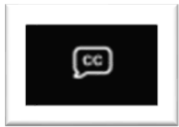


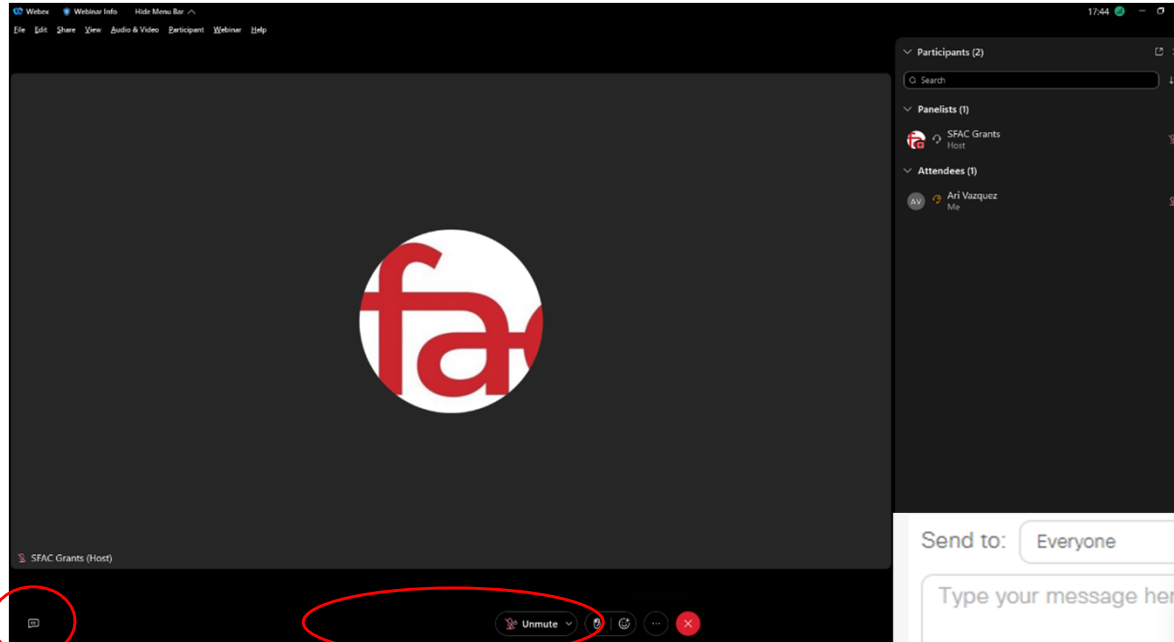
**SFAC
CULTURAL EQUITY
INITIATIVES GRANT
SEEKER WEBINAR
September 18, 2024
12 p.m.**



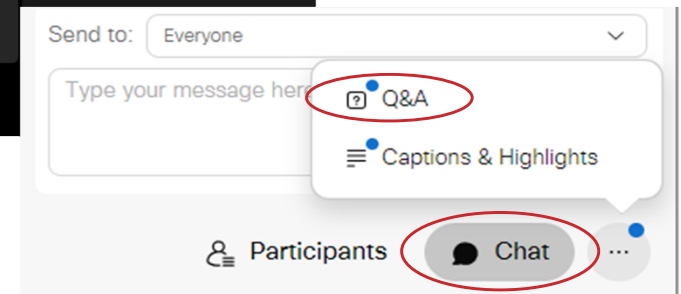
TECHNICAL HOUSEKEEPING



Click 'CC' in lower left-hand corner for closed captioning.



Access the Q&A by clicking the 'Q&A' option to the right of the Chat button.



Microphones will be muted during the webinar.

Access Chat by clicking the 'Chat' option.

TECHNICAL HOUSEKEEPING



WCTAIR 2020 Maddy Clifford

- This SFAC Webinar is being recorded!
The link, access password, and slide deck will be added to the Grant Information Sessions webpage in 5-7 business days.
- For technical support, please email sfac.grants@sfgov.org. In the email, share the technical issue and staff will respond shortly after to assist.

LAND ACKNOWLEDGEMENT

The San Francisco Arts Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone. We affirm the sovereign rights of their community as First Peoples and are committed to supporting the traditional and contemporary evolution of the American Indian community and uplifting contemporary indigenous voices and culture.



Photo Credit: Hulleah
Tsinhnahjinnie

OUR PRESENTERS

SFAC Staff



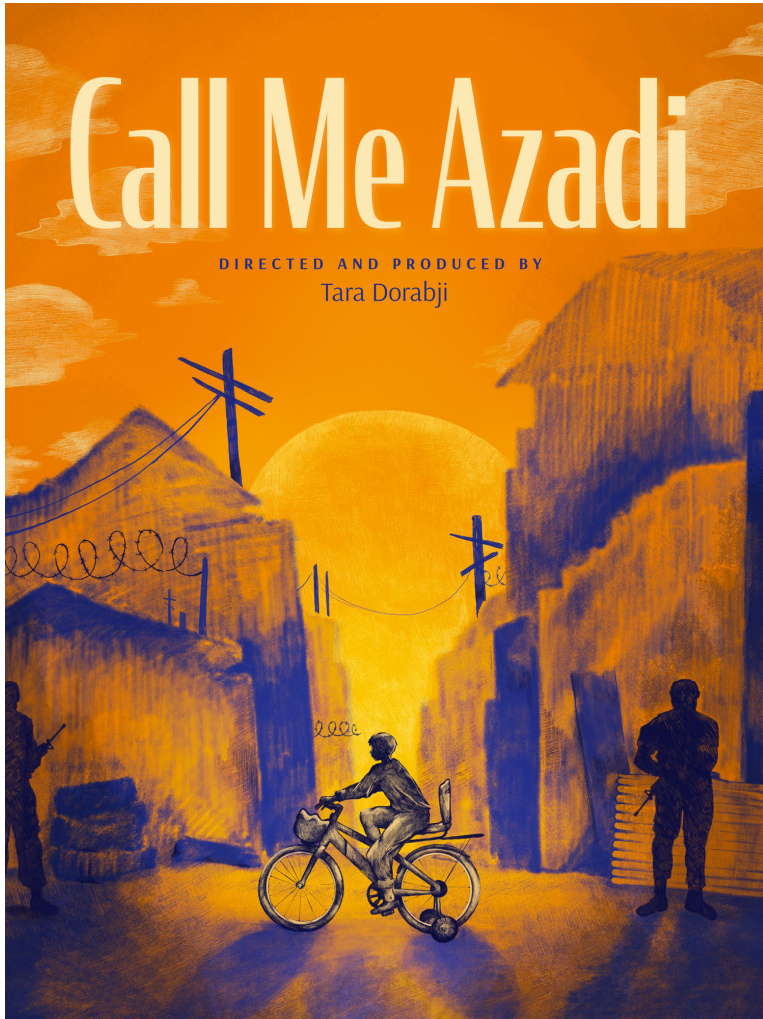
- Senior Program Officer, Debbie Ng (she/her)
- Program Officer, Jennifer Chu (she/her)
- Program Officer, Coco Duhon-Kelley (she/her)
- Program Associate, Christian Weaver (they/them)
- Program Associate, Natalia Perez (she/her)

Women's Audio Mission
2023 Local Sirens Concert Poster
Phot by Jamie Hernandez (May 2023)

ASL Interpretation:

- ASL Interpreter, Beth (she/her)
- ASL Interpreter, Lixa (she/her)

AGENDA



- SFAC Overview (10)
- Eligibility and Requirements (15)
- Cultural Equity Initiatives Overview (15)
- Preparation to Apply (10)
- Q&A (10)

2021 Call Me Azadi Poster
San Francisco Artist Grantee Tara Dorabji



SFAC OVERVIEW



ABOUT SFAC



23SPX-AB11 International Indian
Treaty Council, Aljuthoor, Dancers,
Rodriguez

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:

- Community Investments
- Public Art
- Civic Art Collection
- Civic Design Review
- Art Vendor Program
- SFAC Galleries

RACIAL EQUITY STATEMENT



21CEI07 Bay Area American Indian Two-Spirits (BAAITS) Queer Cultural Center
Photo by Arlene Mejorado

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.

CULTURAL EQUITY ENDOWMENT FUND

SEC. 68.1. PURPOSES

The Cultural Equity Endowment Fund is established to move San Francisco arts funding toward cultural equity.

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.



2022 CEI Grantee Marigold Project Inc. -
Adrian Arias Artist - Photo courtesy of
Marigold Project

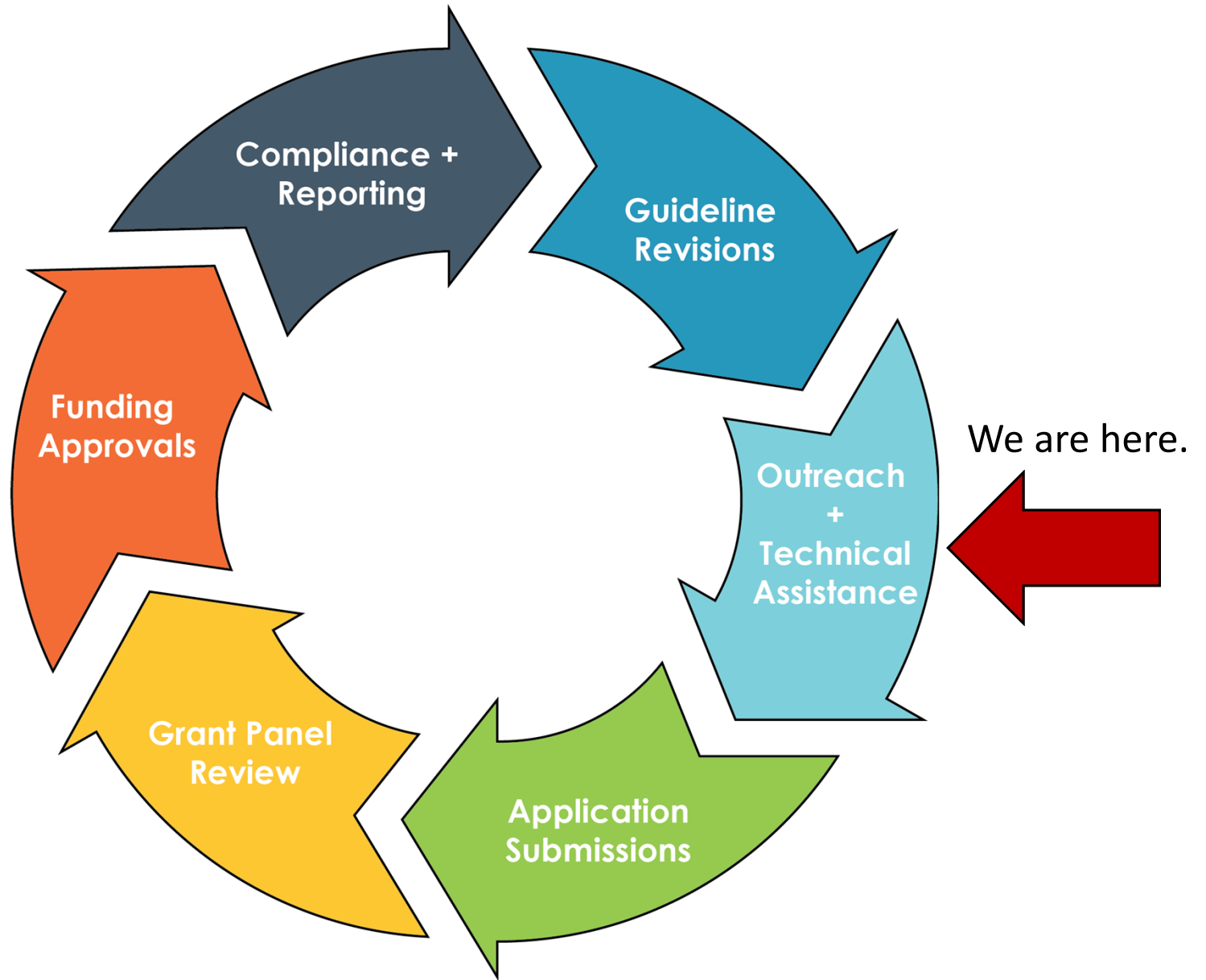
COMMUNITY INVESTMENTS PROGRAM

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.



2022 San Francisco Artists grantee Jocelyn Reyes; Photo by Maximillian_Tortoriello

SFAC GRANT CYCLE





ELIGIBILITY AND REQUIREMENTS



GRANT GUIDELINES + APPLICATION INSTRUCTIONS

Guidelines

- One document with universal eligibility, policy, terms and conditions.
- Grant Categories cover category-specific information.
- PDF with hot links.
- Period to submit Questions via email or at technical assistance webinars.
- Questions will be posted.

Instructions

- One document with Smart Simple portal screenshots.
- All Smart Simple applications are organized in the same way.
- PDF with hot links.



Fiscal Year 2024-2025 Grant Guidelines

Version 1

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.

Contents

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Grant Opportunities Fall 2025.....	4

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.
- 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

ELIGIBILITY

Eligibility begins on page 4 of the Guidelines.

Cannot apply in any category with a current open grant.

- ALL Applicants must:
 - Have a two-year demonstrated history of operating/living in San Francisco.
 - Artists and Organizations must highlight historically marginalized communities such as those listed in the Cultural Equity Endowment legislation.
 - Project activities must take place in S.F. between a defined grant window (depending on grant).
 - Be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco.

ELIGIBILITY – ORGANIZATIONS

Organization Applicants Must:

- Be a 501c3 filling a 990PC or Fiscally Sponsored by a San Francisco 501c3 in good standing with the IRS, CA Franchise Tax Board, CA Attorney General, CA Secretary of State.
- Have a budget cap \$2M.
- Provide 2 years of Profit and Loss statements.
- Upload most recent 990.
- Mission focused on arts and or youth art activities in SF.

Organization Applicants Must NOT:

- Be a 501c3 private foundation filing a 990PF or 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 and Cultural Districts.
- Be a Community Benefit District.

ELIGIBILITY - FISCAL SPONSORS

Fiscal Sponsors must:

- Be in compliance with the IRS, CA Franchise Tax Board, CA Attorney General, CA Secretary of State.
- Provide proof of Agreement or Memorandum of Understanding (MOU) between the fiscal sponsor and the fiscally sponsored applicant that:
 - Define the fiscal sponsor model.
 - Describes services provide by fiscal sponsor.
 - Describes how funds are disbursed.
 - Outlines the reporting requirements.
 - Includes the fiscal sponsorship fee.
 - Identifies 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 sponsored project.

ELIGIBILITY - FISCAL SPONSORS

- Hold operating reserves sufficient to support the sponsored program.
- Work with the subgrantee to complete and submit financial documentation of the disbursement of funds with the final report.
- Pay all funds to the subgrantee in advance of the final disbursement of the grant.
- Fiscally sponsored projects may include LLCs with a \$500,00 budget cap and Sole Proprietorships.

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.

COMPLIANCE AND INSURANCE



21CEI Handful Players Inc - Screen shot from Black Panther video filmed by Donald Bowden

- Supplier Compliance
Visit SF CITY Partner
<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>
- Grantees must become Suppliers and must maintain compliance.
- Grant Agreements are legal contracts.
- Insurance Requirements vary, and are considered for every grant.



CULTURAL EQUITY
INITIATIVES (CEI)
GRANT CATEGORY



CULTURAL EQUITY INITIATIVES

Supports small and mid-sized arts organizations through multi-year core operating support grants to shift programming, build capacity and address recovery efforts.



2022 CEI Grantee Nā Lei Hulu | Ka Wēkiu Hula Halau. Production still from RITUAL show. September 2023. Photo courtesy of Nā Lei Hulu | Ka Wēkiu Hula Halau.

- CEI grants may be used to fund general operating expenses such as salaries, rent, space planning, equipment and supplies
- Up to \$100,000 over two years. Grant window is July 1, 2025 to July 31, 2027
- Grant request amounts based on average annual operating revenue from two most recently completed fiscal years
- Budget cap \$2.0 mil.
- Applications due Wednesday, October 30, 2024 at 12 p.m.

CULTURAL EQUITY INITIATIVES: REQUEST AMOUNTS TABLE

OPERATING REVENUE (two-year average)	ELIGIBLE REQUEST AMOUNT
Less than \$100,000	\$50,000
More than \$100,001 but less than \$500,001	\$75,000
More than \$500,001 but less than \$2,000,000	\$100,000

SCORING CRITERIA



Racial Equity (30 points)

one question

San Francisco Arts Community Impact (25 points)

one question, staff bios, organization governance

Operational Effectiveness (30 points)

one question, grant plan and budget, organization financials, budget notes

Work Samples (15 points)

up to 5 uploads/links

SCORING CRITERIA: RACIAL EQUITY

Question	Points	Criteria
<p>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 communities identified 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 identified in the Cultural Equity Endowment legislation?</p> <p><i>300 word limit</i></p>	<p>30</p>	<p>Organization demonstrates a history and mission of engaging communities identified in the Cultural Equity Endowment legislation. Organization explains how this grant will enhance the organization’s mission and ability to serve the community/communities identified in the Cultural Equity Endowment legislation.</p> <p>Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</p>

SCORING CRITERIA: SAN FRANCISCO ARTS COMMUNITY IMPACT PT. 1

Question	Points	Criteria
<p>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?</p> <p><i>300 word limit</i></p>	5	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.

SCORING CRITERIA: SAN FRANCISCO ARTS COMMUNITY IMPACT PT. 2

Question	Points	Criteria
<p>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 listed in the Cultural Equity Endowment legislation.</p> <p><i>10 Names Maximum, 300 word limit</i></p>	10	Organization demonstrates appropriate advisory or governance structure, diverse community representation and experience with historically underserved communities, including those listed in the Cultural Equity Endowment legislation .

SCORING CRITERIA: SAN FRANCISCO ARTS COMMUNITY IMPACT PT. 3

Question	Points	Criteria
<p>4. Provide brief bios of the core staff and their experience with historically underserved communities, including those listed in the Cultural Equity Endowment legislation.</p> <p><i>3 Bios Maximum - 1,000 Characters including spaces Maximum</i></p>	10	<p>Organization has appropriate staff with relevant skills and experience with historically underserved communities, including those listed in the Cultural Equity Endowment legislation.</p>

SCORING CRITERIA: OPERATIONAL EFFECTIVENESS PT. 1

Question	Points	Criteria
<p>5. Completed Grant Plan with distinct activities, outputs and date completed by.</p> <p><i>See instructions for example and character limit.</i></p>	10	Completed grant plan aligns with the project summary and project budget and describes what the organization hopes to achieve.
<p>6. Completed Project Budget</p> <p><i>See instructions for budget template and required uploads.</i></p>	10	Completed project budget aligns with the grant plan and project summary and line items are explained in detail.

SCORING CRITERIA: OPERATIONAL EFFECTIVENESS PT. 2

Question	Points	Criteria
<p>7. Describe who is engaged in fiscal oversight and reporting, and the process for how your organization develops its annual budget.</p> <p><i>300 word limit</i></p> <ul style="list-style-type: none">- Nonprofits: IRS 990PC, 990-EZ, 990-N Postcard- Fiscally Sponsored Organizations: Profit and Loss Statements and Balance Sheets for the last two completed fiscal years- Organization Budget Notes	10	Organization demonstrates a process of financial planning and monitoring.

SCORING CRITERIA: WORK SAMPLES

Question	Points	Criteria
<p>8. Work Samples: 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.</p> <p><i>You may provide up to 5 work samples totaling 10 minutes of material to review.</i></p>	15	The samples should express the organization's mission and demonstrate knowledge of and experience in your organization's creative practice(s)/field.



PREPARATION TO APPLY



STEP 1 - SFAC GRANTS WEBPAGE + GRANT INFO SESSIONS WEBPAGE

<https://www.sfartscommission.org/grants>

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

ESPAÑOL 中文 FILIPINO

RESOURCES CITY BUDGET CONTACT VIEW THE CALENDAR

sfac

OUR ROLE & IMPACT FIND OPPORTUNITIES EXPERIENCE ART GET INVOLVED

GRANTS

CALLS FOR ARTISTS

ART VENDOR PROGRAMS

BID OPPORTUNITIES FOR CONTRACTORS

JCDECAUX KIOSK PROGRAM

RELATED INFORMATION

- Apply to the 2025 Cultural Ambassador Program
- Grant Information Sessions
- Apply To Be A Grant Panelist
- How To Become A City Supplier
- Grant Review Panel Scores

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.

Please **sign up for our newsletter** to stay informed about any grant program updates.

Read the **PRESS RELEASE ANNOUNCING OUR 2024-2025 GRANT CYCLE COHORT!**

OYSTERKNIFE at Grace Cathedral, QCC FY23-26. Photo by Chani Bockwinkel

List of Current Grantees

FY24 GRANTEEES

PAST GRANTEEES

FY23 GRANTEEES

FY22 GRANTEEES

- Upcoming Opportunities & Important Dates
- Grant Category information and Grant Guidelines
- Application Instructions
 - Contact information
 - Application Questions
 - Project Budget
 - Support Materials
- Links to online applications
- Recorded Webinar Info Sessions links and access passwords
- Webinar Slide Deck Presentations

STEP 2 - REVIEW THE GUIDELINES

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.

STEP 3 - APPLICATION INSTRUCTIONS



Fiscal Year 2024-2025 Grant Application Instructions

How to Prepare and Submit your Application

Version 1

Contents

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STEP 2: Application Preparation	7
STEP 3: Application.....	8
APPLICANT INFORMATION.....	8
PROJECT INFORMATION	11
GRANT PLAN	11
PROJET BUDGET AND FINANCIALS.....	13
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Instructions

- One document with Smart Simple portal screenshots.
- All Smart Simple applications are organized in the same way.
- PDF with hot links.

STEP 4 - PREPARE YOUR ANSWERS

Racial Equity question in the FY25 Cultural Equity Initiatives section of the FY 2024-2025 Grant Guidelines

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.

STEP 5: SMARTSIMPLE GRANTS PORTAL



Login

Log In

[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.

2024-2192 Arts for Cats and Families



- APPLICANT INFORMATION
- PROJECT INFORMATION
- GRANT PLAN
- PROJECT BUDGET AND FINANCIALS
- WORK SAMPLES
- DEMOGRAPHIC SURVEY

Organization Information



GRANT WEBINAR DATES

Webinar Topic	Webinar Date
Grant Seeker Information Session	September 12, 2024 at 12 p.m.
Artist Grants Information Session	September 13, 2024 at 12 p.m.
Arts Impact Endowment (AIE) Information Session	September 16, 2024 at 12 p.m.
Cultural Equity Initiatives (CEI) Information Session	September 18, 2024 at 12 p.m.
Work Sample Information Session	September 20, 2024 at 12 p.m.
Arts Impact Endowment (AIE) Questions & Answers	October 11, 2024 at 12 p.m.
Fiscal Sponsorship	Click this link to access the 2023 webinar recording on SFAC's website.

GRANT DEADLINES

Grant Category	Application Deadline
Special Project Grants	Wednesday, October 9, 2024 at 12 p.m.
Artistic Legacy Grant (ALG)	Thursday, October 24, 2024 at 12 p.m.
Cultural Equity Initiatives (CEI)	Wednesday, October 30, 2024 at 12 p.m.
San Francisco Artist (SFA)	Wednesday, November 6, 2024 at 12 p.m.
Arts Impact Endowment (AIE)	Wednesday, November 13, 2024 at 12 p.m.

Q & A + STAFF CONTACT INFO

Grant Category	Program Officer	Email
Cultural Equity Initiatives	Jennifer Chu	jennifer.chu@sfgov.org



2021 CEI grantee Festival of Latin American Contemporary Choreographers. October 1, 2022. Photo by Bruce Ghent.