



# Cultural Equity Initiatives

## How to Prepare and Submit your Application

**Deadline to apply: Wednesday, December 9, 2020 at 12 p.m. PST**

Applications are available online at: <https://sfac.tfaforms.net/88>

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, December 9, 2020 and you must notify Program Officer Debbie Ng at (415) 252-2216. 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 **Cultural Equity Initiatives Guidelines** to review eligibility, project requirements and scoring criteria:

<https://www.sfartscommission.org/content/cultural-equity-initiatives-cei>

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

### Online 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. 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,** 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.
- 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.

## Project Requirements

- Artistic Work Samples:** Include up to five (5) samples of artistic work that demonstrates the organization's artistic history. Images, audio, and video (links) should be from the last two (2) years.
- San Francisco Activities:** List of San Francisco-based activities over the last two years from the time of application.
- Board of Directors:** List of Advisory Board or Board of Directors and their areas of expertise.
- Staff Bios:** Biographies of core staff and relevant experience and qualifications.

## Application Questions and Project Requirements

### Organization Information:

- Legal Name of Applicant Organization
- Mission Statement (100 words)
- Contact name, title, email address, phone number
- 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.

### 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  
**Applicants may request up to \$100,000 for a period of two years.** The applicant organization's average **annual operating revenue** from the two most recently completed fiscal years determines the eligible request amount. Please review the funding chart below to determine the eligible request amount.

Operating Revenue (two-year average)	Eligible Request Amount	Grant Period
Under \$25,000	\$25,000	July 2021-June 2023
More than \$25,000 but less than \$50,000	\$50,000	July 2021-June 2023
More than \$50,000 but less than \$75,000	\$75,000	July 2021-June 2023
More than \$75,000 but less than \$1,500,000	\$100,000	July 2021-June 2023

- Enter the applicant organization's average annual operating revenue from the two most recently completed fiscal years.
- Provide a brief summary of the proposed project that starts with "San Francisco Arts Commission funds will be used to support" (*150 word limit*)

## Narrative Questions and Review Criteria

### Cultural Significance (30 points)

1. Describe the ways in which the organization's mission centers the experience of historically marginalized communities. *(300 word limit)*
2. Describe how core support will enhance the organization's ability to engage historically marginalized communities. *(300 word limit)*

### San Francisco Arts Community Impact (40 points)

3. This is a three-part question for this section.

#### Program Overview

Describe the organization's programs, the number of people each program served in the last fiscal year and the number it projects to serve in the current year. Distinguish between main (core) and ancillary programs, such as outreach. *(500 word limit)*

#### Program Planning and Evaluation

How is arts programming planned, developed and evaluated? Who is involved? How are artistic goals defined and evaluated? What other issues are considered? What were the major challenges and successes in the last year? How have they changed this year? *(500 word limit)*

#### COVID-19

How has the organization and community(ies) been affected by COVID-19? In what ways have you responded artistically OR to the community's needs? *(500 word limit)*

#### Grant Plan

The Grant Plan outlines six (6) primary activities that will take place during the grant period July 1, 2021 – June 30, 2023 and the intended outputs the applicant hopes to achieve.

**Grant Plan Activity Example**

Activity Description *(150 word limit)\**

Identify a consultant to work with the Board of Directors with developing Executive Director job description, recruitment plan and onboarding process. (approximately 10hrs/month for 4 months = 80hrs x \$90/hr. = \$7,200)

Activity Outputs *(75 word limit)\**

1 consultant hired; 1 onboarding manual.

Activity will be completed by (date): \*

12/31/21

**Activity Description (150 word limit):** Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example:* Identify a consultant to work with the Board of Directors with developing Executive Director job description, recruitment plan and onboarding process. (approximately 10hrs/month for 4 months = 80hrs x \$90/hr. = \$7,200)

**Activity Outputs (75 word limit):** 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:* 1 consultant hired; 1 onboarding manual.

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

San Francisco Activities

Artistic Work Samples

### Operational Effectiveness (30 points)

4. Describe the role of the advisory board or board of directors and their level of engagement as it pertains to artistic programming, decision-making, fundraising and governance. (300 word limit)

List of Advisory Board or Board Members - (uploads)

5. Provide brief bios of core staff (up to five) and include relevant experience and qualifications. (500 word limit)

6. Describe how the organization has been financially impacted by COVID-19 and the steps that the organization has taken to address these impacts. (300 word limit)

Financials (uploads)

### Grant Budget

The online application requires a grant 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**

**PERSONNEL EXPENSES**

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, please put 0.

**Salaries and Benefits (Budgeted)**

W2 Employees (salaries) \*      Notes  
     

If this category does not apply, enter 0.

Employee Taxes and Benefits \*      Notes  
     

If this category does not apply, enter 0.

**Independent Contractors**

Administrative \*      Notes  
     

If this category does not apply, enter 0.

Artistic / Technical \*      Notes  
     

If this category does not apply, enter 0.

Professional Services \*      Notes  
     

If this category does not apply, enter 0.

**SUBTOTAL - PERSONNEL EXPENSES**      **SFAC GRANT REMAINING**  
     

This is the subtotal for this section.      This calculated amount is the total remaining amount of your request.

**OPERATING EXPENSES**

Please complete the following Project Budget information. For each section, the "Notes" space is to describe any considerations regarding the former field. Each of the fields is **REQUIRED**, so if a category doesn't apply, please put 0.

Advertising / Marketing \*      Notes  
     

If this category does not apply, enter 0.

Equipment Rental \*      Notes  
     

If this category does not apply, enter 0.

Facility / Space Rental \*      Notes  
     

If this category does not apply, enter 0.

Insurance \*      Notes  
     

If this category does not apply, enter 0.

Internet / Website \*      Notes  
     

If this category does not apply, enter 0.

Office Supplies \*      Notes  
     

If this category does not apply, enter 0.

Production / Exhibition Costs \*      Notes  
     

If this category does not apply, enter 0.

Program Costs \*      Notes  
     

If this category does not apply, enter 0.

Software / Hardware \*      Notes  
     

If this category does not apply, enter 0.

**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)

## 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](mailto:sfac.grants@sfgov.org).

## Scoring Criteria

Panelists are instructed to use the scoring criteria published on pages 10-11. Please visit **Cultural Equity Initiatives guidelines** to review eligibility, project requirements and scoring criteria: <https://www.sfartscommission.org/content/cultural-equity-initiatives-cei>