



Fiscal Year 2024-2025 Grant Guidelines

Version 2

Posted September 27, 2024

Updates to Organization [Eligibility](#) page 6 and [Restrictions](#) page 8.

The Grant Guidelines work together with the Grant Application Instructions. Please review the Grant Guidelines first, read the Grant Application Instructions second, and finally login to SmartSimple to complete the application. You may want to have the Guidelines and Instructions open while working on your application.

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 art-info@sfgov.org.

To make an Americans with Disabilities Act (ADA) request related to these guidelines or the application process, please email sfac.grants@sfgov.org at least two weeks before the application deadline in order for us to appropriately accommodate.

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Land Acknowledgement

The San Francisco Arts Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors, elders and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples. As a department dedicated to promoting a diverse and equitable Arts and Culture environment in San Francisco, we are committed to supporting the traditional and contemporary evolution of the American Indian community.

<https://www.sfartscommission.org/content/land-acknowledgement>

Racial Equity Statement

The San Francisco Arts Commission 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.

<https://www.sfartscommission.org/sites/default/files/SFAC%20RE%20Action%20Plan%20%28Final%29.pdf>

The Arts Commission seeks to fund artists and organizations that foster artistic expression deeply rooted in and reflective of historically marginalized communities, including for example those communities highlighted by the Cultural Equity Endowment Legislation and the Grantmakers in the Arts’ “[Racial Equity in Arts Funding: Statement of Purpose and Recommendations for Action](#),” and the Cultural Equity Endowment Fund. 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.

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Grant Opportunities Fall 2024 for Fiscal Year 24-25

Artist Grant Opportunities

- [Arts Impact Endowment](#)
- [Artistic Legacy Grant](#)
- [San Francisco Artist Grant](#)

Organization Grant Opportunities

- [Arts Impact Endowment](#)
- [Cultural Equity Initiatives](#)
- [Special Project Grants](#)

Eligibility – Who Can Apply

If you have questions about your eligibility, please email sfac.grants@sfgov.org before you apply.

All Applicants

If you are a current San Francisco Arts Commission grantee, you are not eligible to apply for a category that is the same as your open grant. You must close out your current grant completely, with an approved final report and final payment, and your grant term must expire, before you are eligible for that category. If you have questions about eligibility, please contact your Program Officer.

All Applicants Must:

- Be a continuous resident of the City & County of San Francisco for a minimum of two years (since October 2022).
- Provide proof of a physical San Francisco address that is not a P.O. box or commercial mailbox service:
 - This may be in the form of a utilities bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement.
 - Documents should be no more than three (3) months old and must include the applicant's name. For organization applicants, it must have the organization's name.
 - If using a fiscal sponsor, the applicant's address must be different from their fiscal sponsor. If the applicant is operating their business in a fiscal sponsor's space, they must provide a current signed co-working agreement.
- Be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco.
- Articulate a consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years (since October 2022). Please see the instruction document for further information on the San Francisco Art Activities requirement.

Must NOT:

- Be on the suspended or debarred list and unable to participate in contracting with the City and County of San Francisco: <https://www.sf.gov/resource/2022/suspended-and-debarred-contractors>

Artists

Artist Applicants Must:

- Be at least 18 years old.
- Have a fiscal sponsor IF they are:
 - Working with minors under 18 years old
 - Working with seniors over 65 years old
 - Working with people with disabilities
 - Were employed by the City & County in the past, including the San Francisco Unified School District and San Francisco City College
- Artist Applicants may be Sole Proprietors or LLCs with a budget cap of \$500,000.

Artist Applicants Must NOT:

- Be a full-time student
- Be a City employee
- Apply on behalf of an organization

Organizations

Organization Applicants Must:

- Be a 501c3 filing a 990PC or Fiscally Sponsored by a San Francisco 501c3 in good standing with:

- The IRS <https://apps.irs.gov/app/eos/>
 - The California Franchise Tax Board <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
 - The California Attorney General's Registration of Charitable Trusts <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
 - The California Secretary of State <https://bizfileonline.sos.ca.gov/search/business>
 - Organization's that receive grants must remain in good standing during the term of the agreement.
- Have annual operating revenue under \$2,000,000. Organizations that exceed the \$2,000,000 budget cap due to re-granting or **capital costs** must verify their operational budget without pass-through funds at the time of application. Applicants must upload audited financials from the most recently completed fiscal year demonstrating the dollar amount of pass-through funds **or capital costs**.
 - Provide a submitted and signed copy of Federal Form 990 for a tax year ending on or after December 31, 2022. A submitted Federal Form 990, 990-EZ or 990-N is required of all applicants.
 - Applicants with budgets under \$50,000 should submit a copy of their most recently submitted 990-N and Profit and Loss Statements and Balance Sheets for the two most recently completed fiscal years.
 - Have a mission statement clearly focused on the development, production, presentation, and/or support of project-based artistic works and/or youth arts activities in San Francisco.

Organization Applicants Must NOT:

- Be a 501c3 private foundation filing a 990PF.
- Be a for profit entity
 - LLCs with a budget cap of \$500,000 and sole proprietorships may apply with a fiscal sponsor.
- Be a part of another City agency or Department – this includes Cultural Centers funded by the Cultural Center Endowment and Cultural Districts.
- Be a Community Benefit District.

Fiscal Sponsors

Fiscal Sponsors must:

- Be a 501c3 in good standing with:
 - The IRS <https://apps.irs.gov/app/eos/>
 - The California Franchise Tax Board <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
 - The California Attorney General's Registration of Charitable Trusts <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
 - The California Secretary of State <https://bizfileonline.sos.ca.gov/search/business>
 - Organization's that receive grants must remain in good standing during the term of the agreement.

- At the time of application provide proof of a Fiscal Sponsorship Agreement or Memorandum of Understanding (MOU) between the fiscal sponsor and the fiscally sponsored applicant that includes the following:
 - 1) Define which model of fiscal sponsorship is used;
 - 2) Description of the exact nature of the services to be provided by this fiscal sponsor;
 - 3) The manner in which funds will be disbursed from the grant to the fiscally sponsored project/entity;
 - 4) An outline of the reporting requirements for the fiscally sponsored project/entity;
 - 5) The fiscal sponsorship fee;
 - 6) Identification of the fiscal sponsor's staff person who will serve as the primary liaison with the fiscally-sponsored project/entity.
- Maintain adequate fiscal staff and systems to support the sponsored program.
- Provide Profit and Loss Statements and Balance Sheets for the two most recently completed fiscal years for the fiscally sponsored project.
- Hold operating reserves sufficient to support the sponsored program.
- Be the legal grantee and receive the funds on behalf of the applicant who is the subgrantee.
- Work with the subgrantee to complete and submit financial documentation of the disbursement of funds with the grant's final report.
- **Pay all funds to the subgrantee in advance of the final disbursement of the grant.**
- Fiscally sponsored projects may include:
 - 1) LLCs with a budget cap of \$500,000 that demonstrate a focus on the development, production, presentation, and/or support of project-based artistic works and/or youth arts activities in San Francisco.
 - 2) Sole proprietorships for artists.

Fiscal Sponsors must NOT:

- Be fiscally sponsored themselves.
- Be engaged retroactively or changed after a grant application is submitted or approved for funding.
- Sponsor a for-profit entity or project.
- Act as a fiscal sponsor for employees or artists contracted by that organization; a third-party fiscal sponsor is required.

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Restrictions

- Applicants may submit ONE application per grant category.
- **NEW: One Grant Award Limit Per Applicant**
 - In order to widely distribute funding, applicants will only be awarded ONE grant in this cycle. If an applicant submits to multiple grant categories and scores high enough to receive funding in more than one category, the grant will be awarded in the category that provides the most funding per fiscal year.
 - This means an individual or organization can apply with the same project for different grant categories, with the caveat that only one grant in one category will be awarded.

- **Partners and collaborators cannot apply separately for the same project in any grant category.**
- **An artist who owns and operates an arts organization may apply to the individual artist grant categories; and their organization may to the organization grant categories. The proposed artist and organization projects must be unique, with clearly distinct budgets and grant plan activities.**
- 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 grantee to secure a venue, insurance and any permits for public presentations.**
- **NEW: Regranting**
 - Projects that involve regranting must include the following in their project design:
 1. A clear description of the solicitation process and selection criteria that will be used to select recipients of grant funds (mini-grantees) and the role that the Arts Commission will play in the solicitation and selection process, if any;
 2. A description of the organization’s role in monitoring the mini-grantees’ performance, including review of invoices or other documentation for deliverables;
 3. A plan to submit regular reports (e.g., quarterly) and a final report to the Arts Commission about the work performed under the mini-grants to assess performance of the grant; and
 4. A provision clarifying that the Arts Commission is not a party to the mini-grants and is not responsible for payment to the mini-grantees.
 5. Inclusion of certain contract terms including indemnification and insurance as required by the City.

Ineligible Expenses for all Categories

Please also review category-specific ineligible expenses in each Grant Category section of these guidelines.

- Costs or expenses prohibited under the terms and conditions of any federal or state grant supplying all or any portion of the Grant Funds.
- Penalties, late charges or interest on any late payments.
- Taxes or other amounts withheld from wages or salaries which were not paid during the grant term or which relate to periods before or after the grant term.

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General Information

Timeline & Important Elements

Unless otherwise specified

Applications Open	September 11, 2024
Technical Assistance Webinars	General Grant Seeker: Thursday, September 12, 2024

<p>Links below to category specific webinars.</p> <ul style="list-style-type: none"> • Arts Impact Endowment • Artistic Legacy Grant • Cultural Equity Initiatives • San Francisco Artist Grant • Special Project Grants 	<p>Work Sample Webinar: Friday, September 20, 2024</p> <p>Fiscal Sponsor Webinar: Grants San Francisco Arts Commission (sfartscommission.org)</p>
Applications Close	October – November 2024 (Each category has a specific deadline)
Grant Panel Review	January – April 2024 (Virtual)
Funding Recommendations	April 2025 Community Investments Committee (Hybrid)
Commission Approval	May 2025 Full Commission (Hybrid)
Notification of Funding	May - June 2025
Grant Period Begins	July 1, 2025

^ Dates subject to change

Submission Requirements

All Applications must be submitted using the SmartSimple online portal. Application Instructions can be found [here](#). Each category has a specific deadline. Applications will not be accepted after the stated deadline.

Technical Assistance Webinars & Questions

The San Francisco Arts commission is committed to providing as much clarity as possible during this process. We have included a formal questions procedure for this year’s guidelines. Please submit questions in writing to sfac.grants@sfgov.org or at the Technical Assistance webinars.

Submit Questions to:	Deadline for Question Submission:
sfac.grants@sfgov.org	Thursday, October 10, 2024 at 5 p.m.

To ensure that all applicants have access to both the submitted questions and their corresponding answers, SFAC will publish all received questions and answers by Friday, October 11, 2024.

Duplicate questions will not be addressed. The current list of questions is linked here: <https://bit.ly/sfacy25FAQ>.

Right Not To Fund

If the applications submitted in response to any or all grant categories this Request for Proposal (RFP) are deemed nonresponsive or do not meet requirements, SFAC reserves the right not to issue awards. SFAC may also employ a separate process to cultivate the services identified in this RFP.

Terms & Conditions

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify SFAC at sfac.grants@sfgov.org if the proposer discovers any ambiguity, discrepancy, omission or other error in the guidelines. Any such notification should be directed to SFAC promptly after discovery but no later than five working days prior to the application deadline. Any modifications and clarifications deemed necessary by the SFAC will be called out in a revised posted version of the RFP.

B. Revision of Proposal

An applicant may revise an application on the applicant's own initiative at any time before the deadline for submission of proposals. Because the online application system does not allow applicants to reopen an application after the final submission step, applicants should email sfac.grants@sfgov.org if revisions are necessary. Re-opened applications must be submitted before the deadline to be considered eligible.

In no case will a statement of intent to submit a revised application or commencement of a revision process extend the proposal due date for any applicant.

C. Late or Conditional Proposals

Any application received after the exact time specified for receipt will not be considered.

Any application may be rejected if it is conditional, incomplete, or deviates from specifications stated in the guidelines. Minor deviations may be waived at the discretion of the City.

D. Appeal Procedures

The appeals procedure allows for a review of the implementation of the decision-making process concerning a grant proposal. It is not intended to impose a different panel's choices over the original panel's decision. Instead, it provides an opportunity to ensure that the decision was reached in a manner consistent with the applicable review guidelines.

Dissatisfaction with the denial or amount of a grant is not sufficient grounds for an appeal. Grounds for appeal are evidence of at least one of the following:

1. The proposal was reviewed on the basis of criteria other than those appearing in the relevant published guidelines.
2. The panel was influenced willfully or unwilfully by members who failed to disclose conflicts of interest.
3. Erroneous information was knowingly provided to the panel during its review of proposals.

Incomplete proposals or errors contained within proposals do not constitute grounds for appeal.

The first step in the appeals process is to consult with the program director to review the considerations that went into the panel's decision.

If the applicant wishes to pursue an appeal, a request must be made in writing to the Director of Cultural Affairs within 30 days of the date of notification of the Commission's ratification of panel decisions. The letter must cite evidence to support one or more of the grounds for appeal.

The appeal will be determined at the discretion of the Director of Cultural Affairs, who may make a final ruling or refer the matter to the Arts Commission board. In the event the Director of Cultural Affairs makes a final ruling, (s)he will make a report to the Art Commission board at the earliest opportunity.

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Application Review

Unless otherwise stated, applications will be reviewed by a public panel.

Grant 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.

Panel Review Framework

Panelists will review and score applications based on the stated scoring criteria for the specific category. Additionally, panelists may reference the [Aesthetic Perspectives Framework and list of Aesthetic Attributes](#) identified by Americans for the Arts. These concepts help panelists recognize and discuss qualities of art-making outside of an academic or institutional lens.

Panel Attendance

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 sent from the SmartSimple grants management system. **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 and noreply@smartsimplemailer.com email addresses 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. Applicants may request a breakdown of scores and a meeting with the category Program Officer, once scores have been posted.

Panel and Commissioner Influence – Automatic Disqualification

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

Panel Recordings and Scores

Public panels will be recorded. Links to the panel review recording and preliminary scores are emailed to applicants within 10 business days of the review.

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Instructions

Please review the grant application instructions which include screenshots of the SmartSimple system here: <https://bit.ly/sfacfy25appinstructions>.

Attendance and review of the category specific technical assistance webinars is highly encouraged. You can find those dates and recordings here: <https://sfartscommission.org/content/grant-information-sessions>

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Glossary of Terms

- **Agency:** A department or program of the City & County of San Francisco.
- **Applicant:** The non-profit organization, fiscal sponsor or individual submitting an application.
- **Application:** The full set of information, documentation and materials reviewed by staff and panelists.
- **Budget:** The project budget, part of the application materials.
- **Docket:** A set of grantees managed by a specific Program Officer or Arts Commission staff member.
- **Fiscal Sponsor:** An organization that is using its non-profit status to contract on behalf of a program. Fiscal sponsors at minimum execute all fiscal and insurance obligations for the program; other duties may be included in the responsibilities of a fiscal sponsor.
- **Grantee:** An applicant that is funded.
- **Grant Plan Activity:** A short description of a proposed activity that takes place during the grant term. Part of the application materials.
- **Grant Plan Outcome:** The quantitative measure of a grant plan activity. Starts with a number and designates a specific amount of time or things. Part of the application materials.
- **Non-profit:** Agency that holds a 501(c)(3) designation from the Internal Revenue Service to provide services.
- **Online Application:** Creating and submitting an application using the web-based SmartSimple system.
- **Panelist:** An artist or arts administrator that reviews and scores grant applications using the category-specific scoring criteria and racial equity framework.
- **Program Officer:** A San Francisco Arts Commission staff member assigned to a specific grant category or grantee docket.
- **Regranting:** When a grantee uses grant funds to create, manage, and finance smaller grants ("mini-grants") to other artists and projects ("mini-grantees") in turn.
- **RFP:** Request for Proposal. This document and the accompanying instructions, online application, and technical assistance.
- **SFAC:** The San Francisco Arts Commission.
- **SmartSimple:** An online grants management system that hosts the application portal.
- **Teams/Microsoft Teams:** The software system used by the Arts Commission to support virtual one-on-one meetings between applicants and Program Officers.

- **Technical Assistance:** Support in many forms - email, phone calls, meetings, webinars, etc. - that provides in-depth information and support for applicants.
- **Webinar:** Virtual online meetings that cover a grant category or application topic.
- **WebEx:** The software system used by the Arts Commission for public meetings and technical assistance webinars.

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If Funded

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 grantee will be solely responsible for securing the necessary permits, permissions and approvals. The grantee is responsible for determining the property owner or responsible City agency. This planning should be reflected in the project timeline. We recommend using the property lookup tool in the Temporary Public Art guidelines in advance of submitting an application.

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 for questions about murals, sculpture or any other type of public art.

Temporary Public Art: <https://www.sfartscommission.org/our-role-impact/about-commission/policies-guidelines/guidelines-for-Temporary-Public-Art>

How to Determine Ownership or Jurisdiction of Proposed Installation Site:

To determine the owners, department or agency responsible for any property, and to obtain information about permitting, please review the [San Francisco Planning Department's Property Map](#). Visit the [Planning Department's website](#) for more detailed contact information.

Murals: <https://www.sfartscommission.org/our-role-impact/about-commission/policies-guidelines/mural-design-approval-guidelines>

City Supplier Registration

In order to receive a grant payment from the San Francisco Arts Commission, the intended grantee must become a registered, compliant supplier and meet the City of San Francisco's insurance requirements. For more information about supplier requirements, visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>. You will only be required to register as a City Supplier and provide insurance if you are approved for funding.

Grant Deliverables

Grantees must complete all grant deliverables within the grant term.

Grant Start Date

Grantees may not start work or spend funds related to the approved grant until the grant agreement has been fully executed.

Insurance

Insurance is NOT required to submit an application; you will only be required to provide insurance if you are recommended for funding. Below are the insurance requirements for all grantees.

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

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.

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.

Residency

If approved for funding, applicants must live and/or operate in San Francisco during their entire grant term.

Minimum Compliance Standards

All SFAC grantees are required to meet SFAC's Minimum Compliance Standards at all times. SFAC will determine if organizations are in compliance. Funded entities will be required to comply with these standards.

Minimum Compensation Ordinance (MCO)

Applicants will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires grantees and contractors to provide employees covered by the Ordinance who do work funded under the grant or contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For more information, including the amount of hourly gross compensation currently required under the MCO, see <https://www.sf.gov/information/minimum-compensation-ordinance>.

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Grant Categories



23SPX International Indian Treaty Council | Aljuthoor Dancers | Rodriguez

Arts Impact Endowment (AIE) – For Artists and Organizations

Program Officer: Jonell Molina (he/him) jonell.molina@sfgov.org or 415-593-9483

Deadline: Wednesday, November 13, 2024, at 12 p.m.

Grant Amount: \$50,000 Artists and \$100,000 Organizations

A grant awarded pursuant to this solicitation shall have a not to exceed (“NTE”) amount of \$50,000 for Artists and \$100,000 for Arts Organizations for the total allowable maximum term.

Grant Term: 25 Months, JULY 1, 2025 — JULY 31, 2027.

It is anticipated that successful proposals will be for a term of 25 months beginning in fiscal year 2025-2026 with possible extensions based on extenuating circumstances as determined by the Arts Commission in consultation with the grantee. Any extension is subject to Arts Commission approval and funding appropriation. The Arts Commission reserves the right, in its sole discretion, to not exercise an extension option.

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.

Important Dates

Arts Impact Endowment (AIE) Grant seeker Information Session	September 16, 2024 at 12 p.m. (Virtual)
Q & A Follow-Up Session	October 11, 2024 at 12 p.m. (Virtual)
Application Deadline	November 13, 2024 at 12 p.m.
Grant Panel Review	February – March 2025 (Virtual)
Funding Recommendations	April 2025 (Hybrid)
Commission Approval	May 2025 (Hybrid)
Notification of Funding	May 2025
Grant Period	July 1, 2025 – July 31, 2027

About

For the next five years, Arts Impact Endowment (AIE) funds are focused on ***Keeping Artists in San Francisco***. This theme comes from the [2024-2029 Cultural Services Allocation Plan \(CSAP\)](#). AIE addresses needs in the arts community by keeping artists and arts workers from being displaced. It does this by funding:

- Their work

- Their working environments
- Their connections to the communities that nurture them
- The organizations and ecosystem that support them

The CSAP for the AIE 2024-2029 will support **three broad areas of funding channels**, connected to a single theme of ***Keeping Artists in San Francisco***. Racial equity and social justice is the primary lens for all program design.

1. **Sustaining Ongoing Initiatives**
2. **Resilience & Growth**
3. **New Creative Opportunities**

Purpose and Funding Categories

Arts Impact Endowment grants provide San Francisco-based artists up to \$50,000 and San Francisco-based arts organizations up to \$100,000 over 25 months/2 Years. Projects and activities must take place in San Francisco and provide a public benefit to the City of San Francisco and its communities.

- Artists and Organizations **MUST** select one funding channel for their proposed project design.
- Creation of work and any related public benefit must take place between July 1, 2025 and July 31, 2027.

The AIE seeks to fund small and mid-sized organizations and individual artists who are rooted and connected to historically marginalized communities, including for example those communities highlighted in the Cultural Equity Legislation.

Funding Channel	Description and Purpose
<p>Sustaining Ongoing Initiatives</p> <p><i>Existing arts & culture projects and programs and other ongoing creative work that needs support to continue to thrive.</i></p>	<p>Maintaining roots of the Arts Ecosystem, potentially include:</p> <p>This funding Channel is for Individuals and Organizations in the presentation and production of existing programs, recurring or repeated projects or events, funding for work artists are already doing, particularly work that is on the margins of financial stability or under threat of being priced out of the city. All disciplines and levels, genres, and media, including educational programs are welcome!</p>
<p>Resilience & Growth</p> <p><i>Maintaining day to day operations or activities and building.</i></p>	<p>Providing tools to stabilize and thrive, potentially include:</p> <p>This funding area is for Individuals and Organizations to address needs for physical spaces and materials (equipment, real estate, rent, supplies), Capital Planning, Professional Development, Training, Workforce Development, Specific overhead costs (not unrestricted), and other capacity-building activities.</p> <p>Due to restrictive prevailing wage rates, laws and compliance, grant funds cannot be used for labor costs.</p>
<p>New Creative Opportunities</p>	<p>Supporting new growth and regeneration, potentially include: This funding area is for Individuals and Organizations</p>

Support new growth and regeneration.	for One-off or initial projects or events, Seed money for pilot programs, to support new work that allows artists and arts workers to explore, innovate, and develop their arts practice. All disciplines and levels, genres, and media, including educational programs are welcome!
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Project Requirements

- **Alignment with the Cultural Services Allocation Plan (CSAP) for the Arts Impact Endowment (AIE) 2024-2029** which will support three broad areas of focus via three funding channels 1.) Sustaining Ongoing Initiatives, 2.) Resilience & Growth, and/or 3.) New Creative Opportunities by connecting them to a single theme: ***Keeping Artists in San Francisco***. Applicants must identify one funding channel that their project will primarily focus on for the application.
- **Public Benefit:** Projects must demonstrate a public benefit, something that is open and accessible to the general San Francisco-based public. This can be through a virtual or in person public event, or through other means as imagined and realized by the applicant, which benefit the City of San Francisco, its neighborhoods and communities.

Ineligible Expenses

Grant funds may not pay for:

- Activities outside of San Francisco, this includes travel outside of San Francisco
- Deficit reduction

Scoring Criteria

Panelists are instructed to use the following scoring criteria which corresponds to the application questions below. Close review of this information 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.

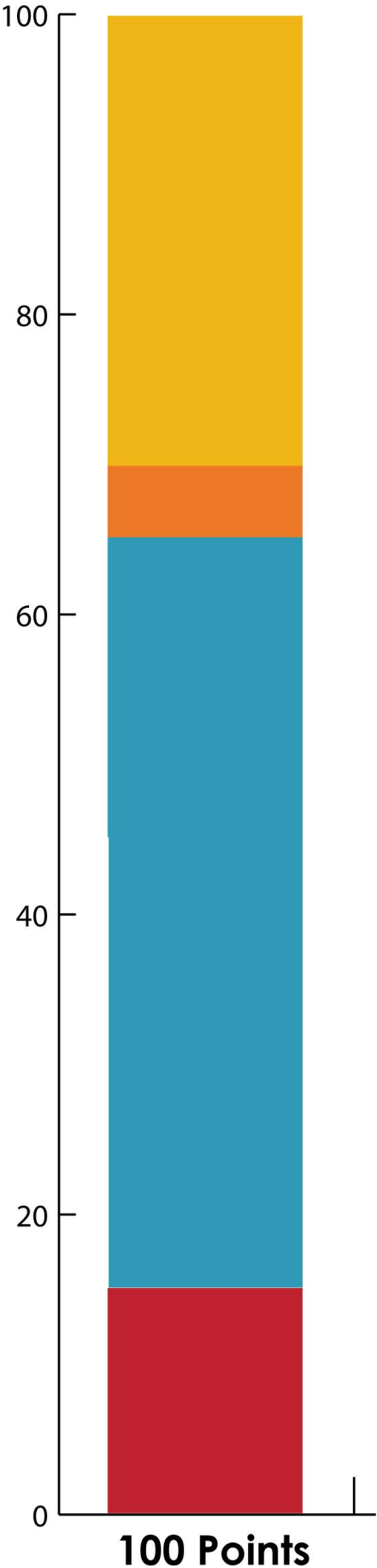
Scoring Overview

Racial Equity	1 Question	30 Points
Artistic Relevance	1 Question, Resumes and Bios	5 points
Project Design	3 Questions, Grant Plan and Budget	50 Points
Work Samples	1 Question, uploads/links	15 Points

100 Total Points

Please see the next page for a visual representation of the scoring criteria, followed by detailed scoring criteria and questions.

Arts Impact Endowment (AIE) – For Artists and Organizations



1. **30 POINTS | RACIAL EQUITY**

2. **5 POINTS | ARTISTIC RELEVANCE**

50 POINTS | PROJECT DESIGN

- 3. **FUNDING CHANNEL 20 POINTS**
- 4. **PUBLIC BENEFIT 10 POINTS**
- 5. **IMPORTANCE 10 POINTS**
- 6. **GRANT PLAN 10 POINTS**

7. **15 POINTS | WORK SAMPLES**

Scoring Detailed

Category: Racial Equity

Points: 30

Application Questions:

1. The Arts Commission uses a racial equity lens to review applications in this grant category. You can read our racial equity statement [here](#).

- Please explain how your professional experience, life experience, and understanding of racial equity helps you express the experiences of historically underserved communities, including those communities highlighted in the [Cultural Equity Endowment legislation](#) (see Administrative Code Section 68.5).
- Describe your/your organization's history of community engagement with historically marginalized communities, including for example those communities highlighted in the [Cultural Equity Endowment legislation](#). * 250 word limit

Scoring Criteria: Applicant provides a clear understanding of racial equity, demonstrates a history of engaging with marginalized community, and provides strong examples of working with and expressing experiences of one or more communities identified in the [Cultural Equity Endowment legislation](#).

Category: Artistic Relevance

Points: 5

Application Questions:

2. Tell us about your experience relevant to your proposed project. *150 word limit*

- **Individuals:**
 - Resume or Curriculum Vitae *2-page maximum*
 - Biography *150 word limit*
- **Organizations:**
 - Highlight your creative practice over the last 2 years relevant to the proposed project.
 - How did your organization support the communities described in Question #1?

Scoring Criteria: Applicant thoroughly describes their experience relevant to the proposed project.

- **Individuals:** Applicant's Resume/CV and Biography reflect their experience relevant to the proposed project.
- **Organizations:** Applicant describes how past practice connects with the proposed project, aligns with their vision and mission and is relevant to their creative practice over the last 2 years.

Category: Project Design

Points: 50

Applications Questions:

Project Design Part 1 – Funding Channel

Part 1 Points: 20

3. How does your project design reflect the funding channel you have selected and prioritized? *300 word limit*

- Describe the creative ideas, processes, and your role in the project.
- How will you measure your project goals?
- How will AIE funding for this project counteract the threat of displacement as an artist **OR** arts organization?
- If working with other partners or collaborators, please upload a document that summarizes their relevant experience and role in the project. *150 word limit for each Bio/Up to 3 Bios*

Scoring Criteria: Applicant's project reflects selected funding channel. Applicant successfully and clearly describes the project goals, vision, and process relevant to engaging the intended communities. Applicant

makes the case for AIE funding counteracting the threat of displacement. If applicable: Roles of any partners or collaborators are outlined.

Project Design Part 2 – Public Benefit

Part 2 Points: 10

4. Grants in this category must provide a public benefit to San Francisco, its neighborhoods and/or communities. *250 word limit*

- What is your public benefit (an event, a publication etc.)? Include specific goals for your public benefit and how you will know you achieved them (how you will measure your goals).
- What is your outreach plan for intended audiences and communities? How many people will benefit?
- How will you collect and share community feedback?

Scoring Criteria: Applicant clearly describes the public benefit, the number of people who will benefit and how they will be reached. Applicant sets goals for a successful public benefit. Applicant clearly describes method for collecting and sharing community feedback.

Project Design Part 3 – Importance

Part 3 Points: 10

5. Why is this project important to you? *250 word limit*

- Describe how this grant will enhance...
 - **Individuals:** your future artistic practice.
 - OR**
 - **Organizations:** your vision and mission in the community.

Scoring Criteria: Applicant articulates why the project is important to them and to the future growth of their artistic practice and/or vision and mission as an arts organization.

Project Design Part 4 – Grant Plan

Part 4 Points: 5

6. Completed grant plan with distinct activities, outputs and date completed by. *See instructions for example and character limit.*

Scoring Criteria: Applicant clearly describes their project summary and plan into distinct activities, outputs, and date completed by during grant window.

Project Design Part 5 – Project Budget

Part 5 Points: 5

7. Completed project budget

See instructions for budget template and required uploads.

Scoring Criteria: Project budget aligns with project summary and line items are explained in detail.

Category: Work Samples

Points: 15 points

Application Questions:

8. Upload samples of your past work. The samples should show your ability to complete your proposed project, as well as demonstrate knowledge of and experience in your creative practice. You may provide up to 5 work samples. Panelists will spend no more than ten (10) minutes reviewing work samples.

Scoring Criteria: Work samples show an ability to complete the proposed project, as well as demonstrate knowledge of and experience in the applicant’s creative practice.

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21ALG Anne Bluethenthal and Dancers | Towards Opulence Heart of Care | PD Visser

Artistic Legacy Grant (ALG) – For Artists

Program Officer: Jennifer Chu (she/her) jennifer.chu@sfgov.org or 415-252-2258

Deadline: Thursday, October 24, 2024 at 12 p.m.

Grant Amount: \$75,000

A grant awarded pursuant to this solicitation shall have a not to exceed (“NTE”) amount of \$75,000 for Artists for the total allowable maximum term.

Grant Term: 25 Months JULY 1, 2025 — JULY 31, 2027.

It is anticipated that successful proposals will be for a term of 25 months beginning in fiscal year 2025-2026 with possible extensions based on extenuating circumstances as determined by the Arts Commission in consultation with the grantee. Any extension is subject to Arts Commission approval and funding appropriation. The Arts Commission reserves the right, in its sole discretion, to not exercise an extension option.

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.

Important Dates

Artistic Legacy Grant (ALG) and San Francisco Artist (SFA) Grant Seeker Information Session	September 13, 2024, at 12 p.m. (Virtual)
Application Deadline	October 24, 2024, at 12 p.m.
Grant Panel Review	January 2025 (Virtual)
Funding Recommendations	April (Hybrid)
Commission Approval	May (Hybrid)
Notification of Funding	May 2025
Grant Period Begins	July 1, 2025

About

The Artistic Legacy Grant (ALG) acknowledges the impact of an artist who has been living and practicing their craft in San Francisco for the last 25 consecutive years or more. This grant category aims to uplift and celebrate an artist who has contributed to San Francisco’s diverse arts and culture ecosystem.

Through their artistic practice, the applicant artist is a vital member of their respective community(ies), has

a history of deeply engaging with one or more of the historically underrepresented communities highlighted in the 1993 Cultural Equity Endowment Legislation, has a history of working to educate the broader community on the importance of their culture and/or artistic genre, and seeks to preserve their artistic legacy.

Purpose and Funding Categories

ALG funds may be used to support the artist’s artistic legacy through professional development activities, salaries, artistic planning, artistic programs/events/projects and associated costs, sabbaticals, artistic documentation, archiving of artistic work, or publications reflecting the history, legacy, and impact of the artist.

The recipient of the Artistic Legacy Grant may be asked to participate in an in-person or a virtual presentation produced by the SFAC and may be asked to designate a representative to work with the SFAC on the announcement and/or associated public programming associated with the announcement.

Ineligible Expenses

Grant funds may not pay for:

- Activities outside of San Francisco, this includes travel outside of San Francisco
- Deficit reduction
- Start-up money for new organizations
- Planning and Development of space

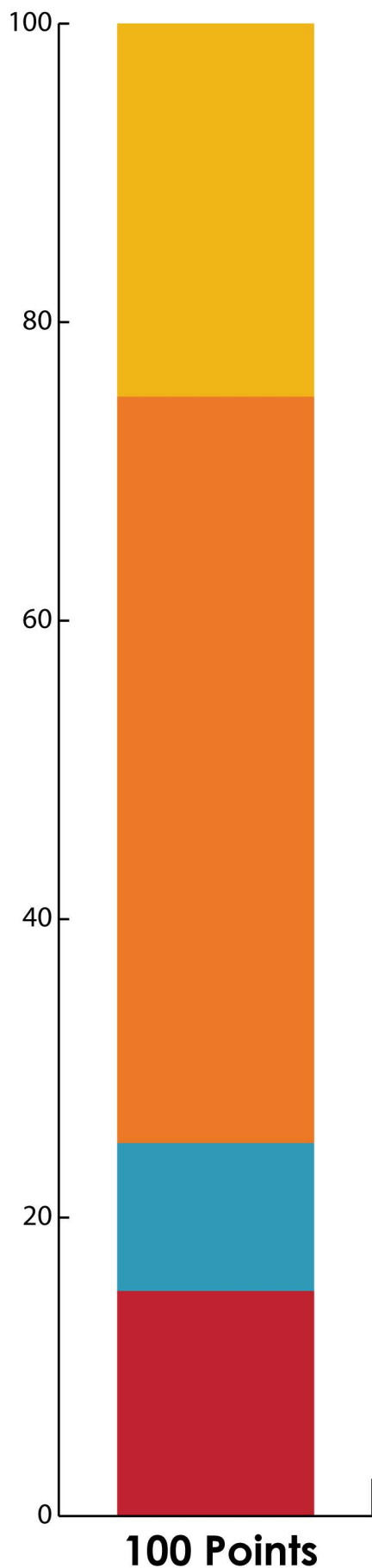
Scoring Criteria

Panelists are instructed to use the following scoring criteria which corresponds to the application questions below. Close review of this information 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.

Racial Equity	1 Question	25 Points
Artistic Leadership	3 Questions, Resume or CV and 2 Letters of Support	50 points
Project Design	2 Questions	10 Points
Work Samples	1 Question, uploads/links	15 Points
		100 Total Points

Please see the next page for a visual representation of the scoring criteria, followed by detailed scoring criteria and questions.

Artistic Legacy Grant (ALG) – For Artists



1. **25 POINTS** | **RACIAL EQUITY**

50 POINTS | **ARTISTIC LEADERSHIP**

- 2. **ARTISTIC PRACTICE** **10 POINTS**
- 3. **RESUME OR CV** **5 POINTS**
- 4. **ARTS ECOSYSTEM** **15 POINTS**
- 5. **PROJECT DETAIL** **10 POINTS**
- 6. **LETTERS OF SUPPORT** **10 POINTS**

10 POINTS | **PROJECT DESIGN**

- 7. **GRANT PLAN** **5 POINTS**
- 8. **PROJECT BUDGET** **5 POINTS**

9. **15 POINTS** | **WORK SAMPLES**

Scoring Detailed

Category: Racial Equity

Points: 25

Application Questions:

1. The Arts Commission uses a racial equity lens to review applications in this grant category. You can read our racial equity statement [here](#). Please explain how your professional experience, life experience, and understanding of racial equity helps you express the experiences of historically underserved communities identified in the Cultural Equity Endowment legislation.* *250 word limit*

Scoring Criteria: The applicant demonstrates and provides clear examples of how their professional and life experience has helped them express the experiences of one or more of the communities identified in the [Cultural Equity Endowment legislation](#).

Category: Artistic Leadership

Points: 50

Application Questions:

Artistic Leadership Part 1

Part 1 Points: 10

2. Describe the artist's artistic practice and highlight the artist's major accomplishments over their career. *300 word limit*

Scoring Criteria: The applicant's artistic practice spans at least 25 years or more. The applicant's artistic practice and major accomplishments are clear.

Artistic Leadership Part 2

Part 2 Points: 5

3. File upload: Artist's Resume or Curriculum Vitae (CV). *4 page limit*

Scoring Criteria: The applicant's resume or CV and history are clear, strong, and demonstrate a meaningful evolution of the artist's artistic practice.

Artistic Leadership Part 3

Part 3 Points: 15

4. Describe the artist's leadership and how they have contributed to the vitality of San Francisco's arts ecosystem. *200 word limit*

Scoring Criteria: The applicant provides clear examples of the artist's leadership and contributions to San Francisco's arts ecosystem.

Artistic Leadership Part 4

Part 4 Points: 10

5. Describe the proposed project in detail, including how the proposed project will preserve and support the artist's legacy and continued change on the community(ies) with whom the artist engages. Describe the public benefit that the proposed project will provide to San Francisco, its neighborhoods and/or communities. *300 word limit*

Scoring Criteria: The applicant demonstrates that the proposed project will further the artist's vision, preserve the artist's artistic legacy, and ensure the artist's longevity and lasting change on the community(ies) engaged.

The applicant describes the public benefit that the proposed project will provide to San Francisco, its neighborhoods and/or communities.

Artistic Leadership Part 5

Part 5 Points: 10

6. File uploads: Letters of Support. *2 Required*

Scoring Criteria: Letters of Support provide meaningful firsthand account(s) of the applicant's history of and effect on the communities the artist engages, and the artist's contributions to San Francisco's arts ecosystem.

Category: Project Design

Points: 10

Application Questions:

Project Design Part 1

Part 1 Points: 5

7. Completed Grant Plan with distinct activities, outputs and date completed by. *See instructions for example and character limit.*

Scoring Criteria: Grant plan aligns with project summary and project budget, describes what the applicant hopes to achieve; and demonstrates appropriate capacity to complete the project.

Project Design Part 2

Part 2 Points: 5

8. Completed Project Budget

See instructions for budget template and required uploads.

Scoring Criteria: Project Budget aligns with the project design/summary and line items are explained in detail. Project budget demonstrates relevant expenditures to implement and complete the project.

Category: Work Samples

Points: 15

Application Questions:

9. Work Samples: Upload samples of your past work spanning your 25 year (or more) artistic practice history. The samples should demonstrate knowledge of and experience in your creative practice and show your ability to complete your proposed project. You may provide up to 5 work samples. Panelists will spend no more than ten (10) minutes reviewing work samples.

Scoring Criteria: Work samples document the span of the artist's 25 or more years of experience as a practicing artist, provide examples of the artist's engagement or connection with one or more of the communities identified in the [Cultural Equity Endowment legislation](#),* demonstrate the artist's skill and artistry, artistic accomplishments, and contributions to the field.

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21CEI Flyaway Productions | Sahara Vetch | Austin-Forbord



Cultural Equity Initiatives (CEI) – For Organizations

Program Officer: Jennifer Chu (she/her) jennifer.chu@sfgov.org or 415-252-2258

Deadline: Wednesday, October 30, 2024 at 12 p.m.

Grant Amount: \$50,000 - \$100,000

A grant awarded pursuant to this solicitation shall have a not to exceed (“NTE”) amount of \$100,000 for Arts Organizations for the total allowable maximum term.

Grant Term: 25 Months JULY 1, 2025 — JULY 31, 2027.

It is anticipated that successful proposals will be for a term of 25 months beginning in fiscal year 2025-2026 with possible extensions based on extenuating circumstances as determined by the Arts Commission in consultation with the grantee. Any extension is subject to Arts Commission approval and funding appropriation. The Arts Commission reserves the right, in its sole discretion, to not exercise an extension option.

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.

Important Dates

Cultural Equity Initiatives (CEI) Grant seeker Information Session	Wednesday, September 18, 2024, at 12 p.m. (Virtual)
Application Deadline	October 30, 2024, at 12 p.m.
Grant Panel Review	February – March 2025 (Virtual)
Funding Recommendations	April (Hybrid)
Commission Approval	May (Hybrid)
Notification of Funding	May 2025
Grant Period Begins	July 1, 2025

About

Cultural Equity Initiatives (CEI) is a cornerstone of the Arts Commission’s grants program. CEI honors and amplifies the legacy of the Cultural Equity Endowment by supporting San Francisco-based arts organizations that are deeply embedded in their communities through multi-year, core support grants. Core support grants provide organizations with the funds they need to sustain day-to-day operations and provide maximum flexibility.

Purpose and Funding Categories

The CEI grant program supports San Francisco-based small and mid-sized arts organizations deeply rooted in San Francisco communities with core support grants up to \$100,000 over 25 months/2 Years.

- **Funds may be used for general operating expenses including but not limited to administrative/staff salaries, utilities, rent, office supplies, technology maintenance, space planning** as well as for project costs, professional development, artistic planning and programming and sabbaticals.
- **Prioritizes organizations** deeply rooted in historically marginalized communities highlighted in the Cultural Equity Endowment legislation.
- **Fosters artistic expression and arts leadership** reflective of San Francisco's rich cultural heritage and legacy.
- **Provides flexibility and addresses bandwidth challenges** in critical sustainability areas including operations and staff development.

Eligible Request Amount

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 maximum grant request amount.

The organization's two-year average annual operating revenue is calculated by adding the IRS Form 990 **line item Total Revenue** for the two most recently completed fiscal years and dividing the sum by two. If you submitted a 990-N Postcard, please submit Profit and Loss Statements and Balance Sheets from the two most recently completed fiscal years.

Fiscally Sponsored Organizations:

A fiscally sponsored organization's average annual operating revenue is calculated by adding the **Total Revenue line item on the Profit and Loss Statement** for the two most recently completed fiscal years and dividing the sum by two.

Operating Revenue (two-year average) and Eligible Request Amount Criteria, List, and Table:

If the organization's average annual operating revenue is **less than \$100,000**, the eligible request amount is **\$50,000**.

If the organization's average annual operating revenue is **more than \$100,001 but less than \$500,000**, the eligible request amount is **\$75,000**

If the organization's annual operating revenue is **more than \$500,001 but less than \$2,000,000**, the eligible request amount is **\$100,000**.

Operating Revenue (two-year average)	Eligible Request Amount
Less than \$100,000	\$50,000
More than \$100,001 but less than \$500,000	\$75,000
More than \$500,001 but less than \$2,000,000	\$100,000

Ineligible Expenses

Grant funds may not pay for:

- Activities outside of San Francisco, this includes travel outside of San Francisco
- Deficit reduction
- Start-up money for new organizations

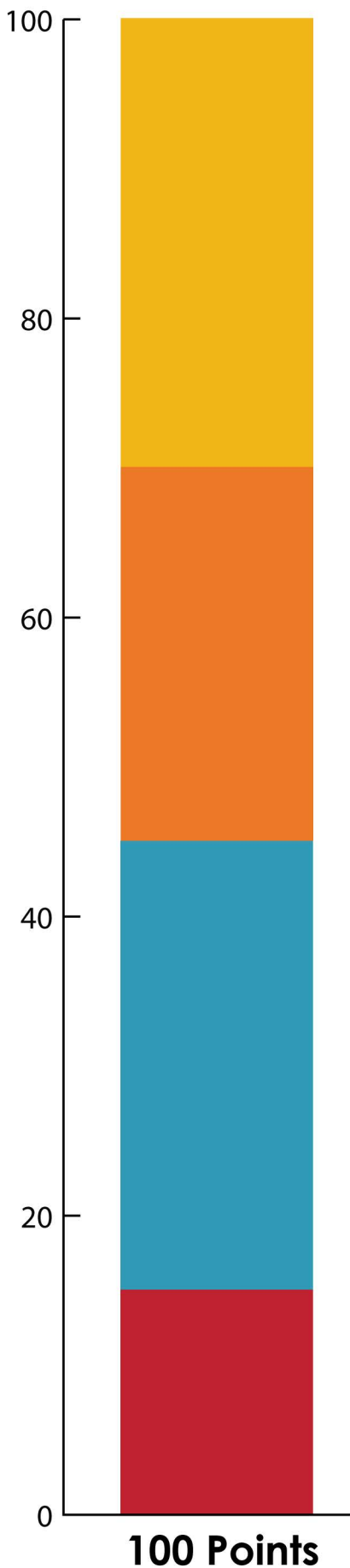
Scoring Criteria

Panelists are instructed to use the following scoring criteria which correspond to the application questions below. Close review of this information 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.

Racial Equity	1 Question	30 Points
San Francisco Arts Community Impact	1 Question, 1 List and 1 Set of Bios	25 Points
Operational Effectiveness	1 Question, 1 List, 1 Table, 1 upload	30 Points
Work Samples	1 Question, uploads/links	15 Points
		100 Total Points

Please see the next page for a visual representation of the scoring criteria, followed by detailed scoring criteria and questions.

Cultural Equity Initiatives (CEI) - For Organizations



1.

30 POINTS | RACIAL EQUITY

25 POINTS | SF ARTS COMMUNITY IMPACT

- 2. **COMMUNITY FEEDBACK** 5 POINTS
- 3. **BOARD OR ADVISORY BOARD** 10 POINTS
- 4. **STAFF BIOS** 10 POINTS

30 POINTS | OPERATIONAL EFFECTIVENESS

- 5. **GRANT PLAN** 10 POINTS
- 6. **PROJECT BUDGET** 10 POINTS
- 7. **FISCAL OVERSIGHT** 10 POINTS

8.

15 POINTS | WORK SAMPLES

Scoring Detailed

Category: Racial Equity

Points: 30

Application Questions:

1. The Arts Commission uses a racial equity lens to review applications in this grant category. You can read our racial equity statement [here](#). Describe the organization's history engaging historically marginalized communities, including for example those communities highlighted in the Cultural Equity Endowment legislation and how this grant will enhance the organization's mission and ability to serve one or more of the communities highlighted in the [Cultural Equity Endowment legislation](#). *300 word limit*

Scoring Criteria: Organization demonstrates a history and mission of engaging communities highlighted in the Cultural Equity Endowment legislation. Organization explains how this grant will enhance the organization's mission and ability to serve the community/communities highlighted in the Cultural Equity Endowment legislation. Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.

Category: San Francisco Arts Community Impact

Points: 25

Application Questions:

San Francisco Arts Community Impact Part 1

Part 1 Points: 5

2. How does the organization collect and share community feedback internally and externally? How is the feedback analyzed and incorporated in the organization's programs and/or overall strategy and operations? *300 word limit*

Scoring Criteria: Organization has clear processes for collecting and sharing feedback internally and externally, analyzing the feedback, and incorporating the feedback in the organization's programs, overall strategy and operations.

San Francisco Arts Community Impact Part 2

Part 2 Points: 10

3. Provide the names of the organization's Advisory Board or Board of Directors, role on the board and explain their experience with historically underserved communities, including those communities highlighted in the Cultural Equity Endowment legislation. *10 Names Maximum, 300 word limit*

Scoring Criteria: Organization demonstrates appropriate advisory or governance structure, diverse community representation and experience with historically underserved communities, including those communities highlighted in the [Cultural Equity Endowment legislation](#).

San Francisco Arts Community Impact Part 3

Part 3 Points: 10

4. Provide brief bios of the core staff and their experience with historically underserved communities, including those communities highlighted in the Cultural Equity Endowment legislation. *3 Bios Maximum – 300 word limit*

Scoring Criteria: Organization has appropriate staff with relevant skills and experience with historically underserved communities, including those communities highlighted in the [Cultural Equity Endowment legislation](#).

Category: Operational Effectiveness

Points: 30

Application Questions:

Operational Effectiveness Part 1

Part 1 Points: 10

5. Completed Grant Plan with distinct activities, outputs and date completed by. See *instructions for example and character limit*.

Scoring Criteria: Completed grant plan aligns with the project summary and project budget and describes what the organization hopes to achieve.

Operational Effectiveness Part 2

Part 2 Points: 10

6. Completed Project Budget

See *instructions for budget template and required uploads*.

Scoring Criteria: Completed project budget aligns with the grant plan and project summary and line items are explained in detail.

Operational Effectiveness Part 3

Part 3 Points: 10

7. Describe who is engaged in fiscal oversight and reporting, and the process for how your organization develops its annual budget. *300 word limit*

See *instructions for required uploads*.

Scoring Criteria: Organization demonstrates a process of financial planning and monitoring.

Category: Work Samples

Points: 15

Application Question:

8. Upload samples of your past work. The samples should express the organization's mission and demonstrate knowledge of and experience in your organization's creative practice(s)/field. You may provide up to 5 work samples. Panelists will spend no more than ten (10) minutes reviewing work samples.

Scoring Criteria: The samples should express the organization's mission and demonstrate knowledge of and experience in your organization's creative practice(s)/field.

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San Francisco Artist Grant (SFA) – For Artists

Program Officer: Jen Atwood (she/her) jennifer.atwood@sfgov.org or 415-252-2271

Deadline: Wednesday, November 6, 2024 at 12 p.m.

Grant Amount: \$30,000

A grant awarded pursuant to this solicitation shall have a not to exceed (“NTE”) amount of \$30,000 for the total allowable maximum term.

Grant Term: 18 Months July 1, 2025 — December 31, 2026.

It is anticipated that successful proposals will be for a term of 18 months beginning in fiscal year 2025-2026 with possible extensions based on extenuating circumstances as determined by the Arts Commission in consultation with the grantee. Any extension is subject to Arts Commission approval and funding appropriation. The Arts Commission reserves the right, in its sole discretion, to not exercise an extension option.

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.

Important Dates

San Francisco Artist (SFA) Grant seeker Information Session	September 13, 2024, at 12 p.m. (Virtual)
Application Deadline	November 6, 2024, at 12 p.m.
Grant Panel Review	March-April 2025 (Virtual)
Funding Recommendations	April 2025 (Hybrid)
Commission Approval	May 2025 (Hybrid)
Notification of Funding	May 2025
Grant Period Begins	July 1 2025

About

The San Francisco Artist Grant (SFA) category funds artists and works of art in all genres made by artists living in San Francisco. This grant is not intended to support organizations, artistic companies or collectives. Organizations are not eligible.

Purpose and Funding Categories

San Francisco Artist grants provide San Francisco-based artists up to \$30,000 over 18 months. Projects and activities must take place in San Francisco and provide a public benefit to the City of San Francisco and its communities.

- Creation of work and any related public benefit must take place between July 1, 2025 and December 31, 2026.
- Artists may use the requested funds to cover an entire project or part of a larger project and to support San Francisco residency expenses such as rent.
- Projects may include collaborations, but the individual who applies for the grant and is approved for funding will receive the grant award. The application should be written from the perspective of the specific artist applying and highlight their personal experience, work, and role in the project.

Project Requirements

- **New Work:** The project proposal must include work made by the artist during the grant cycle. Only activities scheduled during the grant cycle are eligible for funding.
- **Public Benefit:** Projects funded in this category must have a demonstrated public benefit, something that is open and accessible to the general San Francisco based public. This can be through a virtual or in person public event, or through other means as imagined and realized by the artist, which benefit the City of San Francisco, its neighborhoods and communities.

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

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.

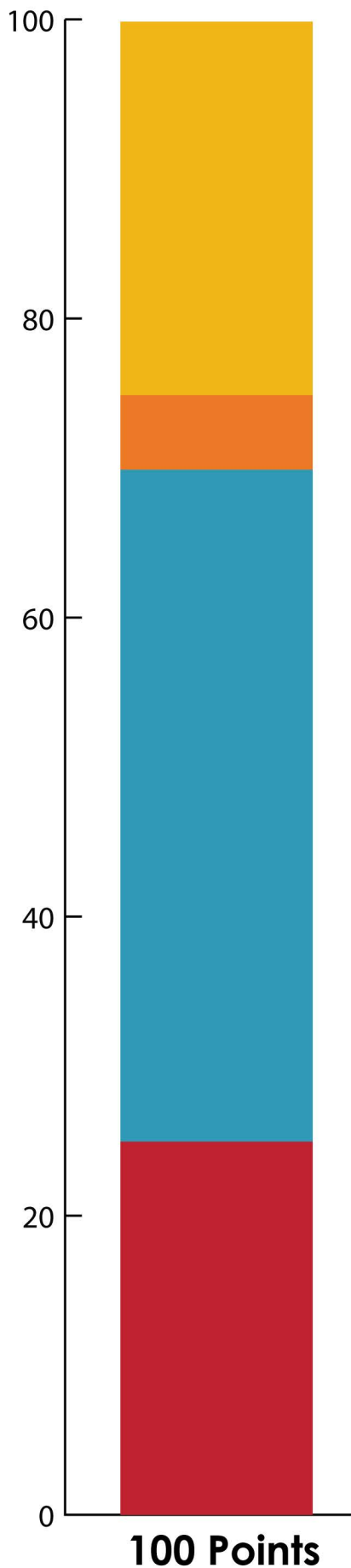
Scoring Overview

Racial Equity	1 Question	25 Points
Artistic Relevance	1 Question, Resumes and Bios	5 points
Artistic Project	4 Questions	45 Points
Work Samples	1 Question, uploads/links	25 Points

100 Total Points

Please see the next page for a visual representation of the scoring criteria, followed by detailed scoring criteria and questions.

San Francisco Artist Grant (SFA) - For Artists



1. **25 POINTS** | **RACIAL EQUITY**

2. **5 POINTS** | **ARTISTIC RELEVANCE**

45 POINTS | **ARTISTIC PROJECT**

- 3. **PROJECT** **20 POINTS**
- 4. **PUBLIC BENEFIT** **10 POINTS**
- 5. **IMPORTANCE** **10 POINTS**
- 6. **GRANT PLAN** **5 POINTS**

7. **25 POINTS** | **WORK SAMPLES**

Scoring Detailed

Category: Racial Equity

Points: 25

Application Questions:

1. The Arts Commission uses a racial equity lens to review applications in this grant category. You can read our racial equity statement [here](#). Please explain how your professional experience, life experience, and understanding of racial equity helps you express the experiences of historically underserved communities, including those communities highlighted in the Cultural Equity Endowment legislation (see Administrative Code Section 68.5). *250 word limit*

Scoring Criteria: Applicant uses their professional experience, life experience, and understanding of racial equity to express the experiences of one or more of the communities highlighted in the Cultural Equity Endowment legislation.

Category: Artistic Relevance

Points: 5

Application Questions:

2. Tell us about your experience relevant to your proposed project. *150 word limit*

- Resume or Curriculum Vitae *2-page maximum*
- Biography *150 word limit*

Scoring Criteria: Applicant successfully describes their experience relevant to the proposed project. Applicant's Resume/CV and Biography reflect their experience relevant to the proposed project.

Category: Artistic Project

Points: 45

Artistic Project Part 1 - Project

Part 1 Points: 20

Application Questions:

3. Describe the ideas and processes involved in making your project and your role in the creative process. It is important to give the panelists a clear picture of what you are doing and how you are doing it. *300 word limit*

If you are working with other partners or collaborators, please outline their role in the project. *150 word limit*

Scoring Criteria: Applicant clearly describes the ideas and processes involved in making the project and their role in the creative process. If applicable: Roles of any partners or collaborators are outlined.

Artistic Project Part 2 – Public Benefit

Part 2 Points: 10

4. Grants in this category must provide a public benefit to San Francisco, its neighborhoods and/or communities. What is your public benefit (an event, a publication, etc.), what specific San Francisco neighborhood or community will benefit, how many people will benefit and how will you reach them? Include specific goals for your public benefit and how you will know you achieved them (how you will measure your goals). *250 word limit*

Scoring Criteria: Applicant describes the public benefit. Applicant identifies a specific neighborhood and/or community, number of people who will benefit and how they will be reached.

Applicant sets goals for a successful public benefit.

Artistic Project Part 3 – Importance

Part 3 Points: 10

5. Why is this project important to you and to the future of your artistic practice? *250 word limit*

Scoring Criteria: Applicant articulates why the project is important to them and to the future of their artistic practice.

Artistic Project Part 4 – Grant Plan

Part 4 Points: 5

6. Completed grant plan with distinct activities, outputs and date completed by. *See instructions for example and character limit.*

Scoring Criteria: Applicant translates their project description and plan into distinct activities during the grant window.

Category: Work Samples

Points: 25

Application Questions:

7. Work Samples: Upload samples of your past work. The samples should show your ability to complete your proposed project, as well as demonstrate knowledge of and experience in your creative practice. You may provide up to 5 work samples. Panelists will spend no more than ten (10) minutes reviewing work samples.

Scoring Criteria: Work samples show an ability to complete the proposed project, as well as demonstrate knowledge of and experience in the applicant’s creative practice.

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21SPX Yerba Buena Gardens Festival | Indigenous Peoples Day | Amal Bisharat Photography



Special Project Grants (SPX) – For Organizations

Program Officer: Anne Trickey (they/them) anne.trickey@sfgov.org or 415-806-5884

Deadline: Wednesday, October 9, 2024 at 12 p.m.

Grant Amount: \$50,000 - \$350,000

The anticipated maximum amount for a Special Project Grant awarded pursuant to this solicitation is \$50,000 - \$350,000 based on current budget availability. Should additional City funding become available, the not to exceed amount for a grant awarded pursuant to this solicitation may increase and shall be based on the selected Application.

Grant Term: 12 months or as otherwise indicated.

A grant funded pursuant to these guidelines will have a grant term of one to three years as indicated in the category description. The City at its sole, absolute discretion shall have the option to extend the term for additional years as determined by the San Francisco Arts Commission.

It is anticipated that successful proposals will be for a term of 12 months beginning in fiscal year 2024-2025 or as otherwise indicated, with possible extensions based on extenuating circumstances as determined by the Arts Commission in consultation with the grantee. Any extension is subject to Arts Commission approval and funding appropriation. The Arts Commission reserves the right, in its sole discretion, to not exercise an extension option.

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.

Important Dates

Application Deadline	October 9, 2024, at 12 p.m.
Internal Grant Panel Review	October 17, 2024 (SPX grant panels are not public)
Funding Recommendations	October 21, 2024 (Hybrid)
Commission Approval	November 4, 2024 (Hybrid)
Notification of Funding	November 2024
Grant Period Begins	January 1, 2025

About

Purpose and Funding Categories

District numbers can be found at: <http://propertymap.sfplanning.org/>

1. Citywide Youth Arts Program: Support up to \$350,000 over a three-year grant period for an arts nonprofit 501(c)(3) organization or fiscally sponsored entity to design and implement socially responsive art and creative exploration learning experiences (e.g. in-person, hybrid, remote) for youth ages 0 to 24 years old. The grantee will manage and produce approximately three (3) annual culminating showcases/exhibitions/events held at one or more branches of the San Francisco Public Library that are open and accessible to the general San Francisco-based public. Funding will support production, community engagement, and youth program participation through the arts. Two grants are available.

Applicants should address the following within their proposed project:

- The organization’s demonstrated history (at least three years) of successfully managing and producing youth art programs. All art genres are eligible.
- Eighty percent of the grant (*up to \$280,000*) must be allocated for youth arts programming and may include program staff salaries. The remaining twenty percent (*up to \$70,000*) may be allocated for overhead costs and administrative expenses.
- Provide strong examples of successfully managing and producing youth arts programs with or within communities highlighted in the Cultural Equity Endowment legislation and/or other vulnerable populations or communities.
- Identified community or communities that the youth arts program will directly engage.
- A clear vision of community impact and engagement through youth arts programming.

2. Citywide Arts Service Organizations: Support up to \$50,000 to arts nonprofit 501(c)(3) service organizations that serve the San Francisco arts community, organizations, and artists deeply rooted in and reflective of historically marginalized communities referenced in the Cultural Equity Endowment. Funds are to provide services that may include the following: fiscal sponsorship services; grant writing; legal assistance; capacity building; technical assistance; training and paid internships; education and community convenings. Two grants are available.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully mentoring and supporting artists and organizations.
- Proposes a feasible timeline and demonstrates sound fiscal management.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

3. Citywide Support for Asian and Pacific Islander Arts and Culture Programming and Asian American Artists: Support up to \$230,000 over two years for an arts nonprofit 501(c)(3) organization deeply rooted in the Asian Pacific Islander community with at least a twenty-year history of providing culturally specific arts programming and festivals. Funds should be used to support programming such as a multi-week festival, professional development for artists or to increase the sustainability of the organization through core operating support and general operating expenses.

Applicants should address the following within their proposed project:

- Demonstrated history of successfully executing culturally specific arts and cultural events and/or activities.
- Demonstrated history of continuously producing an Asian American and Pacific Islander, multidisciplinary arts festival for over 20 years.

- Demonstrated history of providing technical assistance and professional development to Asian American artists.
- Demonstrated history of successfully and authentically working with the Asian Pacific Islander, as well as the broader diaspora of the Asian American community including working with youth.
- Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

Ineligible Expenses

Grant funds may not pay for:

1. Activities outside of San Francisco
2. Deficit reduction
3. Start-up money for new organizations

Scoring Criteria

Please be aware each category will have distinct areas to address, which are listed in the Purpose and Funding Categories section above. The review panel will assess all applications and will recommend grants for applicants that strongly meet the review criteria below. The panel's review of applications and required documents is a multi-step process and involves assigning applications to “Fund” or “Not Fund”. Applications must be assigned a “Fund” by the review panel to be recommended for funding.

Quality of Proposed Project

- Project goals, vision and process are clearly defined; demonstrate clarity and depth of concepts; and are relevant to requirements of the specific grant category.

Impact

- Strength of the impact of the project on the organization and audience(s) and/or community.
- Ability to demonstrate the impact and benefits of the project, including qualitative and quantitative results.

Budget and Financials

- Completed Budget
- Budget Notes
- Financials

Application Review

Funds will be granted based on a review process that includes a review panel comprised of representatives from the San Francisco Arts Commission and other City department staff and/or funding partners. Panelists will review applications and make funding recommendations. Priority will be given to applicants who successfully meet the criteria within each funding category.

Panel Review Attendance and Influence

SPX panels are not open to the public. An applicant that is found to have made attempts to influence a panelist in any way will be automatically disqualified.

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