

FY25 & FY26
General Operating Support
Arts Services Workshop

Welcome!

The workshop will begin in a few minutes to allow people to join.

- ASL interpreters and closed captioning are available
- Attendees are muted
- Please ask questions in the Q&A box and we will review them together at the end of the presentation.
- If you have questions specific to your organization, please reach out to the program team directly: [**GFTA-program@sfgov.org**](mailto:GFTA-program@sfgov.org)
- The slide deck and recording of this workshop will be added to the GFTA website by Friday, May 17, 2024.

Land Acknowledgement

We acknowledge that Grants for the Arts sits on the unceded ancestral homeland of the Ramaytush Ohlone who are the original peoples of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland, and we affirm their sovereign rights as first peoples.

GFTA Staff



Tabitha Tapia
Senior Finance &
Operations Manager

she/her



Amy Chou
Senior Program
Officer

she/her



Lea Zhu
Finance Manager

she/her



Sarah Simon
Program Officer

she/her



Lorraine Cawili-Thy
Program &
Operations Officer

she/her

Application Workshop Dates

✓ Arts Programming: Tues, May 7, 2024, 1-2 pm PST

✓ Arts Services: Thurs, May 9, 2024, 1-2 pm PST

Parades & Festivals: May 14, 2024, 1-2 pm PST

To register, please visit: <https://www.sf.gov/events/departments/grants-arts>

Technical Assistance Dates

Thursday, May 16, 2024, 1-2 PM PST

Tuesday, May 21, 2024, 10-11 AM PST

Thursday, May 30, 2024, 1-2 PM PST

Friday, June 7, 2024, 10-11 AM PST

To register, please visit: <https://www.sf.gov/events/departments/grants-arts>

Agenda

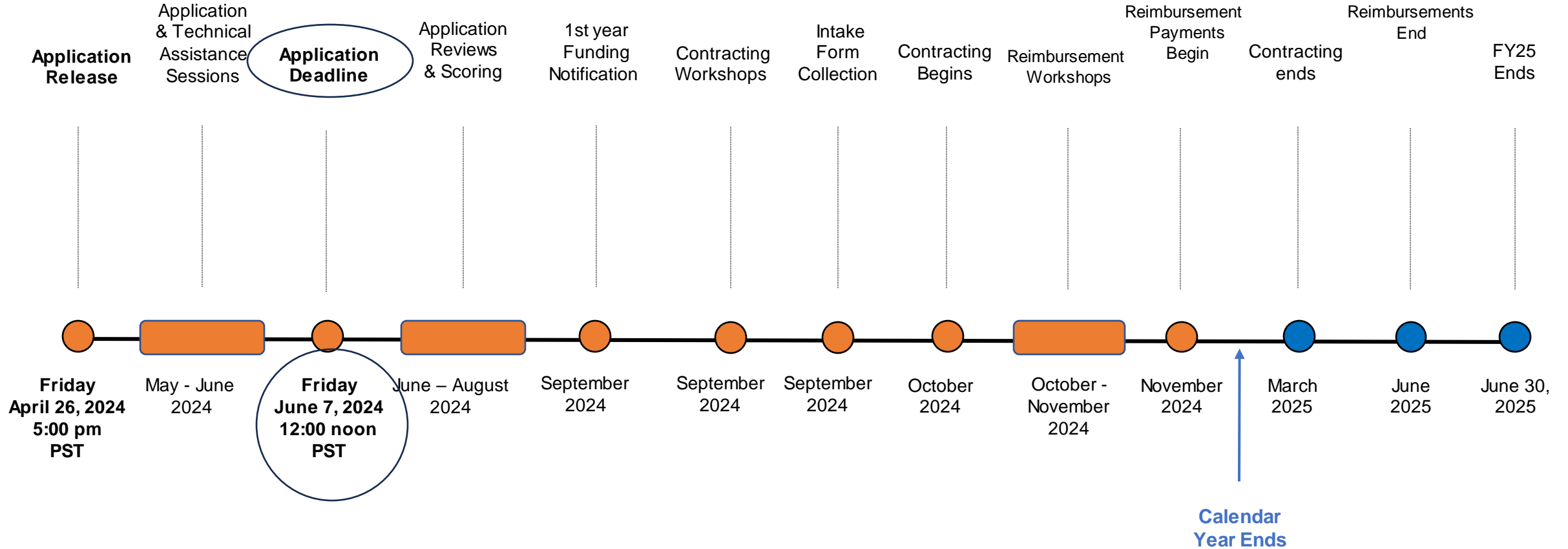
1. Grant Timeline, Overview, & Updates
2. Arts Services Overview & Updates
3. Application Overview
4. Application Attachments
5. Q&A



Grant Timeline, Overview, & Updates

Timeline: GFTA General Operating Support (GOS) Grants

Year one of two-year grant – July 1, 2024, to June 30, 2025 (FY25)



GFTA Mission

At Grants for the Arts (GFTA), our mission is to promote the diverse and unique communities of San Francisco by supporting the arts through equitable grantmaking.

What We Support

We offer **unrestricted, general operating support** grants to arts and cultural nonprofits that are physically based in San Francisco and have as their primary purpose the public presentation of art, the public presentation of parades or festivals, **or** arts services for SF-based arts and culture organizations and/or artists.

FY25 & 26 Updates

- **GFTA Director Search**
- **Two-Year Funding**
- **Three separate RFPs & Applications**
 - Arts Programming
 - Arts Services
 - Parades & Festivals
- **Award Determination**
 - Anticipated Budget Cuts
 - Applicant's Score (75+) x Applicant's General Operating Budget x GFTA Budget

How to Apply

Step 1:

Visit Our Visit

- [GOS Overview Page](#)
- [Arts Services Overview Page](#)
- [Events Page](#)

Step 2:

Review the GOS Grant Overview: Arts Services

- General information
- Eligibility criteria
- Scoring criteria
- [PDF](#)

Step 3:

Review the Application Instructions: Arts Services

- Detailed instructions
- Application questions
- Info about required uploads
- [PDF](#)

Step 4:

Apply using the Online Application: Arts Services

- <https://gfta.fillout.com/artsservices>



Arts Services Overview & Updates

Grant Type Definition: Arts Services (previously *Capacity Building & Regranting*)

Programs or services providing capacity building support for **other** San Francisco-based arts and culture organizations and/or artists.

Areas of support include but are not limited to:

- Audience development
- Cultural competency and racial equity action plans
- Fiscal sponsorship
- Financial management and literacy
- Fundraising and development
- Grant writing
- Laws and regulations as they apply to the arts and culture sector
- Marketing and publicity
- Mentorship
- Nonprofit governance
- Professional development
- Regranting Programs (Creating, managing, and financing small grants to San Francisco-based artists and/or nonprofit arts and culture organizations, for an administrative fee not to exceed 10 percent of the grant amount.)
- Space/capital planning and evaluations
- Strategic and business planning
- Technical assistance

New Eligibility Criteria & Restrictions

- **Arts Services:** Minimum budget requirement of \$150,000
- **Restrictions** for San Francisco Cultural Districts, San Francisco Neighborhood Cultural Centers, and Community Benefit Districts
- **In-School Programming:** If primary programming takes place at San Francisco K-12 schools, GFTA recommends seeking youth development funding



Application Overview

Unscored Sections

Part 1 General Information

Grant Plan: Be sure your grant plan aligns with the definition of the grant type you are applying for.

Annual actual expenses from last three fiscal years:
Please provide actual expenses from FY21-FY23

Requested Amount: Grant amounts range from \$10,000 to \$450,000 for each year of a two-year grant. Consider your GFTA award amount in previous years and/or your organization's anticipated budgetary needs

Part 2 Demographic Survey

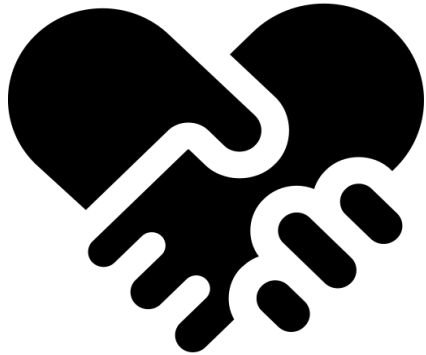
Grants for the Arts collects demographic data about our grant applicants to better serve our communities. We thank you for your participation!

Scored Sections

Part 3

SF Community Impact

35% / 35 points



Part 4

Economic Impact of SF Nonprofit Arts & Culture Orgs

50% / 50 points



Part 5

Operational & Fiscal Accountability

15% / 15 points





San Francisco Community Impact

1. Mission Alignment

Please use the fields below to provide information for **up to 5** in-person programs/services in San Francisco, or virtual programs/services serving San Francisco residents that **best represent your mission**. Please only include activities that occurred or will occur during the City’s current fiscal year (July 1, 2023 – June 30, 2024).

Program/ Service Name	Program/ Service Duration	Venue Name/ Location	Number of Attendees/ Participants	1-2 Sentence Description of how this program/service supports SF-based nonprofits and/or artists (500- character limit)	If providing free/ discounted tickets/fees, what percent of overall tickets/fees does this account for? If activity is not fee- based, write “Free”	Describe the importance and impact of this program/service for hi storically underserved peopl e and neighborhoods (2-3 bullets – 500- character limit)

CRITERIA: The applicant’s programs/services demonstrate: 1) alignment with their mission; 2) measurable impact and value to San Francisco-based nonprofits and/or artists; 3) a significant effort to serve historically underserved people and neighborhoods in San Francisco. Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.

3 = Strongly disagree

6 = Disagree

9 = Somewhat

12 = Agree

15 = Strongly agree

2. Creative Partnerships

Please use the fields below to provide information about up to 3 San Francisco creative partnerships or collaborations:

Name of SF-based partner (artist/creator/ institution/organization/business/ SFUSD school(s)/neighborhood or merchants association)	Duration of partnership	1-2 sentences describing the nature of this partnership. If partnership is with SFUSD, how long and how often does your program engage with the school(s)? (500-character limit)	Partner's point of contact (include Name, Role, Email, Phone #)

CRITERIA: The applicant 1) has an array of San Francisco creative partnerships, including (but not limited to): artists, creators, artistic or cultural institutions, organizations, businesses, neighborhood or merchant associations, or SFUSD school(s) and 2) the depth and duration of these partnerships reflects a commitment to collaboration in San Francisco.

2 = Strongly disagree 4 = Disagree

6 = Somewhat

8 = Agree

10 = Strongly agree



Economic Impact of SF Nonprofit Arts & Culture Organizations

4A & 4B. FY24 & FY25 Programming & Attendance (both in-person & virtual)

5. Creating Jobs

FTE = total # of all employees hours worked per year ÷ total working hours per year

CRITERIA: The applicant demonstrates economic investment in San Francisco through robust, diverse programming, evidence of well-attended events, and regular efforts to create and retain jobs given the organization's number of FTEs, budget size, and grant type.

10= Strongly disagree

20 = Disagree

30 = Somewhat

40 = Agree

50 = Strongly agree



Operational & Fiscal Accountability

6. Fiduciary Oversight

Please select who is responsible for fiscal oversight and management of your organization.

- Artistic Director/Executive Director
- Board President/Director
- Board Treasurer
- CFO
- Finance Manager
- Auditor
- Accountant
- Bookkeeper
- Other: _____

CRITERIA: The applicant demonstrates that it has dedicated staff, board, and appropriate third-party entities (e.g., bookkeeper, auditor, etc.) that oversee and manage its financial health, given the organization’s budget size.

1 = Strongly disagree

2 = Disagree

3 = Somewhat

4= Agree

5= Strongly agree



Operational & Fiscal Accountability

7A. Budget Snapshot:

Applicants must enter their actuals from their organization’s **most recently completed fiscal year**. Please note that the following will be auto-calculated: total revenue, total expenses, and net income/deficit , so applicants must ensure that inputted fields are correct.

7B. Budget Narrative

Optional narrative if organization underwent any significant financial changes from the prior fiscal year.

CRITERIA: The applicant’s financial information demonstrates a strong commitment to multiple, diverse income streams and no significant financial changes from organization’s previous fiscal year; any significant financial changes are supported with programmatic cause in alignment with the organization’s mission and vision.

2 = Strongly disagree

4 = Disagree

6 = Somewhat

8 = Agree

10 = Strongly agree



Application Attachments

Attachments

Reference pages 17-18 of the Application Instructions under section "Part 6: Attachments" for the detailed list of required uploads for the application

Important:

- These attachments are required.
- Attachments are accepted in the following file types: JPEG, PNG, GIF, TIFF, PDF, DOC, PPT, XLS
- Individual files must be below 20MB in size.

REQUIREMENTS FOR ALL APPLICANTS

- Proof of San Francisco Corporate Address

Attachments

REQUIREMENT FOR APPLICANTS THAT ARE NEW TO GFTA

- Applicants that have never received a grant from GFTA must also provide a list of activities/events that the applicant has hosted, implemented, or produced during the last three, consecutive years.

REQUIREMENT FOR FISCAL SPONSORS

- Fiscal Sponsors must provide a signed contract, agreement or MOU to confirm the agreement between them and the organization being sponsored.

Questions?

Email: GFTA-program@sfgov.org

Website: <https://www.sf.gov/general-operating-support-gos-grants>

Appendix

APPENDIX

Some Considerations When Choosing Your Grant Type

Arts Programming	Arts Services	Parades & Festivals
<p>The applicant organization must have operating revenues and expenditures of at least \$20,000, not including in-kind support, in its three most recently completed fiscal years and projected for its current fiscal year and the proposed grant period.</p> <p>San Francisco Cultural Districts, San Francisco Neighborhood Cultural Centers, Community Benefit Districts, and other programs of another City agency or department may apply as fiscal sponsors for other organizations, but may not apply for their own general operating support funding. See the eligibility criteria for fiscal sponsors (above) for further details.</p>	<p>The applicant organization must have operating revenues and expenditures of at least \$150,000, not including in-kind support, in its three most recently completed fiscal years and projected for its current fiscal year and the proposed grant period.</p> <p>San Francisco Cultural Districts, San Francisco Neighborhood Cultural Centers, Community Benefit Districts, and other programs of another City agency or department may apply as fiscal sponsors for other organizations, but may not apply for their own general operating support funding. See the eligibility criteria for fiscal sponsors (above) for further details.</p>	<p>The applicant organization does NOT need to have a mission that is clearly focused on the development, production, presentation and/or support of arts, youth arts, and/or cultural activities in San Francisco. However, they must have presented art and cultural experiences in the form of parades and/or festivals in San Francisco public spaces that had free admission and were open to the public for at least three consecutive years at the time of application.</p> <p>The applicant organization must be prepared to present at least one annual art and/or cultural experience in the form of a parade or festival in a San Francisco public space between July 1, 2024 and June 30, 2025 <u>and</u> between July 1, 2025 and June 30, 2026.</p>