San Francisco Arts Commission
Artivist-in-Residence Grantseeker Webinar

January 15, 2021
1 – 2 p.m.
We acknowledge that we occupy traditional and unceded Ramaytush Ohlone land and that our work should support and uplift contemporary Indigenous voices and help reclaim space for Native culture.
Our Presenters

- Senior Program Officer
  Jaren Bonillo - Host

- Program Officer
  Tina Wiley - Facilitator

- Program Associate
  Lorena Moreno - Technical Assistance

OPG 2019  Afrosolo
Agenda

- SFAC Overview (10)
- Eligibility and Requirements (15)
- Scoring Criteria (15)
- Application Process (5)
- Q&A (15)
SFAC Overview
About SFAC

The San Francisco Arts Commission is the City agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment and shaping innovative cultural policy.

Our programs include: Civic Art Collection, Civic Design Review, Community Investments and the Art Vendor Program, Public Art, and SFAC Galleries.

OPG 2019 World Arts West by WaiYan Daniel Tsao
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.

ACIP-SJ  2018 Gabriela
Community Investments Program

The Community Investments Program supports San Francisco artists, arts organizations, and communities with an equity lens through grants, technical assistance and capacity building, economic development, arts education initiatives and community-based Cultural Centers.
2020 Grantmaking Impact by the Numbers

**Activities**
- 292 Applicants
- 12 Distinct Panels
- 44 Panelists

**Funding**
- 52% applicant success rate
- $4,614,858 total amount awarded
- 13% first time recipients
- 70 individual artists awarded

**Supports**
- 154 Grantees
- 83 organizations awarded
- All 11 Districts
SFAC Grant Cycle

- Compliance + Reporting
- Guidelines Review
- Outreach + Technical Assistance
- Applications Due
- Grant Panel Review
- Funding Approvals
Eligibility And Requirements
Artivist-In-Residence (AIR) Program Officer Tina Wiley

NEW: Supports small and mid-sized creative exploration/arts education organizations through multi-year support for teaching artist employment and programming.

- Support up to $400,000 over three years (2021-2024)
- For hiring and nurturing the talents of Teaching Artists as part-time employees
- Open to all art genres and age groups
- Supports vulnerable populations and intersectional identities
Artivist Glossary

• Artivist: artist + activist

• Community Learner: program participants

• Creative Exploration: artistic engagement at any age and experience level

• Arts Education: artistic engagement for K-12 students

• Vulnerable Population: youth (age 0 to 24 years old), older adults (age 60 and up), individuals with disabilities, individuals affected by the justice system/foster care, and individuals experiencing homelessness and/or joblessness
Project Requirements

- Artivists are hired as part-time hourly employees and teach a minimum of 150 hours a year.
- The cohort must be comprised of at least 3 Artivists for the life of the grant.
- At least 66% (2/3) of the AIR cohort must self-identify as BIPOC.
- At least 50% of the AIR administrative team must self-identify as BIPOC.
Project Requirements cont’d

• Directly benefits BIPOC, LGBTQ+ and vulnerable populations with a minimum of 150 Community Learners during the grant window.

• 80% of the grant (up to $320,000) must be allocated for Artivist compensation. The remaining 20% (up to $80,000) may be allocated for direct programmatic and administrative expenses.

• A required 20% match (up to $80,000 or $26,666 per year) for indirect administrative expenses such as staff time and/or cash matching.
Eligibility

• Applicant organizations must be:
  • Based in San Francisco
  • 501(c)(3) arts organizations or fiscally sponsored organizations

• May not be a part of another City agency or department

• Must be in good standing with other grants and loans

• The organization’s annual operating revenue must not exceed $1.5 million in income

• Project activities must take place in S.F. between July 1, 2021 and July 30, 2024
Eligibility cont’d

• The applicant organization’s mission statement must be clearly focused on arts education engagement, development, production, and/or presentation of arts activities in San Francisco

• Proof of a corporate address in the City and County of San Francisco to demonstrate current/pre-COVID corporate address in San Francisco
  • NEW: A lease in the name of the applicant organization within the last 24 months (February 2019 – present)
  • Property title

• Applicants must demonstrate 3 full years of programmatic activity serving SF residents at the time of application with four arts education/creative exploration programmatic activities
  • Two of the arts education/creative exploration programmatic activities may be virtual or socially distanced experiences if they took place after March 16, 2020
Application Uploads

- Proof of San Francisco corporate address
- Proof of IRS good standing
- Demonstration of three-year programmatic history
- IRS 990, 990-EZ or 990-PF from the last completed fiscal year
- Work samples and curricula samples
Scoring Criteria
# Racial Equity (20/100)

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>POINTS</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain how the proposed AIR program aligns with the organization’s mission and advances racial equity by prioritizing communities of color and vulnerable groups. <em>150 word limit.</em></td>
<td>10</td>
<td>The applicant clearly describes a practice for advancing racial equity in the proposed AIR program and demonstrates programmatic alignment with the organization’s mission.</td>
</tr>
<tr>
<td>2. Describe the organization’s history and experience of managing and collaborating with Artivists (teaching artists). How will the organization design and implement the AIR program to support racial equity in SF communities? <em>150 word limit.</em></td>
<td>10</td>
<td>The applicant has strong examples of working with Artivists. There is a thorough outline of the proposed program along with an explanation on how the program’s structure centers the needs of the BIPOC communities engaged.</td>
</tr>
</tbody>
</table>
### Program Design & Implementation (30/100)

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>POINTS</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Describe how the Artivists will be recruited, trained, and supported</td>
<td>15</td>
<td>The applicant demonstrates thorough strategies to recruit a two-thirds (66</td>
</tr>
<tr>
<td>throughout the program. What will the organization gain or learn from</td>
<td></td>
<td>percent) BIPOC Artivist cohort and to invest their professional development</td>
</tr>
<tr>
<td>employing Artivists? <strong>150 word limit.</strong></td>
<td></td>
<td>over the course of the program. The applicant shares a vision for the AIR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>program and community engagement.</td>
</tr>
<tr>
<td>4. Describe the community/ies receiving AIR programming along with an</td>
<td>15</td>
<td>The applicant describes their targeted audience and an outreach strategy</td>
</tr>
<tr>
<td>outreach strategy. What will the Community Learners (participants) and the</td>
<td></td>
<td>with several points of engagement. Participant learning outcomes and</td>
</tr>
<tr>
<td>community gain from working with an Artivist-in-Residence? **150 word</td>
<td></td>
<td>goals for community impact respond to community needs and are achievable</td>
</tr>
<tr>
<td>limit.</td>
<td></td>
<td>within the grant window.</td>
</tr>
<tr>
<td>QUESTION</td>
<td>POINTS</td>
<td>CRITERIA</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5. How will the organization provide and assure equitable compensation for each of the Artivists? Provide an outline of wages, benefits, and any paid leave. <em>150 word limit.</em></td>
<td>15</td>
<td>The compensation plan details the number of Artivists hired, wages, benefits and paid leave. Artivists receive competitive compensation throughout the residency. The budget reflects eighty percent allocated to Artivists and twenty percent for direct programmatic and administrative costs.</td>
</tr>
</tbody>
</table>
| 6. Describe the organization's current financial position. Describe how the organization will match 20 percent ($80,000 or $26,666 per year) for in-direct administrative expenses to sustain the program for the life of the grant? *150 word limit.* | 15     | The applicant delivers an accurate financial position and evidence that there is a confirmed match for twenty percent indirect program costs.  
  - Upload of IRS 990, 990-EZ or 990-PF                                   |
<table>
<thead>
<tr>
<th>QUESTION</th>
<th>POINTS</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Provide four examples of the organization’s arts education programming (two work samples) and curriculum (two curricula samples) developed in partnership with Artivists in the past three years. One of the four examples must include a remote learning, virtual, or socially distanced experience. 150 word limit.</td>
<td>15</td>
<td>The applicant shows a history of arts programming in partnership with Artivists through work samples. Curricula samples demonstrate an expertise in arts education/creative exploration by describing how a topic is approached (technique) with Community Learner outcomes. • Uploads of work samples • Uploads of curricula samples</td>
</tr>
<tr>
<td>8. Identify the staff members who will administer the AIR program with brief biographies describing their professional experience and connection to the communities served. 150 words per bio; 6 bios max.</td>
<td>10</td>
<td>The applicant lists designated staff members and their roles in the proposed AIR program. Staff demonstrate experience in managing teaching artists and have strong relationships with communities engaged.</td>
</tr>
</tbody>
</table>
Process to Apply
Step 1 – Go to the Grants Landing Page
https://www.sfartscommission.org/grants

Webpage includes:

• Grant Guidelines
• Application Instructions
  • Contact information
  • Application Questions
• Project Budget
• Support Materials
• Link to online application
Step 2 – Review the Artivist Guidelines

Webpage includes:

- PDF of the Guidelines
- Deadlines
- Eligibility
- Restrictions
- Panel Evaluation
- Scoring Criteria
Step 3 – Read the Application Instructions

Document includes:

- Link to Guidelines
- Application Instructions
  - Contact information
  - Application Questions
  - Word limit for responses
- Project Budget
- Support Materials
- Link to online application
Step 4 - Complete the Eligibility Form

Application Link
https://sfac.tfaforms.net/104
Required Materials with Application Submission
- **Verifiable proof of San Francisco corporate address:** A lease in the name of the applicant organization within the last 24 months or a property title is required at the time of application to demonstrate proof of a current/pre-COVID corporate address in San Francisco.

- **Proof of IRS good standing:** Visit IRS-Tax Exempt Organization Search: [https://apps.irs.gov/app/eos/](https://apps.irs.gov/app/eos/). Select Database “Pub 78 Data”. Search for the applicant organization EIN number or Organization Name. Select the correct organization. Save a PDF of the screen titled “Publication 78 Data” that shows your organization listed and upload to the application form.

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

Project Requirements
- **Programmatic Work Samples:** Upload two (2) samples of programmatic work (program promotions, photos) providing evidence of the ability to complete the proposed project. Images, audio, and video (links) should be from the last three (3) years.

- **Curricula Samples:** Upload two (2) samples of curriculum (lesson plans, unit plan) providing evidence of the ability to complete the proposed project. Images, audio, and video (links) should be from the last three (3) years.

**NOTE:** One of the four samples must include a remote learning, virtual, or socially distanced experience.
Step 6 – Complete Your Application

FY21 San Francisco Artists Grant Application

Artist Information

Legal Name of Applicant: *

The applicant's full legal name must match the name on the applicant's income tax return. This is the name used to sign grant agreements. If funded and your legal name is not provided, a delay of the initial grant payment may occur.

Artist Name (if different from an applicant's legal name):

Artist Email: * Artist Phone Number: *

Artist Pronouns-Check all that apply: *

- She/her/hers
- He/him/his
- They/them/theirs
- Other
- Decline to state

Supplier ID Number (formerly known as 'Vendor Number')

Any artist who has previously received a grant or been paid by the City has a Supplier ID. If you are unsure of your Supplier ID Number, please Create a new ticket at San Francisco City Partner Contact User Support for assistance.

Enter your Supplier ID Number below. If you do not have a Supplier ID Number, enter "0". *
# Important Dates

<table>
<thead>
<tr>
<th>Opportunity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-on-One Consultations <a href="https://calendly.com/sfactinawiley/artivist">https://calendly.com/sfactinawiley/artivist</a></td>
<td>February 9&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Applications Due</td>
<td>February 10&lt;sup&gt;th&lt;/sup&gt; at 12 p.m. PST</td>
</tr>
<tr>
<td><em>Mail-In Emergency? Notify Tina by phone &amp; email for postmark instructions</em></td>
<td></td>
</tr>
<tr>
<td>Public Panel Review</td>
<td>April 2021</td>
</tr>
<tr>
<td>Funding Recommendations</td>
<td>April 2021</td>
</tr>
<tr>
<td>Grant Window</td>
<td>July 1, 2021 – June 30, 2024</td>
</tr>
</tbody>
</table>
Grantseeker Tips

• Read the guidelines thoroughly and refer to the instructions.

• Pay attention to the scoring criteria

• Plan ahead:
  • Gather work samples and team bios
  • Consider writing together and sharing in the process
  • Schedule a consultation with the Program Officer

• Draft responses in another document, then cut and paste answers into the online application form. Pay attention to word count.

• Write with enthusiasm and tell a compelling story.

• Be consistent, be specific, instill confidence in the panelists.

• **Do not wait to the last minute to upload an application. Notify the Program Officer ASAP if you have issues submitting.**
Panel Process

To ensure our process is rooted in cultural equity, applications are openly reviewed by a panel of peers.

- Panelists review, discuss and score applications.
- Due to COVID restrictions, panels will be virtual until further notice. Panel reviews are held online and will be accessible to the public.

Staff works hard to curate panels that are equitably representative of the applicant pool and the larger city of San Francisco with regards to race/ethnicity, gender identity, sexuality, ability status, as well as artistic discipline and organizational expertise.
Questions?
Thank You!

Program Officer Tina Wiley

tina.wiley@sfgov.org
415-252-2218

https://calendly.com/sfactinawiley/artivist

OPG 2019 Cuba Caribe