Fiscal Year 2024-2025 Grant Application Instructions

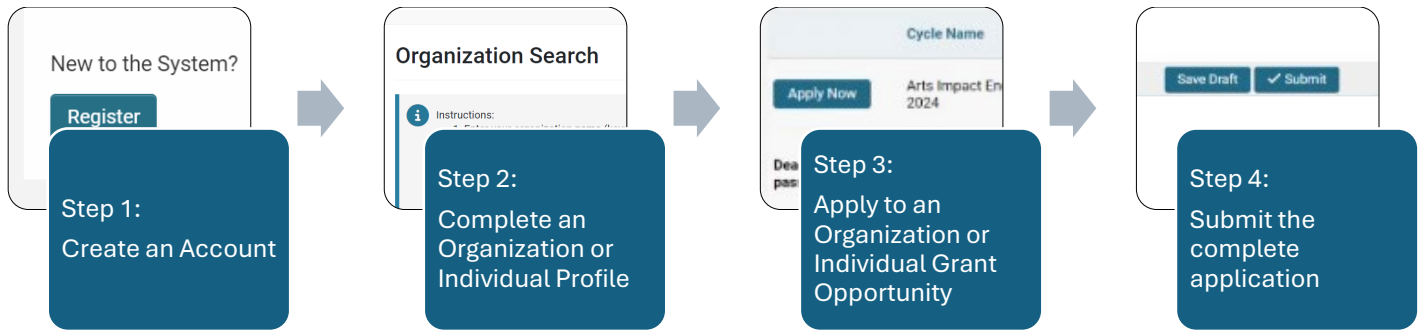## How to Prepare and Submit an Application

Version 1

The Grant Application Instructions work together with the Grant Guidelines. 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 Instructions and Guidelines open while working on your application.

Contents

Proposals responding to the solicitation must be submitted through the SmartSimple Grants Portal using the process detailed below.

APPLICATIONS ARE AVAILABLE ONLINE AT: https://sfartscommission.us-1.smartsimple.com/

Step 1: Create an Account

Step 2: Complete an Organization or Individual Profile

Step 3: Apply to an Organization or Individual Grant Opportunity

Step 4: Submit the complete application

Applications must be submitted online. Emailed 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.

Applicants who need an Americans with Disabilities Act accommodation must contact sfac.grants@sfgov.org or the category specific Program Officer at least two weeks before the application deadline, in order for us to appropriately accommodate.

GRANT GUIDELINES ARE AVAILABLE ONLINE AT: Bit.ly/sfacfy25grantguidelines

VIEW UPCOMING GRANTSEEKER INFORMATION SESSIONS AT:

https://sfartscommission.org/content/grant-information-sessions

STEP 1: Create an Account/Register with the SmartSimple Grants Portal

https://sfartscommission.us-1.smartsimple.com/

Example registration recordings for both individuals and organizations can be found here: Grant Information Sessions | San Francisco Arts Commission (sfartscommission.org)

Individual and Organization Applicants must have separate accounts. Individuals that may both apply on behalf of an organization and for themselves will need two separate accounts with two separate email addresses.

Fiscally sponsored applicants. Applicants working with a fiscal sponsor need to register is the ARTIST OR FISCALLY SPONSORED project, NOT the fiscal sponsor. Fiscal sponsor information is requested as part of the application process on the first tab, APPLICANT INFORMATION.

Previously registered applicants with accounts, please log into the SmartSimple Grants Portal using the account email address and password. Applicants who applied last year already have an account. Use the "Forgot Password" option on the homepage to reset the password.

SFAC Grant Portal Homepage

Login

✉ Email

Press the 1Password icon in
your browser's toolbar to unlock

🔑 Password

Log In

Forgot Password?

Forgot Password

New to the System?

Register

San Francisco Arts Commission Grant Portal

The Community Investments program supports San Francisco-based artists, arts organizations, and communities with an equity lens through grants, technical assistance, arts education initiatives, and community-based Cultural Centers.

ADD THIS EMAIL TO SAFE SENDERS LIST

noreply@smartsimplemailer.com

Click on the Register Button

Login

✉ Email

🔑 Password

Log In

Forgot Password?

New to the System?

Register

Register

San Francisco Arts Commission Grant Portal

The Community Investments program supports San Francisco-based artists, arts organizations, and communities with an equity lens through grants, technical assistance, arts education initiatives, and community-based Cultural Centers.
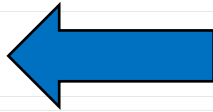
![sfac logo]

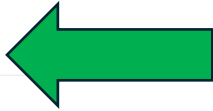## Registration Options

I am applying as:

Registered Nonprofit Organization
Register yourself and your organization.

Individual Applicant
Register yourself as an individual.

Applicants who are applying on behalf of an organization and as an individual must create two separate accounts with two separate emails.

Complete eligibility questions. Only eligible applications will move forward to the Registration page.

Artist Eligibility Information

i Instructions
Please complete this quiz to see if you are eligible for a SFAC grant.

* Has the applicant been a continuous resident of San Francisco since August 2021? (Documentation demonstrating San Francisco residency must be submitted with the application.)

Housing insecure applicants may provide a self-attestation form. For a complete list of acceptable forms of proof of residency, please see the San Francisco Artist Grant application instructions.

○ Yes
○ No

Organization Eligibility Information

i Instructions
Please complete this quiz to see if you are eligible for a SFAC grant.

* Is the applicant 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, and 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?

○ Yes
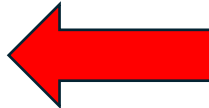○ No

![sfac logo]

Eligibility Complete

You are eligible to register.

Click here to begin the registration process →

Organization Applicants will have the option to either register as a new organization or search for the organization's EIN if previously registered or are a returning applicant. Individual Applications will be immediately taken to the Contact Information page.

Organization Search

ℹ **Instructions:**
1. Enter your organization **name** (keyword search is sufficient, example: "Arts" instead of "The Arts Foundation") or Enter your organization **EIN** (Employee Identification Number. Do not include spaces or dashes, example: 123456789).
2. Click "Search"
3. Click on the name of your organization in the search results.

If you can't find your organization: Click here to add a new Nonprofit Organization OR FISCALLY SPONSORED ORGANIZATION →

EIN	❓
Name	❓
Address	
City	
State	❓

Search

Organization Information

> **ⓘ Instructions**
> Required fields are marked with an asterisk "*".

* Organization Name

* Address

Contact Information

> **ⓘ Instructions**
> Required fields are marked with an asterisk "*".

* First Name

* Last Name

* Email

* Confirm Email

Fill out the contact information and click Submit.

I'm not a robot — reCAPTCHA — Privacy - Terms

Submit

An email will be sent to set up the password.
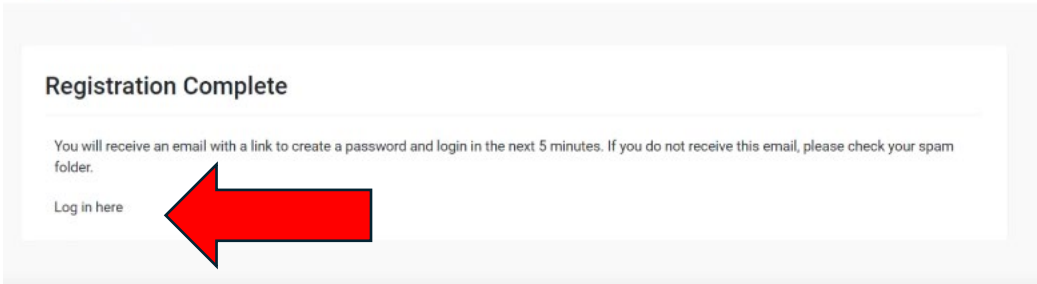
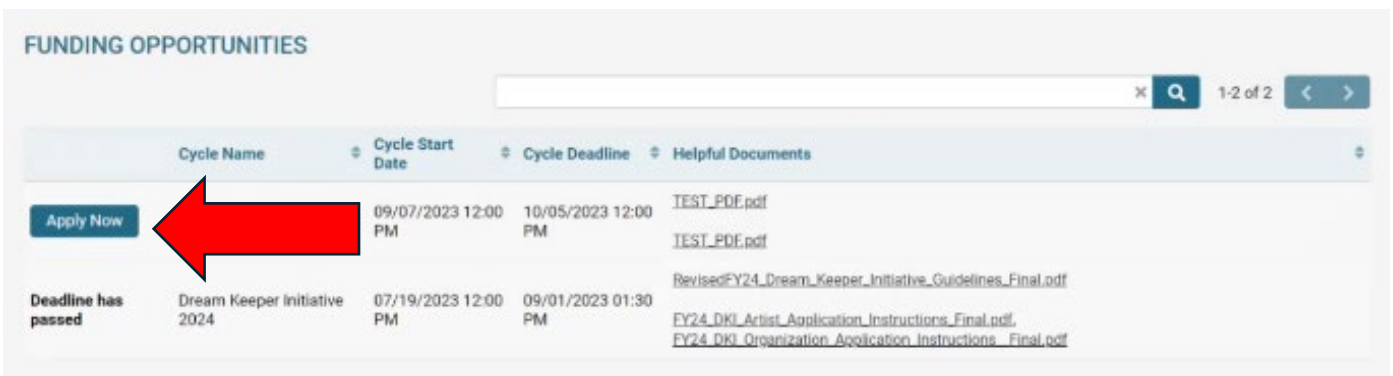Once the password is created log into the grant portal to fill out the application.
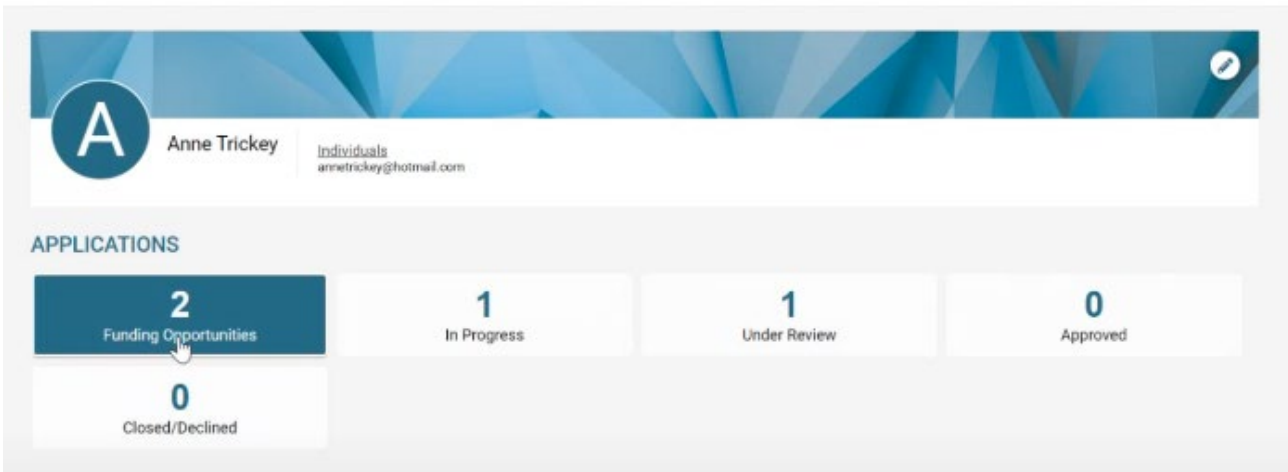
The portal shows all applications, those previously submitted and current grants. Click on Funding Opportunities to review open applications.

In the Funding Opportunities view, Organization accounts will only see Organization applications. Individual accounts will only see Individual applications. Open opportunities will have a blue "Apply Now" button.
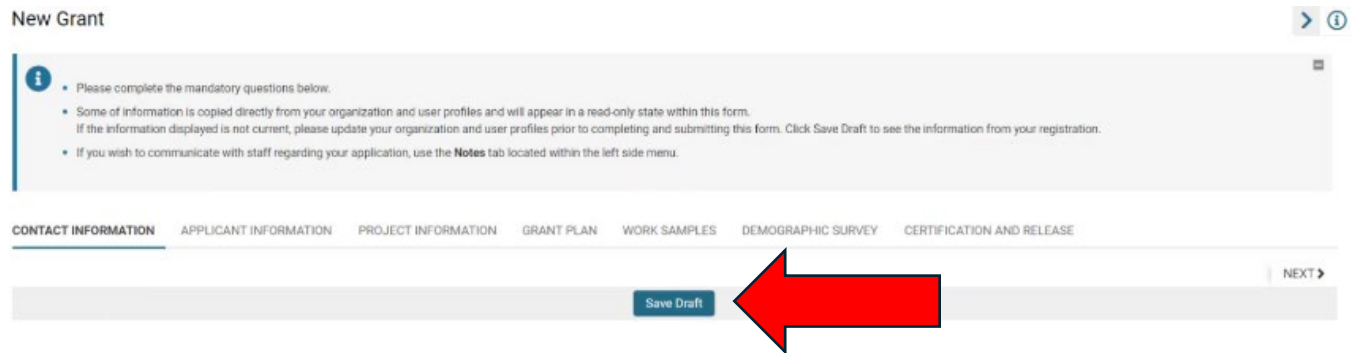
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STEP 2: Application Preparation

We strongly advise applicants to use the criteria in the category specific section of the guidelines to

prepare their application responses in a separate document. Applicants should paste their completed answers into the online application when they are ready to submit.

Applicants may save their progress and return to the online application, as needed. To do so, complete the following steps:

1. Click the Save Draft box at the bottom of the page.

2. Log back into the account to view the Applications section.
3. Click on In Progress to find open applications.
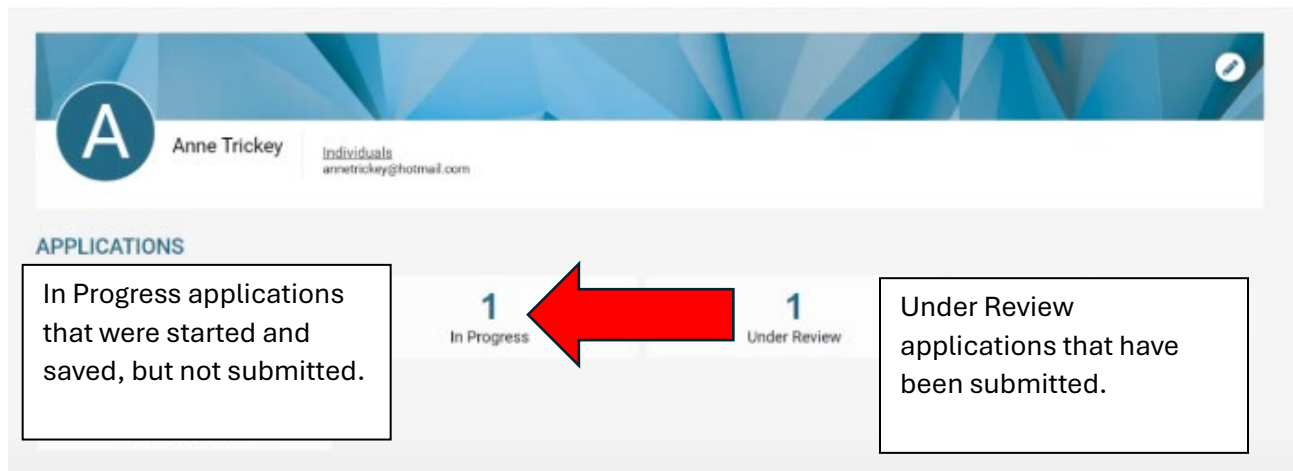
STEP 3: Application

-   Click on the top menu of tabs to enter each section of the application.
-   Click SAVE after information is entered in each tab.

APPLICANT INFORMATION

-   **Legal Name of Applicant**
    -   Enter individual or organization name as it appears on the IRS forms W-2 or 990 or 990EZ.
    -   Organizations must also provide:
        -   Mission Statement *100 Words*
        -   Core Programs and Services *250 Words*
        -   Intended Communities/Audiences *250 Words*

- **Primary Contact**
    - The Primary Contact for organizations should list the organization's address, not the contact's personal address. This address should match the applicant's proof of address document.
    - To update contact information:
        - Upper right corner under **My Links,** click **Personal Profile.**
        - From there, Applicants can update their cell phone, email, supervisor district, Cultural District, Artist Name, gender pronoun.

This is where to access the Smart Simple profile and update contact information.
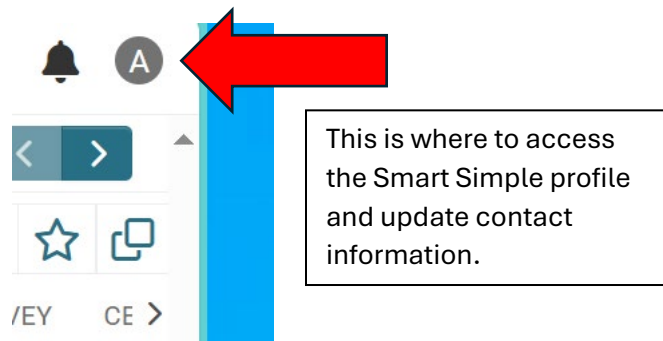
- **Proof of San Francisco address**
    - This may be in the form of a utilities bill (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement.
    - Documents should be no more than three (3) months old (September to November 2024) and must include the individual or organization applicant's name.
    - Unhoused or housing insecure applicants, please contact sfac.grants@sfgov.org.
- **Is your mailing address different than your physical address?**
    - Opportunity to provide a P.O. Box or other mailing address.
- **Will you have a fiscal sponsor?**
    - Selecting Yes will open fields for fiscal sponsor information.
    - Organizations must have a different address than their fiscal sponsor, unless they can provide an office share or space rental agreement.
    - Upload 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.
- **Organization/Fiscal Sponsor Uploads**
    - Proof of IRS good standing (REQUIRED FOR ORGANIZATIONS)
        - Visit IRS Tax Exempt Search.
        - Select Database ""Pub 78 Data"".

- Search for the applicant organization name or fiscal sponsor's EIN number.
- Select the correct organization.
- Save a PDF of the screen titled ""Publication 78 Data"" that shows the applicant organization listed and upload below.
  - o Proof of CA Franchise Tax Board good standing (REQUIRED FOR ORGANIZATIONS)
    - Visit CA Franchise Tax Board Entity Status Search.
    - Search for the applicant organization name or fiscal sponsor's entity number.
    - Select the correct organization and select Generate Letter.
    - Save a PDF of the Entity Status Letter that shows the applicant organization listed and in good standing and upload below.
  - o Proof of CA Attorney General good standing (REQUIRED FOR ORGANIZATIONS)
    - Visit CA Attorney General Registry of Charitable Trusts.
    - Search for the applicant organization name or fiscal sponsor's entity number.
    - Save a PDF of the screen titled Registrant Details that shows the applicant organization listed as current and upload below.
- **San Francisco Art Activities SFA/AIE**
  - o The San Francisco Art Activities fields are embedded in the SFA and AIE application.
  - o Activity 1: Brief Description (40 Word Limit) please include the San Francisco venue/virtual venue and the estimated total audience members/attendees.
  - o Date of Activity 1: Must be between November 2022 and November 2024
  - o Activity 2: Brief Description (40 Word Limit) please include the San Francisco venue/virtual venue and the estimated total audience members/attendees.
  - o Date of Activity 2: Must be between November 2022 and November 2024
  - o Fill in Activity 3 & 4 for AIE
- **San Francisco Art Activities ALG/CEI**
  - o CLICK SAVE DRAFT at bottom of page.
  - o ART ACTIVITY Table will appear.
  - o List the number of required San Francisco art activities open to the public.
    - Activity (95 characters w/spaces)
    - Date (date picker)
    - San Francisco Facility/Address/Virtual platform (95 characters w/spaces)
    - Estimated Attendance (number)
    - Brief Description (100 characters w/spaces)
  - o For help with character count: https://wordcounter.net/character-count.
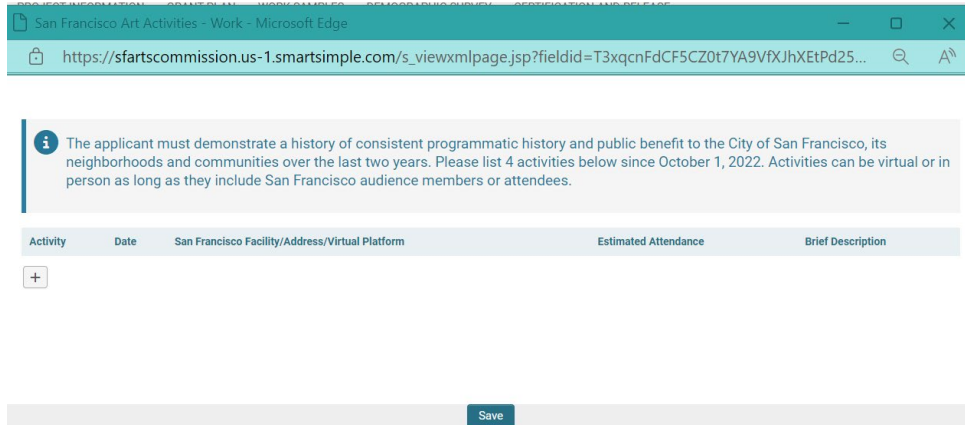
- o The applicant must demonstrate a consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years.
  - o Activities can be virtual or in person as long as they include San Francisco audience members or attendees.
  - o Examples include festivals, readings, panels, networking events, pre-recorded work shared with a live audience, etc.
- **Artist Application Questions**
  - o Please identify the artistic genre or practice for the proposed project.
    - ▪ Fill in the field
  - o Select the artistic practices below that best fit your project.
    - ▪ Select all that apply
  - o How many years of experience do you have as a practicing artist?
    - ▪ Choose a range
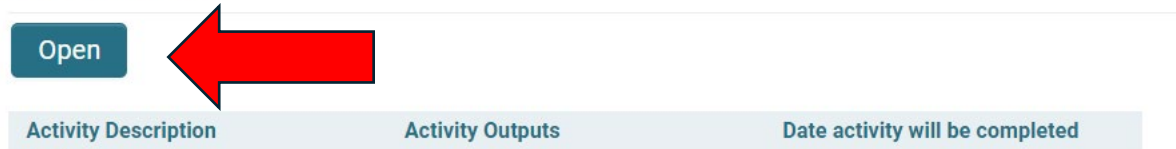
PROJECT INFORMATION

- **Amount Requested**
  - o Each category includes an eligible maximum request amount.
  - o Applicants cannot receive more than the amount that they request, and they cannot receive more than they are eligible for.
    - ▪ For example, if an applicant enters $300 for a maximum grant of $30,000 and scores high enough to receive a grant, they will be granted $300. **This amount cannot be adjusted after the application deadline is past.**
- **Project Summary**
  - o Provide a brief Project Summary to be read aloud by Arts Commission staff during the panel discussion that starts with this sentence, "San Francisco Arts Commission funds will be used to support…" (75 word limit)
  - o **Make it easy to understand and don't use acronyms.**
- **Category Specific Questions**
  - o Review the category specific questions in the guidelines Bit.ly/sfacfy25grantguidelines
  - o Review the technical assistance materials Grant Information Sessions | San Francisco Arts Commission (sfartscommission.org)

GRANT PLAN

- The project activities must take place during the grant term.
- Grant activities may be in person or virtual.
- The help text in the box will provide important information specific to your grant that you will need to complete this section. Make a note of the required number of activities, and which reports will need to be included in your Grant Plan.
- Click "Open" to Open the table.
- The table is a pop-up window. Do not lose track of the window. The pop-up window must be saved before closing or the information will be lost.

- Click the + button to add a row.
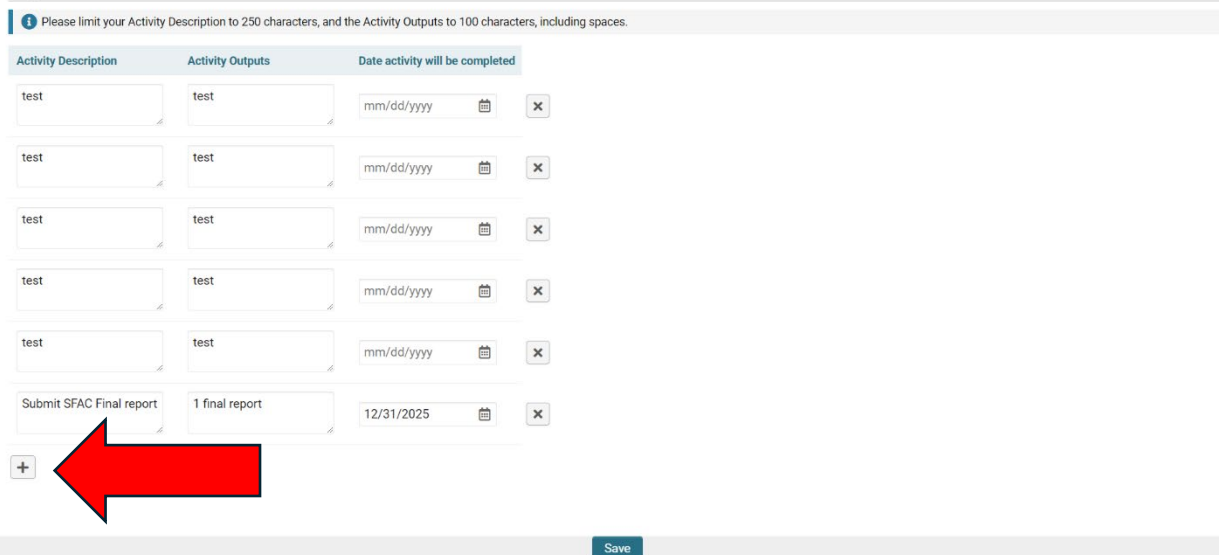- Add the number of rows required for the grant category as indicated in the Grant Plan tab's help text box.

- The last activity of the grant plan is always the Final Report. Use the Grant Plan tab's help text and copy/paste the Final Report's Activity Description, Activity Outputs, and Date into your plan's last activity row.
  - If an Interim Report is also listed, be sure to include the specific details (as shown in the help text) in one of your activity rows, ordered chronologically with your other activities.

- Activity Description (250 characters w/spaces): Each activity should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.
  - Example: Hire performers, create rehearsal schedule and draft programming for annual SF ART festival.
- Activity Outputs (100 characters w/spaces):
  - Example: 10 performers hired; 1 rehearsal schedule; 1 festival plan.
- Date activity will be completed:
  - Each activity should have an anticipated completion date that falls within the grant term.
  - Example: 03/31/2026.
- CLICK SAVE.
- CLICK X in upper right corner to return to the grant plan tab.

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PROJECT BUDGET AND FINANCIALS

All applications require a budget, except San Francisco Artist (SFA) grants. SFA applicants can move on to WORK SAMPLES, while all other applicants can follow the budget instructions below.

⌄ Project Budget

Please complete the following Project Budget information. For each expense, provide name, hourly rate and/or breakdown of costs in the "Notes" field.

Download the budget template here.

Budget

Open ↺

- Click the OPEN button to enter budget form.
- Enter Project Budget and notes detailing itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the "Notes" field (8 words/45 characters with spaces).
- Download the budget template for a complete list of expenses here (Excel or .xslx filetype required): https://bit.ly/sfacbudgettemplate

- CLICK SAVE.
- CLICK X in upper right corner to return to the project budget and financials tab.
- **Project Budget Notes (Arts Impact Endowment, Artistic Legacy Grant, and Special Project Grants only).**
  - ○ Upload: If this grant request is part of a larger project budget, please provide information on expenditures covered by other funding source(s). *250 words*

Organization Budget Uploads
- Upload IRS 990PC, 990-EZ or 990-N Postcard from the last completed fiscal year.
- If submitting a 990-N Postcard, please upload Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years. (IF APPLICABLE)
- **Profit and Loss Statements and Balance Sheets for the last two (2) completed fiscal years for**

the applicant organization. (REQUIRED FOR FISCALLY SPONSORED APPLICANTS ONLY)

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WORK SAMPLES

Pro Tip: Prepare work samples in advance.

- **Panelists will spend no more than ten (10) minutes reviewing work samples.**
- Up to 5 work samples totaling 10 minutes of material to review are accepted.
- Work samples can be provided by using online links (video or audio) JPGs (images), and PDFs (documents).
- Describe how the work samples relate to the proposed project.
- If submitting videos, please indicate necessary user/password info and cueing instructions.
- A cue is where to start and stop a longer audio or video file so that work sample materials stay within the total 10-minute limit.
- Review the Work Sample Technical Assistance Webinar: Grant Information Sessions | San Francisco Arts Commission (sfartscommission.org)

There are two parts to the Work Sample section in SmartSimple Grants Portal. The first part is the table which includes information about a file or link to a url. The second part is the file uploader. The information in the table should match any uploaded files.
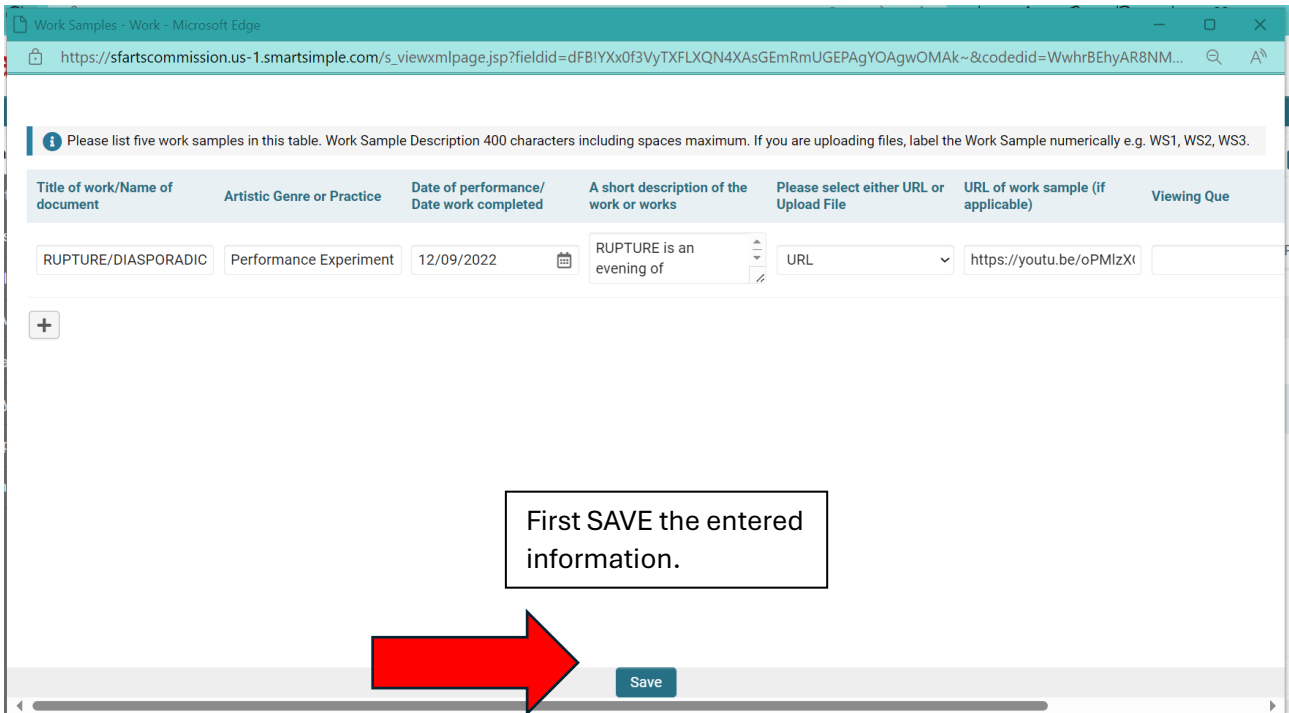
Work Samples Part 1: The Work Sample Table

Please list five work samples in this table. If you are uploading files, label the Work Sample numerically for example: WS1, WS2, WS3.
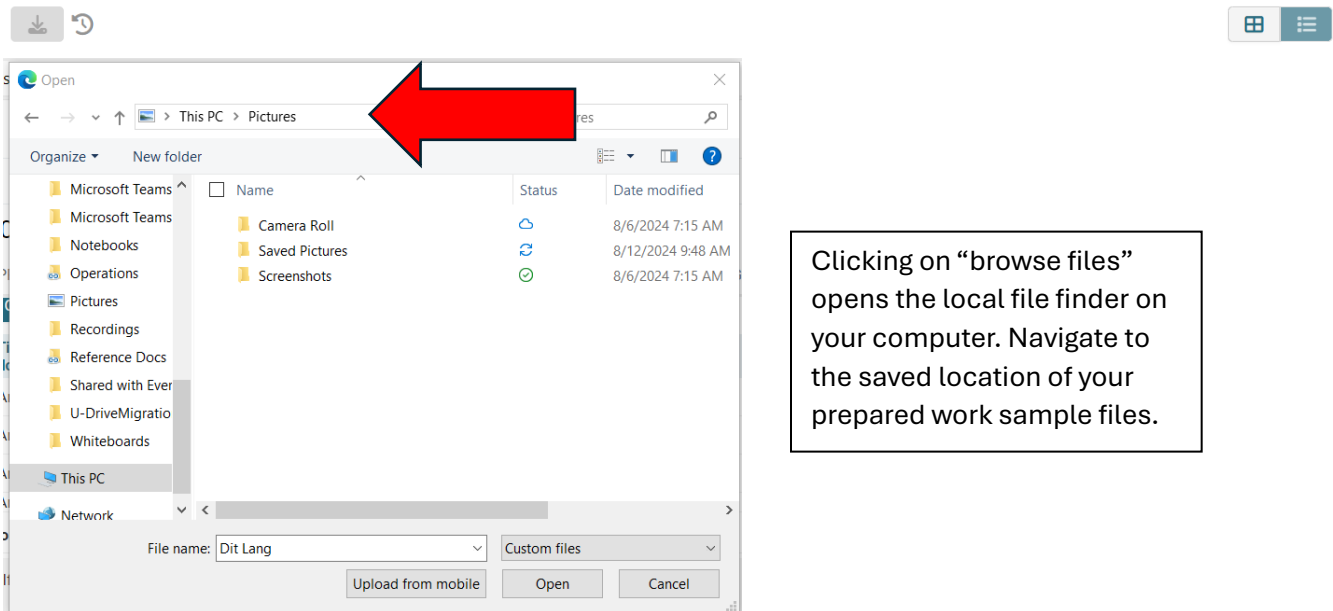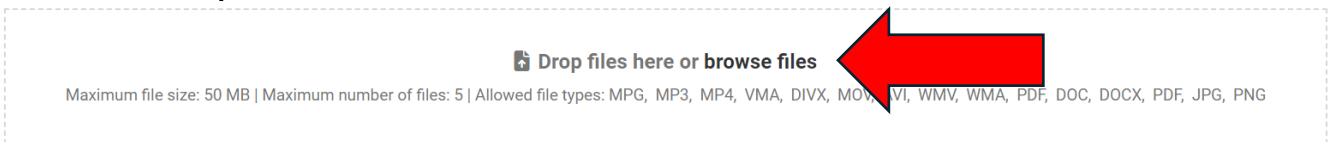
Open

- Click the OPEN button to enter five work samples labels and/or links into the table.
- The table is a pop-up window. Do not lose track of the window. The pop-up window must be saved before closing or the information will be lost.
- Click the + button to add a row.
- List up to five (5) work samples in this table.
- For each work sample provide the following:
  - Title
    - If uploading files, please label them numerically, i.e. ApplicantNameWS1_Title, ApplicantNameWS2_Title
  - Genre
  - Date when the work was performed, created or released
  - Description (*100 characters w/spaces*)
  - URL or file
  - Viewing cue (where to start and stop an audio/video file)
  - **PASSWORD IF APPLICABLE**
- **Click SAVE to save the information entered into the table.** Click SAVE or the information will not be entered. Click X to close the table.

Then click X to close the table. The information will appear in the application.

First SAVE the entered information.

Part 2: The File Uploader

📄 Drop files here or **browse files**

Maximum file size: 50 MB | Maximum number of files: 5 | Allowed file types: MPG, MP3, MP4, VMA, DIVX, MOV, AVI, WMV, WMA, PDF, DOC, DOCX, PDF, JPG, PNG

Clicking on "browse files" opens the local file finder on your computer. Navigate to the saved location of your prepared work sample files.

- ONLY IF UPLOADING FILES CLICK the Arrow Up/Upload button or browse files.
  - If all work samples are links, uploads are not required.
- **Label the Work Samples**: ApplicantName_WS1, ApplicantName_WS2, ApplicantName_WS3, ApplicantName_WS4, ApplicantName_WS5
- Upload or drag file to upload.

- Once upload is complete the file will appear in the application.

	File Name ▲	Size	Date	
🖼	**ApplicantName_WS1.png**	32.7 KB	08/27/2024 2:21 PM	⋮
🖼	**ApplicantName_WS2.jpg**	32.7 KB	08/27/2024 2:21 PM	⋮
🖼	**ApplicantName_WS3.png**	287.3 KB	08/27/2024 2:21 PM	⋮
📄	**ApplicantName_WS4.pdf**	2.8 MB	08/27/2024 2:21 PM	⋮

Total Files: 4

Technical Notes:
- **Large files over 20MB should be linked to your preferred hosting site and not uploaded.**
  - Large files are difficult to upload and download, please link to larger files whenever possible.
- **Accepted file types:** pdf, doc, docx, mpg, mp3, mp4, vma, divx, mov, avi, wmv, wma, jpg.

Pro Tip: Work samples do not need to be finished or polished work. They can be drafts, sketches and plans. Visual representations of work described in the project can be very useful. Often sharing multiple types of work samples help the panelists visual a project.

Types of Work Samples:
- **Images**
  - Images are best for still practices: craft, design, craft-based traditional art, visual art.
  - While work samples will not be scored on the quality of the image, please take care to provide images that are clear and relevant to the proposed project.
  - Images can be uploaded separately or combined into one file.
- **Documents or PDFs**
  - When possible, PDF files are best for document-based practices: comics, design plans, graphic novels, music scores, theater scripts, websites, writing. Saving your work sample as a PDF will keep the fonts and spacing visible to viewers as intended.
  - If submitting a work sample that tells a story, please ensure the selection or excerpt includes a good amount of the narrative arc.
- **Audio or Video**
  - Audio or Video are best for dynamic practices: dance, film, media, music performance, theater performance, performance-based traditional arts.
  - Clips and highlights do not always show a complete concept, movement, narrative or thought. We recommend at least three (3) minutes of uninterrupted audio or video to best demonstrate the work to the panelists.
  - Identify what panelists should view or listen to by including a timestamp or viewing cue. There is a viewing cue field in the Work Sample table.

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STEP 4: Demographic Survey

The San Francisco Arts Commission collects demographic data about our grant applicants to better serve our communities and to maintain our commitment to equity. Completion of this demographic survey is optional.

ANY DATA PROVIDED WILL NOT BE SEEN BY PANELISTS OR USED IN THE EVALUATION OF AN APPLICATION.

It will be used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff. We understand that the criteria/categories in this survey might not be perfect, and we appreciate any feedback to revise categories in ways that may feel more appropriate. We thank you for your participation!

Demographic Survey Questions

Organizations:
- How did you learn about this grant opportunity?
- If applicable, please specify which cultural ambassador or organization informed you about this opportunity.
- Is more than half of your audience BIPOC (Black, Indigenous, People of Color)?
    - If yes, of that BIPOC majority, please select which of the following groups is most represented. (select one)
- Which of the following communities, if any, does your organization intentionally serve?
- In which supervisorial district are you or your organization located?
    - A map of all supervisorial districts is available here.
      If the map does not display the Cultural Districts and supervisorial districts, please refresh your browser.
- Is this your first time applying for a grant from SFAC?
- Any comments about this survey or the overall application?

Individuals:
- How did you learn about this grant opportunity?
- If applicable, please specify which cultural ambassador or organization informed you about this opportunity.
- In which supervisorial district are you or your organization located?
- How do you identify in terms of race/ethnicity? (Select all that apply)
    - If you wish to specify further, please do so here:
- Which gender do you most identify with? (select one)
    - If not listed, please state
- What is your sexual orientation/identity? (select one)
- How old are you? (select one)
- What is your annual household income? (select one)
- Do any of these disabilities or identities impact your daily life? (select all that apply)
- Is this your first time applying for a grant from SFAC?
- Any comments about this survey or the overall application?

STEP 5: Certification and Release

This certification and release must be signed by the principal officer of the organization or artist with the knowledge of the matters contained herein and with legal authority to obligate the organization or artist. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on the data available at the time of the application and that there are no misstatements or misrepresentations contained herein or in attachments. The artist or organization will comply with State and Federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersign hereby release the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to SmartSimple, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of SmartSimple, its respective officers, employees or agents.

- Check the "I confirm" box.
- Enter the Applicant Contact Name.
- The date is automatically added and not visible to the applicant, it is visible in the administrative view.

BE 100% READY TO SUBMIT THE APPLICATION. Applicants cannot reopen the application. If needed, email sfac.grants@sfgov.org to reopen the application before the deadline. Reopened applications must be submitted by the deadline to be eligible.

When ready to submit, CLICK the SUBMIT button.

Application Summary

CONTACT INFORMATION   APPLICANT INFORMATION   PROJECT INFORMATION   GRANT PLAN   WORK SAMPLES   DEMOGRAPHIC SURVEY   **CERTIFICATION AND RELEASE**

This certification and release must be signed by the principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on the data available at the time of the application and that there are no misstatements or misrepresentations contained herein or in attachments. The individual applicant or organization will comply with State and Federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersign hereby release the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to SmartSimple, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of SmartSimple, its respective officers, employees or agents.

* I confirm that the information within this application is true and correct.

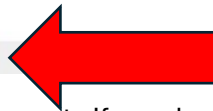☐ I confirm

* Applicant's Contact Name:

* Title

* Date

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