

#	QUESTIONS	ANSWERS	DATE POSTED
1	We received our first grant from your office last year. Do we reapply again this year or is there a different process once you're in the system?	Yes, all current grantees will need to reapply each year if they are interested in General Operating Support funding from GFTA.	4.7.22
2	In the economic impact question where we talk about our events can we talk about the prior calendar year, or our fiscal year or GFTA fiscal year - if all are different?	For this section, please use the City and County of San Francisco's (including GFTA) fiscal year. This means the period July 1, 2022 to June 30, 2023.	4.7.22
3	For the Grant Plan - are these 1-2 sentences for each activity planned or for the entire plan?	The statement for "Grant Plan" should encompass the entire plan for activities/events that are planned during the period July 1, 2022 to June 30, 2023. This section will not be scored, however, the Grant Plan will give GFTA a good sense of the activities being supported by general operating dollars. Later in the application, under "Application Questions," you will have the opportunity to list details for each activity that is scheduled for the aforementioned period." E.g., The grant plan could finish a sentence like this:  - To produce a series of 12 musical performances ranging from Hip Hop to Baroque... - To develop and implement the annual XYZ parade (or XYZ festival)	4.7.22
4	In Section 4A, can you explain the difference between these two questions?  What uniqueness does your organization bring to the City? (80-word limit) vs What distinguishes you from others in the field? (80-word limit)	When responding to "What uniqueness does your organization bring to the City?," describe how your programming is unique and currently not offered by other organizations to the city of SF.  For example, "XYZ organization is a 100% Black-led Afro-Caribbean men's dance company in San Francisco providing public performances and family-centered workshops."  When responding to "What distinguishes you from others in the field?," describe how your programming is reputable in your field.  For example, "XYZ is a leading multi-cultural media arts nonprofit organization in San Francisco for over X years with a strong presence in Bay View, as well as well-attended events from visitors across the Bay Area and provides technical assistance to other media arts organizations."  If you are a recently established nonprofit organization, you may speak to the individual artists/performers/teachers' reputation and respect in their prospective fields.	4.7.22
5	Our choir is a first time applicant for Grants for the Arts. We have a 20 year history presenting works in San Francisco, but because of the pandemic we were only able to present a live performance in SF via a virtual performance. As soon as we were able to perform live again at the end of 2021, we did so. Will we be able to prove our "live performances in SF for the past three years" using these virtual performances as first-time applicants this year?	On page 10, Supplemental Documentation (item #5) of the Online Application, applicants that have never received grant awards from GFTA must provide a list of activities/events that your organization has implemented/hosted for each of the last three (3), consecutive years which are categorized as Arts Programming, Parades and/or Festivals, or Granting and Re-Granting Services. The period that the list should span is July 1, 2019 to present. For the application questions under section 4B, below, please provide attendance numbers for the period specified:  How many visitors attended your in-person programs from July 1, 2021 to June 20, 2022?  How many visitors attended your virtual programs from July 1, 2021 to June 20, 2022?	4.7.22
6	Regarding prioritizing in-person events, how are you considering small versus large organizations? Small organizations will small facilities have a limit on how many people we can bring in to any given event and our budgets are much, much smaller.	GFTA will review applications both holistically and analytically, and will take into account an organization's space occupancy, fiscal budget, grant plan, etc.	4.7.22
7	Can you say more about what it means that organizations will be "scored on an even playing field"? Will there still be brackets based on organizations' budget size?	This year's funding allocation will be calculated based on an organization's application score. GFTA's funding cap is \$450K no matter the organization's score.	4.7.22
8	For the organizations address, does it require to have the Directors name on the utility bill or bank statement?	No, the Director's name does not need to be on the bill or statement--just the organization's name and address.	4.7.22
9	Are PO Box addresses acceptable?	Yes, a San Francisco Post Office box is acceptable for existing grantees. If your organization has never received a grant from GFTA, we may request additional proof during the review phase of this RFP.	4.7.22
10	Are San Francisco's Cultural Centers eligible to apply for GFTA GOS support?	No; Cultural Centers are not eligible to apply to this year's GOS application since Prop E/the Hotel Tax also funds the cultural centers.	4.7.22

11	For fiscally sponsored applicants, should the General Operating Budget come from the fiscal sponsor or from the sponsoree?	The general operating budget should come from the Sponsoree in instances where there is a Fiscal Sponsor. All RFP and application information has been updated to indicate this. Download the amended RFP here: <a href="https://sfgfta.org/wp-content/uploads/2022/04/01_FY23-Draft-RFP-for-Publishing_4-6-22_FINAL-PDF_Amendment-V1.pdf">https://sfgfta.org/wp-content/uploads/2022/04/01_FY23-Draft-RFP-for-Publishing_4-6-22_FINAL-PDF_Amendment-V1.pdf</a>	4.7.22
12	My organization recently became a nonprofit through a fiscal sponsor. We have been in existence for many years with shows and arts events. Can we count 3 years of activity prior to becoming a nonprofit?	Yes, they will also need to provide a list of activities/events that they have implemented/hosted for each of the last three (3), consecutive years which are categorized as Arts Programming or Parades and/or Festivals.	4.7.22
13	For Proof of Address, can the fiscal sponsor provide their own proof of SF Corporate Address for the sponsoree's application, since the fiscal sponsor organization serves as the headquarters / main office on behalf of its sponsors?	GFTA will accept a fiscal sponsor's proof of SF Corporate Address on behalf of the sponsoree's application.	4.7.22
14	To be eligible for programming, do organizations need to have up-to-date information in the SMU Data for the Arts system?	GFTA does not require organizations to have up-to-date information in the SMU Data for the Arts system.	4.7.22
15	Can you say more about the prioritization around hiring / funding / paying SF-based artists? While that is certainly a part of our community, the ongoing housing and economic crisis has caused many artists in our community to move to other parts of the Bay Area. How is GFTA considering the ongoing gentrification SF is facing in this area and how it's impacting artists?	We are painfully aware that many San Francisco based artists cannot afford to live in San Francisco because of the cost of living and lack of affordable housing. But we understand how important it is to support and keep artists living in San Francisco. Prioritizing artists and residents who live in San Francisco with funding in art opportunities and employment is crucial to our economic recovery.  The artist residence information also helps SF Art's departments craft and quantify language to advocate for artists' affordable housing.	4.7.22
16	Are you taking steps to ensure consistency in the scoring process from year to year?	This year we have a new application and evaluation criteria. The scoring process will be different because of these changes, but the process of staff scoring the applications will be the same as last year. Please note, last year was the first time GFTA scored grants for funding.	4.7.22
17	If you are a returning grantee, do you report on your performances?	No, for the application phase of this grant cycle, GFTA is not requesting any reporting from grantees beyond what is in the application questions and Supplemental Documentation list.	4.7.22
18	Can you talk about the "reimbursement" basis for getting the actual grant funds (once we are awarded)?	If an applicant receives a notice of award and after their grant has been executed and encumbered (a Purchase Order has been generated for the grant), grantees can reference the GFTA website for guidance on submitting reimbursement requests, <a href="https://sfgfta.org/for-grantees/reimbursement-guidelines/">https://sfgfta.org/for-grantees/reimbursement-guidelines/</a> .	4.7.22
19	We are a current grantee of SFGFTA. Our grant period runs through June 30. Will we need to have submitted receipts for the full amount by the May deadline in order to reapply?	Organizations that received a GFTA grant last year, FY22, have until June 30, 2022 to submit reimbursement receipts.	4.7.22
20	We were able to save our progress in the online portal last year. Why are we not able to this year?	As of April 4, 2022, applicants are able to save their progress in the online portal.	4.7.22
21	Does the form allow for use of bullet points? (formatting)	If you copy and paste from Word, the bullet points should appear. If not, you can manually enter a "-".	4.7.22
22	Can questions be answered fully in bullet points or are full sentences also required to frame the bullet points?	Questions can be fully answered in bullet points. Full sentences to frame the bullet points are not required by GFTA.	4.7.22
23	1) Is GFTA able to provide an application template as a word doc? 2) I went to the GFTA online link, <a href="https://sfgfta.tfaforms.net/23">https://sfgfta.tfaforms.net/23</a> , but was unable to print the application 1form to draft answers on. Can you assist me?	The Word document is available here: <a href="https://sfgfta.org/program-information/fy23-general-operating-support-application/">https://sfgfta.org/program-information/fy23-general-operating-support-application/</a>  Another option is to copy the application questions from pages 8 to 13 of the RFP, then paste them into a Word document and begin drafting your answers. Here is the link to the RFP: <a href="https://sfgfta.org/wp-content/uploads/2022/04/01_FY23-Draft-RFP-for-Publishing_4-6-22_FINAL_Amendment-V2.docx.pdf">https://sfgfta.org/wp-content/uploads/2022/04/01_FY23-Draft-RFP-for-Publishing_4-6-22_FINAL_Amendment-V2.docx.pdf</a>  If you have Adobe Acrobat Pro, you may convert the PDF into Word.	4.7.22, edited 4.13.22

24	Is there a way to scroll through the application in the online portal to see what the format and layout look like before actually starting to input answers; or can GFTA provide a PDF or screen shot of this for applicants?	You may scroll through the online application by typing "test" responses to move onto the next pages. We cannot provide a PDF or screenshot of the online application at this moment.	4.7.22, edited 4.13.22
25	Is the application on Formstack this year?	This year, the application is on FormAssembly.	4.7.22
26	When you reference a word limit. Does it include spaces?	The word limit does not include spaces.	4.7.22
27	Will GFTA be offering any open hours to support applicants with technical assistance?	GFTA staff will be offering three virtual technical assistance sessions. Please visit <a href="https://sfgta.org/meetings/meetings/">https://sfgta.org/meetings/meetings/</a> for dates and links.	4.7.22, edited 4.13.22
28	I am interested in attending an application workshop. How do I log on?	Zoom links for our Virtual Workshops are located at <a href="https://sfgta.org/meetings/meetings/">https://sfgta.org/meetings/meetings/</a>	4.7.22
29	According to instructions provided, required documents to be attached to the application must be less than 20mb before uploading. If the size of an attachment exceeds the 20mb size limit - for example: form 990 for the organization - how should it be transmitted?	20 MB should be more than sufficient for each upload. We strongly encourage you to complete the application and uploads well before the deadline. If you experience technical difficulties contact GFTA immediately at <a href="mailto:GFTA@sfgov.org">GFTA@sfgov.org</a> .	4.7.22
30	How do we best advise applicants on how much an organization can/should request? (25% of their previous year's budget? Other percentage or framework?) Please provide transparency on your limits.	There are no guidelines regarding award amount to request in the application. A couple of considerations when determining the amount to request are:  1. The award amount received from GFTA in the previous years 2. Your organization's budgetary needs  These are only a couple of recommended considerations and you are welcome to identify others. Note that, if your organization is awarded, there is no guarantee the amount requested in the application will be the award amount.  Awards are typically between \$10K and \$450K depending on the application score and the awardees general operating budget size.	4.7.22
31	Can you talk more about the impact of GFTA's decreased budget this year on the numbers of organizations and amounts of awards that will be distributed?	For FY23, the GFTA budget will again see a decrease of several million dollars as we did in the last budget cycle FY22. We do not know how many organizations will be funded since we do not know how many applications will be submitted and how many of those submissions will score enough points to qualify for an award. If an application's score is under 60, it will be completely defunded; If its score is in the 60's, the organization will receive less funding than other organizations with higher scores. Once all applications are scored, GFTA Finance team will formulate the allocation of funding based on scores and GFTA's budget.	4.7.22
32	Can I still apply if our organization performs outside the city?	Yes, but your organization must be physically located in San Francisco and any general operating support funds that are granted must support activities and programming held within the City and County of San Francisco.	4.13.22
33	Why was regranting folded into general operating?	We have consolidated all former programs into one in order to simplify the RFP process and reduce the number of RFP releases.	4.19.22
34	Given COVID closed our venues through the year depending on the incidents of cases and variants many planned events had to be canceled. How will that affect the numbers scores?	We understand that we live in an unpredictable world when it comes to pandemic health orders. If you are asked to cancel planned in person events, GFTA will be flexible just as we were in 2020 and 2021. It will not affect your score.	4.19.22
35	What info from pub78data do you need.? It was limited to our name and number	Please reference page 15 of the RFP, for a snippet of what the Pub 78 Data form looks like. The "On Publication 78 Data List" should indicate yes when this is retrieved for your organization. The instructions on how to retrieve the form are on RFP page 14.	4.19.22
36	What happened to the millions of dollars proposition E gave to the arts?	Prop E was funded by the Hotel Tax. Because of the pandemic, the funding from the Hotel Tax was decimated. During last year's budget cycle, the Mayor backfilled over \$11 million to GFTA from the City's General Fund. Even with the backfill from the general fund, the GFTA budget was several million dollars short from previous years. This year, again, GFTA will need funds from the City's general fund to fund arts organizations and once again our budget will be several million dollars short.	4.19.22

37	Can an applicant submit an unbalanced budget?	Yes, though GFTA may follow up to request additional information related to that budget.	4.19.22
38	Will a recording of the application workshop be available?	Yes, we will be uploading a recording of our April 12th Application Workshop in the Meetings section of our website.	4.19.22
39	Can you apply for multiple categories? For example Parades / Festival + Art Programming?	One organization may apply for multiple categories, however you will need to submit a separate application for each category.	4.19.22
40	Does the grant type (arts programming, regranting, parades, etc) impact the amount of funding available to the applicant?	No.	4.19.22
41	What is the total GFTA budget for FY2023?	GFTA is asking for \$12 million this year from the general fund because of the lack of the Hotel Tax.	4.19.22
42	Do we only count the visitors to our SF performances? We do performances in Mountain View and Berkeley as well as SF.	Yes, only count your visitors from your San Francisco performances.	4.19.22
43	Is "Re-granting" a new category? If not, what kinds of re-granting programs have been funded in the past?	GFTA has been funding re-granting services for the last several years. In the past it's been issued through SPUN and a separate RFP. Last grant cycle, it wasn't funded. We brought it back this year because we feel it provides important support for arts organizations in this economic environment. We included it in the regular "operating support" grant to make the RFP process more streamlined. This consolidation will not impact Re-Granting funding amounts, as all GFTA funding comes from the same funding bucket.	4.19.22
44	What is your description of the granting and re-granting category?	<p>Re-Granting Services should administer funding in the form of re-grants to nonprofit arts organizations for general operating support. Criteria for Re-Granting programs should align with GFTA General Operating Support criteria.</p> <p>Granting Services should support the internal capacity of current and prospective GFTA grantees in the following areas of development:</p> <ul style="list-style-type: none"> <li>Audience development</li> <li>Cultural competency and racial equity action plans</li> <li>Financial management and literacy</li> <li>Fundraising and development</li> <li>Marketing and publicity</li> <li>Nonprofit governance</li> <li>Space/capital planning and evaluations</li> <li>Strategic and business planning</li> </ul>	4.19.22
45	For Form 990, you will need the sponsor's financial documentation for fiscally sponsored organizations, yes?	Yes.	4.19.22
46	Can you clarify which funding sources are best to list in regards to Annual Major Funding Sources? Top 10 funders? Foundations? Government?	Annual major funding sources can include ticket sales, foundation funding, government funding, individual major donors, etc.	4.19.22
47	In the Supplemental Documentation section, can we upload more than one document per item, or do documents need to be combined into one big pdf? For example, one item requests the 990, plus a statement of activities and statement of financial position. Do those all need to be combined into one pdf?	Upload each required document under its individual section of the online application.	4.19.22
48	Do you want a statement of activities and statement of financial position for the most recent available month for the current fiscal year; or do you want these documents for the end of the most recently completed fiscal year?	Please provide these documents for the end of the most recently completed fiscal year.	4.19.22
49	Do general operating funds cover staffing?	Yes, except for donor development/relations, fundraising, or grant writing contractors'/staff members' fees/salaries.	4.19.22

50	"For the period July 1, 2022 to June 30, 2023, what kind of programming will be supported by your budget? (150-word limit)" Does this mean what kind of programming do we already have funding for?	Please provide a list of all activities/events/programs that you plan to host for the period July 1, 2022 to June 30, 2023 using your general operating budget. This list should include any programming for which you already have funding.	4.19.22
51	What constitutes a public performance and is that required by an arts organization in order to receive a grant rather than online performances or workshops that are open to the public?	At this time, we are prioritizing in person events for funding. Regarding online workshops, if you are applying for granting and re-granting services, we will consider online workshops.	4.19.22
52	For Section 4B: My organization performs in parades and large public events like the AIDS Walk and Giants games. Should I count the full audience of those events in the number of visitors to in-person programs?	Yes	4.19.22
53	What constitutes a "corporate address." What if an organization's office is the same as their private residence?	If your organization is registered with a private residence in San Francisco, that is fine.	4.19.22
54	If the city is incentivizing more in-person events to support economic activity, is there additional funding to support COVID prevention/mitigation/safety?	The City has funded COVID relief for 2 years, but this is definitely a question we will discuss with the Mayor's team, SF Arts Commission and SF Public Health.	4.19.22
55	Our organization conducted only online programming in 2020 and 2021. How will this reflect in scoring of our capacity to implement in-person programming in San Francisco?	GFTA is prioritizing in person events for this grant cycle. If our health orders change, we will be flexible.	4.19.22
56	Does getting city funding from other agencies lower our score?	No. Scores will only be based on the points received in Section 4 within the application.	4.19.22
57	Does a high ratio of Earned Income vs Contributed Income give us a better score for the fiscal portion of the app?	Any information you believe will make for a strong answer should be included in your answers.	4.19.22
58	If you're fiscally sponsored, is it the sponsor that should be registered as a supplier or the sponsee?	It is the fiscal sponsor.	4.19.22
59	Will a recording of the application workshop be available?	You can find a recording of our April 12th Application Workshop at <a href="https://vimeo.com/700978248">https://vimeo.com/700978248</a>	5.9.22
60	If working with a Fiscal Sponsor, which organization should the scored section of application be based on?	The answers in the scored section should reflect the sponsee's organization.	5.9.22
61	Will your slide deck be available after the Application Workshop?	Yes, the slide deck is now available here: <a href="https://sfgfta.org/wp-content/uploads/2022/05/FY23-GFTA-Workshop-Deck.pdf">https://sfgfta.org/wp-content/uploads/2022/05/FY23-GFTA-Workshop-Deck.pdf</a>	5.9.22
62	Due to covid, programs were highly impacted in 2020-2022. How will this affect applications if we didnt have many activities during that time?	<p>We understand that Covid has impacted programming for many organizations, which is why we have asked for virtual attendance numbers alongside in-person attendance numbers from the previous fiscal year. Looking forward to FY23, GFTA is prioritizing in-person events, with COVID-19 permitting, that will contribute to the economic recovery and activation of San Francisco.</p> <p>For new applicants to GFTA, we are able to make an exception to the request for a list of three consecutive years of parades and/or festivals, and/or arts programs; and, instead, will accept the last several years of programming – minus years impacted by the pandemic.</p> <p>For example, organizations that cannot provide activities/events/programming for one of the pandemic years may provide a list of activities dating back to July 1, 2018. For organizations that cannot provide activities/events/programming for two years of the pandemic, you may provide a list dating back to July 1, 2017.</p>	5.9.22
63	What is the most recently complete fiscal year for the General Operating Budget for a July1 - June 30 fiscal year? Fy21 or the current year Fy22	When submitting your organization's (Sponsee's if there is a Fiscal Sponsor) general operating budget, the most recently completed, board approved budget is what GFTA is requesting for the application. Since your FY22 has not completed yet, please submit the budget for FY21.	5.9.22

64	Please elaborate on the remark that GFTA does not fund arts programming. Can the expenses that I choose for reimbursement be pertaining to my organization's arts programming?	GFTA offers grants for general operating support (GOS). Though GFTA does not fund 'arts programming' directly; applicants must demonstrate that their general operating budgets support robust Arts, Parades and Festivals, and/or Granting and Re-Granting services. If your organization is awarded, reimbursement requests can include all general operating expenses that support the arts programming.	5.9.22
65	If you are already registered with the city as a registered supplier, do we need to renew that or does it remain in-place?	This needs to be renewed annually. Please contact <a href="https://sftreasurer.org/">https://sftreasurer.org/</a> to secure details on how to do so.	5.9.22
66	Do you need to register to become a supplier to submit the application, or is that a requirement once recommended for funding?	You do not need to become a supplier in order to submit a grant application; however, if your application is awarded, you will need to begin that process immediately if you still wish to obtain a grant from GFTA.	5.9.22
67	Are you prioritizing / de-prioritizing organizations that have previously been funded by GFTA? How are you looking at which organizations to drop, and how are you balancing that consideration with what new organizations to invite & renew?	GFTA is not prioritizing returning organizations or new organizations. As we presented in the application workshops, all applications will be scored on a even playing field. An organization that receives a score of 60 or lower will be defunded. Organizations with scores from 60 to 100 will receive funding. The amount of funding will depend on their score. The application and funding is open to anyone that qualifies and applies. GFTA's funding comes from public dollars, we must be fair and transparent to all.	5.9.22
68	Please confirm that you want the operating budget for the most recently completed fiscal year AND the P&L & Balance Sheet for the same year.	Yes, please provide the operating budget, P&L, and Balance Sheet for the same year.	5.9.22
69	SFAC ran into an issue bc the proof of being located in SF was 3 months from date of application (ie, February 2022 vs May 2022 bank statements). so by the time they reviewed applications people had to resubmit proof closer to the application date.	Please submit proof of corporate address. GFTA will accept this so long as it is no older than 3 months from the date you actually submitted the application.	5.9.22
70	I have not written a grant using bullet points before. Do you have an example of an answer in bullet point format?	It is recommended, but not required, that applicants include bullet point responses rather than write in a paragraph format. We suggest providing brief, clear, and concise answers. For example, you might answer the first scored question, "What is the impact and value of your programming on the community and especially on people and neighborhood(s) with limited arts opportunities?" as follows:  Key 2021 program impact metrics: - Presented x productions - Partnered with x community organizations for xyz - Granted \$x in subsidies - Provided x amount of space for xyz community use - Etc	5.9.22
71	For the financial documentation please confirm the time period for which you require the statement of activity and the balance sheet. Is it the most recently concluded fiscal year? and should the time period match the most recent 990 submission?	Yes, this should be the most recently concluded fiscal year. The time period does not need to match the form 990 submission.	5.9.22
72	We are about to submit our form 990 for the fiscal year ending Sept , 2021 - can I share this even though it hasn't yet been accepted by the IRS ?	Please go ahead and submit this though it has not yet been accepted by the IRS.	5.9.22
73	We have 2 organizations collaborating on a Festival. The lead is a 501c3 and will handle all finances. The secondary has a fiscal sponsor and will not be handling finances. Do we need to include fiscal sponsor responses to those questions or just focus on finances with 501c3. (We are noting 2ndary organization for programming, capacity, etc).	If a fiscal sponsor is applying for a GFTA grant on behalf of these two organizations, please provide fiscal sponsor information where requested in the grant.	5.9.22
74	Regarding section 4A: "Who are the artists/cultural leaders in your organization? What are their roles and responsibilities?" Should we only indicate Artistic leaders of our organization or should we include the administrative management as well here so that the judging panel is informed as to the full leadership of our organization?  100 words is not enough room to include roles & responsibilities for all the artists in our org. Do you want staff names? We also have artists on our Board of Directors. What would be most helpful in responding to this question?	Please provide the total number of artists/cultural leaders in your organization, as well as specific names, roles, and brief overviews of responsibilities for as many key leaders as you can fit in the answer field.	5.9.22