Artists & Communities in Partnership for Creative Youth (ACIP-CY)

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 pm PST on Wednesday, October 31, 2018.

Applications must be received online via the link above. 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

These application instructions will provide a step-by-step instructions for how to fill out the application. If you have any questions about the application, please contact Program Officer Liz Ozol 415-252-2231 or liz.ozol@sfgov.org.

PLEASE NOTE: The online grant application form ([**sf.culturegrants.org**](http://sf.culturegrants.org)) limits entry based on the defined word 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 applicant organizations will need to **Sign-Up** and create an account in the GMS with appropriate username and password. Please create a generic username that represents your organization as the username CANNOT be changed.

You do not need to sign up again if your organization has 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 (1/3)

**CONTACT PERSON:** Enter the name of the person responsible for executing the grant and communicating with SFAC.

**CORPORATE ADDRESS IN SAN FRANCISCO:** Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate 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 corporate address.

**DAY PHONE | MOBILE:** Enter the contact number(s) for the individual responsible for communicating with 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 communications from SFAC is via email.

**USERNAME:** Create a generic username that represents your organization as the username CANNOT be changed.

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

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

**ASSOCIATE ACCOUNT WITH AN ORGANIZATION:** When asked at the bottom of the page “would you like to associate this user account with an organization” select YES. This will allow the system to associate your Username as an organization, and give you access to SFAC’s grants applications for organizations.

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

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

Organization Information (2/3)

**ORGANIZATION ROLE:** All applicants must select DISTRIBUTOR/DIRECT RECEIVER

All organizations are required to have a 501(C)(3) or have fiscal sponsorship through a San Francisco-based 501(C)(3) organization. You can fill out the Fiscal Sponsor's information within the application.

**FEIN NUMBER:** Do not fill in your FEIN number. Please leave this field blank.

**ORGANIZATION NAME:** Enter the Applicant Organization’s legal name as registered with the IRS or name the organization uses for business purposes. If the organization is a project, department, or line item in the budget of a larger organization, give the larger organization’s name, followed by “dba” (doing business as) and the organization’s project or department name, for example, The City of Buena Vista dba The Buena Vista Arts Council. Do not enter the Fiscal Sponsor name here.

**ADDRESS:** Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address showing the applying organization's name on an official document. (Reenter CORPORATE ADDRESS IN SAN FRANCISCO)

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

**FAX PHONE NUMBER:** If applicable.

**WEBSITE:** Enter organization’s website

**NUMBER OF THE SUPERVISOR'S DISTRICT IN WHICH YOUR ORGANIZATION OPERATES:** District numbers can be found at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org).

**SUPPLIER NUMBER:** (Formerly known as a ‘Vendor’ number). If known.

**VALIDATE AND SUBMIT:** This will bring you to the terms and conditions page.

Terms and Conditions (3/3)

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

Eligibility

**IS YOUR ORGANIZATION A 501(C)(3) tax exempt organization?**:

All organizations are required to have a 501(C)(3) and be in good standing with the IRS as a tax-exempt organization or have fiscal sponsorship through a San Francisco based 501(C)(3) organization.

* + If you are using a fiscal sponsor for your project, you must check **NO**. You will then be directed to the next page to list the name of your fiscal sponsor, their San Francisco address, the contact’s name, phone and email address.
* If your organization has its own 501(C)(3) designation and does not rely on the support of a Fiscal Sponsor, you will check **YES**.
	+ 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.

**IS YOUR ORGANIZATION (AND ITS FISCAL SPONSOR, IF APPLICABLE) BASED IN SAN FRANCISCO?:** You will be required to attach proof of San Francisco corporate address in Supporting Materials. Proof of address must be a recent document (from the past 3 months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

**IS YOUR ORGANIZATION’S MISSION STATEMENT CLEARLY FOCUSED ON THE DEVELOPMENT, PRODUCTION, AND/OR PRESENTATION OF ARTS ACTIVITIES IN SAN FRANCISCO OR is clearly rooted in empowering communities based in San Francisco?** The applicant’s mission statement must be clearly focused on the development, production, and/or presentation of arts activities in San Francisco or clearly rooted in empowering communities based in San Francisco.

**IS YOUR ORGANIZATION OR PARTNER ORGANIZATON PART OF ANOTHER CITY AGENCY OR DEPARTMENT?**: The applicant and partner organization cannot be part of another City agency or department.

**HAS YOUR ORGANIZATION WORKED IN SAN FRANCISCO FOR OVER TWO YEARS WITH ACTIVITIES REPRESENTATIVE OF YOUR MISSION:** This list should highlight **four**major programmatic activities and emphasize your organization's presence in San Francisco in the last two years, as well as **three**projected activities through the end of June 30, 2019.

You will be asked to enter four to eight organizational activities that have occurred since October 2016 in the Artistic History section of the application.

**IF AN ARTS ORGANIZATION IS APPLYING, IS YOUR ORGANIZATION’S TWO-YEAR AVERAGE ANNUAL OPERATING BUDGET LESS THAN $1.5 MILLION IN INCOME (DETERMINED BY THE LINE REVENUE LESS IN-KIND MINUS NON-OPERATING REVENUE IN THE DATA ARTS SFAC REPORT)?**: The organization's two-year-average annual operating budget must not exceed $1.5 million in income or expense. The annual operating budget is not inclusive of pass through funds that are re-granted to other organizations and/or of funds received or expended for capital projects. Organizations that exceed the $1.5 million budget cap due to regranting must verify their operational budget without pass-through funds at the time of application. Applicants must upload their most recently completed IRS Form 990.

**IS YOUR ORGANIZATION’S TWO-YEAR AVERAGE ANNUAL OPERATING BUDGET LESS THAN $150,000 IN INCOME (DETERMINED BY THE TWO-YEAR AVERAGE ANNUAL OPERATING REVENUE DETAILED IN YOUR ORGANIZATION’S PROFIT AND LOSS STATEMENT)?:** If your organization’s two-year average annual operating budget does not exceed $150,000 in income or expense, DataArts in not required at the time of application.

**IS YOUR ORGANIZATION 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?**: Applicants 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 PROJECT DURING JULY 1, 2019-JUNE 30, 2020?**: The proposed project must take place in San Francisco between July 1, 2019 and June 30, 2020.

**ARE YOU ABLE TO MEET THE REQUIREMENT FOR WORKING WITH YOUTH INCLUDING BUT NOT LIMITED TO A BACKGROUND CHECK, FINGERPRINTING, AND TB TESTING?** Compliance with these items will be a condition of the grant agreement.

**DOES YOUR ARTS ORGANIZATION HAVE A PROVEN TRACK RECORD OF AT LEAST TWO YEARS TEACHING ARTS (OF YOUR GENRE) TO MARGINALIZED YOUTH IN SAN FRANCISCO?** In Artistic History section, please include **four** events or examples of ongoing programs that reflect your history of relevant activities from 2015-2017, as well as **three**projected activities through the end of June 30, 2019.

**IS YOUR ORGANIZATION 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 called a vendor) and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: [sfgov.org/oca/qualify-do-business](http://sfgov.org/oca/qualify-do-business). Please note if you are not already a City vendor, 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 your organization does not have its own 501(c)(3) determination, you should have clicked ‘NO’ in the previous eligibility section. This will prompt a fiscal sponsor form to appear.

**NAME OF FISCAL SPONSOR:** If your organization does not have its own 501(c)(3) determination, list the name of your San Francisco-based fiscal sponsor. All organizations are required to have a 501(C)(3) or have fiscal sponsorship through a San Francisco-based 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 for your fiscal sponsor.

**EMAIL:** Please provide your fiscal sponsor's email. Your fiscal sponsor will not be contacted unless you are awarded a grant.

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

**FISCAL SPONSOR'S SAN FRANCISCO ADDRESS:** Fiscal sponsorsmust 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 organization'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.

Organizational 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.

**GRANT APPLICANT: ORGANIZATION NAME:** Enter the name of the organization applying for the grant. If this is a collaboration that includes multiple entities, only include the name of the primary organization that will be the signatory on the grant.

**FIRST NAME:** Enter the first name of the person responsible for executing the grant and communicating with SFAC.

**LAST NAME:** Enter the last name of the person responsible for executing the grant and communicating with SFAC.

**TITLE:** Enter title of the person responsible for executing the grant and communicating with SFAC.

**SF CORPORATE ADDRESS:** Enter the physical corporate address of the organization applying for the grant. The organization must have a corporate address in San Francisco to be eligible for funding. You will be required to attach proof of San Francisco corporate address in Supporting Materials. Post Office Box addresses will not be accepted. Proof of address must be a timely document (from the past three months), such as a telephone bill, electric bill or bank statement that includes the name of the organization applying for the grant.

**ADDRESS 1:** Enter the physical corporate address of the organization applying for the grant.

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

**CITY:** Enter the city for the physical corporate address of the organization applying for the grant

**STATE:** Enter the state for the physical corporate address of the organization applying for the grant

**ZIP:** Enter the zip for the physical corporate address of the organization applying for the grant

**NUMBER OF THE SUPERVISOR’S DISTRICT** in which your organization operates: 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 physical address.

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

**CITY:** Enter the city for the mailing address of the organization applying for the grant.

**STATE:** Enter the state for the mailing address of the organization applying for the grant.

**ZIP:** Enter the zip for the mailing address of the organization applying for the grant

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

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

**WEBSITE:** Enter the organization’s website URL

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

Project Information

**GRANT REQUEST AMOUNT:** Organizations may ask for no more than 50 percent of their three-year average income of their operating budget (determined by the line: Revenue Less In-Kind minus Non-operating Revenue in the SFAC Data Arts Report), or up to $20,000, whichever is less.

**SFAC DATAARTS REPORT AMOUNT:** Enter the Revenue Less In-Kind minus Non-operating Revenue line item on page four of the SFAC DataArts Report. Organizations can request no more than 50 percent of this data point.

**SCHOOL OR CBO**: Enter the two year average operating 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 the development of a cohort of student spoken word artists / poets and a youth-led editorial group. Students will produce a print and digital journal documenting the theme of “process toward performance” in a yearlong poetry residence. Spoken word artist María Ringgold will teach two performance poetry classes at XYZ High School, and will collaborate with the English department to lead and mentor a youth editorial group that will launch the production of a print and digital student poetry journal for public release.

**ESTIMATE NUMBER OF STUDENTS INVOLVED IN THE PROPOSED PROJECT.** Provide an estimate of the total number of students that will be involved with the proposed project.

**NUMBER OF PAID ARTISTS INVOLVED IN THE PROPOSED PROJECT:** Provide the total number of artists that will be paid for their direct involvement with the proposed project, regardless of whether the requested funding will go directly to artist fees.

Alignment with SFAC Goals

This section of questions should be answered by **both partners** unless otherwise indicated.

**Please note:** Priority funding goes to organizations 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).

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. Please also note the legislation pertains to marginalized communities and not fringe artistic disciplines.

**LEAD APPLICANT MISSION STATEMENT (1000 CHARACTERS MAX):** Arts organizations must have a mission statement that is clearly based on the development, production, and/or presentation of arts activities in San Francisco. Community-based organizations must have a mission statement that is clearly rooted in empowering communities based in San Francisco.

**PARTNERING ORGANIZATION MISSION STATEMENT (1000 CHARACTERS MAX):** Arts organizations must have a mission statement that is clearly based on the development, production, and/or presentation of arts activities in San Francisco. Community-based organizations must have a mission statement that is clearly rooted in empowering communities based in San Francisco. If the partner is an individual artist, please provide a personal statement.

**Who do you ENGAGE and why (4500 CHARACTERS MAX)?** Responses should refer to demographic data and community engagement strategies for BOTH partners.

**How do YOU meet the needs of YOUR communities (2000 CHARACTERS MAX)?** This should expand upon the mission statements of BOTH lead applicant and the cooperating partner.

**WHY IS THIS PARTNERSHIP APPROPRIATE AND TIMELY (2000 CHARACTERS MAX)?** A strong response will convey why this partnership is a "good fit" for BOTH partners, and explain why this partnership promises deep engagement of youth in a creative art-making process.A**joint letter of agreement or memorandum of understanding (LOA/MOU) signed by both parties**is required in the Supporting Materials section of this application.

Artistic History

**DESCRIBE YOUR ORGANIZATION’S HISTORY AND HIGHLIGHT MAJOR ACCOMPLISHMENTS THAT ARE RELEVANT TO THE PROPOSED PROJECT. (3000 CHARACTERS MAX):** A well-articulated response provides context while conveying confidence in the organization's ability to carry out the proposed project successfully.

**LIST OF SAN FRANCISCO-BASED ACTIVITIES: IN THE ACTIVITIES TEMPLATE, ENTER A LIST OF MAJOR PROGRAMMATIC ACTIVITIES THAT EMPHASIZE YOUR ORGANIZATION’S PRESENCE IN SAN FRANCISCO.**
Please input the most relevant activities that span the last two years, as well as projected activities through the end of June 30, 2019.

**TEACHING ARTIST: DESCRIBE YOUR PHILOSOPHY OR APPROACH TO TEACHING. INCLUDE HOW YOUR WORK AS AN ARTIST INFORMS YOUR TEACHING AND HOW YOUR TEACHING INFORMS YOUR WORK AS AN ARTIST (3000 CHARACTERS MAX)** Your response should include appropriate, relevant and compelling content. Offer supporting details to flesh out your response.

**TEACHING ARTIST: DISCUSS RELEVANT EXPERIENCE AND QUALIFICATIONS YOU HAVE THAT WILL SUPPORT YOUR SUCCESS AND EFFECTIVENESS AS A TEACHING ARTIST IN THE PROPOSED COMMUNITY. INCLUDE TEACHING AND ADMINISTRATIVE EXPERIENCE. (3000 CHARACTERS MAX)** Applicant should focus on a couple of the most relevant experiences and qualifications. Do not reiterate information from the resume/CV.

**Current CV/resume:**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 SAMPLES: INCLUDE AT LEAST TWO, AND UP TO THREE, WORK SAMPLES.** Required:

1. A work sample demonstrating the artist or arts organization's commitment to artistic practice, showing focus, commitment, skill, originality.

Second required work sample must be one of the following:

1. A work sample demonstrating the artist or arts organization engaging with youth in a setting relevant to the proposed project. Video samples featuring interaction with students are highly recommended, **OR**
2. A sample of a youth artwork or product made with the guidance of the teaching artist or arts organization.

If desired, the ACIP-CY applicants may submit all three items: sample showing commitment to artistic practice, video sample showing interactions with students, and sample of youth artwork or product made with the guidance of the teaching artist or arts organization. Please carefully review guidelines for Work Samples and upload in the Supporting Materials section.

Quality of Proposed Project

**DESCRIBE THE PROPOSED PROJECT INCLUDING THE ARTISTIC ACTIVITIES THAT WILL OCCUR AND A CLEAR TIMELINE. DESCRIBE HOW YOU WILL ENGAGE AND MAKE THE PROJECT RELEVANT TO THE YOUTH COMMUNITY. (2000 CHARACTERS MAX):** A strong response will convey the depth to which the applicant and the partner understand the targeted community and have knowledge of promising practices in working with youth.

**DESCRIBE HOW THE CREATIVE YOUTH DEVELOPMENT PRINCIPLES WILL BE INFUSED IN THIS PROJECT. WHAT ARE YOUR DESIRED SHORT TERM AND LONG TERM OUTCOMES FOR YOUTH? FOR OTHER STAKEHOLDERS? (4000 CHARACTERS MAX).** A strong response will show an understanding of Creative Youth Development principles and how to apply them in the field.

**CREATIVE YOUTH DEVELOPMENT PRINCIPLES:**

1. Youth are engaged in Safe and Healthy Spaces
2. Programs focus on Positive Relationship-Building
3. Programs support and promote the development of skills necessary for success in today’s society such as Critical thinking, Problem solving and Collaboration
4. Programs are Artistically Rigorous and Set High Expectations of youth participants
5. Programs are Asset-Based and help youth to build upon their inherent strengths and talents
6. Programs are Youth-Driven and honor student voice (For example, youth have a significant voice in shaping their projects and the program; youths are involved in decision-making; opportunities exist for youths to partner with adults; etc.)
7. (Where applicable) Program approaches and outcomes are Holistic, recognizing a range of youth needs and often integrating with other service providers to create a coordinated community response to those needs

**SAMPLE UNIT OF 3-5 LESSONS. THIS DOCUMENT SHOULD BE NO MORE THAN 15 PAGES LONG. APPLICANTS WILL ATTACH THE SAMPLE UNIT IN THE SUPPORTING MATERIALS SECTION.** Unit plan should include all aspects of the lesson such as: age of the intended students; type of site (public school, during school or after-school program); length of time for the lesson; and any other details you think relevant. Sample format must be one document that contains a three to five lesson unit; and must be a PDF or Word document. If formatting needs to be preserved, please submit a PDF.

**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. If your project will require permits, make sure to figure out the timeframe for obtaining them within your project. See example below for an example of a strong grant plan. The submission of the Final Report will always be the last step in the Grant Plan.

**ACTIVITY COLUMN:** Applicants should break down the proposed project into no more than six primary activities. Each of these activities should be described succinctly in one sentence and clearly outline the steps needed to ensure a successful outcome.

**OUTPUTS COLUMN:** 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, or the number of performances given.

**COMPLETED BY COLUMN:** Each activity listed should have a target completion date that falls within the grant window.

**EXAMPLE (ACIP-YOUTH):**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Outputs** | **Completed by:** |
| Onboard 2 Latinx Teaching Artist Fellows: 2 bi-lingual (Spanish/ English) Latinx teaching artist fellows identified, contracted, back-ground checked & oriented | 2 artists contracted | 7/31/17 |
| LTAFs complete teaching two semesters of My Two Homes Curriculum for Grades K-5 at MEC | 100 participants,3 Groups,32 hours for each group (K/1, 2/3, 4/5) | 5/31/18 |
| Host activities that foster relationships with students, families, & teachers including two Open House Family Workshops at MEC and one Field Trip to Root Division Gallery | 2 Open Houses,1 Field Trip,100 participants,50 Latinxparents,40 Latinx siblings,10 Studio Artists | 5/31/18 |
| Present & share student projects onsite at Root Division with a New Growth Free Family Arts Workshop and student exhibition while partnering with, but not limited to SF Rock Project, La Cuicicalli, Patxi’s Pizza and Artists & Craftsman supply | 1 public event,1 student exhibition,300 student works,350 youth and family attendees,10 youth performers,3 partner organizations,2 partner businesses,20 studio artists | 5/31/18 |
| My Two Homes Booklet: Design and compile full color, 28-page bi-lingual booklet with student images and quotations.  | 150 copies | 6/5/18 |
| Submit SFAC final report. | 1 Final Report | 7/30/18 |

Ability to Complete the Project

**KEY PERSONNEL ON THE PROJECT TEAM AND THEIR RELEVANT EXPERIENCE AND QUALIFICATIONS WORKING WITH THE TARGET COMMUNITY. PLEASE INCUDE THE PREFERRED PRONOUN FOR EACH INDIVDUAL. (2000 CHARACTERS MAX.):** Provide bios of key personnel on the project team and their relevant experience and qualifications for working with youth community. Include team members from both of the partnership entities and list their role in the project.
Please indicate if artists listed are confirmed or invited. Strong responses will demonstrate why the team is the right "fit" or "match" to implement this project.

**HOW WILL YOU EVALUATE THE IMPACT OF THE PROJECT? (2000 CHARACTERS MAX.):** Refer to the issue being addressed, the target community, and the stated goals. Explain how you will know you have met the project’s goals. What will this look like? Sound like? How will you tell the story of the impact of this partnership using both qualitative and quantitative results? Clearly articulated outcomes will help panelists understand the impact of the proposed project on the identified issue. Responses should be specific, measurable, achievable, relevant, and timely.

Follow [this link](https://www.sfartscommission.org/sites/default/files/FY19%20Budget%20Instructions%20FINAL.pdf) to detailed budget instruction.

Supporting Materials

Below is a list of required items upload. 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. NOTE: Please do not upload Microsoft Word or Microsoft Excel files. PDF or JPEG file formats are preferred.

**ATTACH FISCAL SPONSOR FORM:** If using a fiscal sponsor, attach the Fiscal Sponsorship Form: The Fiscal Sponsorship Form can be downloaded from the SFAC website [at this link](https://www.sfartscommission.org/sites/default/files/Fiscal%20Sponsorship%20Form%20FINAL.pdf).
You are required to attach a Fiscal Sponsorship Confirmation Form if you are using a fiscal sponsor. The fiscal sponsor should fill in the required information. The form must include a signature by the main contact of the organization. A typed name is not a signature.

**ATTACH PROOF OF GOOD STANDING WITH THE IRS:** Visit <https://apps.irs.gov/app/eos/pub78Search.do> and select the search to organizations that “Are eligible to receive tax-deductible charitable contributions.” Please print a PDF of the page that shows your organization listed and upload.

**ATTACH PROOF OF SF CORPORATE ADDRESS:** Attach verifiable proof that the organization has a corporate address in San Francisco. This may be in the form of a utility, lease, mortgage statement, business license, or preprinted financial statement. The document should be no more than three months old.

**ATTACH A SAMPLE UNIT OF 3-5** **LESSONS**. **THIS DOCUMENT SHOULD BE NO MORE THAN 15 PAGES LONG.** Unit plan should include all aspects of the lesson such as: age of the intended students; type of site (public school, during school or after-school program); artistic discipline, instructional session (e.g. Week #2), length of time for the lesson; and any other details you think relevant.

This unit should be developmentally appropriate for the age group that the ACIP-CY project proposes to engage. (e.g. If proposed project engages upper elementary youth ages 8-10 years, then the sample unit should be geared for that age group.) Provide a detailed description of art activity. Describe the desired learning outcomes for the students. Describe measurement and assessment tools for student success.

Sample format must be one document that contains a three to five lesson unit; and must be a PDF or Word document. If formatting needs to be preserved, please submit a PDF.

**ATTACH JOINT LETTER OF AGREEMENT WITH THE PARTNERING ORGANIZATION** Attach a joint Letter of Agreement signed by both the Applicant Organization and the Partnering Organization.  This letter should indicate mutual commitment to the project and understanding of the roles and responsibilities of each party.

**ATTACH APPROPRIATE FINANCIAL REPORT: If the lead applicant is an arts organization - upload DataArts SFAC Funders Report and Budget Notes

If the lead applicant is a school or CBO - upload** **a two-year financial report with income and expense and balance sheet for FY16-17 and FY17-18 or CY16 and CY17.**
This financial report can be generated out of QuickBooks or another accounting system or the organization can submit their most recent audit to represent the organization’s financial standing.

Arts Organization applicants are required to submit an SFAC Funder Report from the DataArts website [culturaldata.org/](http://culturaldata.org/) that includes the three most recently completed fiscal years. If six months have passed since your year closed, it should be entered into your DataArts profile.

Remember to include typed budget notes that correspond with your DataArts SFAC Funders Report. Panelists will use your DataArts SFAC Funder Report to better understand your organization’s financial position and health.

PLEASE NOTE: For more information about the SFAC Funders Report, please call the DataArts help line at 1-877-707-3282. The staff person on the DataArts help line will walk you through generating this report so that you can upload it to the GMS. The report includes instructions on the cover about the required budget notes.

* Organizations with a reserve or operating surplus should provide notes that explain your reserve policy or plans for use of the surplus.
* Organizations with accumulated deficits must provide notes that detail how the deficit developed and plans for the deficit reduction.
* Organizations that hold outstanding loans or have defaulted on loans must include notes that provide sufficient explanatory details.

**ATTACH 990 FORM:** Organizations that exceed the $1.5 million budget cap due to regranting must verify their operational budget without pass-through funds at the time of application. Applicants must upload their most recently completed IRS Form 990.

**ATTACH WORK SAMPLES:**

Read this entire section, including all recommendations, requirements and instructions before filling out the **Work Sample Template** and submitting your work samples online.

**ACIP-CY Applicants are required to submit:**

1. A work sample demonstrating the arts organization or teaching artist's commitment to artistic practice, showing focus, commitment, skill and originality.

And either:

1. A video work sample demonstrating the arts organization or teaching artist engaging with youth in a setting relevant to the project, OR
2. A sample of a youth art work or product made with the guidance of the teaching artist or organization.

**ACIP-CY Applicants *may* submit both items 2 and 3 for a total of three work samples.**

**RECOMMENDATIONS**

Panelists review your work samples to learn about your artistic history, aesthetics, audience and capacity. They also evaluate your work samples for conformity to the following recommendations.

**Please submit samples that**:

* Demonstrate your skills in the art form(s), manifestation or treatment of ideas.
* Demonstrate high production quality with clarity of sound and image. *A good quality audio file of a performer is better than a video of a performer with poor sound quality*.
* Show high quality documentation of an excerpt of a work-in-progress if your proposal hinges on a project already underway. This sets the proper context for the stage of work being shared.
* Have minimal edits/cuts.
* Provide a glimpse of your audience.

***Please do not* submit samples that:**

* Are promotional pieces or collages of performances that reflect more on the skill of your documenter than your own work. No “sizzle reels,” please!

**REQUIREMENTS**

Samples *must* conform with the requirements, or they will be removed. Samples exceeding the limit will not be viewed.

**Submit samples that:**

* Show work from the **last two years (2016-18)**.
* Reflects the creative production or presentation by the organization.
* Show at least two *consecutive* minutes of a work so that the panelists can immerse themselves in the content.

***Do not* submit samples that:**

* Direct panelists to look at whole websites without specific instructions indicating content that falls within the limits below.
* Add up to more than four minutes of playback time.
* Are links to sites that require work samples to be downloaded (e.g. Dropbox).
* Are reviews of or articles about your work. *Press clippings or news articles are not appropriate work samples.*

**INSTRUCTIONS**

Please refer to the table below for the maximum submissions 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. ***If you submit more than the limit, your excess work samples will be deleted.***

**Work sample descriptions must include:**

* Title, date, venue, length of work, dimensions, genre, and medium.
* Your role in the production, if the work was done in collaboration with other organizations, presenters, or artists.
* An explanation of 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.

**LENGTH/SIZE REQUIREMENTS**

You may submit a combination of media formats, but are **limited to *two*media types**. If you decide to submit *two* media types, you may submit up to half of the time/size limit for each.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Video** | **Audio** | **Images** | **Documents** | **Interactive Media** |
| **Max #** | 4 minutes  | 4 minutes | 6 images | 20 pages of a script or 10 pages of a film treatment, literary manuscript, or publication | Panelists will spend no more than 4 minutes reviewing. Provide suggested navigation |
| **Max. Size Each Sample 250 MB for all work samples combined**  | 250 MB | 5MB | 5MB | 5MB |   |
| **File Types**  |  Link |  Link | PDF, JPG | PDF, Word |  Link, PDF |
| **Resolution/ Quality**  | 480 x 360  |   | 300 dpi, 800 x 600 pixels  |   |   |

|  |
| --- |
| **You may submit one of the following:** |
| Twenty (20) pages of a script |
| Ten (10) pages of film treatment, literary manuscript, or publication |
| Four (4) minutes of audio or video  |
| Six (6) images |
| Four (4) minutes of interactive media. |
| **OR any *two* of the following:** |
| Ten (10) pages of a script |
| Five (5) pages of film treatment, literary manuscript, or publications |
| Two (2) minutes of audio or video |
| Three (3) images |
| Two (2) minutes of interactive media.  |

Examples of what is permitted with two media formats:

* up to two (2) minutes of video and up to three (3) images
* up to two (2) minutes of audio and up to five (5) pages of a publication
* up to ten (10) pages of a script and up to two (2) minutes of video
* up to two (2) minutes each for two (2) videos
* up to two (2) minutes of interactive media and up to five (5) pages of a publication.
* up to two (2) minutes of interactive media and up to three (3) images.

**FORMAT REQUIREMENTS**

Work samples that cannot be uploaded to the grant management system (if the file size is too large or not supported) must be hosted online through your website or a third party platform. Please be sure to include working links and include log in instructions and passwords if your content is restricted. **If panelists cannot access your work samples, they will not be reviewed.**

**AUDIO/VIDEO**

* The audio and video samples should have clarity of sound and/or image.
* 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 640 x 480 video resolution is suggested.
* A video or audio work sample can be four minutes maximum; two minutes combining with other medium.

**IMAGES**

* Must be PDF or JPEG.
	+ May combine all of your images into one single PDF file or upload each image in a separate file.
	+ Image size should be consistent; 800 x 600 pixels is suggested.
	+ Maximum size for each image is 5MB.
* Six images maximum; three if combining with other medium.

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

* Must be PDF or Word. If formatting needs to be preserved, please submit a PDF.
* ​Include your name and the genre of your sample. Note if this is an excerpt.
* Maximum size for each document is 5MB.
* 10 page maximum; five pages if combining with other medium.

**SCRIPTS**

* Must be PDF or Word.
* Maximum size for each document is 5MB.
* 20 page maximum; 10 page maximum if combining with other medium.

**INTERACTIVE MEDIA**

* May be web-based online games, digital applications or digital art. (This is distinct from a traditional website, which will not be reviewed).
* Samples may include a PDF or link to documentation, mock-ups or demonstrations, previously completed works, works in progress by the key artists or individuals involved, or any other type of sample that best represents the artistic excellence and merit of the project.
* Please provide navigation instructions if applicable.
* Panelists will review no more than 4 minutes.

**Remember: Always test your final work sample link and/or download before submitting!**

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.

The following demographic questions refer to the **artists and/or audiences** your organization serves.

**RACE/ETHNICITY:**

* **Is more than 50 percent of your artists and/or audience people of color? And/or does your mission statement explicitly mention communities of color?** Answer “yes” if more than 50 percent of your artists and/or audience are people of color. And/or your mission statement explicitly mentions communities of color.

Communities of color include African American/Black, Latino, Arab/Middle Eastern, Asian American, Pacific Islander, Native American, and others.
* **If you answered "yes" above, please select which communities of color make up 25 percent or more of your artists/audience served.** If you selected “no”/”decline to state,” you can leave this section blank.
* Please note: We selected these categories based on the largest populations in San Francisco (according to citywide demographic data).

**Write In**: Enter in a category not listed

**GENDER:**

* **Is more than 50 percent of your artists and/or audience women? And/or does your mission statement explicitly mention women?** Answer “yes” if more than 50 percent of your artists and/or audience are women. And/or if your mission statement explicitly mentions women.
* **Is more than 50 percent of your artists and/or audience trans and/or gender non-binary? And/or does your mission statement explicitly mention trans and/or non-binary gender communities?** Answer “yes” if more than 50 percent of your artists and/or audience are trans or gender non-binary. And/or if your mission statement explicitly mentions trans or gender non-binary communities.

**SEXUALITY:**

* **Is more than 50 percent of your artists and/or audience LGBQ or two-spirit? And/or does your mission statement explicitly mention LGBQ or two-spirit communities?** Answer “yes” if more than 50 percent of your artists and/or audience are LGBQ or two-spirit. And/or if your mission statement explicitly mention LGBQ or two-spirit communities.

**IMMIGRANT COMMUNITIES:**

* **Is more than 50 percent of your artists and/or audience from immigrant communities?** Answer “yes” if more than 50 percent of your artists and/or audience are immigrants. And/or if your mission statement explicitly mentions immigrant communities.

**DISABILITY:**

* **Is more than 50 percent of your artists and/or audience disabled? And/or does your mission statement explicitly mention the disabled community?** Answer “yes” if more than 50 percent of your artists and/or audience are disabled. And/or if your mission statement explicitly mention the disabled community.

**YOUTH:**

* **Is more than 50 percent of your artists and/or audience children and youth and/or family with children and youth? And/or does your mission statement explicitly mention families and/or children and/or youth? Children and youth are defined as ages 0-24.** Answer “yes” if more than 50 percent of your artists and/or audience are 0-24 years old. And/or if your mission statement explicitly mention serving children and/or youth.

**If your organization does not reflect the designated communities above, please provide a brief summary of the communities you do serve:

Is this your organization's first time applying for an SFAC grant?** SelectYes, No, I’m not sure

**If no, has your organization been awarded an SFAC grant in the past?** SelectYes, No, I’m not sure

**DID REPRESENTATIVES OF YOUR ORGANIZATION ATTEND ANY OF SFAC’S TECHNICAL ASSISTANCE WORKSHOPS?**

* Grants Programs Informational Workshops: Sessions that went more in depth into the content of the applications and grant categories for SFAC.
* One-on-One Sessions with SFAC staff (scheduled in 15 minute intervals).

**Do you have any suggestions for SFAC to improve this survey?** Feedback may be used to improve this survey for the future.

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.