Individual Artist Commission (IAC)

How to submit your application

Application Instructions

Applications are available online at:

[**sf.culturegrants.org**](http://sf.culturegrants.org) (detailed log-in instructions on the next page)

**Deadline to apply:** 12:00 p.m. PT on Wednesday, October 4, 2017.

Applications must be received online via the link above. Emailed, hard copy, postal mail, and faxed applications will not be accepted. In fairness to others, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the individual does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.

Submission Guidelines

Do NOT submit more materials than stipulated; excess materials will be discarded. This document provides step by step instructions of how to fill the application. If you have any questions about the application, please contact Senior Program Officer Barbara Mumby at 415-252-2215 or barbara.mumby@sfgov.org.

Please note: The online grant application form ([sf.culturegrants.org](http://sf.culturegrants.org)) limits entry based on the defined character count for each question. **We strongly advise you to prepare your narrative draft in a separate document and then paste the completed answers into the form when you are ready to submit the application.** If you draft your narrative directly online, it’s possible that you could lose some of your responses.

Grants Management System ("GMS") Instructions

New applicants will need to **Sign-Up** and create an account in the GMS with appropriate username and password. This account should be created by the applicant (individual artist) or an authorized representative of the applicant. Please create a unique username that is easy to remember as the username CANNOT be changed. Account information should be reflective of the applicant and not external parties such as a fiscal sponsor or contracted grants writer.

You do not need to sign up again if you have created an account. Go to the Log-In page and enter your username and password. If you forget your password or unsure of your username or password, please use the **Forgot Your Password** option to reset your password.

Create an Account in the GMS

User Information (1/2)

**FIRST NAME, LAST NAME:** Enter the name of the applicant responsible for executing the grant and communicating with SFAC.

**ADDRESS IN SAN FRANCISCO:** Enter the physical home address of the individual artist applying for the grant. The individual artist must have a home address in San Francisco to be eligible for funding. Post Office Box addresses will not be accepted. You will be required to attach proof of a home address in San Francisco showing the applicant’s name on an official document.

**PHONE | MOBILE:** Enter the contact number(s) for the individual artist responsible for communicating with the SFAC.

**EMAIL:** Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communication from SFAC is via email.

**USERNAME:** Create a generic username that represents your organization as the username CANNOT be changed. Please note: If you have created a username for another Go Grants system like the National Endowment for the Arts or the California Arts Council, you must create a different username when starting with SFAC.

**PASSWORD:** You must follow the four rules:

* Minimum 8 characters (case sensitive)
* Minimum 1 numeric character
* Must have 1 uppercase letter
* Must have 1 special character (e.g. @, !, or \*)

**INDIVIDUAL ARTISTS:** When asked at the bottom of the page “would you like to associate this user account with an organization” select **NO**. This will allow the system to associate your Username as an individual, and give you access to SFAC’s grants applications for individual artists.

**SLIDER:** Drag the slider to prove that you're a human.

**SUBMIT:** This will bring you to the applicant's information page.

Terms and Conditions (2/2)

**DO YOU AGREE WITH ALL THE TERMS AND CONDITIONS ABOVE:** You must agree with the terms and conditions before creating an account.

Eligibility

**ARE YOU BASED IN SAN FRANCISCO?:** The applicant must attach proof of a San Francisco home address in the Supporting Materials section.

**ARE YOU 18 YEARS OF AGE OR OLDER?:** All applicants must be at least 18 years of age to be eligible to apply.

**ARE YOU A FULL-TIME STUDENT AT THE TIME OF THE APPLICATION OR DURING THE GRANT PERIOD?:** To be eligible for the grant, the applicant cannot be a student at the time of the application or during the grant period.

**ARE YOU AN EMPLOYEE OF THE CITY & COUNTY OF SAN FRANCISCO OR DO YOU PLAN TO BE AT ANY TIME DURING GRANT WINDOW (CONTACT SFAC STAFF IF YOU CHECK “YES”)?**: The applicant cannot be part of another City agency or department.

**WILL YOU HAVE A FISCAL SPONSOR?:** The applicant can have fiscal sponsorship through a San Francisco based 501(C)(3) organization. The applicant will be required on the next page to list the name of your fiscal sponsor, their San Francisco address, the contact’s name, phone and email address.

**HAVE YOU PRODUCED TWO PUBLICLY ACCESSIBLE ARTS ACTIVITIES IN THE LAST TWO YEARS?:** To be eligible for this grant, you must have held two San Francisco-based publicly accessible activities or events that span from October 2015 to the grant deadline. These activities could have taken place at formal or informal venues, and include readings, performances, screenings, exhibitions, workshops or presentations of a work to the public. You will be asked to upload your resume/CV in the Supporting Materials section of the application.

**ARE YOU IN DEFAULT FOR ANY GRANTS OR LOANS FROM SFAC, OTHER CITY DEPARTMENTS, NORTHERN CALIFORNIA GRANTMAKERS ARTS LOAN FUND, NORTHERN CALIFORNIA COMMUNITY LOAN FUND, COMMUNITY ARTS STABILIZATION TRUST, OR THE CENTER FOR CULTURAL INNOVATION?**: The applicant must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, 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) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds.

**IS YOUR PROPOSED PROJECT TAKING PLACE IN SAN FRANCISCO?**: The proposed project must take place within the City and County of San Francisco.

**IS THE DURATION OF YOUR PROPOSED INITIATIVE DURING JULY 1, 2018-JUNE 30, 2019?**:The proposed project must take place in San Francisco between July 1, 2018 and June 30, 2019.

**ARE YOU WILLING AND ABLE TO MEET THE REQUIREMENTS ASSOCIATED WITH RECEIVING FUNDS FROM THE CITY AND COUNTY OF SAN FRANCISCO?**: In order to receive a grant from the San Francisco Arts Commission, you must become a registered, compliant Supplier (formerly referred to as ‘Vendor”) and meet the City of San Francisco's insurance and business tax requirements. For more information about Supplier requirements, visit: <http://sfgov.org/oca/qualify-do-business>. Please note if you are not already a City Supplier, you will only be required to register if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

Fiscal Sponsor (if applicable)

**IMPORTANT:** If you are using a fiscal sponsor that has its own 501(C)(3) determination, you should have clicked ‘YES’ in the previous eligibility section. This will prompt a fiscal sponsor form to appear.

**NAME OF FISCAL SPONSOR:** List the name of your San Francisco-based fiscal sponsor. The fiscal sponsor must be a 501(C)(3) organization. Please note: If you do not designate the appropriate status, this could adversely affect your ability to receive funding if you are awarded a grant.

**FISCAL SPONSOR CONTACT PERSON:** Please identify a contact person from your fiscal sponsor.

**EMAIL:** Please provide your fiscal sponsor's e-mail. Your fiscal sponsor will not be contacted until the contracting period.

**PHONE:** Please provide your fiscal sponsor's phone number.

**FISCAL SPONSOR'S SAN FRANCISCO ADDRESS:** Fiscal sponsor must be located in San Francisco.

**Please note: The fiscal sponsor will be required, upon receipt of the grant, to submit a form verifying:**

* The sponsored artist's project is compatible or consistent with the fiscal sponsor’s mission or purpose.
* The fiscal sponsor approves of the above referenced project, and has:
	+ Reviewed the project.
	+ Will pass, upon awarding of funds, a board resolution for the adoption of the project.
	+ Accepted legal responsibility to document the status and progress of the project.
* The fiscal sponsor is legally responsible for monitoring and controlling the expenditure of grant funds in keeping with the purpose of the grant.
* The fiscal sponsor is legally responsible for complying with the terms of the grant.

Upon awarding of funds, the fiscal sponsor will be asked to submit a copy of its IRS 501(C)(3) determination letter. The Board of Directors must formally approve a resolution agreeing to be “Fiscal Sponsor” for the “Grant Applicant,” and must authorize the execution of the grant agreement. A copy of that resolution, certified by the Board Secretary, must be provided upon awarding of funds, if not previously provided.

Applicant Information

Some fields will auto-populate with the information you provided when you created a login and username. If you would like to overwrite information (for example, change the email address from the development person's email to the executive director's email), you may do so by entering new information into the fields on this page.

**Please note:** The applicant’s legal name should match the name on the applicant’s income tax return. This is the name used to sign legal documents, deeds or contracts.

**FIRST NAME:** Enter the applicant’s legal first name.

**LAST NAME:** Enter the applicant’s legal last name.

**BUSINESS NAME, IF APPLICABLE:** Enter name if different from the name listed above. You may enter your business, trade or “doing business as” (DBA) name. This is the name you use to conduct business in San Francisco. For sole proprietors and general partnerships not registered with the Secretary of State, this will be the name of the individual owner(s). For other entities, provide the name as registered with the California Secretary of State.

**SF HOME ADDRESS 1:** Enter the physical home address of the artist applying for the grant. The artist must have a home address in San Francisco to be eligible for funding. You will be required to attach proof of a San Francisco home address in the Supporting Materials section. Post Office Box addresses will not be accepted. Proof of address must be a timely document, such as a telephone bill, electric bill or bank statement that includes the name of the artist applying for the grant.

**SF HOME ADDRESS 2:** Only use this if you require a second line for your address

**CITY:** Enter the city for the physical home address of the artist applying for the grant.

**STATE:** Enter the state for the physical home address of the artist applying for the grant.

**ZIP:** Enter the zip for the home address of the artist applying for the grant.

**NUMBER OF THE SUPERVISOR’S DISTRICT** in which you live: District numbers can be found at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org).

**MAILING ADDRESS IF DIFFERENT:** Enter the mailing address of the applicant if different from the home address or fiscal sponsor address.

**ADDRESS 2:** Only use this if you require a second line for your mailing address.

**CITY:** Enter the city of the home address of the applicant.

**STATE:** Enter the state of the home address of the applicant.

**ZIP:** Enter the zip code of the home address of the applicant.

**NUMBER OF THE SUPERVISOR’S DISTRICT** in which you live: District numbers can be found at: <http://propertymap.sfplanning.org>.

**EMAIL:** Enter the contact email of the individual responsible for communicating with SFAC. Please ensure that this address is up to date since most communication from SFAC is via email.

**PHONE:** Enter the contact number for the individual responsible for communicating with SFAC.

**WEBSITE:** Enter your website URL.

**ARE YOU APPLYING FOR THE NATIVE AMERICAN ARTS AND CULTURAL TRADITIONS INDIVIDUAL ARTIST COMMISSION (NAACT-IAC):** **YES** means your application will be reviewed by a panel of community members that represent the Native American community in the San Francisco Bay Area. **NO** means this is not applicable to your application.

Project Information

**GRANT REQUEST AMOUNT:** The maximum amount that can be requested is $15,000. Due to limited funding, it is possible that recommendations will be made for less than what was requested, but never less than 75 percent of that amount

**PROJECT SUMMARY:** Provide a brief summary of the proposed project in 600 characters or less that starts with "SFAC funds will be used to support." For example: *SFAC funds will be used to support Abraham in Flames, a nontraditional opera inspired by the writings of Nobel-prize-nominated Iranian poet, Ahmad Shamlou. Written and produced by Niloufar Talebi, live performances will take place at the Fort Mason Center as part of the San Francisco International Arts Festival*.

**ARTISTIC PROJECT DISCIPLINE PRIMARY FOCUS:** We review our grants in three panel categories for the 2018 grant cycle: Dance, Music, and Theater Art. Please check the box indicating which grant panel you would like your proposal reviewed in. We will select panelists with expertise in that genre and who can speak to the breadth and diversity of the proposals. If your project involves multiple genres, or if you work in a cultural tradition, please select the panel that you think best reflects the primary artistic content.

**ARTISTIC PROJECT DISCIPLINE SECONDARY FOCUS (if applicable):** Please specify within your project narrative to reflect the selection.

**PUBLIC PRESENTATION PLAN:** All applicants are required to have a publicly accessible presentation of their project in San Francisco. These presentations can be readings, performances, screenings, workshops or exhibitions that take place in formal and informal venues. The public presentation can be part of an artists’ open studio event, street happenings, galleries, museums, film festivals, and such. Please include the presentation you would like to have funded, the date that you estimate it will be presented, where it will be presented, and which supervisor's district the presentation will take place. District numbers can be found at http://[propertymap.sfplanning.org](http://propertymap.sfplanning.org).

Alignment with SFAC Goals

**SFAC’S GOALS FOR EQUITABLE GRANTMAKING:** Select **one** of SFAC’s goals for equitable grantmaking that best aligns with your artistic practice. SFAC seeks to support individual artists whose works embody:

* **Cultural Integrity:** Create or present work that demonstrates integrity and ethical use of material with specific cultural origins and context.
* **Intersectionality:** Address how race, gender, sexuality, ability, socioeconomic status, immigration status, religion, class, etc. are interconnected through artistic programming or process.
* **Risk-taking**: Subverts dominant norms, values, narratives, standards or aesthetics or poses new ways of being that break away from established practices, both social and artistic.

Priority funding goes to individual artists that foster artistic expression deeply rooted in and reflective of historically marginalized communities. Using both the Cultural Equity Endowment Legislation and the Grantmakers in the Arts’ “Racial Equity: Statement of Purpose,” these communities include: African and African American; Latino/a; Asian and Asian American; Arab; Native American; Pacific Islander; Lesbian, Gay, Bisexual, Queer; Transgender and Gender Variant People; People with Disabilities; and Women. (SF ADMIN. CODE CHAPTER 68: CULTURAL EQUITY ENDOWMENT FUND. Sec. 68.6. PROJECT GRANTS).

**Please note:** We recognize that some marginalized communities may not be listed here and encourage applicants to articulate and provide supporting evidence about the marginalization for any community not named above. The Cultural Equity Endowment Legislation pertains to marginalized communities and not fringe artistic disciplines.

**Using detailed explanation and examples, Describe how your ARTISTIC practice aligns with the selected goaL (2000 characters max.):** Applicants should expand upon their artistic vision, process or philosophies, not the proposed project. Applicants should remember to articulate how their artistic practice is deeply rooted in historically marginalized communities as outlined in the Cultural Equity Endowment Legislation. This does not mean that an artist must work in a traditional cultural context, but that the artist should convey how their work, if applicable, has been shaped, inspired and influenced by their own personal, authentic connection to a marginalized community.

Artistic History

**DESCRIBE YOUR ARTISTIC HISTORY (3000 CHARACTERS MAX.):** Describe major areas of inquiry. Clearly indicate what questions you are asking or issues you are examining in your practice or career. These themes or impacts may be artistic or social.

**DESCRIBE MAJOR ACTIVITIES OR ACHIEVEMENTS ATTAINED IN YOUR CAREER (3000 CHARACTERS MAX.):** Pick out a few specific projects or achievements in your artistic history that best demonstrates your professional path or direction. A CV/Resume provides detail, but this is an opportunity to expand on key, emblematic projects or activities.

**CURRENT RESUME/CV:** This document should be no more than two pages long. Applicants will be asked to attach the resume/CV in the Supporting Materials section.

**WORK SAMPLE:** Include work samples that clearly demonstrate your artistic vision craftsmanship, skill and capacity for future achievement. Please attach up to six Work Samples in the Supporting Materials section.

Quality of Proposed Project

**DESCRIBE YOUR PROPOSED PROJECT IN DETAIL. WHAT ARE YOUR PROJECT’S MAJOR GOALS AND PRIMARY METHODS OR TECHNIQUES? (3000 CHARACTERS MAX.):** Take time to clearly define your project’s artistic or social goals and accompanying processes. The project’s concept should be communicated with depth and clarity. Also, please outline the methods or techniques by which you plan to carry out your project. If you are proposing to work with collaborators/ partners, please describe the nature of the collaboration/ partnership and how they will contribute to the execution of the proposed project.

**DESCRIBE THE SIGNIFICANCE OF THIS PROJECT FOR YOU AT THIS TIME. WHAT LONG TERM IMPACT WILL THIS HAVE ON YOUR CAREER DEVELOPMENT AND FUTURE OPPORTUNITIES? (3000 CHARACTERS MAX.):** What opportunities presently exist that indicate that now is the time to create and present this particular work? Please consider and describe the long term impact this award could have on your career development as an artist. This may include a significant shift in direction, an opportunity to deepen one’s practice, a chance to explore new areas of growth, or to participate in meaningful partnerships that push one’s career forward or create new opportunities.

**DESCRIBE THE TARGET AUDIENCE(S) AND/OR COMMUNITIES IN YOUR PUBLIC PRESENTATION PLAN AND YOUR RELATIONSHIP TO THEM. (600 CHARACTERS MAX.):** The more specific you can be about your intended audience, the better. This may include cultural, socio-economic, geography, or behavior factors such as new audience member or long- time supporter.

**DESCRIBE OUTREACH PLAN TO THE IDENTIFIED TARGET AUDIENCE(S) AND/OR COMMUNITIES. (1300 CHARACTERS MAX.):** Be specific and if applicable, name any collaborators or partnerships you plan to work with. If you hope to cultivate a new audience, instill confidence in the panel with a strategy to reach this community. If you mention your email list or social media platforms, be sure to include the size of your list and the number of followers. Example of tools and methods to raise awareness may include word of mouth, flyers, press coverage, internet and online promotion and email marketing. Include any impact the presentation of your work may have on the audience(s) and/or communities.

Ability to Complete the Project

**GRANT PLAN TEMPLATE:** The Grant Plan outlines the primary activities that will take place during the grant window and the targeted outputs that the applicant hopes to achieve.

**Activity:** Applicants should break down their project into no more than six main activities. Each of these activities should be described succinctly in one sentence.

**Output**s: The Outputs column represents the targeted quantitative measure for the corresponding activity. For example, this may be the number of artists that will be paid, the number of workshops that will be held, the number of rehearsals held, the number of performances given, or the expected audience in attendance.

**Completed by**: Each activity listed should have a targeted completion date that falls within the grant window.

**EXAMPLE**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Outputs** | **Completed by:** |
| Hold weekly studio hours at Counterpulse between June and November 2016. | 80 studio hours | 12/31/17 |
| Test content at community venues (local bars, fairs, podcasts and other venues) in November and December 2016. | 5 tests at local venues | 12/31/17 |
| Contract with sound and light designer between February and March 2017. | 1 sound designer1 light designer | 6/30/18 |
| Hold rehearsals in May and June 2017. | 8 rehearsals | 6/30/18 |
| Present in-progress showings at Counterpulse during June 2017. | 4 showings 400 attendees | 6/30/18 |
| Submit final report to SFAC. | 1 Final Report | 7/30/18 |

The applicant is required to fill out two budget templates: **Total Project Budget & Notes** and **SFAC Grant Budget & Notes**. If you would like to download the budget templates as an Excel spreadsheet, [follow this link](http://www.sfartscommission.org/sites/default/files/Budget%20Template.xlsx), however you still must complete the budget in the GMS. The Project Budget & Notes help panelists to understand the breadth and full cost of your project.

Please review the examples for each line item below in order to complete the form accurately.

**TOTAL PROJECT BUDGET & NOTES:** This budget should represent the TOTAL revenue and expenditures for the entire project. The Project Budget & Notes help panelists to understand the breadth and full cost of your project. Please note: If project net does not correctly auto-calculate at first, save the page and the sum should update.

**Total Project Budget: CONTRIBUTED INCOME**

For each line item under CONTRIBUTED INCOME, include notes that indicate the source of funding, if the artist has received funding from this source before, and whether the amounts are pending or secured for the proposed project.

|  |  |  |
| --- | --- | --- |
| **Category** | **Notes** | **Costs** |
| **Project Income** |  |  |
| **Contributed** |  |  |
| **SFAC Grant Requested** | Pending; received an IAC in 2014 | **$ 15,000** |
| **Government-Federal** | NEA grant: secured | **$ 10,000** |
| **Government-State** | CAC grant: pending | **$ 1,000** |
| **Government-Local/Municipal** |  | **$ 0** |
| **Business/Corporations** | Target: secured | **$ 500** |
| **Foundations** | Rainin Foundation: pending. (Received a grant in 2014) | **$ 8,000** |
| **Individuals** |  | **$ 0** |
| **Fundraising** |  | **$ 0** |
| **Other (including in-kind and volunteer)** |  | **$ 0** |
|  |  |  |
|  | **Subtotal Contributed:** | **$ 34,500** |

**Total Project Budget: EARNED INCOME**

For each line item under EARNED INCOME, include notes that indicate the source of funding, if the projected amounts are based on previous efforts and whether the amounts are pending or secured for the proposed project.

|  |  |  |
| --- | --- | --- |
| **Category** | **Notes** | **Costs** |
| **Earned** |  |  |
| **Admission/ticket sales** | 100 tickets at $10 each: pending  | **$ 1,000** |
| **Tuitions/workshops/lecture fees** | 1 workshops at $20 per person at 20 people | **$ 200** |
| **Product sale/concessions** |  | **$ 0** |
| **Contracted services/performance fees** |  | **$ 0** |
| **Other** |  | **$ 0** |
|  |  |  |
|  | **Subtotal Earned:** | **$ 1,200** |
|  | **Total Project Income (Contributed +Earned):** | **$ 35,700** |

**Total Project Budget: PROJECT EXPENSE**

The PERSONNEL category is used to list all supervisory, direct staff and support/clerical staff that work directly on the funded project. Typically, an Individual Artist Commission will not have expenditures under this category, although the applicant may want to use some of the grant funds to cover health care costs.

Expenditures should be based on total projected project expense

|  |  |  |
| --- | --- | --- |
| **Category** | **Notes** | **Costs** |
| **Project Expense** |  |  |
| **Personnel** |  |  |
| **Salaries/wages** |  | **$ 0** |
| **Benefits** | 10 percent of annual health care costs for artist | **$ 1,200** |
|  | **Subtotal Personnel:** | **$ 1,200** |

**Total Project Budget: OPERATING EXPENSES**

Expenditures should be based on total projected project expense. Notes should clearly outline the details of each line item. Please see examples below.

|  |  |  |
| --- | --- | --- |
| **Category** | **Notes** | **Costs** |
| **Operating Expenses** |  |  |
| **Fees: Administrative** |  | **$ 0** |
| **Commission fees/honorariums: Artistic** | Artistic fee for applicant to create the new production | **$ 10,000** |
| **Fees: Technical / Production** | Photographer to document 1 performance ($500 flat fee); AV Tech (5 hours at $100 per hour = $500) | **$ 1,000** |
| **Advertising/marketing** | Costs associated with publicizing new production: promotional postcards ($500); postage ($200); = $700 | **$ 700** |
| **Equipment rental** | Costs associated with new production: lighting ($500); AV equipment ($1,000); sound system ($1,500) = $3,000 | **$ 3,000** |
| **Facilities/space rental** | Costs for renting theater for 2 days for rehearsal and presenting new production: $2,000 | **$2,000** |
| **Fundraising expenses** |  | **$0** |
| **Insurance** | Covered by venue | **$0** |
| **Internet/website** | 10 percent cost allocation for monthly website costs = $100 | **$100** |
| **Office supplies** | General office supplies to support the new production. | **$300** |
| **Production/exhibition costs** | Costs associated with the new production: Props ($200); costumes (5 performers at $300 each = $1,500) = $1,700 | **$1,700** |
| **Program costs** | General supplies to build new sets, including paint and lumber ($2,000) | **$2,000** |
| **Professional services** | Costs for graphic artist to design promotional postcards. | **$400** |
| **Software/hardware** | New laptop ($2,000) to support lighting design software. | **$2,000** |
| **Other** | Catering and beverages (covered by Target grant);  | **$500** |
|  |  |  |
|  | **Subtotal Operating Expenses:** | **$ 23,700** |

**Total Project Budget: SUBCONTRACTORS**

Expenditures for SUBCONTRACTORS should be based on total projected project expense. Notes can be more general: the name of the contractor and details about hourly costs and deliverables should be provided in the SFAC GRANT BUDGET & NOTES if the subcontractor will be paid by SFAC grant funds.

|  |  |  |
| --- | --- | --- |
| **Category** | **Notes** | **Costs** |
| **Subcontractors** | General Contractor to build sets ($10,000) | **$ 10,000** |

**Total Project Budget: PROJECT NET**

The amount under PROJECT NET equals TOTAL PROJECT INCOME minus TOTAL PROJECT EXPENSES. The amount shown under PROJECT NET can either be zero, which indicates that income and expenses are equal, or it can show a modest surplus.

|  |  |  |
| --- | --- | --- |
| **Category** |  | **Costs** |
|  | **Total Project Income**  | **$ 35,700** |

|  |  |  |
| --- | --- | --- |
| **Category** |  | **Costs** |
|  | **Total Project Expenses** | **$ 34,900** |

|  |  |  |
| --- | --- | --- |
| **Category** |  | **Costs** |
|  | **Project Net** | **$ 800** |

**SFAC GRANT & BUDGET NETS**

The SFAC GRANT BUDGET & NOTES template is for the proposed expenditures that will be covered by the SFAC Grant only. This template helps panelists and SFAC staff distinguish what the grant, if awarded, will be covering. The total proposed project budget should equal the total grant amount requested.

Please review the examples for each line item below in order to complete the form accurately.

**Budget Category: PERSONNEL**

The PERSONNEL category is used to list all supervisory, direct staff and support/clerical staff that work directly on the funded project. Typically, an Individual Artist Commission will not have expenditures under this category, although the applicant may want to use some of the grant funds to cover health care costs.

**Examples of allowable expenses:**

* A portion of program staff salary overseeing the proposed project.
* A portion of the executive director’s salary to support oversight of the project.
* Administrative support to the project.

**Examples of disallowable expenses for this budget category:**

* Artist stipends or fees.
* Temporary, contracted services for technicians.
* Staff who are primarily volunteer and receive small stipends for their work. These expenses should go under COMMISSION FEES/HONORARIUMS

**Acceptable documentation for this budget category:**

* Payroll records, either internal or from a payroll service.

**EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Notes** | **FTE** | **Costs** |
| **Personnel:** |
| **Position/Title:**  | **N/A** |  | $0 |
| **Position/Title:**  |  |  |  |
| **Position/Title:**  |  |  |  |
|  | **Subtotal Personnel:** | **$0** |

**Budget Category: FRINGE BENEFITS**

The FRINGE BENEFITS category is used to list expenses directly related to employment or health care costs. We highly encourage individual artists to consider allocating a portion of their commission to health care costs.

**Category Instructions:**

* For individuals, costs can be shown either as a percentage of total costs paid or the full costs of health care.
* Costs should not exceed 10 percent of the entire grant amount.
* Costs should only reflect the portion that will be paid through the SFAC grant, if approved.

**Examples of allowable expenses:**

* Health Benefits

**Examples of disallowable expenses for this budget category:**

* Vacation, sick time, or over time accruals for prior fiscal year.
* Taxes or other amounts withheld from wages or salaries which have not actually been paid by grantee during the term of the grant agreement or which related to periods before or after the term of the grant agreement.

**Acceptable documentation for this budget category:**

* Invoices from a health insurance provider.
* Invoice from employee for the health stipend

**EXAMPLE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Notes** |  | **Costs** |
| **Fringe Benefits:** |
| **Position/Title:**Applicants name | 10 percent of annual health care costs for artist |  | $1,200 |
|  | **Subtotal Fringe Benefits:** | **$1,200** |

**Budget Category: COMMISSION /FEES/HONORARIUMS**

The COMMISSION/ FEES/HONORARIUMS line items include costs associated directly with the proposed project.

**Category Instructions:**

* The amounts should only reflect the portion that will be paid through the SFAC grant, if approved.

**Examples of allowable expenses:**

* Administrative: Stipends to individuals to support the administrative component of the proposed project.
* Artistic: Curator fee; guest choreographer fee; honorariums to artists to participate in a show.
* Technical & Production: Photographer to document a workshop; audio/visual technician to set up sound for a performance.

**Acceptable documentation for this budget category:**

* Invoice from the administrator, artist or technician. The grant applicant would not have to submit an invoice for payment to themselves.

**EXAMPLE:**

|  |
| --- |
| **Operating Expenses:** |
| **Category**  | **Notes** | **Costs** |
| **Fees: Administrative** |  | $0 |
| **Commission Fees / Honorariums: Artistic** | Artist fee for creating new production | $10,000 |
| **Fees: Technical & Production** | Photographer to document 2 performances ($500 flat fee); AV Tech (10 hours at $100 per hour = $1,000); | $1,000 |

**OPERATING EXPENSES**

**Category Instructions:**

* Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
* Notes should clearly indicate how the expenses support the activities outlined in the Grant Plan.

**Examples of allowable expenses:**

* Advertising & marketing: promotional materials; printing costs; banner ads.
* Equipment rental: lighting rental or AV rental for a production.
* Facilities/space rental: a cost allocation for the organization’s space; theater rental for a performance; classroom rental for workshops.
* Insurance: a cost allocation for general liability, automobile and/or workers compensation; cost for one-time liability coverage for a special event.
* Internet/website: a cost allocation for hosting a domain.
* Office supplies: general office supplies used by staff in the operation of the program.
* Production/exhibition costs: general materials and supplies for mounting a new exhibit; costumes.
* Program costs: art supplies; instruments; music CDs; video equipment integral to the artistic practice.
* Professional services: payments to professionals for a highly technical or specialized service, such as: website developer; computer programmer; lighting designer.
* Software/hardware: editing software.
* Other: allowable expenses not covered in the aforementioned line items. Details and explanation are required.

**Examples of disallowable expenses for OPERATING COSTS:**

* Catering or beverage expenses.

**Acceptable documentation for this budget category:**

* Invoices and proof of payment.

**EXAMPLE:**

|  |
| --- |
| **Operating Expenses:** |
| **Category** | **Notes** | **Costs** |
| **Advertising & Marketing** | Costs associated with publicizing new production: promotional postcards ($500); postage ($200)= $700 | $700 |
| **Equipment Rental** | Costs associated with new production: lighting ($500); AV equipment ($1,000); sound system ($1,500) = $3,000 | $3,000 |
| **Facilities / Space Rental** | Costs for renting theater for 2 days for rehearsal and presenting new production: $2,000 | $2,000 |
| **Fundraising Expenses** |  | $0 |
| **Insurance** | One time coverage for the presentation of the new production ($1,000) Half covered by SFAC grant = $500 | $500 |
| **Internet/website** | 10 percent cost allocation for monthly website costs = $100 | $100 |
| **Office supplies** | General office supplies to support the new production. | $200 |
| **Production / exhibition costs** | Costs associated with the new production: Props ($200); costumes (5 performers at $300 each = $1,500) | $1,700 |
| **Program costs** | General supplies to build new sets, including paint and lumber ($1,000) | $1,000 |
| **Professional services** | Costs for graphic artist to design banner, promotional postcards, and development brochure: $1,000 | $1,000 |
| **Software / hardware** | New laptop ($2,000) to support lighting design software to be used in the new production. Half covered by SFAC grant | $1,000 |
| **Other** | N/A | $0 |

**Budget Category: SUBCONTRACTORS**

**Category Instructions:**

* Costs should only reflect the portion that will be paid through the SFAC grant, if approved.
* Subcontractors are non-staff individuals, organizations or companies that provide a service directly in fulfillment of the activities outlined in the Grant Plan and are required to uphold contractual obligations.
* Each service should be provided as an estimated number of hours dedicated to the project and the hourly rate wherever possible.

**Examples of allowable expenses:**

* General contractor to build sets.

**Acceptable documentation for this budget category:**

* Signed contract or MOU containing a clear scope of work and rate of compensation.
* Invoice

**EXAMPLE:**

|  |
| --- |
| **SUBCONTRACTORS** |
| **Category** | **Notes** | **Costs** |
| **Name:** P. Rogers Nelson, General Contractor | General Contractor to build sets = $5,000 | $5,000 |

**Budget Category: ADMIN / INDIRECT**

**Category Instructions:**

* A maximum of 10 percent of the total grant award is allowable.

**Examples of allowable expenses:**.

* A cost allocation for accounting or payroll services.
* General overhead.
* Fiscal sponsorship fees.

**Examples of disallowable expenses for this budget category:**

* Costs that are represented in other line items.

**Acceptable documentation for this budget category:**

* No documentation is required for this line item.

**INCLUDE VENUE CONFIRMATION FORM:** The Venue Confirmation Form is required to help demonstrate the applicant’s ability to bring their project to fruition and fulfill the public presentation requirement. The presentation can be readings, performances, screenings, workshops or exhibitions that take place in formal and informal venues. The applicant’s public presentation can include the participation and sharing of his/her art work in an artist open studio, street happening, gallery, museum, film festival, and such. The Venue Confirmation Form for a proposed project at a venue (formal or informal public site) can confirm the applicant’s ability to plan and connect with relevant resources. Exemplary proposals indicate a collaborative relationship between the artist and the venue.

**Please note:** If an artist is planning on using their own residence or studio for the public presentation requirement, they are still required to fill out and sign the Venue Confirmation Form. Applicants will be asked upload the form in the Supporting Materials section. To download the template, [follw this link.](http://www.sfartscommission.org/sites/default/files/Venue%20Confirmation%20Form%20FINAL.docx)

Supporting Materials

Below is a list of required items to be uploaded. Please read the instructions and then scroll to the bottom of the page to enter description(s) of work sample(s) and to upload the required documents. Please do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

**ATTACH PROOF OF SF HOME ADDRESS:** Attach verifiable proof that the applicant has a home address in San Francisco. This may be in the form of a telephone bill, electric bill or bank statement. The document should be no more than three months old and must include the applying artist’s name.

**VENUE CONFIRMATION FORM**: You are required to attach a Venue Confirmation Form for your proposed public presentation site/s. The Venue Confirmation Form can be downloaded from the SFAC website [at this link.](http://www.sfartscommission.org/sites/default/files/Venue%20Confirmation%20Form%20FINAL.docx) The venue should fill in the required information and can also provide additional comments in the space provided. The form must include an original signature (not electronic) by the main contact of the venue. You may submit no more than three venue confirmation forms. If an artist is planning on using their own residence or studio for the public presentation requirement, they are still required to fill out and sign the Venue Confirmation Form.

**ATTACH CV/RESUME (Two Page Maximum):** Resumes or CVs help panelists determine the depth and breadth of an artist’s professional career.

**ATTACH WORK SAMPLES:** Please read these instructions before filling out the Work Sample Template and submitting your work samples online. Panelists will review your work samples in advance of the panel meeting to learn about your artistic vision and history, aesthetics, and capacity to implement the proposed artist commission. We highly recommend limiting your selections to substantive work samples. Samples that fall outside of the instructions will be removed. Panelists will spend no more than ten minutes reviewing all work samples.

**IAC Applicant is *required*** to submit:

* At least one work sample that demonstrates artistic vision, craftsmanship, skill and capacity for future artistic achievement in the artist’s chosen medium. The work sample can be in any form such as a video, audio recording, or performance.

**IAC Applicant is *recommended* to submit:**

* At least one work sample that highlights the creative process and risk-taking involved in the development of original work. The work sample can be in any form such as a video, audio recording, or performance.
* At least one work sample that showcases a performance or activity that clearly engages with and connects to the community in an arts-related experience.

**Submit samples that**:

* Demonstrate your skills in the art form(s), manifestation or treatment of ideas. *Press clippings are not appropriate work samples and will be removed.*
* Demonstrate high production quality with clear sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality*.
* Are recent (from the **last three years**).
* Are relevant to the proposed project or initiative. If the most relevant work sample is older than three years, we recommend a balance of newer and most relevant samples.
* Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project or initiative already underway.
* Provide a glimpse of your audience and community, if applicable.

***Do not* submit samples that:**

* Are trailers or montages of performances set to music that reflect more on the skill of your documenter than your own work.
* Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
* Add up to more than six minutes of playback time.
* Are links to sites that require work samples to be downloaded (e.g. Dropbox).

**WORK SAMPLE INSTRUCTIONS**

Please refer to the instructions below for the limits for submission based upon media type. Material and time limits are strict. The template indicates a maximum of **six** work samples. ***Only fill out the template to reflect the number of work samples that you are submitting.***

**Work sample descriptions must include:**

* Title, medium, date of work/activity, dimensions/total duration, brief description to contextualize the work.
* Company/artists involved if the work was done in collaboration with other organizations, presenters, or artists. State your role in the production.
* Explain the sample's relevance to your proposed project if:
	+ the proposed project is a major departure from the style, genre, or discipline presented in your work sample;
	+ the sample document is a work-in-progress; and/ or
	+ the work is with a collaborator or commissioned artist outside of your usual work.

**FORMAT INSTRUCTIONS**
Work samples that cannot be uploaded must be hosted online through your website or a third party platform. **Please be sure to include working links and include passwords if your content is restricted.** If panelists cannot access your work samples this may affect your score.

**AUDIO/VIDEO**

* Audio and video work samples must be hosted online through a third party platform (SoundCloud, Vimeo, YouTube, etc.).
* Provide URLs to the audio or video work samples; include any necessary information on required plug-ins, passwords, or navigation paths.
* Include instructions and time-stamps that cue panelists to the portion you want played.
* Minimum of 480 x 360 video resolution is suggested.
* Show at least two minutes of a work sample so that the panelists can immerse themselves in the content sufficiently to see the arc of movement, grasp a theme or a complete thought being expressed.
* Submit a maximum of four minutes per video or audio files; or two minutes long if combining with another medium.

**IMAGES**

* Must be PDF or JPEG.
	+ You may combine all of your images into one single PDF file or upload each image as a separate file, however if you include more than the allotted images, pages will be deleted to bring the work sample into alignment with our instructions.
	+ Applicants submitting multiple images on a PDF should include relevant information with each image in the PDF
	+ Suggested image size is 800 x 600 pixels.
	+ Maximum size for each image is 5MB.
* Six images maximum; three images if combining with another medium.

**FILM TREATMENTS, LITERARY MANUSCRIPTS, AND PUBLICATIONS**

* Must be PDF.
* ​Include your name and the genre of your sample. Note if this is an excerpt.
* Maximum size for each document is 5MB.
* Ten pages, double spaced maximum; five pages, double spaced if combining with other medium.

**SCRIPTS**

* Must be PDF.
* Maximum size for each document is 5MB.
* 20 pages, double spaced maximum; ten pages, double spaced maximum if combining with another medium.

You may submit a combination of media formats, but are limited to *two*media types.

|  |  |
| --- | --- |
| **You may combine this set of work samples:** | **with one of these additional work samples:** |
| 2-minute audio or video | 5 pages of film treatment, literary manuscript, or publication; or |
| 10 pages of script; or |
| 3 images |
| 3 images | 2 minutes audio or video; or |
| 10 pages of script; or |
| 5 pages of film treatment, literary manuscript, or publication |
| 5 pages of film treatment, literary manuscript, or publication | 2 minutes of audio or video; or |
| 10 pages of script; or |
| 3 images |

Demographics Survey

To better serve our communities and maintain our commitment to cultural equity, SFAC is collecting demographic data about our grant applicants. This demographic survey is a work in progress. We understand that criteria/categories might not be perfect, and we appreciate any feedback to revise categories that may better resonate with our communities.

**Any data you provide will not be seen by panelists or used in the evaluation of your application.** Instead, it will be used to evaluate and inform outreach and technical assistance strategies for SFAC staff. Thank you for your participation.

Certification

This certification and release must be signed by the individual applicant or 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 data available at the time of application and that there are no misstatements or misrepresentations contained herein or attachment. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersigned hereby releases 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 WESTAF, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of WESTAF, its respective officers, employees or agents.

Click Save and Validate.