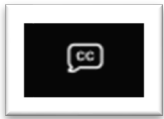


**SFAC  
GRANT SEEKER  
WEBINAR**

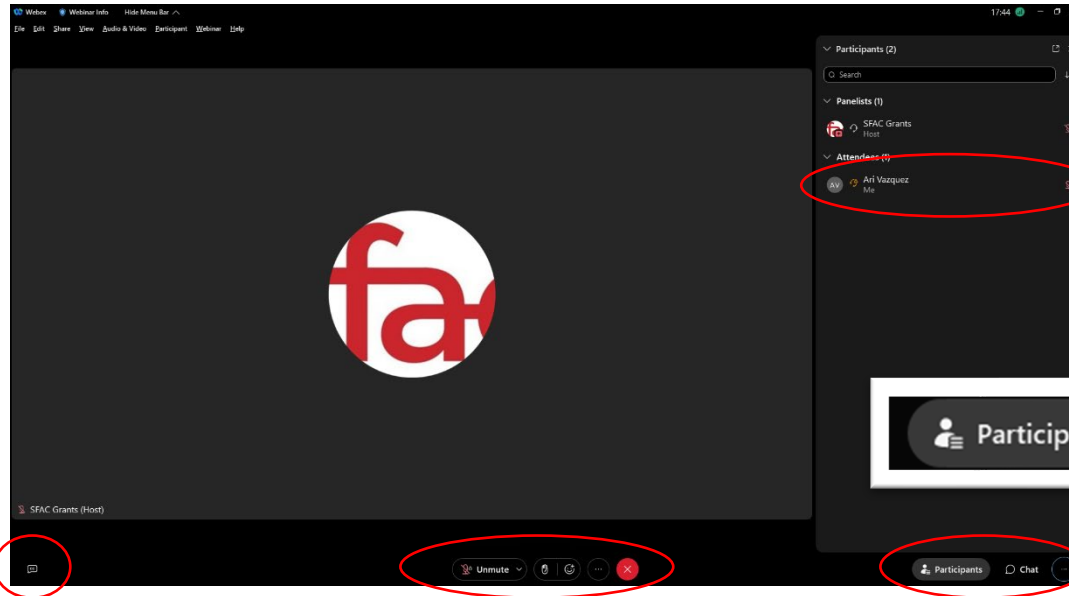
**September 12, 2024  
12 p.m.**



# TECHNICAL HOUSEKEEPING



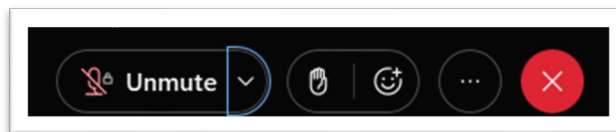
Click 'CC' in lower left-hand corner for closed captioning.



Right Click on your name to edit your screen name or include your pronouns

Access Q&A by clicking three dots and selecting 'Q&A' option.

Access Chat by clicking the 'Chat' option.



Microphones and raised hands will not be enabled for the webinar. Please share questions in the Q&A section, and feedback or technical issues in the Chat.



*Antone Family (Tohono O'odham), 2019, Photo by Hulleah Tsinhnahjinnie*  
Left to right: Christine [seated], Melanie, Michelle and Arianna

# Community Investments Team

## Director of Community Investments

Denise Pate, [denise.pate@sfgov.org](mailto:denise.pate@sfgov.org)

## Senior Program Officers

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## Compliance Officer

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## Grants Email

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## Program Officers

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## Program Associates

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Christian Weaver, [christian.weaver@sfgov.org](mailto:christian.weaver@sfgov.org)

# AGENDA

- SFAC Overview (10)
- Eligibility and Requirements (15)
- Application Review and Grant Categories (15)
- Prepare to Apply (10)
- Q&A (10)



2020 SPX Dancer's Group, SharpFine  
by RJMuna



# 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:

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

2022 Cultural Equity Initiatives, Nā  
Lei Hulu I Ka Wēkiu

# RACIAL EQUITY STATEMENT



2020 Cultural Centers SOMArts,  
Thinking of You

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.



# 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.

22CEI CounterPulse - Vera Hannush in  
Try, Hye! Photo by Emil Smeja

# 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 SPX Fresh Meat Productions FRESH  
MEAT FESTIVAL Trans And Queer Performers

# Arts Impact Endowment Impact by the Numbers 2024

## Activities

88 Applicants

4 Distinct Panels

17 Panelists

100% ASL  
interpretation  
at all panels

## Funding

41% applicant  
success rate

\$3,089,568  
total amount awarded

11% first-time org  
recipients

25% first-time  
indv. recipients

## Supports

36 Grantees

28  
nonprofits/organizations  
awarded

8  
individual  
artists awarded

# Cultural Equity Endowment Impact by the Numbers 2024

## Activities

279 Applicants

9 Distinct Panels

41 Panelists

100% ASL  
interpretation  
at all panels

## Funding

32% applicant  
success rate

\$5,204,978  
total amount awarded

8% first-time org  
recipients

45% first-time  
indv. recipients

## Supports

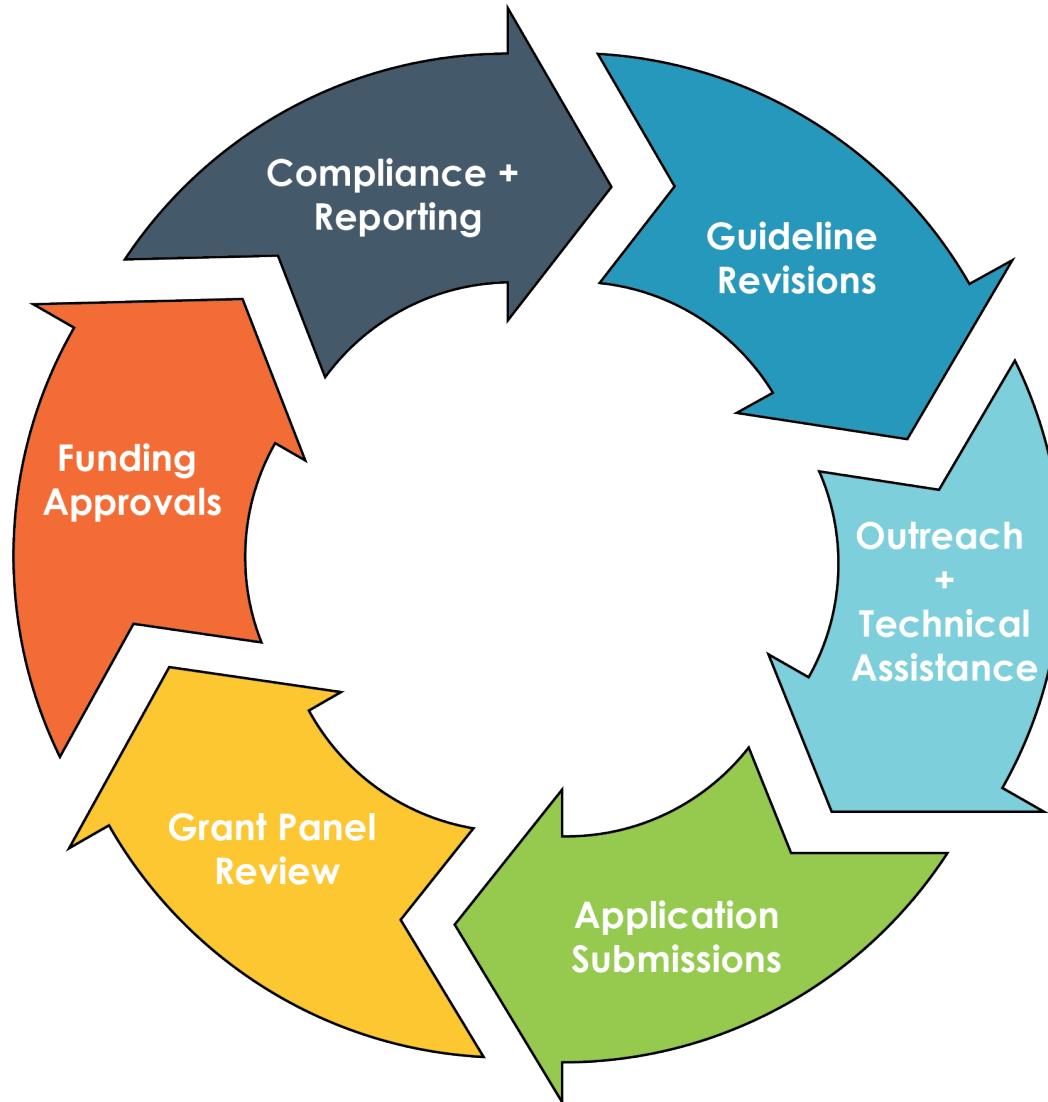
89 Grantees

38  
nonprofits/organizations  
awarded

51  
individual  
artists awarded

11 districts

# SFAC GRANT CYCLE







# **ELIGIBILITY AND REQUIREMENTS**



# GRANT GUIDELINES



## 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](mailto: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](mailto:sfac.grants@sfgov.org) at least two weeks before the application deadline in order for us to appropriately accommodate.

### Contents

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Artist Grant Opportunities.....	4
Organization Grant Opportunities.....	4
Eligibility – Who Can Apply.....	4

## 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.

# APPLICATION INSTRUCTIONS

## 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 Application Instructions

### How to Prepare and Submit your Application

Version 1

#### Contents

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2024-2192 Arts for Cats and Families



< **APPLICANT INFORMATION** PROJECT INFORMATION GRANT PLAN PROJECT BUDGET AND FINANCIALS WORK SAMPLES DEMOGRAPHIC SURVEY >

Organization Information

# ELIGIBILITY

- Eligibility begins on page 4 of the Guidelines.
- Cannot apply in any category with a current open grant.
- Proof of minimum 2-year San Francisco residency.

## Eligibility – Who Can Apply

If you have questions about your eligibility, please email [sfac.grants@sfgov.org](mailto: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:

- Provide proof of a physical San Francisco address that is not a P.O. box or commercial mailbox service:

# ELIGIBILITY

- 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 - 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.

# 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.

# 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



# INELIGIBLE EXPENSES



22CEI Kearny Street Workshop King  
Lotus Boy at KSW Photo by Claire  
Burke

Please also review category specific ineligible expenses.

- 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 have not paid during the grant term or which relate to periods before or after the grant term.

# ADDITIONAL INFO



23CEI02 African Arts Academy Photo  
by David Perea

- All applications must be submitted through the Smart Simple portal. Applications are not accepted after the deadline.
- Revision requests must go to [sfac.grants@sfgov.org](mailto:sfac.grants@sfgov.org) before the deadline and do not extend the deadline.
- Appeal procedure.
- Glossary of terms.
- Links to property map finder for help with mural and public art proposals.
- ADA Accessibility Requests

# COMPLIANCE AND INSURANCE



22SFA Jenn Ban, Participant immersed in DITO LANG

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



# **APPLICATION REVIEW**





# Public Panels



- Unless otherwise stated, applications are reviewed by a public panel.
- Grant panelists are your peers.

## Panel Review Framework

- Category scoring criteria
- May use the [Aesthetic Perspectives Framework](#) from Americans for the Arts.
- Panels are publicly accessible.
- Panel and Commission Influence - Automatic Disqualification.
- Panels are recorded.

23AIE18 San Francisco Art Book Fair, Independent Arts & Media, Photo by Aaron Wojack\_07 14 23





# **GRANT CATEGORIES**



# ARTS IMPACT ENDOWMENT (AIE)

AIE will support three broad funding channels, connected to a single theme of Keeping Artists in San Francisco:

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

*\* Applicants must select one funding channel for their proposed project.*

- Up to \$50,000 for SF-based artists and up to \$100,000 SF based arts organizations
- Racial Equity and Social Justice lens for all program designs; public benefit accessible to San Francisco community.
- Grant Window is July 1, 2025 – July 31, 2027 (25 month/2 years).
- Applications Due: Wednesday, November 13, 2024 at 12pm.



San Francisco Community  
2021 San Francisco Artist (SFA) Grantee  
William Rhodes

# ARTISTIC LEGACY GRANT (ALG)

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.



2024 Artistic Legacy Grant recipient Rhodessa Jones at the African American Art & Culture Complex in San Francisco. Photo: Santiago Mejia / The Chronicle

- **Eligibility Restrictions:** Current ALG grantees and previous ALG Grant recipients are NOT eligible to apply.
- ALG funds may be used to support the artist's artistic legacy through professional development activities, salaries, artistic planning, artistic programs/events/projects, sabbaticals, artistic documentation, archiving of artistic work, or publications reflecting the history, legacy, and impact of the artist.
- **Up to \$75,000 to one individual artist**
- Grant window is July 1, 2025 to July 31, 2027
- **Applications due Thursday, October 24, 2024 at 12 p.m.**

# CULTURAL EQUITY INITIATIVES (CEI)



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

- 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
- Organization Budget cap \$2.0 mil.
- Applications due Wednesday, October 30, 2024 at 12 p.m.

2021 CEI grantee Bay American Indian Two-Spirits. Photo of new Executive Director. 2023. Photo by Arlene Mejorado.



# SAN FRANCISCO ARTISTS (SFA)



2022 San Francisco Artist Grantee  
Keith Hennessy, Tell Premiere; Photo  
by Robbie Sweeny

Supports artistic commissions that stimulate the creation and presentation of creative works of art presented throughout the city's neighborhoods.

- The artist must **live in SF** (for past two years), be at least **18 years old**, and cannot be enrolled as a **full-time student**.
- Up to \$30,000 to San Francisco-based artists creating work.
- All genres; eighteen-month grant window.
- Public benefit accessible to an SF audience.
- **Applications due Wednesday, November 6, 2024 at 12 p.m.**

# SPECIAL PROJECT GRANTS



Supports projects from other funding sources: Add-backs, Mayoral Enhancements, Department Work Orders.

- From \$50,000 - \$350,000 for specific, project-based work.
- Eligibility is specific for each project description, read closely.
- No budget cap.
- No public panel.
- Applications due Wednesday, October 9, 2024 at 12 p.m.

FY22SPX-AB21 Noe Valley Chamber Music Workshop with Danny Clay & Theresa Wong



**PREPARE TO  
APPLY**





# GRANTS LANDING PAGE



OUR ROLE & IMPACT FIND OPPORTUNITIES EXPERIENCE ART GET INVOLVED



- GRANTS >
- CALLS FOR ARTISTS >
- ART VENDOR PROGRAMS >
- BID OPPORTUNITIES FOR CONTRACTORS >
- 3CDECAUX KIOSK PROGRAM

#### RELATED INFORMATION

- 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.



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

## Upcoming Opportunities & Important Dates

San Francisco Artist (SFA) Grantseeker Webinar [See Grant Information Sessions](#)

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

## Webpage includes:

- Grant Guidelines
- Application Instructions
  - Contact information
  - Application Questions
  - Project Budget
  - Support Materials
- Link to grant portal
- Link to technical assistance recordings

# GRANT WEBINARS AND DEADLINES

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

Webinar Topic	Webinar Date
Grant Seeker Information Session	September 12 at 12 p.m.
Artist Grants Information Session	September 13 at 12 p.m.
AIE Information Session	September 16 at 12 p.m.
CEI Information Session	September 18 at 12 p.m.
Work Sample Information Session	September 20 at 12 p.m.
AIE Questions & Answers	October 11 at 12 p.m.
Fiscal Sponsor Information Session	Recording Posted

# SMART SIMPLE GRANTS PORTAL



Login



Email



Password

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.

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

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



# GRANT SEEKER TIPS



23SPX Iceplants by Michael Ritch

- Read the guidelines thoroughly and refer to the instructions.
- Pay attention to the scoring criteria.
- Plan ahead:
  - Prepare your written responses in advance.
  - Gather work samples, team bios and other necessary documentation.
  - Research costs and prepare your budget.
  - Meet with the category Program Officer one-on-one.
  - Peer review! Have a trusted colleague read your application before you submit.



# GRANT SEEKER TIPS



- Draft responses in another document, then **cut and paste** answers into the online application form. Pay attention to **word count**.
- Upload **work samples** applicable to the artistic discipline that demonstrate the ability to complete the project.
- Write with **enthusiasm** and tell a compelling story.
- **Be consistent, be specific, instill confidence** in the panelists.
- Consider writing together and sharing in the process.

2020 Organizational Project Grant  
Manilatown Manang

# Q & A



Asian Pacific Islander Cultural Center at Sunday Streets,  
Adam Pardee, Special to The Chronicle

# Thank you!

Grant Category	Program Officer	Email
Arts Impact Endowment	Jonell Molina	<a href="mailto:jonell.molina@sfgov.org">jonell.molina@sfgov.org</a>
Artistic Legacy Grant	Jennifer Chu	<a href="mailto:jennifer.chu@sfgov.org">jennifer.chu@sfgov.org</a>
Cultural Equity Initiatives	Jennifer Chu	<a href="mailto:jennifer.chu@sfgov.org">jennifer.chu@sfgov.org</a>
San Francisco Artist Grants	Jennifer Atwood	<a href="mailto:jennifer.atwood@sfgov.org">jennifer.atwood@sfgov.org</a>
Special Project Grants	Anne Trickey	<a href="mailto:anne.trickey@sfgov.org">anne.trickey@sfgov.org</a>