

GRANTS	
F O R	ARTS
T H E	

GRANTEE SERVICES
PROGRAM
FISCAL YEAR 2021

ELIGIBILITY CRITERIA, GUIDELINES,
AND STAFF REVIEWING TOOLS

REFERENCE ONLY:

To apply, please go to www.sfgfta.org

ELIGIBILITY CRITERIA

**GRANTS FOR THE ARTS
GRANTEE SERVICES GRANT
GUIDELINES, ELIGIBILITY, AND PROCESS**

GUIDELINES

Grants for the Arts' (GFTA) Grantee Services grant is designed to support the internal capacity of current and prospective GFTA grantees, enhancing their abilities to fulfill missions and to create and present art-related programming. This grant provides funds to nonprofit service providers to support their work with GFTA grantees in the following areas of capacity development:

- Audience development
- Cultural competency and racial equity action plans
- Financial management and literacy
- Fundraising and development
- Marketing and publicity
- Nonprofit governance
- Space/capital planning and evaluations
- Strategic and business planning

ELIGIBILITY

The following criteria apply to prospective service providers:

- must be a 501(c)3 nonprofit residing in San Francisco, or submit a proposal that will be undertaken jointly with a 501(c)3 nonprofit residing in San Francisco.
- cannot be a government agency or program.
- maintain a corporate address in the City and County of San Francisco for at least three full years at the time of application, or submit a proposal that will be undertaken jointly with a 501(c)3 that maintains a corporate address in the City and County of San Francisco for at least three full years at the time of application.
- be in compliance with Grants for the Arts (GFTA), other City Departments and programs, and GFTA fiduciary partners and grantees.
- demonstrate fiscal responsibility, evidenced by:
 - receiving non-GFTA sources of funding;
 - maintaining insurance policies required by the City Risk Manager;
 - not having one source of contributed income comprise 50% or more of their budget.
- demonstrated history of providing reputable technical assistance and capacity building programming in San Francisco for at least three years prior to this application.
- be prepared to present workshops, labs, and other services in San Francisco that are easily available to GFTA current and prospective grantees at low or no cost.
- submit completed application by the due date. Late or incomplete applications will not be accepted.

PROCESS

- Application Opens – April 15, 2020
- Application Closes – May 1, 2020
- The Application will consist of the Grantee Services Application form and all required attachments.
- Applications will undergo Staff review with final approval by the City Administrator.
- Award notifications and grant agreements will be made in July 2020.
- The grant term will be from July 1, 2020 through June 30, 2021.

APPLICATION FIELDS

**GRANTS FOR THE ARTS
GRANTEE SERVICES PROGRAM
APPLICATION FORM**

ORGANIZATION INFORMATION

- Name of Organization:
- Federal Tax ID Number:
- Organization Mailing Street Address:
- Organization Mailing City:
- Organization Mailing State:
- Organization Mailing Zip
- Organization Telephone:
- Website:
- Proposal Contact Person:
- Contact Telephone:
- Contact Email:
- Executive Director:
- Executive Director Telephone:
- Organization Description (one or two sentences stating what your organization’s core mission is and who your target communities are if any)
- Fiscal Year Begin Date:
- Fiscal 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.
- Do you have a fiscal Sponsor?
 - Yes
 - No

FISCAL SPONSORSHIP

- Name of Fiscal Sponsor:
- Fiscal Sponsor Address:
- Fiscal Sponsor City:
- Fiscal Sponsor State:
- Fiscal Sponsor Zip Code:
- Fiscal Sponsor Contact Person:
- Fiscal Sponsor Telephone Number:
- Fiscal Sponsor Email Address:

GRANT INFORMATION

- Amount Requested:
- Current GFTA Grant (enter \$0 if none):
- Amount Awarded **(To be completed by GFTA Staff)**:

PROGRAM INFORMATION

- Name of Activity/Program:
- Date(s) of programming:
- Number of Expected Activities:

PROGRAM NARRATIVE

- Describe the program(s) that you are seeking support for and how it fits into the mission of your organization. Include a brief history of the program(s).
- Describe how your program(s) will be promoted to GFTA grantees. How do you intend to reach organizations that are outside your traditional targeted outreach?
- Describe your engagement with other service organizations. How do you partner, collaborate, or align efforts with other organizations for the betterment of GFTA grantees and the diverse San Francisco arts field?
- Address any concerns or opportunities that should be taken into consideration in order to fairly evaluate this application.

FINANCIAL INFORMATION

- Previous Grant (if applicable):
- FY 19 Revenue Total:
- FY 19 Expense Total:
- Projected FY 20 Revenue Total:
- Projected FY 20 Expense Budget:

REQUIRED ATTACHMENTS

Letter of Authorization – Letter of authorization signed by the board president (if applicable)

Board List – List of board/advisory committee members and their affiliations outside the organization

IRS 990 – Signed copy of the group's IRS form 990 or 990-N postcard for the most recently completed fiscal year

Program Budget – Program budget for this current fiscal year

Current Operating Budget – Organization budget for this current fiscal year

Organization Budget (Completed) – Organization budget for the last completed fiscal year

IRS PDF – 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 create a PDF of the page that shows your organization listed and attach it below.

Outreach/Marketing Materials – Outreach/marketing materials related to last year’s program

CERTIFICATION AND RELEASE

- 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 & agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to FormAssembly, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of FormAssembly, its respective officers, employees & or agents.

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

Please enter the date you are submitting this application. This date constitutes a signature

- Date

STAFF REVIEWING TOOLS

SCORING RUBRIC: GRANTEE SERVICES

		UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT
CATEGORY	SCORE	1-2	3-5	6-8	9-10
Attributes of Work and Mission Alignment		The services offered, specifically regarding arts organizations, does not align with the organization’s mission. The organization has little to no past experience providing services to arts organizations to any level of success.	The services offered to arts organizations broadly fits into the organization’s mission and has provided menial support to a limited amount of organizations. The organization is developing a plan to expand their current service offerings, but this work with arts organizations is not an essential function of the entire organization.	The services offered aligns directly with the organization’s mission and the organization has a proven history of supporting artist and arts institutions for a number of years. As the organization developed, it has increased the level of service offerings to arts institutions and provides a variety of programs across numerous categories. The technical assistance provided is essential to the work of the organization, but not its primary focus.	The organization primarily functions as a service provider. Their programs are vast, administering technical assistance of varying levels to the City’s arts community. The organization is on the verge of expanding their programming and/or has the capacity to do such. The organization has evaluation measures in place to track success, provides professional development opportunities to patrons, and has a thorough understanding of the challenges of the arts sector.
Notes:					
CATEGORY	SCORE	1-2	3-5	6-8	9-10
Promotional Efforts and Outreach		The organization does not demonstrate an understanding of their promotional efforts or general outreach. The organization’s target clients do not include arts organizations. There is no plan to attract new patrons or to outreach to GFTA grantees.	The organization reaches a small, but dependable clientele. The organization has defined their target clients, which includes arts organizations, but is experiencing little growth with respect to reaching a larger and/or more diverse group of patrons. The organization is beginning to develop a plan to promote their services to broader communities, which include GFTA grantees.	The organizations is experiencing moderate success reaching a more diverse group of patrons. The organization is actively utilizing their promotional efforts to reach organizations outside their traditional targeted outreach and has a plan to reach out specifically to GFTA grantees.	The organization is in high demand by arts entities, demonstrated by increased referrals from other institutions, word-of-mouth efforts of current clients, and proven success of arts organizations they have worked with. The organization plans to actively reach out to GFTA grantees across all disciplines, budgets, and communities to provide services to a diverse pool of organizations, including those considered under-resourced and underserved.
Notes:					

		UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT
CATEGORY	SCORE	1-2	3-5	6-8	9-10
Collaboration and Partnerships		There is no known evidence of the organization's value to the arts ecosystem and/or nonprofit field of San Francisco. The organization has no proven history of engaging or working with arts institutions or other service providers in the arts field.	There is limited evidence of the organization's value to the arts ecosystem and/or nonprofit field. The organization seldomly seeks out partnerships or collaborations with other entities; provides little to no technical assistance; does not serve a fiscal sponsor. The organization does not host learning exchanges with the field, but occasionally participates. The organization has demonstrated very little dedication to the betterment of the arts nonprofit field or any will to teach their best practices or methods to others.	There is moderate evidence of the organization's value to the arts ecosystem and/or nonprofit field. The organization initiates partnerships and collaborations with other groups; provides some technical assistance to others; and, possibly serves as a fiscal sponsor for other arts entities. The organization is developing a plan to connect with other organizations as a tool for capacity building and field-wide learning. The organization is dedicated to learning from other institutions and sharing their best practices and methods.	This institution is a cornerstone for the arts ecosystem and/or nonprofit field in San Francisco. The organization regularly partners with other groups to share resources and space; providing technical assistance to arts organizations is a key component of their programming; serves as a fiscal sponsor for other arts entities. The organization is a primary connector for the arts field; prioritizes hosting and facilitating cross-discipline, cross-cultural exchanges; and, is a champion for intersectional learning and field-wide capacity building.

Notes:

CATEGORY	Challenges	Opportunities
Challenges and Opportunities		