information. The form must include a signature by the main contact of the organization. A typed name is not a signature.

**ATTACH WORK SAMPLES**

Read this entire section, including all recommendations, requirements and instructions before filling out the Work Sample Template and submitting your work samples online.

**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.

**RECOMMENDATIONS**

Panelists review your work samples to learn about your artistic history, aesthetics, audience and capacity. They also evaluate your work samples for conformity to the following recommendations.

**Please submit samples that:**

* Demonstrate the artist or arts organization in a setting relevant to the proposed project.
* Demonstrate high production quality with clarity of sound and image. A good quality audio file of a performer is better than a video of a performer with poor sound quality.
* Have minimal edits/cuts.
* Provide a glimpse of your audience.

**Please do not submit samples that:**

* Are promotional pieces or collages of performances that reflect more on the skill of your documenter than your own work. No “sizzle reels,” please!

**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.*** ***If you submit more than the limit, your excess work samples will be deleted.***

**Work sample descriptions must include:**

* Title, date, venue, length of work, dimensions, genre, and medium.
* Your role in the production, if the work was done in collaboration with other organizations, presenters, or artists
* An explanation of 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.

**LENGTH/SIZE REQUIREMENTS**

You may submit a combination of media formats, but are **limited** to *two* media types. If you decide to submit two media types, you may submit up to half of the time/size limit for each.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Video** | **Audio** | **Images** | **Documents** | **Interactive Media** |
| **Max #** | 4 minutes  | 4 minutes | 6 images | 20 pages of a script or  10 pages of a film treatment, literary manuscript, or publication | Panelists will spend no more than 4 minutes reviewing. Provide suggested navigation.  |
| **Max. Size Each Sample 250 MB for all work samples combined**  | 250 MB | 5MB | 5MB | 5MB |   |
| **File Types**  |  Link |  Link | PDF, JPG | PDF, Word |  Link |
| **Resolution/ Quality**  | 480 x 360  |   | 300 dpi, 800 x 600 pixels  |   |   |

|  |
| --- |
| **You may submit one of the following:** |
| Twenty (20) pages of a script |
| Ten (10) pages of film treatment, literary manuscript, or publication |
| Four (4) minutes of audio or video  |
| Six (6) images |
| Four (4) minutes of interactive media. |
| **OR any *two* of the following:** |
| Ten (10) pages of a script |
| Five (5) pages of film treatment, literary manuscript, or publications |
| Two (2) minutes of audio or video |
| Three (3) images |
| Two (2) minutes of interactive media.  |

Examples of what is permitted with two media formats:

* up to two (2) minutes of video and up to three (3) images
* up to two (2) minutes of audio and up to five (5) pages of a publication
* up to ten (10) pages of a script and up to two (2) minutes of video
* up to two (2) minutes each for two (2) videos
* up to two (2) minutes of interactive media and up to five (5) pages of a publication.
* up to two (2) minutes of interactive media and up to three (3) images.

**FORMAT REQUIREMENTS**

Work samples that cannot be uploaded to the grant management system (if the file size is too large or not supported) must be hosted online through your website or a third party platform. Please be sure to include working links and include log in instructions and passwords if your content is restricted. If panelists cannot access your work samples, they will not be reviewed.

**AUDIO/VIDEO**

* The audio and video samples should have clarity of sound and/or image.
* 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 640 x 480 video resolution is suggested.
* A video or audio work sample can be four minutes maximum; two minutes combining with other medium.

**IMAGES**

* Must be PDF or JPEG.
* May combine all of your images into one single PDF file or upload each image in a separate file.
* Image size should be consistent; 800 x 600 pixels is suggested.
* Maximum size for each image is 5MB.
* Six images maximum; four if combining with other medium.

**FILM TREATMENTS, LITERARY MANUSCRIPTS, AND PUBLICATIONS**

* Must be PDF or Word. If formatting needs to be preserved, please submit a PDF.
* Include your name and the genre of your sample. Note if this is an excerpt.
* Maximum size for each document is 5MB.
* 10 page maximum; five pages if combining with other medium.

**SCRIPTS**

* Must be PDF or Word.
* Maximum size for each document is 5MB.
* 20 page maximum; 10 page maximum if combining with other medium.

**INTERACTIVE MEDIA**

* May be web-based online games, digital applications or digital art. (This is distinct from a traditional website, which will not be reviewed).
* Samples may include a PDF or link to documentation, mock-ups or demonstrations, previously completed works, works in progress by the key artists or individuals involved, or any other type of sample that best represents the artistic excellence and merit of the project.
* Please provide navigation instructions if applicable.
* Panelists will review no more than 4 minutes.

**Remember: Always test your work samples before submitting!**

### 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. We ask demographics for the following:

**RACE/ETHNICITY:**

* **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?** Answer “yes” if more than 50 percent of your artists and/or audience are people of color. And/or your mission statement explicitly mentions communities of color.

Communities of color include African American/Black, Latino, Arab/Middle Eastern, Asian American, Pacific Islander, Native American, and others.
* **If you answered "yes" above, please select which communities of color make up 25 percent or more of your artists/audience served.** If you selected “no”/”decline to state,” you can leave this section blank.
* Please note: We selected these categories based on the largest populations in San Francisco (according to citywide demographic data).

**Write In**: Enter in a category not listed

**GENDER:**

* **Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention women?** Answer “yes” if more than 50 percent of your artists and/or audience are women. And/or if your mission statement explicitly mentions women.
* **Is more than 50 percent of your artists and/or audience trans and/or gender non-binary? And/or does your mission statement explicitly mention trans and/or non-binary gender communities?** Answer “yes” if more than 50 percent of your artists and/or audience are trans or gender non-binary. And/or if your mission statement explicitly mentions trans or gender non-binary communities.

**SEXUALITY:**

* **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?** Answer “yes” if more than 50 percent of your artists and/or audience are LGBQ or two-spirit. And/or if your mission statement explicitly mention LGBQ or two-spirit communities.

**IMMIGRANT COMMUNITIES:**

* **Does your organization primarily serve immigrant communities?** Answer “yes” if more than 50 percent of your artists and/or audience are immigrants. And/or if your mission statement explicitly mention immigrant communities.

**DISABILITY:**

* **Is more than 50 percent of your artists and/or audience disabled? And/or does your mission statement explicitly mention the disabled community?** Answer “yes” if more than 50 percent of your artists and/or audience are disabled. And/or if your mission statement explicitly mention the disabled community.

**YOUTH:**

* **Is more than 50 percent of your artists and/or audience children and youth and/or family with children and youth? And/or does your mission statement explicitly mention families and/or children and/or youth? Children and youth are defined as ages 0-24.** Answer “yes” if more than 50 percent of your artists and/or audience are 0-24 years old. And/or if your mission statement explicitly mention serving 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?** SelectYes, No, I’m not sure

**If no, has your organization been awarded an SFAC grant in the past?** SelectYes, No, I’m not sure

**DID REPRESENTATIVES OF YOUR ORGANIZATION ATTEND ANY OF SFAC’S TECHNICAL ASSISTANCE WORKSHOPS?**

* Grants Programs Informational Workshops: Sessions that went more in depth into the content of the applications and grant categories for SFAC.
* One-on-One Sessions with SFAC staff (scheduled in 15 minute intervals).

**Do you have any suggestions for SFAC to improve this survey?** Feedback may be used to improve this survey for the future.

Certification

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.

Click Save and Validate.

**Validate and Submit**

1. When you land on the Validate and Submit page, the system will automatically begin validating all of your data and check if any required fields are missing data.
2. If any required information has not been completed it will show up as an error. Click on the generated hyperlink to be taken back to the page with the error and fix the error. You can add the missing data, fill out the field, or delete text. Save the form again and jump directly back to the “Validate and Submit” form by going to the navigation bar on the left of the screen.
3. Lastly, if your application validates successfully, you are satisfied with your application, and all the uploaded materials are present, click the green **“Submit”** button at the end of the application.
4. The system will pop up a notice and let you know that your application was successfully submitted. Click “Okay”.
5. Your information will be sent directly to SFAC and you will immediately receive an email confirming that the application has been successfully received.

**After You Submit the Application**

1. You will be directed to the “My Data” tab on the Dashboard.
2. If you want to view specific forms in the application, or change the information on the application (address, phone, website) click on the first icon (stack of papers) and jump to the form within the application.
3. If you want to view your support materials, you can click on the second icon (landscape image) and a slide show will appear.
4. If you want to download your support materials, you can click on the third icon (arrow down).
5. If you want a hard copy of the application, you can click on the fourth icon (printer).
6. You will receive an email from SFAC confirming that the application has been received.
7. At this point, you will no longer be able to change your application; the application status will appear as “Received (Eligibility Pending)” you may not edit your application in any way.
8. If you would like to make any changes to the application before the deadline, please contact the program officer.
9. Sometime after the deadline, you will receive another email confirming whether your grant eligibility has been approved or not. The application status will appear as either “Received” or “Ineligible/Incomplete”

**Read Only Status**

1. If you have not submitted your application, or if a deadline has passed, your application will become read-only.

Grants Management System ("GMS") Instructions

New applicant organizations will need to **Sign-Up** and create an account in the GMS with appropriate username and password. This account should be created by an authorized representative of the applicant organization. Please create a generic username that represents your organization as the username CANNOT be changed. Account information should be reflective of the applicant organization and not external parties such as a fiscal sponsor or contracted grants writer.

You do not need to sign up again if your organization has created an account. Go to the **Log-In** page and enter your username and password. If you forget your password or unsure of your username or password, please use the **Forgot Your Password** option to reset your password.

Create An Account in the GMS

User Information (1/3)

**CONTACT PERSON:** Enter the name of the person responsible for executing the grant and communicating with SFAC.

**CORPORATE ADDRESS IN SAN FRANCISCO:** 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. Post Office Box addresses will not be accepted. You will be required to attach proof of corporate address in the form of a recent (no more than three months old) bill or statement, such as: telephone bill; electrical bill; bank statement. The proof of address **must** include the name of the applicant.

**DAY PHONE:** Enter the contact number(s) for the individual responsible for communicating with SFAC.

**EMAIL:** Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communications from SFAC is via email.

**USERNAME:** Create a generic username that represents your organization as the username CANNOT be changed. PLEASE NOTE: If you have created a username for another Go Grants system like the National Endowment for the Arts or the California Arts Council, you must create a different username when starting with SFAC.

**PASSWORD:** You must follow these four rules:

* Minimum 8 characters (case sensitive)
* Minimum 1 numeric character
* Must have 1 uppercase letter
* Must have 1 special character (e.g. @, !, or \*)

**ASSOCIATE ACCOUNT WITH AN ORGANIZATION:** When asked at the bottom of the page “would you like to associate this user account with an organization” select YES. This will allow the system to associate your Username as an organization, and give you access to SFAC’s grants applications for organizations.

**SLIDER:** Drag the slider to prove that you're a human.

**SUBMIT:** This will bring you to the organization's information page.

Organization Information (2/3)

**ORGANIZATION ROLE:** All applicants must select **DISTRIBUTOR/DIRECT RECEIVER**

All organizations are required to have a 501(C)(3) or have fiscal sponsorship through a San Francisco-based 501(C)(3) organization. If you are using a Fiscal Sponsor, you will be prompted to supply their information within the eligibility section of the application.

**FEIN NUMBER:** Do not fill in your FEIN number. Please leave this field blank.

**ORGANIZATION NAME:** Enter the Applicant Organization’s legal name as registered with the IRS or name the organization uses for business purposes. If the organization is a project, department, or line item in the budget of a larger organization, give the larger organization’s name, followed by “dba” (doing business as) and the organization’s project or department name, for example, The City of Buena Vista dba The Buena Vista Arts Council. Do not enter the Fiscal Sponsor name here.

**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. Post Office Box addresses will not be accepted. You will be required to attach proof of San Francisco corporate address showing the applying organization's name on an official document. (Reenter CORPORATE ADDRESS IN SAN FRANCISCO)

**PHONE:** Enter the contact number for the individual responsible for communicating with SFAC.

**FAX PHONE NUMBER:** If applicable.

**WEBSITE:** Enter organization’s website.

**NUMBER OF THE SUPERVISOR'S DISTRICT IN WHICH YOUR ORGANIZATION OPERATES:** District numbers can be found at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org).

**SUPPLIER NUMBER:** (Formerly known as a ‘Vendor’ number). If known.

**VALIDATE AND SUBMIT:** This will bring you to the terms and conditions page.

Terms and Conditions (3/3)

**DO YOU AGREE WITH ALL THE TERMS AND CONDITIONS ABOVE:** You must agree with the terms and conditions before creating an account.