



Grant Agreement Contracting Procedures and Process

Carefully follow these steps required for your organization to receive a grant from Grants for the Arts (GFTA). If you have any questions, please contact a member of our Grants for the Arts staff at gfta@sfgov.org.

1) Become a registered supplier with the City and County of San Francisco:

- a) If your organization is NOT already a registered supplier with the City and County of San Francisco, go to the City and County of San Francisco's "Become a Supplier" webpage to register: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>
- b) GFTA cannot process your organization's grant until this step is completed. GFTA cannot initiate this process on behalf of your organization. Once your organization is a registered supplier, you may complete the other required steps.

2) Attend a Grantee Workshop:

- a) All Fiscal Year 2021 grantees are required to attend a post-award workshop regarding our new procedures for reimbursements and the signing of grant agreement via DocuSign.

3) Secure the necessary certificates of insurance:

- a) You will need certificates of insurance for general liability, auto, and worker's compensation. Please review these guidelines to make sure your insurance meets the City's requirements for its suppliers:
<https://sfgfta.org/wp-content/uploads/2020/02/Insurance-Requirements-Details-FY20.pdf>
- b) Consult with your insurer broker to format your certificates per the guidelines. Take special care to adhere to the formatting on p.3 for your additional endorsement page.
- c) If your organization does not have a car or employees, you may request a waiver from GFTA through our Grantee Intake Form. See below. You will need to sign and submit this waiver to GFTA separately as a part of fulfilling GFTA's intake process.

4) Gather other required information and documentation:

- a) Your organization's Fiscal Year 2021 budget.

- b) A list of any and all contracts and grants your organization has with other City Departments. If you do have other grants or contracts, download and fill out on Appendix D posted on our website here: <https://sfgfta.org/wp-content/uploads/2020/02/Appendix-D.docx>
- c) Your organization's Federal Tax ID.
- d) The contact information of your organization's signatory for DocuSign (see DocuSign information sheet).

5) Complete the Grantee Intake Form:

- a) Submit all the above requested information, including required attachments, via the Grantee Intake Form. A link to this form will be emailed following the Grantee Workshop.
- b) When submitting the form, 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, e.g. the Executive Director or CEO. The signatory will need to provide their email address, cell phone number, and other required information.
- c) GFTA must have the correct and accurate information of your organization's signatory. If any of this information changes or is incorrect, then the whole e-signature process must be restarted and may result in a delay in receiving funds.
- d) GFTA will contact you with any questions or concerns regarding the information submitted. Grant agreements cannot be executed until all information is accurately submitted.

6) Sign grant agreement via DocuSign:

- a) After completing the Grantee Intake Form, the signatory will receive an email from DocuSign to review and sign the grant agreement.
- b) The signatory should follow the steps on the DocuSign information sheet to electronically sign the grant agreement. [Click here for GFTA's DocuSign information sheet.](#)

7) Receive grant funds:

- a) 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.
- b) For information on reimbursement procedures, [please click here.](#)

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