Deadline to apply: Wednesday, February 22, 2023 at 12 p.m.

REVISED: APPLICATION DEADLINE (2/13/2023)

Applications are available online at: https://sfac.tfaforms.net/190

Please visit the **Native American Arts and Cultural Traditions Special Grant Guidelines** to review eligibility, project requirements and scoring criteria: http://bit.ly/3GSimgQ

For any questions about Native American Arts and Cultural Traditions Special Grant, contact Program Officer Jonell Molina at jonell.molina@sfgov.org or 415-252-2218.

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

Uploads for Applicant Organizations:

☐ ****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 the applicant organization's name.

☐ **Proof of IRS good standing**: Visit IRS-Tax Exempt Organization Search: https://apps.irs.gov/app/eos. 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.

☐ ** **Proof of CA Franchise Tax Board good standing**: Visit https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status. Search for the fiscal sponsor organization Entity number or Organization Name. Select the correct organization and select Generate Letter. Save a PDF of the Entity Status Letter that shows your organization listed and in good standing.

☐ **Financials: Most recent signed copy of your IRS 990, 990-EZ, 990-PF** or 990-N Postcard from the last completed fiscal year.

Application
Organization Information
- Legal Name of Applicant Organization
- Mission Statement (100 words)
- Core Programs and Services (250 words)
- Intended Communities/Audience (250 words)
- Contact Person, Title, Contact Email, Contact Cell Phone Number
  ☐ Upload verifiable proof of San Francisco corporate address
  ☐ Upload Proof of IRS good standing
  ☐ Upload Financials: Please review above for description of correct uploads

  If you select "Yes" to having a fiscal sponsor, the following information will appear:
  ☐ Upload signed Fiscal Sponsor Form
- Legal Name of Fiscal Sponsor
- Fiscal Sponsor Executive Leader's Name, Fiscal Sponsor Email, Fiscal Sponsor Cell Phone Number
  ☐ Upload verifiable proof of fiscal sponsor's San Francisco corporate address
  ☐ Upload fiscal sponsor's proof of IRS good standing
  ☐ Upload Financials: Please review above for description of correct uploads.

Project Information
- Project Category
- Grant request amount (The maximum grant request amount for a Native American Arts and Cultural Traditions Grant is $100,000 based on current budget availability, please review NAACT-SPX Guidelines PDF for category amount)
- Provide a brief Project Summary that starts with "San Francisco Arts Commission funds will be used to support..." (75 words)

Application Questions

Racial Equity (40 points Total)

1. Highlight your organization's history of collaborating and engaging with Native American Communities in San Francisco. 300 word limit. (25 points)

2. Who is your intended audience(s) for the re-granting program? Describe your strategy for promotion and recruitment. 300 word limit. (15 points)

Regranting Program (20 points Total)

3. Describe the regranting program, goals, vision and process that you are proposing. 350 word limit. (20 points)
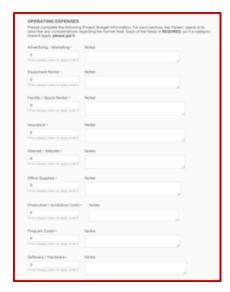
Ability to Administer Grants (40 points Total)

4. How will your organization administer the re-granting program? Describe the criteria for applicants, panel selection and distributing funds. How will you measure success? 350 word limit. (15 points)

5. Describe the amount of funds designated for regranting and any administrative costs associated with the regranting program. How many awards do you anticipate distributing and how will you determine the amount of each award? 300 word limit. (10 points)

6. Identify the staff members who will administer the re-granting program and their relevance to the identified communities by providing brief biographies. 150 words per bio. (5 points)

7. Describe your staff's capacity and experience to support award recipients from the application through the final report. Consider some award recipients may not have regular access to technology or basic computer literacy. 300 word limit. (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. Download the budget template for a complete list of expenses here (Excel required): http://tiny.cc/SFAC_BudgetTemplate
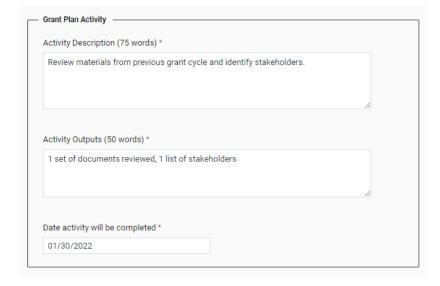
Project Budget Notes: If this grant request is part of a larger project budget, please provide information on expenditures covered by other funding source(s). (250 words)

Grant Plan

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

For one year projects (July 1, 2023 — June 30, 2024**): Describe five (5) primary activities** and include the anticipated outputs the applicant hopes to achieve by the completed date. **The sixth (6) activity is the final report and is included in the form.**

Activity Description (125 words): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome. *Example*: Review materials from previous grant cycle and identify stakeholders.

Activity Outputs (75 words): The Outputs field represents the anticipated quantitative measure for the corresponding activity. *Example*: 1 set of documents reviewed, 1 list of stakeholders

Date activity will be completed: Each activity should have a targeted completion date that falls within the grant period. *Example*: 01/30/22.

Demographic Survey - Optional

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 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. Thank you for your participation.

Would you like to complete demographic survey? Yes/No

- ❖ If you select No, please move on the final page of Certification and Release to finalize your application.
- ❖ If you select Yes, the rest of the survey will appear.

1. Is more than half of your audience BIPOC (Black, Indigenous, and/or people of color)?
   a. If yes, of that BIPOC majority, please select which one of the following groups is most represented. (select one)
2. Which of the following communities, if any, does your organization intentionally serve? (select all that apply)
3. In which supervisorial district is your organization located?
4. Does your organization have a direct relationship with one or more Cultural Districts?
5. Is this your organization's first time applying for a grant from SFAC?
   a. If no, has your organization previously been awarded a grant from SFAC?
6. How did you learn about this grant opportunity? (select one)
7. Any comments about this survey or the overall application?

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.