Organization Project Grant (OPG) Application Instructions



How to Prepare and Submit your Application

**Deadline to apply: Wednesday, November 20, 2019 at 12 p.m. NOON PST**Applications are available online at: <https://sfac.tfaforms.net/36>

Please visit the **Organization Project Grant Guidelines** to review eligibility, project requirements and scoring criteria: [http://tiny.cc/OPGInstructions](http://tiny.cc/OPG_Guidelines)

For questions about this grant, please contact Program Officer Debbie Ng at [debbie.h.ng@sfgov.org](mailto:debbie.h.ng@sfgov.org) or 415-252-2216.

Application Submission ***We strongly advise applicants to use the information in this document to prepare their application responses in a separate document. Applicants should paste their completed answers into the online application when they are ready to submit.***

Applicants are able to save their progress and return to the online application, as needed. To do so, complete the following steps:

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 may be in the form of an electric or telephone bill or bank statement. This document should be no more than three (3) months old and must include the 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.

**Financials:** IRS 990, 990-EZ or 990-PF from the last completed fiscal year OR for fiscally sponsored applicants: Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years; and budget notes.  
  
**Required Information for Fiscally Sponsored Applicants:**

* Legal name of Fiscal Sponsor Organization
* Fiscal Sponsor Organization executive leader’s name, phone number, and email address
* Fiscal Sponsor’s mailing address
* Signed Fiscal Sponsor Form between the Applicant Organization and the Fiscal Sponsor Organization. Fiscal Sponsor form downloadable here: <https://tinyurl.com/SFAC-FiscalSponsorForm>

Application Questions and Project Requirements

**Organization Information:**

* Legal Name of Applicant Organization
* Mission Statement (500 characters)
* Core Programs and Services (1,000 characters)
* Intended Communities/Audience (1,000 characters)
* Contact name, title, email address, phone number
* Number of the Supervisor's District in which your organization operates
* Supplier ID Number: If you are unsure of your Supplier ID Number, please create a new ticket at <https://sfcitypartner.sfgov.org/pages/contact.aspx>. If you do not have a Supplier ID Number, please enter 0.

**Project Information:**

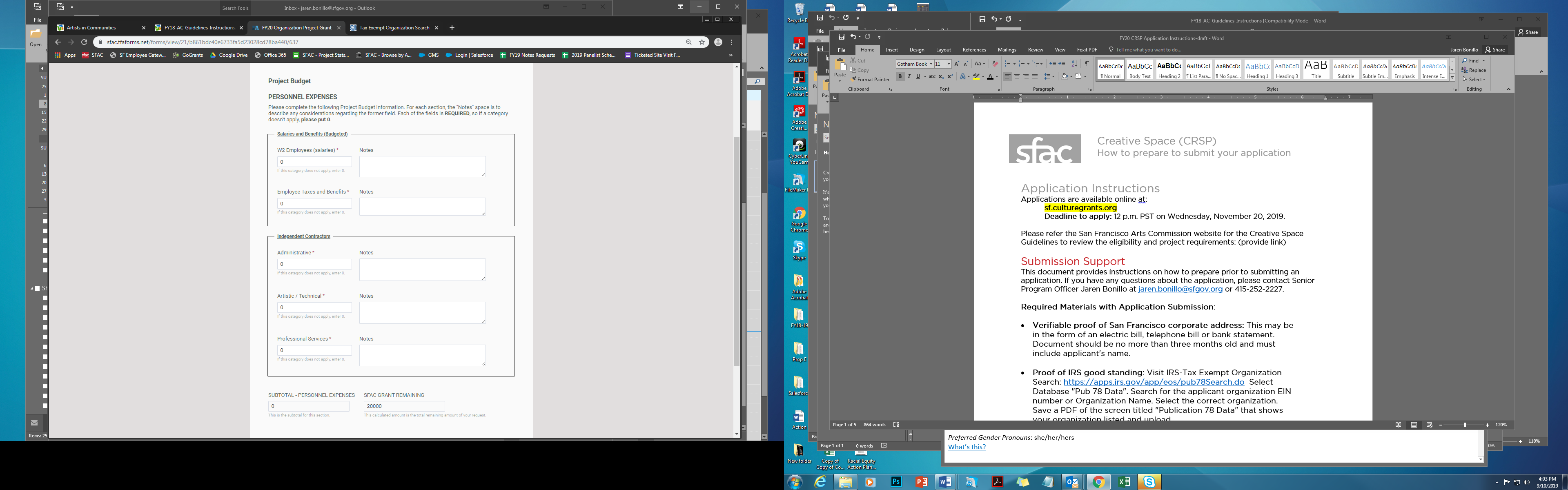
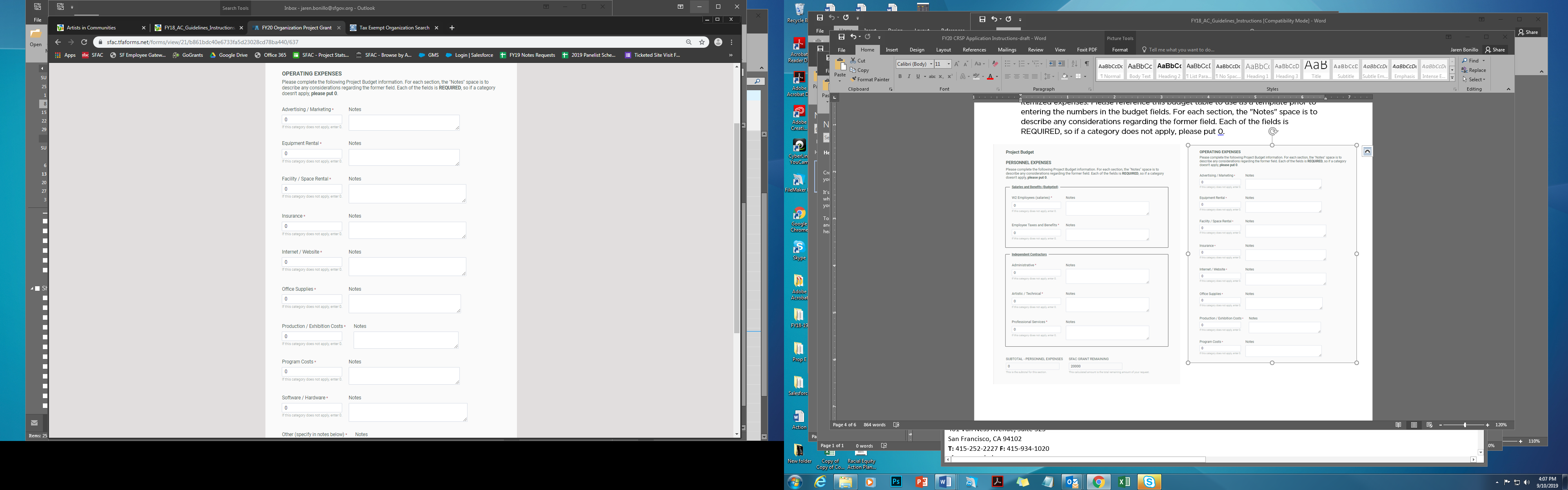
* Grant request amount (up to $20,000)
* Annual Operating Revenue
* Provide a brief Project Summary that starts with "San Francisco Arts Commission funds will be used to support" (600 characters)
* Project Discipline: (dropdown menu Dance, Literary, Media, Music, Theater, Visual Art)
* Native American Arts and Cultural Traditions Review? (yes/no)

**Application Questions:**

* Highlight the organization’s activities over the last two (2) years engaging with historically marginalized communities. (1,000 characters)
* Describe the intended audience for the project and how you will engage them. (2,000 characters)
* Describe the proposed project in detail. (3,000 characters)
* Provide brief bios of key project staff (up to five) and include relevant experience and qualifications. (1,000 characters)
* Describe how you will evaluate the success of the project. (2,000 characters)

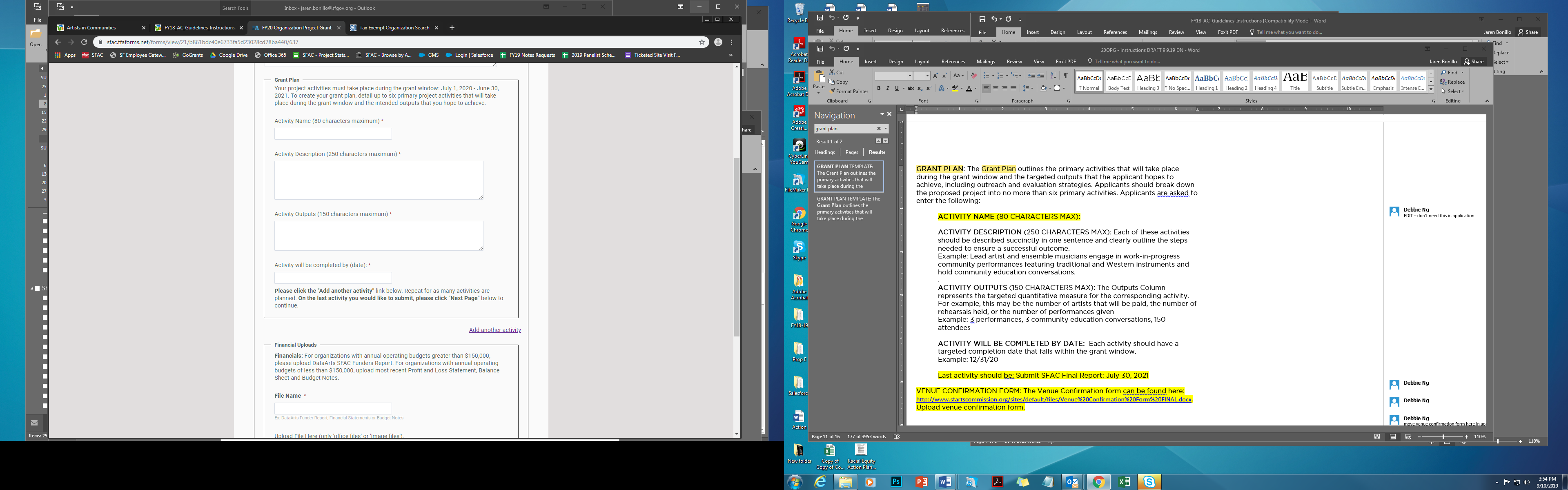
**Project Budget\***The online application requires a project budget detailing itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the "Notes" field. Each field is REQUIRED. Enter “0” if the expense is not applicable.

Download the budget template for a complete list of expenses here (Excel required): [**http://tiny.cc/SFAC\_BudgetTemplate**](http://tiny.cc/SFAC_BudgetTemplate)



**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).

**Grant Plan**The Grant Plan outlines up to six (6) primary activities that will take place during the grant period (July 1, 2020 – June 30, 2021) and the intended outputs the applicant hopes to achieve.



**Activity Description** (250 characters): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example*: Lead artist and ensemble musicians engage in work-in-progress community performances featuring traditional and Western instruments and hold community conversations.

A**ctivity Outputs** (150 characters): The Outputs field represents the anticipated quantitative measure for the corresponding activity. For example, this may be the number of artists compensated or the number of rehearsals or performances held. *Example*: 3 performances, 3 community education conversations, 150 attendees.

**Date activity will be completed:** Each activity should have a targeted completion date that falls within the grant period. *Example*:12/31/20.

**Project Requirements:**

**Artistic Work Samples**: Upload up to five (5) samples of artistic work providing evidence of the ability to complete the proposed project. Images, audio, and video (links) should be from the last two (2) years.

**Venue Confirmation Form**: Attach a signed Venue Confirmation Form for the proposed public presentation site. Venue Confirmation form downloadable here: <http://tiny.cc/SFACVenueConfirmation>.

Scoring Criteria  
Panelists are instructed to use the scoring criteria published on page 9 of the Organization Project Grant Guidelines when reviewing each application. To view the Organization Project Grant Guidelines, visit: <http://tiny.cc/OPG_Guidelines>