



New Grant Agreement Contracting Procedures Electronic Signatures via DocuSign

Grants for the Arts (GFTA) is now utilizing electronic signatures via DocuSign to execute grant agreements and will no longer issue paper grant agreements. This overview explains steps for the DocuSign process. If you have any questions, please contact a member of our GFTA staff at gfta@sfgov.org.

Your organization's signatory must provide multi-factor authentication (MFA) in order to e-sign the grant agreement. MFA is a secure way to verify the signatory's identity. For GFTA grants, the only legally allowed signatory is your organization's highest-ranking leader who is responsible for making your organization's management and financial decisions, such as the Executive Director or CEO.

The information provided in the Grantee Intake Form will be used to create the grant agreement via DocuSign. **GFTA must have correct and accurate information for your organization's signatory.** If **any** of the information provided changes or is incorrect, the e-signature process must be restarted and may result in a delay in receiving funds.

Follow these steps for GFTA's DocuSign authentication and e-signature process after your organization has submitted the Grantee Intake Form:

1. The signatory will receive a verification email from DocuSign to begin the process of signing the grant agreement. The sender of the email is called "CCSF via DocuSign."
2. The DocuSign verification email will contain a link to the grant that is accessed by clicking a yellow button called "Review Document." This will create a new browser window where DocuSign will indicate it will be sending a text to the cell phone of the signatory.
3. Click the yellow button "Send SMS" to receive the SMS verification code via text message.
4. The browser window will now contain a box to enter the sent SMS verification code. Enter the code into the box, then click the yellow button "Confirm."
5. DocuSign will transfer to a new screen that explains its terms and conditions. Check off the checkbox "I agree" and then click the yellow button "Continue."
6. DocuSign will take the signatory to the grant agreement, which can be read in full by scrolling down the pages.
7. Once the signatory has reviewed the grant agreement to ensure everything is correct, they should click the yellow button "Start" at the top of browser. DocuSign will take the signatory straight to the signature line.

8. Go to the signature page, and click the yellow button “Next.” DocuSign will then take the signatory through the electronic signature process, with the yellow button “Finish” finalizing the signing.
9. At this point, DocuSign gives an option to create log-in information for the DocuSign account assigned to the signatory’s email. This is *optional* and allows you to retrieve an electronic copy of the grant whenever needed. Click the yellow button “Log In” to initiate this process.
10. When all other parties have signed the grant agreement, DocuSign will send a courtesy copy of the signed agreement to the signatory’s email.
11. After the grant agreement is fully executed, grant funds will be available for reimbursement. We expect the contracting process to be completed by mid-September, which would allow for disbursement of funds via reimbursements to begin no sooner than October 1, 2020.

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