



Creative Space

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/82>

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 Senior Program Officer Jaren Bonillo at (415) 252-2227. 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 the **Creative Space Guidelines** to review eligibility, project requirements and scoring criteria: <https://www.sfartscommission.org/content/creative-space-grant-planning-facilities>

For questions about this grant, please contact Senior Program Officer Jaren Bonillo at jaren.bonillo@sfgov.org or 415-252-2227.

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 must be in the form of an electric or telephone bill or bank statement. This document

should be no more than three 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 and upload to the application form.
- Property Title, Current Lease Agreement or Letter of Intent from property owner of a new lease or purchase (Facilities only):**
 - **Level 1:** Applicants must have at least three (3) years remaining on their lease at the start of the grant term OR have a year-to-year lease AND have leased the space for a minimum of ten (10) years prior to the start of the grant term.
 - **Level 2:** Applicants must hold title to their space OR have a lease with at least five (5) years remaining on their lease at the start of the grant term.
- Financials:** 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 completed fiscal years; and budget notes.

Project Requirements

- Letter(s) of Support:** Provide up to three (3) signed statement(s) from a key stakeholder, partner, or community member. The letter(s) should be on official letterhead and affirm the organization's impact on the intended audience/communities.
For Planning Proposals: If applicable, provide signed letters from confirmed partners for new developments aimed at providing shared arts programming space for multiple arts organizations.
- List of Board Members:** List of Advisory Board members or Board of Directors and their areas of expertise.
- Images and Design Drawings (Level 1 and Level 2 only):** Provide up to five (5) total images of the space that will be modified AND design drawings of the intended outcome of the project.
- Three (3) Estimates (Level 2 only):** Provide the names and registration numbers for three (3) contractor estimates for the proposed project. For a current search of registered public works contractors, visit: <https://cadir.secure.force.com/ContractorSearch>

- Board List and Gift Amounts (Level 2 only):** One hundred percent board participation in the fundraising campaign for this project is required for Level 2 applicants. A dollar amount must be listed next to each board member name noting if the financial contribution is in hand or a pledge. If your board members request confidentiality, you may list them as “board member 1”, “board member 2”, etc.

Application Questions

Organization Information:

- Legal Name of Applicant Organization
- Mission Statement (*100 word limit*)
- Core Programs and Services (*500 word limit*)
- Intended Communities/Audience (*500 word limit*)
- Contact name, title, email address and 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
 - (up to \$50,000 for Planning and Level 1)
 - OR**
 - (up to \$100,000 for Level 2)
- Annual operating revenue
- Provide a brief summary of the proposed project that starts with “San Francisco Arts Commission funds will be used to support” (*150 word limit*)
- Project category (dropdown menu Planning, Level 1 or Level 2)
 - **Facility Information (Level 1 or Level 2 only):** square footage, number of years in facility, total audience capacity, occupancy status, number of years remaining on the lease, landlord contact information.
 - Property Title, Current Lease Agreement or Letter of Intent from property owner of a new lease or purchase.

Narrative Questions and Review Criteria

Cultural Significance (30 points)

Organization's mission and activities center and express the experiences of historically marginalized communities. (15 points)

1. Describe the ways in which the organization's mission centers the experience of historically marginalized communities. (300 word limit)

Organization demonstrates a thorough understanding of historically marginalized audiences/communities and has a sound strategy for reaching them. (15 points)

2. Describe how the proposed project will enhance the organization's ability to re-open and engage the intended audience/communities. (300 word limit)

Partner Letter(s) of Support (upload)

Project Design (40 points)

Project is well-planned with clear outputs. (20 points)

3. Describe the proposed project in detail, including the current state of your space and explain how the proposed project aligns with the Creative Space priorities. (500 word limit)

Grant Plan

The Grant Plan outlines six (6) primary activities that will take place during the grant period and the intended outputs the applicant hopes to achieve.

Grant period per project category

- Planning/Level 1: July 1, 2021 – June 30, 2022
- Level 2: July 1, 2021 – June 30, 2023

Grant Plan-Activity Example

Activity Description (125 word limit) *

Secure visibility and audience safety equipment.

119 words remaining

Activity Outputs (75 word limit) *

1 modular riser system, 1 LED display, and external LED lighting purchased.

Date activity will be completed *

12/31/21

Activity Description (125 word limit): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. Example: Secure visibility and audience safety equipment.

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 modular riser system, 1 LED display, and external LED lighting purchased.

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

- Images and Design Drawings (Facilities Level 1 and Level 2 only)**

Organization demonstrates readiness for the project. (10 points)

4. Describe pre-planning for the project the organization has made to date. (500 word limit)

Organization Project budget is viable and appropriate. (10 points)

- 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.

Prior to entering the information online, download the budget template for a complete list of expenses here (Excel required):

http://tiny.cc/SFAC_BudgetTemplate

The image shows two screenshots of budget forms. The left screenshot is titled "Project Budget" and contains a section for "PERSONNEL EXPENSES". It includes instructions to complete the following information and a "Notes" field for each category. The categories are: "Salaries and Benefits (Budgeted)" with sub-sections for "W2 Employees (salaries)" and "Employee Taxes and Benefits"; and "Independent Contractors" with sub-sections for "Administrative", "Artistic / Technical", and "Professional Services". Each category has a numerical input field and a "Notes" field. At the bottom, there are fields for "SUBTOTAL - PERSONNEL EXPENSES" and "SFAC GRANT REMAINING". The right screenshot is titled "OPERATING EXPENSES" and contains instructions to complete the following information and a "Notes" field for each category. The categories are: "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).

Ability to complete the project (30 points)

Project staff and leadership have relevant experience to implement and execute the project. (15 points)

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

Organization demonstrates appropriate capacity to complete the project. (15 points)

6. Describe your advisory board or board of directors and their level of engagement as it pertains to strategic planning, fundraising, and governance. (300 word limit)

- List of Board Members - (uploads)
- Financials - (uploads)
- Board List and Gift Amounts (Level 2 only) - (uploads)

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 9-10 of the **Creative Space guidelines** when reviewing each application. To view the Creative Space Guidelines, visit: <https://www.sfartscommission.org/content/creative-space-grant-planning-facilities>