



African Diaspora Community Grant | Request for Proposals (RFP)

APPLICATION DEADLINE: Tuesday, June 6, 2023, 5:00 p.m.

For any questions about the FY24 African Diaspora Community Grant, contact the GFTA Program Team at gfta-program@sfgov.org

Important Dates:

Application Period Begins: May 17, 2023 at 5:00 p.m.

Applications Due: June 6, 2023 at 5:00 p.m.

Application Panel Review: June 12, 2023

Funding Notifications: June 16, 2023

Grant Period Begins: July 1, 2023

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Grant Guidelines

About the African Diaspora Community Grant

The City and County of San Francisco wishes to provide general operating support for a 501(c)(3) organization that has a primary mission and focus on utilizing the art, culture, and history of the African Diaspora to portray the history and culture of black communities all over the world. The organization must have a museum facility within San Francisco that currently showcases black art and culture, as well as a minimum of five years of consecutive experience providing diaspora related art displays and educational opportunities at its facility.

Land Acknowledgement

Grants for the Arts acknowledges the Ramaytush Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ramaytush Ohlone elders, past, present, and future who call this place, the land that GFTA sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ramaytush Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.

Maximum Grant Request Amount

The maximum grant request amount for the African Diaspora Community Grant is \$500,000. Should additional City funding become available, grant amounts may be increased.

Grant Term

A grant funded pursuant to these guidelines will have a grant term of one year as indicated in the grant description. The City at its sole, absolute discretion shall have the option to extend the term for additional years as determined by Grants for the Arts.

This application is issued pursuant to San Francisco Administrative Code Chapter 21G: Grants. Grants for the Arts reserves the right to: reissue these guidelines and request for applications; reject or cancel any or all applications; prior to application deadline, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any services to be provided under this Solicitation, or the requirements for content or format of the applications.

How to Apply

LINK TO ONLINE APPLICATION: <https://sfgfta.tfaforms.net/31>

DEADLINE TO APPLY: June 6, 2023 at 5:00 p.m.

Applications must be submitted online. Emailed applications are not accepted.

In fairness to others, we cannot accept late or incomplete applications. If the applicant does not provide the complete set of information in the appropriate format by the deadline, the application may be deemed incomplete and ineligible. No deadline extensions will be granted.

If you need special accommodations, you must contact the Grants for the Arts program team at gfta-program@sfgov.org at least two weeks before the application deadline for us to appropriately accommodate.

Eligibility

- The applicant organization must be tax-exempt and in good standing with the State of California and under Internal Revenue Code Section 501(c)(3).
- The applicant organization must be in good standing with the California Secretary of State and must remain in good standing during the term of the agreement. To check, go to <https://bizfileonline.sos.ca.gov/search/business>.
- The applicant organization must be in good standing with the California Office of the Attorney General and must remain in good standing during the term of the agreement. To check, go to the office's Verification page: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- The applicant organization must be San Francisco-based and demonstrate a San Francisco corporate address. Documentation demonstrating San Francisco corporate address must be submitted with the application. For a complete list of acceptable forms of proof of corporate address, please see the Application Instructions in this RFP.
- The applicant organization's mission statement must be clearly focused on utilizing the art, culture, and history of the African Diaspora to portray the history and culture of black communities all over the world.
- The organization must have a museum facility within San Francisco that currently showcases black art and culture, as well as a minimum of five years (since May 2018) of consecutive experience providing diaspora related art displays and educational opportunities at its facility.
- The applicant cannot be part of another City agency or department.
- Applicants must not be in default on any grants or loans from: (1) GFTA; (2) other City departments (including but not limited to the Department of Children, Youth and Their Families, Office of Economic and Workforce Development, Mayor's Office of Housing and Community Development, SFAC); (3) Northern California Grantmakers Arts Loan Fund; (4) Community Vision Capital and Consulting; (5) Community Arts Stabilization Trust; and/or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that GFTA has fiduciary relationships with these particular organizations.
- The organization must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco. In order to receive a grant payment from Grant for the Arts, the organization must become a registered, compliant supplier and meet the City of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

Please note: you will only be required to register as a City Supplier if you are approved for funding.

Ineligible Expenses

Grant funds may not pay for:

1. Activities outside of San Francisco;
2. Deficit reduction;
3. Start-up money for new organizations.

Grant Description

African Diaspora Community Grant: Support up to \$500,000 for one year in San Francisco. Funds should be used to support arts organizations showcasing black art and culture through art displays and educational opportunities in San Francisco.

Insurance Requirements

Please note: Insurance is NOT required to apply. You are required to provide insurance only if you are approved for funding.

- General Liability (GL) with Additional Insured Endorsement (Endorsement), \$1,000,000 minimum coverage
 - Endorsement must include the language “City and County of San Francisco, Its Officers, Employees, and Agents.”
- Auto Liability (AL), Endorsement*, \$1,000,000 minimum coverage
 - *Additional Insured Endorsement is only required for AL policies covering “Any Auto” or “Owned Autos”; Endorsement is not required for “Hired Autos” and/or “Scheduled Auto”
 - Endorsement must include the language “City and County of San Francisco, Its Officers, Employees, and Agents.”
- Workers Compensation (WC) and Waiver of Subrogation, \$1,000,000 minimum coverage

Scoring Overview

The review panel will assess all applications and will recommend grants for applicants that strongly meet the review criteria outlined in the “Application and Scoring Guide Overview” below. Each application may have a total score of up to 100 points. An applicant must score a minimum of 75 points in order to be eligible for a grant award.

Application Review

Funds will be granted based on a review process that includes a review panel comprised of representatives from Grants for the Arts. Panelists will review applications and make funding recommendations. Priority will be given to applicants who score highest and successfully meet the criteria.

Panel Review Attendance and Influence

Panels are not open to the public. Please note an applicant that is found to have made attempts to influence a panelist in any way will be automatically disqualified.

Funding Recommendations

Applications that score below 75 will not be eligible for funding. Grant amounts are either the full amount of the grant sought or not less than 75 percent of the requested amount. Grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank of an application.

Grant Notifications

Grant notifications are emailed to the address listed on the application and include instructions about the contracting process and orientation dates.

Panel Notes

Panelists may take notes during their review. You may contact gfta-program@sfgov.org to request panel comments. Requests are fulfilled in the order they are received.

Application Instructions

We strongly advise applicants to use the information in this document to prepare their application responses in a separate document. Applicants should paste their completed answers into the [online application in FormAssembly](#) when they are ready to submit.

Applicants are able to save their progress and return to the online application, as needed. To do so, complete the following steps:

1. Check the "Save my progress and resume later" box at the top of the page.
2. Enter an email address and password (use the same email address and password each time you exit the application) and hit "Save".
3. You will receive an email with a link that allows you to return to the application.
4. OR you can return to the application website and select the "Resume a previously saved form" link to return to the application.

Required Materials with Application Submission

Important: Attachments may be uploaded in any of the following formats and each attachment **must be less than 20mb** before uploading. Your application cannot be submitted if any file is larger than 20mb.

- .pdf
- .xls
- .xlsx
- .doc
- .docx

Verifiable proof of San Francisco corporate address: This may be in the form of an electric or telephone bill or bank statement. Document should be no more than three (3) months old and must include the applicant organization's name.

Proof of IRS good standing: Visit IRS-Tax Exempt Organization Search: <https://apps.irs.gov/app/eos>. Select Database "Pub 78 Data". Search for the applicant organization EIN number or Organization Name. Select the correct organization. Save a PDF of the screen titled "Publication 78 Data" that shows your organization listed and upload to the application form.

Financials: The applicant organization's Profit and Loss Statements and Balance Sheets for the two most recently completed fiscal years are required at the time of application and should be uploaded to the online form.

Application and Scoring Guide

This section is meant to help you prepare for the [online application in FormAssembly](#). Below are the sections and questions you will be responding to in the online application, along with the scoring criteria for each scored question.

Organization Information

- Name of Applicant Organization (as shown on your Form W-9)
- Organization Website
- Contact Person, Title, Contact Email, Contact Phone Number
- Intended Neighborhood(s) Served
- Grant request amount (up to \$500,000)
- Mission Statement (100 words)
- Core Programs and Services (250 words)

Scored Application Questions

1. Please provide a Grant Plan that details the goals, vision, and processes of executing the performances, events, exhibitions, acquisitions, or other activities that will be supported by funding through GFTA's African Diaspora Community Grant. (300 words)

Scoring Criteria: Grant Plan goals, vision and processes are clearly defined; demonstrate clarity and depth of concepts; and are relevant to grant requirements.

5 = Strongly Disagree	10 = Disagree	15 = Agree	20 = Strongly Agree
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2. Highlight your organization's activities in engaging with African American communities and the African Diaspora in San Francisco over the past five years. (250 words)

Scoring Criteria: The applicant's activities demonstrate significant impact and benefits, including qualitative and quantitative results, on African American and African Diasporic communities in San Francisco over the past five years.

5 = Strongly Disagree	10 = Disagree	15 = Agree	20 = Strongly Agree
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3. Provide brief biographies of the key staff engaged in fiscal and operational oversight in your organization (up to three). (250 words)

Scoring Criteria: Leadership conveys confidence that the activities supported through this grant will be successfully executed.

5 = Strongly Disagree	10 = Disagree	15 = Agree	20 = Strongly Agree
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4. Describe the procedures in place for monitoring and approving the organization’s finances and operations. (250 words)

Scoring Criteria: The applicant’s answer shows clear and detailed procedures for monitoring and approving finances and operations.

5 = Strongly Disagree	10 = Disagree	15 = Agree	20 = Strongly Agree
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5. Describe how you will evaluate the success of your programming over the next year. (250 words)

Scoring Criteria: The applicant describes clear strategies, processes, and/or tools for evaluating the success of its future programming.

5 = Strongly Disagree	10 = Disagree	15 = Agree	20 = Strongly Agree
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Upload Section

- Verifiable proof of San Francisco corporate address
- Proof of IRS good standing
- Financials

Certification and Release

This page requires you to check the boxes on the release form, input your organization’s name, your organization representative’s name, and to select the date you are submitting the form. It will not go through if it has a different date selected.

After you click “Submit” the form will show you all of your answers. Review it to make sure everything is complete. You can edit the form by clicking “Make a correction.” You’ll need to click through the entire form again to “Submit.”

Once you’ve reviewed everything and ensured it’s correct, choose “Print this page.” Print and save your application as a pdf for your records.

Finally, click “Confirm.” Your application is not fully complete until you click “Confirm.” You will get an email that says your application has been submitted. If you do not get this email, please contact gfta-program@sfgov.org.

Appeals

Grant Determination Appeal Process

The only basis on which an appeal of a funding determination will be considered are an alleged error in, or violation of, the posted review process and procedures. Incomplete proposals or errors contained within proposals do not constitute grounds for appeal. Dissatisfaction with the denial or amount of a grant is not sufficient grounds for an appeal.

Grounds for appeal are evidenced by at least one of the following:

The proposal was reviewed on the basis of criteria other than those appearing in the relevant published guidelines.

The Grants for the Arts staff was influenced by members who failed to disclose conflicts of interest.

Erroneous information was knowingly provided during the review of proposals.

The first step in the appeals process is to consult with a program officer to review the considerations that went into the decision. If the applicant wishes to pursue an appeal, a request must be submitted by letter—on the organization’s letterhead and signed by both the organization’s executive director and board chair—to the Director of Grants for the Arts within 14 days of the date of award notification. The letter must cite evidence to support one or more of the grounds for appeal noted above.

The appeal will be determined at the discretion of the Director of Grants for the Arts, who will make a final ruling or refer the matter to the Grants for the Arts Advisory Panel. In the event the Director of Grants for the Arts makes a final ruling, they will make a report to the Grants for the Arts Advisory Panel at the earliest opportunity.

Late or Missed Application Deadline Appeal Process

Grants for the Arts expects all applicants to meet posted grant application deadlines. In some instances, appeals for submitting a late application may be approved. Approval to submit a late application does not imply that the grant will be awarded, only that the application will be considered.

The appeal should be submitted by letter—on the organization’s letterhead and signed by both the organization’s executive director and board chair—to the Director of Grants for the Arts within 14 days of the application’s posted deadline.

In appealing to be granted the opportunity to submit a late application, the applicant’s letter must include:

Reason for missing the deadline.

The reason why the late application request should be considered.

Demonstrable hardships that would result from the organization not being permitted to apply.

The appeal will be determined at the discretion of the Director of Grants for the Arts, who will make a final ruling.