

# **sfac** san francisco arts commission

## **Native American Arts and Cultural Traditions Special Grant Guidelines (NAACT-SPX)**

FOR PROJECTS TAKING PLACE July 1, 2023 – June 30, 2024

**REVISED: APPLICATION DEADLINE (2/13/2023)**

**APPLICATION DEADLINE: Wednesday, February 22, 2023, at 12  
p.m.**

For any questions about NAACT, contact Program Officer Jonell Molina at [jonell.molina@sfgov.org](mailto:jonell.molina@sfgov.org) or 415-252-2218.

San Francisco Arts Commission

Ralph Remington  
Director of Cultural Affairs

[sfartscommission.org](http://sfartscommission.org)  
[facebook.com/sfartscommission](https://facebook.com/sfartscommission)  
[Twitter.com/SFAC](https://twitter.com/SFAC)



City and County of  
San Francisco

A translation of this grant application is available upon request; however, only applications in English will be accepted. For more information, please contact 311.

Para obtener información en español, comuníquese al 311

本資助申請表的翻譯版本將應請求而提供；但僅受理英文版本的申請表。查詢詳情，請聯絡311。

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Sandra Panopio, 415-252-2255 o [sandra.panopio@sfgov.org](mailto:sandra.panopio@sfgov.org).

# Information About Native American Arts and Cultural Traditions Special Grant Guidelines (NAACT-SPX)

Due to COVID restrictions, all activities hosted by the Arts Commission will be online until further notice.

## Important Dates\*

One-on-One Consultations	January 20, 2023 - February 21, 2023
Application Deadline	February 22, 2023, at 12 p.m.
Grant Panel Review	March 3, 2023
Funding Recommendations	April 18, 2023
Commission Approval	May 1, 2023
Notification of Funding	May 19, 2023
Grant Period	July 1, 2023 - June 30, 2024

\*Dates are subject to change.

## About NAACT-SPX

The Native American Arts and Cultural Traditions Special Grant (NAACT-SPX) is a regranting program created to address emerging and existing needs within the arts ecosystem of the San Francisco Native American communities. For questions about this grant category, please contact Program Officer Jonell T. Molina at [jonell.molina@sfgov.org](mailto:jonell.molina@sfgov.org) or 415-252-2218.

## Purpose and Funding Categories

Support up to \$100,000 for two (2) Arts and/or Cultural Service Provider organizations deeply rooted in San Francisco's Native American communities, to uplift cultural traditions and emergent art forms and to provide opportunities to engage and celebrate the resurgence and resilience of the Native American communities in San Francisco. Up to 10 percent of the entire grant amount may be allocated for planning and administering the re-granting program.

## Land Acknowledgement

The San Francisco Arts Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone. We affirm the sovereign rights of their community as First Peoples and are committed to supporting the traditional and contemporary evolution of the American Indian community and uplifting contemporary indigenous voices and culture. <https://www.sfartscommission.org/content/land-acknowledgement>

## Racial Equity Statement

The San Francisco Arts Commission (SFAC) is committed to creating a city where all artists and cultural workers have the freedom, resources and platform to share their stories, art and culture, and where race does not predetermine one's success in life. We also acknowledge that we occupy traditional and unceded Ohlone land. Fueled by these

beliefs, we commit to addressing the systemic inequities within our agency, the City and County of San Francisco and the broader arts and culture sector. This work requires that we focus on race as we confront inequities of the past, reveal inequities of the present and develop effective strategies to move all of us towards an equitable future.

Priority funding goes to artists that are deeply rooted in and reflective of communities listed in the Arts Commission's 1993 Cultural Equity Endowment Legislation and informed by current best practices in racial equity. These communities include: African and African American; Latinx; 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.)

If you are a part of a community not listed that you feel should be included, we encourage applicants to articulate and provide supporting evidence regarding the historical and current inequities experienced by your community.

## Maximum 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. Should additional City funding become available, grant amounts could be increased.

## Grant Term

A grant funded pursuant to these guidelines will have a grant term of one year, July 1, 2023 through June 30, 2024. The City at its sole, absolute discretion shall have the option to extend the term for additional years as determined by the Arts Commission.

This application is issued pursuant to San Francisco Administrative Code Chapter 21G: Grants. The San Francisco Arts Commission reserves the right to: reissue these guidelines and request for applications; reject or cancel any or all applications; prior to application deadline, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any services to be provided under this Solicitation, or the requirements for content or format of the applications.

## Project Requirements

NAACT will fund two nonprofit arts and/or culture service provider organizations deeply rooted in Native American Communities.

### Applicants should address the following:

- The organization's history and experience working with Native American communities in San Francisco.
- Criteria and process for the redistribution of funds.

- Explain how the projects funded will activate the San Francisco arts ecosystem with artists, artwork and events highlighting Native American culture and traditions and emergent art forms.
- Budgets that reflect payments to San Francisco-based artists and organizations or projects.

## How to Apply

**DEADLINE TO APPLY: February 22, 2023 at 12 p.m.**

**APPLICATIONS ARE AVAILABLE ONLINE AT:** <https://sfac.tfaforms.net/190>

Applications must be submitted online. Emailed or faxed applications are not accepted. 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.

**NEW:** If you need special accommodations, you must contact Program Officer Jonell T. Molina at [jonell.molina@sfgov.org](mailto:jonell.molina@sfgov.org) or 415-252-2218 at least two weeks before the application deadline in order for us to appropriately accommodate.

## Who Can Apply

### Eligibility

- The applicant organization must be tax-exempt and in good standing with the State of California and under Internal Revenue Code Section 501(c)(3).
- Please note that due to nature of this regranting program, applications from fiscally sponsored organizations will NOT be accepted.
- **NEW:** All applicant organizations must be in good standing with the California Franchise Tax Board. To check or update your status visit: <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
- The applicant organization must be San Francisco-based.
- The organization must demonstrate a San Francisco corporate address. Documentation demonstrating San Francisco corporate address must be submitted with the application. Document should be no more than three (3) months old and must include the applicant organization's name. Accepted corporate address documentation includes:
  - utilities bill (water/sewage, power gas/electricity or internet),
  - telephone/cell phone bill, bank or credit card statement,
  - signed lease agreement or mortgage statement.

- The applicant organization must demonstrate a history of consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years (since February 2021).
- Please see the instructions document for further information on the San Francisco Art Activities requirement.
- The applicant organization’s mission statement must be clearly focused on the development, production, presentation and/or support of arts activities and/or youth arts activities in San Francisco.
- The organization’s annual operating revenue must not exceed \$3,000,000.
- Applicants must not be in default on any grants or loans from: (1) SFAC; (2) other City departments (including but not limited to the Department of Children, Youth and Their Families, Office of Economic and Workforce Development, Mayor’s Office of Housing and Community Development, Grants for the Arts); (3) Northern California Grantmakers Arts Loan Fund; (4) Community Vision Capital and Consulting; (5) Community Arts Stabilization Trust; and/or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has fiduciary relationships with these particular organizations.
- The proposed project must take place in San Francisco between July 1, 2023 – June 2024.
- The organization must be 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 payment from the San Francisco Arts Commission, the organization must become a registered, compliant supplier and meet the City of San Francisco’s insurance and business tax requirements. For more information about supplier requirements, visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

**Please note:** you will only be required to register as a City Supplier if you are approved for funding.

- An organization awarded a grant pursuant to this application must agree to comply with the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found here: <https://sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Vaccination-Policy.pdf>

## Restrictions

- Only one application may be submitted to this grant category.

- Partners and collaborators cannot apply separately for the same project.
- Grant funding does not imply that the San Francisco Arts Commission or any other City agency will produce, exhibit, promote or present the art created. It is the responsibility of the artist to secure a venue, insurance and any permits for public presentations.

## Ineligible Expenses

Grant funds may not pay for:

1. Activities outside of San Francisco;
2. Deficit reduction;
3. Start-up money for new organizations;
4. Planning and development of space (see Creative Space grants for funding opportunities).

## Insurance Requirements

**PLEASE NOTE: INSURANCE IS NOT REQUIRED TO SUBMIT AN APPLICATION, you will only be required to provide insurance if you are approved for funding.**

**General Liability or Special Event Insurance:** Coverage with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

- **CERTIFICATE HOLDER** must read “**The City & County of San Francisco, 1 Dr Carlton B Goodlett Place, San Francisco, CA 94102.**”

**Commercial Automobile Liability Insurance:** Coverage with limits not less than one million dollars \$1,000,000 each occurrence for Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

**Sexual Misconduct Insurance:** Working with vulnerable populations (minors under 18 years old, elderly over 65 years old, developmentally disabled populations) requires that sexual misconduct insurance be added to the general liability policy in amounts not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.

**Worker’s Compensation Insurance:** Coverage is required for all organizations that have salaried employees; in statutory amounts, with Employers’ Liability limits not less than \$1,000,000 each accident, injury, or illness.

- Worker’s Compensation Insurance is a California State law.

**A Waiver of Subrogation** must be added to the worker’s compensation insurance, if any work that the grant is funding happens on City-owned or managed property.

## City Permits and Permissions

If the proposal includes components that require City permits or approval such as

publicly installed art, murals, street closures or sound amplification in public space, the organization will be solely responsible for securing the necessary permits, permissions and approvals. This planning should be reflected in the project timeline.

Please note that any art installed with these grant funds on property owned by the City and County of San Francisco or on private property, must be reviewed and approved by the San Francisco Arts Commission starting with the Visual Arts Committee. This applies to murals, public sculpture and similar projects. It will be the responsibility of the grantee to add this process into their grant plan and budget. Please contact Craig Corpora at [craig.corpora@sfgov.org](mailto:craig.corpora@sfgov.org) for questions about murals, sculpture or any other type of public art.

## Panel Evaluation & Scoring Criteria

Panelists are instructed to use the following scoring criteria which correspond to the application questions below. *Close review of this grid may help you prepare your application responses.* Please thoroughly review the application instructions for the complete overview of grant application questions, required uploads and guidance.

### Regranting Program

- Regranting Program goals, vision and process are clearly defined, demonstrate clarity and depth of concepts, and are relevant to requirements of the NAACT grant category.

### Community Influence

- Strength of the engagement process of the project(s) for the organization and the intended audience(s) and/or community.
- Ability to articulate how the project(s) benefit the community, including creating visibility for Native American communities.

CATEGORY	POINTS	APPLICATION QUESTIONS	SCORING CRITERIA
Racial Equity (40 points)	25	1. Highlight your organization's history of collaborating and engaging with Native American Communities in San Francisco. 300 word limit.	Organization demonstrates a 1.) history and mission serving Native American Communities in San Francisco and 2) provides strong examples of engaging Native American communities in San Francisco  <i>Panelists may also refer to Mission Statement,</i>

			<i>Core Programs and Services and Intended Communities/Audience.</i>
	15	2. Who is your intended audience(s) for the re-granting program? Describe your strategy for promotion and recruitment. 300 word limit.	The organization provides a detailed outreach plan to engage Native American communities in San Francisco.
<b>Regranting Program (20 points)</b>	20	3. Describe the regranting program, goals, vision and process that you are proposing. 350 word limit.	Regranting Program goals, vision and process are clearly defined and demonstrate clarity and depth of concepts that are relevant to requirements of the NAACT grant category.
<b>Ability to Administer Grants (40)</b>	15	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.	The organization has a demonstrated history of redistributing resources and measuring success. Financial uploads are complete. The application process includes reviewers representing a diverse set of backgrounds and experiences that inform the review process and allow for the applicants to be reviewed equitably.
	10	5. Describe the amount of funds designated for regranting and any administrative costs associated with the regranting program. How many grants do you anticipate distributing and how will you determine the amount of each grant? 300 word limit.	Regranting funds and administrative costs are clearly defined.



	5	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.	Staff have deep ties to the Native American communities in San Francisco
	10	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. 300 word limit.	Staff have experience offering technical support to a variety of constituents.

## Grant Review Panelists

SFAC grant applications are evaluated in an open review process by a panel of peers. Grant review panelists reflect the diversity of San Francisco, have broad knowledge about racial equity, and have experience that aligns with the purpose of the grant.

## Application Review

Panelists evaluate and rank applications according to the stated scoring criteria.

## Panel Review Attendance and Influence

Grant review panels are publicly accessible. A schedule of the panel review will be posted on the SFAC website calendar and applicants will be notified in advance via email. **Please be sure the email address in your application is current and regularly checked. Take steps to ensure that emails from the San Francisco Arts Commission's [sfac.grants@sfgov.org](mailto:sfac.grants@sfgov.org) email address are not lost in your spam filter.** Many applicants find it informative to listen to the discussion of applications and are welcome to observe the panel review. Applicants may not engage in discussion with any panelists or San Francisco Arts Commission staff during the panel.

If an applicant is found to have attempted to influence a panelist in any way, including contacting them before or after the panel to discuss their application, their grant application will be automatically disqualified.

## Panel Reviews and Panelist Scores

Virtual panels will be recorded.

Links to the panel review recording and preliminary scores are emailed to applicants within 10 business days of the review.

## Funding Recommendations

Based on an evaluation of the applications, panelist scores create a ranking for funding recommendations. Grant amounts are either the full amount of the grant request or a substantial portion of the request.

## Funding Approval

Panel recommendations are subject to the approval of the Arts Commission. Typically, recommendations are first reviewed by the Community Investments Committee and then must be approved by the full Commission.

Arts Commission meetings are open to the public. Agendas are available at <https://sfgov.org/arts/> 72 hours in advance of a meeting.

## Grant Notifications

Grant notifications are emailed to the address listed on the application and include instructions about the contracting process and orientation dates.