

GRANTS	
F O R	ARTS
T H E	

RE-GRANTING
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
RE-GRANTING PROGRAM
GUIDELINES, ELIGIBILITY, AND PROCESS**

GUIDELINES

To provide more opportunities for artists and arts organizations, Grants for the Arts (GFTA) partners with qualifying grantees to administer GFTA funding in the form of re-grants. These re-grants serve individual artists and nonprofit arts organizations and represent a variety of goals, including professional development and the creation and presentation of new work.

ELIGIBILITY

The following criteria apply to prospective Re-granting entities:

- must be 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.
- be in compliance with Grants for the Arts, 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 administering a reputable and competitive arts-related re-granting program for at least three years prior to application.
- arts activities supported with re-granting funds must result in a public presentation or performance in San Francisco.
- recipients of re-granting funds must be San Francisco-based individual artists, nonprofit arts organizations, or fiscally-sponsored arts organizations.
- submit completed application by the due date. Late or incomplete applications will not be accepted.

GFTA's Re-granting funds **cannot** support:

- Award or prize funds related to a competition, festival, or past achievement.
- Operational cost above 7% of grant amount for administering the re-granting program.
- Any asset acquisition or debt reduction for the administering organization.

PROCESS

- Application Opens – April 15, 2020
- Application Closes – May 1, 2020
- The Application will consist of the Re-granting 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
REGRANTING 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 Re-granting Program:
- Date Program Opens:
- Date Program Closes:
- Number of Grants Expected to be Awarded:
- Typical Award Amount:

PROGRAM NARRATIVE

- Describe the program that you are seeking support for and how it fits into the mission of your organization. Include a brief history of the program.
- Describe how your program is promoted to the target and general audience. Are you making efforts to reach organizations or individuals in under-resourced/underserved communities and neighborhoods? How do you intend on reaching these communities?
- Describe your application and selection process. Do the reviewers represent the diversity of San Francisco? How are reviewers selected? If award amounts are not uniform, how do you determine the amount of each award?
- 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

Letters of Support – Up to three letters of support from previous participants in your program

List of Recipients and Projects – List of recipients and projects that have been supported by your re-granting activity for the past two years. Please include the amount of each award.

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: RE-GRANTING

		UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT
<u>CATEGORY</u>	<u>SCORE</u>	<u>1-2</u>	<u>3-5</u>	<u>6-8</u>	<u>9-10</u>
Attributes of Work and Mission Alignment		The re-granting program doesn't align with the organization's mission. The organization has little to no past experience administering a re-granting program to any level of success.	The program broadly fits into the organization's mission and has provided minimal support to a limited amount of individual artist or arts organizations. The organization is developing a plan to expand their current re-granting program, but this work is not an essential function of the entire organization.	The program aligns directly with the organization's mission and the organization has a proven history of supporting artists and arts institutions for a number of years. As the program developed, the organization has increased the level of support to awarded applicants and provides a variety of awards across numerous categories. The re-granting program is essential to the work of the organization, but not its primary focus.	The organization primarily functions as a re-granting body. Their re-granting program is vast, administering substantial resources to the arts community of the City. 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 awardees, and has a thorough understanding of the arts ecosystem.
<u>Notes:</u>					
<u>CATEGORY</u>	<u>SCORE</u>	<u>1-2</u>	<u>3-5</u>	<u>6-8</u>	<u>9-10</u>
Promotional Efforts and Outreach		The organization does not demonstrate an understanding of their promotional efforts or general outreach for this program. The program has no defined audience. There is no plan to attract new patrons that are not already familiar with the organization.	The organization reaches a small, but dependable applicant pool. The organization has defined their target audience, but is experiencing little growth with respect to reaching a larger and/or more diverse group of individual artist and organizations. The organization is beginning to develop a plan to promote their services to broader communities.	The organization is experiencing moderate success reaching a more diverse group of applicants. The organization is actively retooling their promotional efforts to reach organizations outside their traditional targeted outreach. This plan includes efforts to reach organizations and individual artist in under-resourced/underserved communities and neighborhoods, and understands geographic disparities within the City.	The organization is reaching a large applicant pool that continues to grow. The pool is diverse; composed of previously funded artist, new applicants, and other organizations not previously familiar with the program. The organization is living into their plan to attract new applicants as demonstrated by increased outreach in a variety of communities and neighborhoods, especially those considered under-resourced and underserved.
<u>Notes:</u>					

		UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT
CATEGORY	SCORE	1-2	3-5	6-8	9-10
Application Process and Reviewer Selection		The application process lacks details and a timeline. There is no set selection process for reviewers.	The application process is outlined, but lacks detail outside of important dates. The selection process for reviewers is limited; little or no attentiveness was placed on the composition of reviewers regarding demographic diversity, skills, experience, and/or perspectives. The application is reviewed by only a singular person before the recommendation is made.	The application process is detailed on the organization's website and in other printed materials. The reviewers are selected due to their diverse backgrounds, skills, and experiences, and the organization is committed to continuing to include a myriad of representations in their review process. All applications are reviewed and discussed amongst reviewers before a decision is made.	The application process has been vetted and is supported by the constituents it is intended to serve, details are available online and in print, and dedicated staff are available to assist applicants. The reviewers represent a diverse set of backgrounds and experiences that inform the review process and allow for the applicants to be reviewed equitably. The award decisions are collectively determined and align with the values of the reviewers, the organization, and GFTA.
Notes:					
CATEGORY	Challenges			Opportunities	
Challenges and Opportunities					