

VOLUNTARY ARTS CONTRIBUTION FUND REQUEST FOR PROPOSALS AND HOW TO APPLY

The Voluntary Arts Contribution Fund (VACF), established by the Board of Supervisors in 1984, allows San Francisco property tax payers to add a contribution to their tax bill to benefit the arts. Renters and non-City residents are also welcome to make donations to the Fund — a collaboration between the Tax Collector's Office, the Board of Supervisors and Grants for the Arts. This program aims to provide an additional funding source for the City's cultural activities.

The VACF grants money to **San Francisco nonprofit arts organizations** with budgets of under \$3,000,000 for **facilities maintenance, capital improvements and equipment acquisition**. The goal of the program is to make arts organizations safer, more productive, more accessible to the general public, as well as to enhance artistic operations. Collaborative projects making shared use of requested items are encouraged wherever possible. Preference is given to nonprofit organizations not currently receiving Grants for the Arts support through ongoing general operating support grants.

Applicants to VACF funds MUST:

- have 501(c)(3) nonprofit status, or use a valid fiscal sponsor;
- be an arts organization or an organization with substantial arts programming;
- reside and produce activities in the City and County of San Francisco;
- not be the primary responsibility of a government agency;
- have at least a two-year history of continuous, stable arts programming in San Francisco;
- be governed by a legally constituted, fiscally responsible board of directors or sponsoring agency;
- agree to comply with provisions of Chapter 12B, Chapter 12L and Chapter 12P of the San Francisco Administrative Code. For details about these provisions, please refer to the Administrative Code available through the City's website at www.sfgov.org; and
- be prepared to use the full award for the requested equipment or improvements between the dates as set by the grant agreement. Though the specific dates are still to be determined, they will be set **between August 2017 and August 2018**. There will be no consideration for purchases made prior to the start date and there will be no extensions to the end date. Any unclaimed funds will be returned to the Fund for distribution in the next VACF grant round.

Organizations not currently funded by Grants for the Arts and that do not meet GFTA's regular criteria for funding are eligible for consideration. These include, for example, arts education programs, arts projects taking place in hospitals, convalescent homes and/or other sheltered locations, and other non-public arts activities for specific constituencies.

Requests for funding are limited to the following items:

First priority:

- Capital expenditures to correct cited fire and/or safety code violations not requiring a building permit, e.g., panic bars, fireproofed curtains and lighted exit signs, etc.
- Capital expenditures for emergency situations that render artistic activities inoperable.

Second priority:

- Capital expenditures to improve the capacity of venues, studios, and performance areas by significantly improving an organization's artistic presentation, e.g., an improved stage floor, lighting system or new sound equipment.
- Capital expenditures which will have significant positive effect on audience comfort, enjoyment and access to a performance space such as soundproofing, signage, or improvements to lobby or seating areas.

Applications for office or computer equipment/software will **not** be considered.

Grants will be awarded in the range of \$500 to \$5,000. Matching funds may be required to complete the project. Should you have any questions, please call Grants for the Arts staff at 415.554.6710.

Applications are available via our [online portal](#). If you have yet to set-up a user account to access applications from our online portal, please review our [How-To PDF](#) for your information, and note that you must select yes in response to the question "would you like to associate this user account with an organization" (see page 3) and select Distributor/Direct Receiver for your organization role (see page 4). If you do not ensure to make these selections, you will not have access to the application.

For those who have already created an account for another GFTA application, once you've signed in and are on the Dashboard you will simply click on the tab entitled Open Applications, which is next to the red My Data tab. As always, should you have any questions or concerns, or run into any difficulty during the application process, please do not hesitate to contact our office at 415.554.6710.