san francisco arts commission

Dream Keeper Initiative (DKI)
Grant Application Instructions for Artists
How to Prepare and Submit your Application

For questions about DKI, contact Program Officer Coco Duhon-Kelley at: coco.duhon-kelley@sfgov.org or 415-471-4707

How to Apply
DEADLINE TO APPLY: Monday, August 21, 2023, at 12 p.m./noon

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

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.

If you need special accommodations, you must contact Program Officer Coco Duhon-Kelley at: coco.duhon-kelley@sfgov.org or 415-471-4707 at least two weeks before the application deadline, in order for us to appropriately accommodate.

DKI GRANT GUIDELINES ARE AVAILABLE ONLINE AT: https://bit.ly/3s9zgDQ
To review list of important dates, eligibility, project requirements and scoring criteria

VIEW UPCOMING GRANTSEEKER INFORMATION SESSIONS AT:
To review list of important dates, eligibility, project requirements and scoring criteria
https://www.sfartscommission.org/our-role-impact/press-room/press-release/2023-grant-info-sessions-announced#overlay-context=grants

STEP 1: Eligibility Questions

1. Under <u>New to the System? - Click Register</u>
2. Select **Individual Applicant**
3. Complete eligibility questions.
4. Once the eligibility criteria are met you will land on the Registration page.
5. Fill out the contact information.
6. You will receive an email to set up your password.
7. Once you create your password you can log into the grant portal to fill out the DKI application.
8. If you have questions about eligibility contact Program Officer Coco Duhon-Kelley at: coco.duhon-kelley@sfgov.org or 415-471-4707

STEP 2: Application Preparation

We strongly advise applicants to use the information in this document 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 the application.

Applicants are able to 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. When you log back into your account you will see the **Applications** section
3. Click on **In Progress** to find your application

STEP 3: Application

The following are the questions included in the organization application and the documents that are required.

- Click on the top menu of tabs to enter each section of the application.
- Click <u>SAVE</u> after you enter information in each tab.

1. Applicant Information

- Enter your Name and contact information.

☐ **Verifiable 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 (June to August 2023) and must include the applicant organization's name.

☐ If using a fiscal sponsor, the Applicant's address must be different from their fiscal sponsor.

☐ <u>San Francisco Art Activities</u>

- CLICK SAVE DRAFT at bottom of page
- ART ACTIVITY Table will appear
- List Four/4 San Francisco art activities open to the public
  - Activity *(25 word limit)*
  - Date *(date picker)*
  - San Francisco Facility/Address/Virtual platform *(25 word limit)*
  - Estimated Attendance *(number)*
  - Brief Description *(100 word limit)*

- 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**.
- Activities can be virtual or in person as long as they include San Francisco audience members or attendees.
- Examples include festivals, readings, panels, networking events, pre-recorded work shared with a live audience, etc.

Fiscal Sponsor Information

If you select "Yes" to having a fiscal sponsor, the following information will appear:

- **Fiscal Sponsor Contact Information:**
    - Legal Name of Fiscal Sponsor
    - Fiscal Sponsor Executive Leader's First Name
    - Fiscal Sponsor Executive Leader's Last Name
    - Fiscal Sponsor Executive Leader's Title
    - Fiscal Sponsor Email
    - Fiscal Sponsor Cell Phone Number
    - Fiscal Sponsor Corporate Address

    Required Fiscal Sponsor Documents:
    ☐ Signed Fiscal sponsor Form Here **or** Signed Fiscal sponsor contract, agreement or MOU
    ☐ Fiscal sponsor proof of IRS good standing
    ☐ Fiscal sponsor proof of CA Franchise Tax Board good standing
    ☐ Fiscal sponsor proof of CA Attorney General-Registry of Charitable Trust good standing
    ☐ Fiscal sponsor's proof of San Francisco corporate address

2. Project Information

☐ **Amount Requested**

- Artist applicants can request $50,000.

☐ **Project Summary** Provide a brief Project Summary that starts with this sentence "San Francisco Arts Commission funds will be used to support… (75 word limit)

☐ **Racial Equity (30 Points)**

- Describe how the applicant has a of history engaging with the Black/African American Community in San Francisco and how this grant will enhance the organization's mission or the artist's work? (300 word limit)
    - SCORING CRITERIA: Applicant demonstrates a history of engaging with the Black/African American community in and shares strong examples of working with and strengthening culturally based practices with a focus on the Black experience.

☐ Program Design & Implementation (40 Points)

Identify the project area.

- What is the short and long-term vision for this project area? Include aspirational goals and desired outcomes for the funds. (20 Points) (300 word limit)
    - SCORING CRITERIA: The applicant shares a clear vision with aspirational goals and desired outcomes for the funds.
    - The grant plan includes goals, outcomes and a timeline for the project. (SEE GRANT PLAN INFORMATION BELOW)
    - Project budget aligns with goals and outcomes. (SEE PROJECT BUDGET INFORMATION BELOW)

- **Project Budget Notes:** If this grant request is part of a larger project budget, please provide information on expenditures covered by other funding source(s). (250 words)

- How will the applicant engage with the Black community in San Francisco? (10 Points) (300 word limit)
    - SCORING CRITERIA: The applicant describes who they want to reach and details a strong plan to identify community participants and/or partners.

- Upload three bios of key staff/collaborators administering the program and their roles, if applicable. (10 Points) (3 bios max)
- Upload up to five work samples (SEE WORK SAMPLE INFORMATION BELOW)
    - SCORING CRITERIA: The applicant lists designated staff members/collaborators and their roles in the proposed program. Staff/collaborators and work samples demonstrate experience and strong relationships with a focus on Black and African American communities.

☐ Community Influence

- How will the applicant collect and share community feedback? Enter anticipated number of events, attendees and partners. (30 Points) (300 word limit)
    - SCORING CRITERIA: The applicant details an assessment plan that collects and shares participant feedback, and includes anticipated number of events, number of attendees and partners.

3. GRANT PLAN

- Click the OPEN button to enter grant plan activities

Project Activities

> ℹ️ Please limit your Activity Description to 60 words, and the Activity Outputs to 30 words.

Activity Description	Activity Outputs	Date activity will be completed	
		mm/dd/yyyy 📅	✖

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Save

- **Click the + button to add a row**
  Grant Plan: The project activities must take place during the grant period: JANUARY 1, 2024 — JUNE 30, 2025.
  Grant activities listed below may be in person or virtual.

  To create the grant plan describe six (6) primary activities and include the anticipated outputs the applicant hopes to achieve with the completed date in chronological order.

  The fourth (4) activity is the interim report, please add the below:
  Activity Description: Submit SFAC Interim Report
  Activity Output: 1 Interim Report.
  Date Activity will be Completed by: 6/30/24

  The sixth (6) activity is the final report, please add the below:
  Activity Description: Submit SFAC Final Report
  Activity Output: 1 Final Report.
  Date Activity will be Completed by: 6/30/25

- **Activity Description** (60 words): 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** (30 words):
  - *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 of JANUARY 1, 2024 – JUNE 30, 2025.
  - *Example*: 03/31/24.

- CLICK SAVE
- CLICK X in upper right corner to return to the grant plan tab

4. PROJECT BUDGET

- Click the OPEN button to enter budget form
- Enter Project Budget including itemized expenses. For each expense, provide the name, hourly rate, and/or breakdown of costs in the Notes field.
- Download the budget template for a complete list of expenses here (Excel required): LINK to Download FY24 Budget template

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ℹ️ Budget notes 50 words maximum

Personnel Expenses

	Amount	Notes
Salaries and Benefits		
W2 Employees (salaries)		
Employee Taxes and Benefits		
Independent Contractors		
Administrative		
Artistic/Technical		
Professional Services		
SUBTOTAL - PERSONNEL EXPENSES		

Operating Expenses

	Amount	Notes
Advertising / Marketing		

Save   Clear

- CLICK SAVE
- CLICK X in upper right corner to return to the project budget and financials

- **Project Budget Notes:** If this grant request is part of a larger project budget, please provide information on expenditures covered by other funding source(s). (250 words)

5. WORK SAMPLES

- Prepare your work samples in advance. Work samples should express the applicant's work and reflect the communities engaged.
- Panelists will spend no more than ten (10) minutes reviewing your work samples.

  - Click the OPEN button to enter five work samples labels and link
  - Click the **+** button to add a row.
  - List five (5) work samples in this table.
  - For each work sample provide the following:
    - Title
    - Genre
    - Date that the work happened
    - Description (100 word limit)
    - URL or file
    - Viewing cue
    - PASSWORD IF APPLICABLE

  - IF YOU ARE UPLOADING FILES CLICK the Arrow Up/Upload button
  - Label the Work Samples this way - WS1, WS2, WS3, WS4. WS5
  - Upload or drag your file to upload
  - Accepted file types: pdf, doc, docx, mpg, mp3, mp4, vma, divx, mov, avi, wmv, wma, jpg.
  - CLICK SAVE
  - CLICK X in upper right corner to return to the work sample tab

ℹ️ Please list five work samples in this table. If you are uploading files, label the Work Sample numerically e.g. WS1, WS2, WS3. Work Sample Description 100 words maximum.

Title of work/Name of document	Artistic Genre or Practice	Date of performance/ Date work completed	A short description of the work or works	Please select either URL or Upload File	URL of work sample (if applicable)	Viewing Que	Password, if needed to view the file.

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Save

Technical Notes:

- The total size of all your work sample uploads cannot exceed 35MB.
- The total number of individually uploaded or linked work samples cannot exceed five (5).
- To avoid exceeding this size limit, we recommend linking to work hosted online whenever possible.
- The total size of your application uploads including your CV/Resume, Proof of Address and Fiscal Sponsor form, cannot exceed 50 MB.

Keeping the technical limitations above in mind, you can upload or link to any combination the following:
  - Five (5) Images
    - Images are best for still practices: craft, design, craft-based traditional art, visual art.
    - While your work samples will not be scored on the quality of the image, please take care to provide images that are clear and relevant to your proposed project.
    - You can upload all five (5) images separately or by combining them into one file. If you are uploading directly to the form and planning to provide more than one type of work sample, we strongly encourage combining images into one file upload.
  - Five (5) Pages
    - Pages are best for document based practices: comics, design plans, graphic novels, music scores, theater scripts, websites, writing.

- We recommend sharing a connected narrative with pages.
  o Five (5) Minutes of 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 your work to the panelists.

6. 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.**
- <u>ANY DATA YOU PROVIDE WILL NOT BE SEEN BY PANELISTS OR USED IN THE EVALUATION OF YOUR APPLICATION</u>.
- 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

1. How did you learn about this grant opportunity?
2. If applicable, please specify which cultural ambassador or organization informed you about this opportunity.
3. In which supervisorial district are you or your organization located?
4. How do you identify in terms of race/ethnicity? (Select all that apply)
5. Which gender do you most identify with? (select one)
    a. If not listed, please state
6. What is your sexual orientation/identity? (select one)
7. How old are you? (select one)
8. What is your annual household income? (select one)
9. Is this your first time applying for a grant from SFAC?
10. Any comments about this survey or the overall application?

7. Certification and Release

- This page requires you to confirm that the application information that you submitted is true and correct.
- Enter the contact name

- Enter the contact title
- The date is automatically added and not visible to the applicant, it is visible in the administrative view.
- BE SURE YOU ARE READY TO SUBMIT YOUR APPLICATION
- YOUR APPLICATION CANNOT BE REOPENED
- WHEN YOU ARE READY TO SUBMIT YOUR APPLICATION
- CLICK THE SUBMIT BUTTON
- You will receive an email confirmation that your application has been submitted, that includes a pdf copy of your application.
- If you do not receive this email, please contact sfac.grants@sfgov.org.