



General Operating Support Grant Overview

Arts Services

Grant Term:	NEW: Two-Year Grant Term for Operations Taking Place During Fiscal Years 2025 & 2026 July 1, 2024 - June 30, 2026
Application Release:	Friday, April 26, 2024, 5:00 PM PST
Amended Application Release (version 2):	Monday, May 6, 2024, 5:00 PM PST
Application Deadline:	Friday, June 7, 2024, 12:00 NOON PST

For questions about GFTA grants, please contact the program team:

gfta-program@sfgov.org



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Information about GFTA's General Operating Grants

Important Dates*

Virtual Application Workshop: Arts Programming**	Tuesday, May 7 @ 1 PM PST
Virtual Application Workshop: Arts Services**	Thursday, May 9 @ 1 PM PST
Virtual Application Workshop: Parades & Festivals**	Tuesday, May 14 @ 1 PM PST
Virtual Technical Assistance (TA) Sessions**	May 16, May 21, May 30, and June 7
Closing Date and Time	Friday, June 7 @ 12 NOON PST
Grant Application and Review	June – August 2024
Notification of Funding	September 2024
Grant Period	July 1, 2024- June 30, 2026

**Dates are subject to change.*

***To register for the application workshops and TA sessions, please visit our [website](#).*

About GFTA's General Operating Support Grants

At GFTA, our mission is to promote the diverse and unique communities of San Francisco by supporting the arts through equitable grantmaking. This is accomplished through General Operating Support (GOS) grants that fund the general operating expenses of San Francisco's arts and culture organizations.

GFTA only provides GOS grants to 501(c)(3), 501(c)(4), or 501(c)(6) nonprofit organizations or to organizations fiscally sponsored by 501(c)(3), 501(c)(4), or 501(c)(6) nonprofits.

GFTA strives to be a stable, dependable resource for organizations who successfully meet its funding criteria and align with GFTA's goals of promoting vibrancy, transparency, accountability, and equity in the City and County of San Francisco (City); and is committed to supporting the full spectrum of arts organizations in the City.

Grant Types

GFTA's GOS grants support San Francisco arts and culture organizations at various stages of development in **one** of the following grant types:

- Arts Programming
- Arts Services (formerly Capacity Building & Regranting)
- Parades and Festivals

NEW: There are separate overviews and applications for each grant type. An applicant can only apply for one grant type unless they are a fiscal sponsor applying on behalf of other organizations.

This overview document **only** applies to the **Arts Services grant type**. To determine which one of the three grant types you are eligible for, please visit our [website](#) for more information.

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.

Grant Term

NEW: A grant funded pursuant to these guidelines will have a grant term of two years (24 months) for the period July 1, 2024 to June 30, 2026. GFTA at its sole, absolute discretion shall have the option to extend the term for up to three (3) additional years for a total of five (5) years.

This application is issued pursuant to San Francisco Administrative Code Chapter 21G: Grants. GFTA 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.

Please note: GFTA will issue its next GOS grant for FY27.

NEW: Requirements for Regranting

- Regranting funds must be based on a selection process and must result in capacity building activities or resources supporting the production of a public presentation or performance in San Francisco within the grant term.
- Recipients of grant funds must be San Francisco-based individual artists, nonprofit arts organizations, or fiscally-sponsored arts organizations.
- For reimbursement Grantees must submit a report outlining the beneficiaries of the program and an overview of the public presentations or performances resulting from the grant.
- All regranting contracts must include without limitation:
 - a clear description of the solicitation process and selection criteria that the organization will use to select recipients of grant funds (mini-grants);
 - a description of the organization's role in monitoring the mini-grantees' performance, including review of invoices or other documentation for deliverables;
 - a provision clarifying that the City is not a party to the mini-grants and is not responsible for payment to the mini-grantees.

How to Apply

DEADLINE TO APPLY: Friday, June 7, 2024 at 12:00 NOON PST

Please review this [Application Instructions](#) document for detailed information.

If you need special accommodations, you must contact the GFTA Program Team at gfta-program@sfgov.org at least two weeks before the application deadline in order for us to appropriately accommodate your needs.

Grant Type Definition: Arts Services

GFTA defines **Arts Services** as programs or services providing capacity building 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

Please note: If primary programming takes place at San Francisco K-12 schools, GFTA recommends seeking youth development funding through the [SF Department of Children, Youth and their Families](#) and/or Community Investments funding through the [SF Arts Commission](#).

Grant Amounts

Grant amounts range from \$10,000 to \$450,000 per fiscal year. Amount determination is based on the organization's general operating budget size, application score (you must score 75 points or more to be eligible for funding), and GFTA's FY25 and FY26 budget availability. Should GFTA's actual budget availability increase or decrease for FY25 or FY26, GFTA may in its sole discretion increase or decrease grant amounts consistent with the factors used to determine the initial funding amount. Grant amounts for FY25 are not guaranteed for FY26. GFTA may in its sole discretion increase or decrease an organization's FY26 grant amount.

Grants awarded to organizations receiving GFTA funding for the first time will not exceed \$10,000.

Grants awarded to organizations who have received grants from GFTA previously, but whose application did not score high enough to receive an award for the last application will also not exceed \$10,000.

Arts Services FY24 grant amounts ranged from \$10k to \$140k. These amounts do not reflect FY25 and FY26 grant amounts for Art Services.

Grant Notifications

Grant notifications are emailed to the contact email address listed on the application and include instructions about the contracting process and orientation dates. FY25 and FY26 grant awards will also be announced on GFTA's [website](#).

Who Can Apply

Eligibility Criteria for Organizations

Corporate & Governance

- The applicant organization must be a nonprofit 501(c)(3), 501(c)(4), or 501(c)(6) organization and in good standing with the **IRS under Internal Revenue Code Section 501(c)(3)**. To check or update your status visit: <https://apps.irs.gov/app/eos/>
- If the applicant organization is not a 501(c)(3), 501(c)(4), or 501(c)(6), they may use a fiscal sponsor, but the fiscal sponsor must apply on the applicant organization's behalf.
 - **NEW:** See the section below titled *Eligibility Criteria for Fiscal Sponsors*.
- **The applicant organization must be San Francisco-based.**
 - **For non-fiscally sponsored applicant organizations only:** The organization must demonstrate a San Francisco corporate address.
 - **For non-fiscally sponsored applicant organizations only:** Documentation demonstrating verifiable proof of a San Francisco corporate address must be submitted with the application. This may be in the form of a utilities bill (water/sewage, power/gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement. Documents should be no more than three (3) months old and must include the applicant organization's name.

Mission & Program

- **NEW:** The applicant organization must have provided capacity building support for other San Francisco-based arts and culture organizations and/or artists for at least three (3) consecutive years at the time of application.
- The applicant organization must 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.
- The applicant organization must be prepared to provide capacity building support for other San Francisco-based arts and culture organizations and/or artists between **July 1, 2024 – June 30, 2026**, as demonstrated in their application's Grant Plan.
 - **NEW:** The applicant's proposed activities in their Grant Plan must align with the parameters of the Grant Type definition for which they are applying.

Finance & Grant History

- **NEW:** The applicant organization must have operating revenues and expenditures of at least \$150,000, not including in-kind support, in its three (3) most recently completed fiscal years and projected for its current fiscal year and the proposed grant period.
- The applicant organization must have received non-GFTA sources of funding during the last fiscal year (July 1, 2023 – June 30, 2024).
- **For non-fiscally sponsored applicant organizations only:** The applicant organization must be in good standing with the **California Franchise Tax Board**. To check or update

your status visit: <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>

- **For non-fiscally sponsored applicant organizations only:** The applicant organization must be in good standing with the **California Attorney General's Registry of Charitable Trusts**. To check or update your status visit: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
 - To receive a grant under this solicitation, any nonprofit applicant must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of grant execution and must remain in good standing during the term of the agreement.
 - Upon request, the applicant must provide documentation to the City demonstrating its good standing with applicable legal requirements.
- **For non-fiscally sponsored applicant organizations only:** The applicant organization must be in good standing with the **California Secretary of State**. To check or update your status visit: <https://bizfileonline.sos.ca.gov/search/business>
- **For non-fiscally sponsored applicant organizations only: 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 Grants 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.
- **Applicants must not be in default on any grants or loans from:** (1) Grants for the Arts; (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, San Francisco Arts Commission); (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.

NEW: Eligibility Criteria for Fiscal Sponsors

Corporate & Governance

- The Fiscal Sponsor organization must be a tax-exempt 501(c)(3) nonprofit organization and in good standing with the **IRS under Internal Revenue Code Section 501(c)(3)**. To check or update your status visit: <https://apps.irs.gov/app/eos/>
- Organizations may not act as a fiscal sponsor for employees or artists contracted by that organization; a third-party fiscal sponsor is required.
- If an applicant is approved for funding, the Fiscal Sponsor organization is the legal grantee and receives the funds on behalf of the applicant who is the subgrantee.

- **The Fiscal Sponsor organization must be San Francisco-based.**
 - The Fiscal Sponsor organization must demonstrate a San Francisco corporate address.
 - Documentation demonstrating verifiable proof of a San Francisco corporate address must be submitted with the application. This may be in the form of a utilities bill (water/sewage, power/gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement. Documents should be no more than three (3) months old and must include the applicant organization's name.

Finance & Grant History

- The Fiscal Sponsor organization must be in good standing with the **California Franchise Tax Board**. To check or update your status visit: <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
- The Fiscal Sponsor organization must be in good standing with the **California Attorney General's Registry of Charitable Trusts**. To check or update your status visit: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
 - To receive a grant under this solicitation, any nonprofit applicant must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of grant execution and must remain in good standing during the term of the agreement.
 - Upon request, the applicant must provide documentation to the City demonstrating its good standing with applicable legal requirements.
- The Fiscal Sponsor organization must be in good standing with the **California Secretary of State**. To check or update your status visit: <https://bizfileonline.sos.ca.gov/search/business>
- **The Fiscal Sponsor 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 Grants 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.
- **The Fiscal Sponsor must not be in default on any grants or loans from:** (1) Grants for the Arts; (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, San Francisco Arts Commission); (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.

NEW: Applicant Restrictions

- **Only one application may be submitted to Grants for the Arts for FY25 and FY26 GOS funding. Please be sure to submit your application for the grant type that best fits your organization's activities.**
- [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.
- The applicant organization must not be a governmental entity.
- Grant funding does not imply that Grants for the Arts or any other City agency will produce, exhibit, promote or present the art created. It is the responsibility of the applicant organization to secure venues, insurance and any permits for public presentations.

Expense Restrictions

Grant funds cannot be used to pay for:

1. Activities outside of San Francisco
2. Deficit reduction
3. Start-up money for new organizations
4. Development of space
5. Capital expenses
6. Meals
7. Catering
8. Transportation
9. Lodging
10. Fundraising and educational activities

Insurance Requirements

Please note: Insurance is NOT required to submit an application; you will be required to provide insurance if your application is approved for funding. Below are the insurance requirements for all grantees.

- **General Liability or Special Event Insurance:** Coverage with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations and if working with vulnerable populations (minors under 18 years old, elderly over 65 years old, disabled or dependent adults) policy must include Abuse and Molestation coverage.
 - **CERTIFICATE HOLDER** must read “**The City & County of San Francisco**, 1 Dr

Carlton B Goodlett Place, San Francisco, CA 94102.”

- **Commercial Automobile Liability Insurance (if applicable):** Coverage with limits not less than one million dollars \$1,000,000 each occurrence for Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage.
- **Worker’s Compensation Insurance:** Coverage is required for all organizations that have salaried employees; in statutory amounts, with Employers’ Liability limits not less than \$1,000,000 each accident, injury, or illness.
 - Worker’s Compensation Insurance is a California State law.
- **A Waiver of Subrogation** must be added to the worker’s compensation insurance, if any work that the grant is funding happens on City-owned or managed property.

Additional Requirements for General and Automobile Coverage

Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- Name as additional insured City and County of San Francisco, its officers, agents and employees.
- Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

Evaluation Overview

Grant Review Committee

To avoid conflicts of interest, the Grant Review Committee is comprised of qualified city staff trained by the GFTA Program Team. Grant review committee members reflect the diversity of San Francisco and have broad knowledge and/or experience about San Francisco’s arts and cultural landscape, nonprofit operations and finance, and/or grant review.

Scoring Criteria

Grant review committee members will use the below scoring criteria. An application must score a minimum of 75 points in order to be eligible for a grant award.

Recommendation: Reviewing the table below may help you ensure your application responses are relevant and necessary. The [application instructions](#) provide complete guidance including an overview of the grant application questions and required uploads.

SECTION: San Francisco Community Impact (35 points)

POINTS	APPLICATION QUESTION TOPIC	SCORING CRITERIA
15	1. Mission Alignment	<p>The applicant’s programs/services demonstrate:</p> <ol style="list-style-type: none"> 1. Alignment with their mission; 2. Measurable impact and value to San Francisco-based arts 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.
10	2. Creative Partnerships	<p>The applicant:</p> <ol style="list-style-type: none"> 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.
10	3A. & 3B. Work Samples (Optional) & Programs/ Services Impact	<p>The applicant provides meaningful capacity building support for other San Francisco-based arts and culture organizations and/or artists through the values, content, and/or mechanics of its programs/services. Panelists may also refer to Mission Statement, Core Programs and Services and Intended Communities/Audience.</p>

SECTION: Economic Impact of San Francisco Nonprofit Arts and Culture Organizations (50 points)

POINTS	APPLICATION QUESTION TOPICS	SCORING CRITERIA
50	4A & 4B. FY24 & FY25 Programming & Attendance 5. Creating Jobs	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.

SECTION: Operational & Fiscal Accountability (15 points)

POINTS	APPLICATION QUESTION TOPICS	SCORING CRITERIA
5	6. Fiduciary Oversight	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.
10	7A. Budget Snapshot 7B. Budget Narrative (optional)	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.

Miscellaneous

GFTA Reserves the Right to:

- Reissue this GOS Grant Overview and the [Application Instructions](#);
- Reject or cancel this GOS Grant Overview and the [Application Instructions](#) in whole or in part at any time before a Grant Agreement is entered into;
- Prior to the 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 these grant guidelines, or the requirements for content or format of the applications;
- Request additional information or documentation from any applicant or applicants after an application submission.

Disclaimers

Any City employees on the staff, board, or panel of applicant organizations must recuse or withdraw themselves from any activity or decision related to this application and any subsequent grant, if made, because of a potential conflict of interest or lack of impartiality.

Additional Resources

- **Appeals:** To learn more about the appeals process, please visit our [website](#).
- **Grant Agreement:** To review a sample grant agreement, please visit our [website](#). This is solely provided as a sample and is subject to change by the City.

Amendments

- Page 7: Eligibility Criteria for Organizations - Mission & Program:
 - The applicant organization must be prepared to provide capacity building support for other San Francisco-based arts and culture organizations and/or artists between **July 1, 2024 – June 30, 2026**, as demonstrated in their application's Grant Plan.
- Page 12: Scoring Criteria - San Francisco Community Impact Section – 1. Mission Alignment:
 - 2. The applicant's programs/services demonstrate measurable impact and value to San Francisco-based nonprofits and/or artists.
- Page 12: Scoring Criteria - San Francisco Community Impact Section – 2. Creative Partnerships:
 - 1. The applicant 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)