



FY21 Parades and Festivals Application

Section 1: Organization Information

- Organization Name
- Federal Tax ID Number
- Organization Mailing Street Address
- Organization Mailing City
- Organization Mailing State
- Organization Mailing Zip
- Website
- Executive Director
- Proposal Contact (whom to direct questions about your application)
- Contact Phone Number
- Contact Email
- Discipline – Parades and Festivals
- Organization Description (one or two sentences stating what your organization’s core mission is and who your target communities are if any)
- Current GFTA Grant (enter \$0 if none)
- What is the amount of your request?
- Fiscal Year Begin Date
- Fiscal Year End Date
- Organization History with GFTA {Drop Down Menu} (select the timeframe that is applicable to your organization): New to GFTA / Under 5 years / 5-10 years / Over 10 years
- Grant Plan: a short phrase summarizing the type of activity this grant will support. There is no need for specifics, it should be a general statement like, “To produce the annual Pride Parade and Celebration in San Francisco”.
- Space Occupancy {drop down menu}: Rent/Lease ; Ownership; Co-Op/collective; No physical space
- Are you at risk of displacement? Checkbox if Yes.

Does your organization have a Fiscal Sponsor? If your answer here is yes, a new screen will open asking for your Fiscal Sponsor contact information.

Section 2: Program information

Event Participants

Item	Quantity
Bands/DJs/Artists	
Floats	
Marching Units	
Vendors	

Attendance

Please enter attendance figures for the years requested.

2017	2018	2019

Section 3: Financial Information

For each category, please enter the requested financial information for the three most recent fiscal years. If you track your finances on a fiscal year, report on your fiscal years (as you define it). If you report on a calendar year, use the calendar year.

Total Budget

	2017	2018	2019
Total Revenue less in-kind			
Total Expenses less in-kind			
In-Kind Contributions			

Personnel Costs

	2017	2018	2019
Paid Employees			
Independent Contractors			
Artist Fees			

City Fees

Department	2017	2018	2019

We will request a statement of Revenue and Expenses and a Balance Sheet as an attachment.

Section 4: Personnel Information

Number of Full-time Employees	
Number of Part-time Employees	
Number of Volunteer Workers	
Number of Volunteer Artists	
Number of Independent Contractors	
Number of Paid Artists	
Number of Board Members	

Checklist

The following attachments are **required**. After the above section, you will be able to upload the requested items. PDFs are preferred.

- 1. Narrative Form: completed narrative questions
- 2. List of Board of Directors or Advisory Committee
- 3. Letter of Authorization signed by the President of your Board or your Fiscal Sponsor's Board
- 4. Grants List: Grants received or expected for FY19 and FY20 (2019 and 2020 if on a calendar year)
- 5. Operating Budget for your CURRENT year
- 6. Financial Statements for your most recent completed year (most likely this will be FY19 or 2019). Includes a Profit & Loss Statement and Balance Sheet. Organizations with budgets over \$2 Million will need to provide the most recent audit; organizations of less than \$2 Million AND a grant of \$50,000 or more must provide a review. This document should be no more than two years old.
- 7. Second most recent Financial Statement using the same guidelines as above (most likely FY18 or 2018).
- 8. IRS Form 990 or 990-N Postcard dated within the last two years
- 9. IRS Form 941 (if applicable) for your last completed quarter
- 10. Proof of Good Standing with the IRS; Publication 78 confirmation. Obtained at <https://apps.irs.gov/app/eos/pub78Search.do>
- 11. List of your 2019 San Francisco event(s)
- 12. List of your planned 2020 San Francisco event(s)
- 13. Program Samples: these may include programs, brochures, flyers, press clippings, etc. in a single PDF. Please include your best/favorite samples and not every single item produced in the past year.

If you are using a Fiscal Sponsor, these additional items will also be required.

- FS1. Letter of Authorization Signed by the President of your Fiscal Sponsor's Board
- FS2. Copy of Fiscal Sponsorship Agreement detailing roles and responsibilities of both parties
- FS3. Current list of Fiscal Sponsor's Board of Directors or Advisory Committee
- FS4. Letter Signed by Fiscal Sponsor stating that the submitted financial information has been reviewed for accuracy
- FS5. Fiscal Sponsor's most recent 990. **If your Fiscal Sponsor is a GFTA recipient and will be submitting their 990 with their own application, this can be skipped.**
- FS6. Fiscal Sponsor's Financial Statement including Profit & Loss Statement and Balance Sheet. **If your Fiscal Sponsor is a GFTA recipient and will be submitting their own financials, this can be skipped.**
- FS7. Fiscal Sponsor's 501(c)(3) Determination Letter from the IRS. **If your Fiscal Sponsor is a GFTA recipient, this can be skipped.**

The final screen before Submitting the application is a **Certification and Release**.

- Organization Name
- Name of person making this representation on behalf of the organization

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 in the attachments. 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, Grants for the Arts, and their respective officers, employees and agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to Salesforce, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of Salesforce, its respective officers, employees and or agents.

- I acknowledge and agree to the terms stated above: (Pick List)
 - Yes
 - No

This date constitutes a signature

- Date