



GRANTS FOR THE ARTS -- FY 2017 ANNUAL CELEBRATIONS AND PARADES NEW — APPLICATION REVIEW CRITERIA

GFTA supports organizations that best fit the following criteria: sound administrative management, financial health, professional quality work, and appropriate audience participation in support of their artistic vision. In addition, consideration is given to whether an organization makes other valuable community contributions, including but not limited to:

- maintains a space or venue available to other arts organizations or individual artists;
- produces activities or serves an audience not typically served by conventional arts organizations; or produces activities or serves an audience not typically supported by conventional arts funders;
- serves an area of the City not well served by the majority of arts programming;
- makes a unique addition to San Francisco's arts offerings, adding promotional value to the City.

The applicant review is an ongoing, six-month process. GFTA staff review applications based on the following Review Criteria:

❖ **Plan and publicize programming to the general public, including visitors to San Francisco.**

Elements considered under this criterion include (but are not limited to):

- quality of promotional materials;
- description of marketing strategies;
- up-to-date website;
- press including features, reviews, calendar listings in both traditional media and blogs;
- social media presence if applicable;
- locations and types of venues; and
- estimated percentage of tourist attendance ("tourist" being broadly defined, including people from the greater Bay Area).

❖ **Reach an audience appropriate to the activity, demonstrate community support, and establish a strong public profile.**

Elements considered under this criterion include (but are not limited to):

- reported attendance numbers;
- method of counting attendance;
- consistency between reported admissions/ticket sales to reported attendance (applicable to ticketed events only);
- staff observation at site visits;
- press coverage in traditional and online media;
- social media presence;
- volunteers; and
- individual contributors.

❖ **Consistently produce professional quality work.**

Elements considered under this criterion include (but are not limited to):

- organization's history of productions/presentations/exhibitions as well as the proposed season of activities covered by the grant period;
- press coverage in traditional and online media;
- staff observation at site visits;
- awards or other recognitions; and
- support from other funders.

❖ **Demonstrate financial health.**

Elements considered under this criterion include (but are not limited to):

- diversity of contributed income sources, i.e., not being overly dependent on any one source of contributed income;
- managing an earned-to-contributed income ratio that is appropriate to the type and/or size of organization or programming; and
- having a positive fund balance or a detailed plan to retire a deficit if one exists.

❖ **Demonstrate sound administrative management.**

Elements considered under this criterion include (but are not limited to):

- having an organizational structure appropriate to the size and nature of the organization/programming;
- having a diverse and active board if a 501(c)(3) entity or advisory board in the case of fiscally sponsored groups;
- preparing and submitting yearly financial statements;
- being current with applicable IRS filings such as 990s and 941s; and
- being current/in good standing with grants or loans from other GFTA programs, City agencies or any community funding partners.

New applicants are assessed with all of the above in mind and measured against the performance of organizations of similar budget size, both within the same discipline and also other disciplines which are already funded. Ongoing applicants are assessed on how well they continue to meet the criteria. The evaluation against these criteria determines whether a group is recommended for "Fund" or "Decline." The determination of the specific award amounts are then decided based upon calculations using the proposed GFTA grant budget, the applying organization's budget size based on a three-year average and our published funding level percentages.



GRANTS FOR THE ARTS
ANNUAL CELEBRATIONS AND PARADES
ELIGIBILITY REQUIREMENTS AND GENERAL INSTRUCTIONS
GENERAL OPERATING SUPPORT GRANTS

Grants for the Arts (GFTA) was established in 1961 to promote the City of San Francisco by supporting the arts. GFTA funding supports the work of hundreds of nonprofit arts and cultural organizations in San Francisco. This economic investment in the activities of diverse arts and cultural organizations enhances our City's attractiveness to visitors, while at the same time providing employment and enrichment to the City's residents.

GFTA has a policy of supporting qualifying arts organizations' general operating expenses, and does not limit the number of years groups may receive grants. The goal is to be a stable, dependable base of support for organizations that continue to meet the funding criteria. Our mission is to promote the City of San Francisco by supporting the arts. This funding contributes to the presentation and enhancement of existing art forms while encouraging others to experiment, to dare and to find new ways of adding to our cultural lives.

APPLICATION DEADLINE: Friday, December 4, 2015 - 5:00 p.m.

This is NOT a postmark deadline and faxed or e-mailed copies will not be accepted.

Completed applications must be physically received in our new office at 401 Van Ness Avenue, Suite 321, San Francisco, CA 94102 by the deadline.

If mailing an application, please allow at least one week for delivery. It is also suggested that you mail your application via certified mail, return receipt requested, but please note that regardless of when an application is mailed, it must physically be in our office by 5:00 p.m. on the deadline date.

New Applicants: Late or incomplete applications will not be reviewed.

Current GFTA Recipients: Late or incomplete applications will receive a mandatory 10% penalty, if reviewed.

If your financial audit, review, or 990 will not be ready by the deadline, please include a placeholder note that specifies the date by which the materials will be submitted. **These documents are the only items that can be submitted at a later date with no penalty. To avoid the penalty, you must submit the document or an update by the date you specify in your placeholder note.** Late applications received after December 4 and by December 11 may be reviewed, but will be assessed a 10% penalty if funded. Applications received after December 11 will not be considered for review. **To avoid a late/incomplete penalty, staff will review for COMPLETENESS ONLY any application received by the close of business on Friday, November 20, 2015.**

ELIGIBILITY REQUIREMENTS

APPLICANTS MUST:

- ❖ Have a 501(c)(3) nonprofit status or a valid San Francisco fiscal sponsor.
- ❖ Not be the primary responsibility of a government agency.
- ❖ Be governed by a legally constituted, fiscally responsible board of directors and have an active advisory board or working committee which takes programmatic responsibility for the event.
- ❖ Broadly celebrate and preserve the cultural identity and/or traditional activities of the City's various populations; NOT a specific independence day, national commemoration day, a specific neighborhood or City district.
- ❖ Have a significant performance or art component.
- ❖ Reside in and be identified with the City and County of San Francisco. The organization must be housed in San Francisco with its corporate address in the City.
- ❖ Be supported by and have active participation from a substantial segment of the community.
- ❖ Professionally produce a high-quality San Francisco event for **at least three years** at the time of the application deadline.
- ❖ Be in good standing on previous and/or current grants with GFTA as well as other City departments and community partners including the Arts Loan Fund, Northern California Community Loan Fund, and the Community Arts Stabilization Trust.
- ❖ **The minimum budget size average for the last three completed fiscal years, as submitted to the California Cultural Data Project, must be \$35,000 or greater.** Our minimum grant request is \$5,000.

GRANT FUNDS CANNOT BE USED FOR:

- ❖ National days or celebrations.
- ❖ Education, training and/or performing activities of students.
- ❖ Organizations whose primary purpose is to provide technical assistance or support services to the arts.
- ❖ Start-up money for a program not yet established.
- ❖ Deficit reduction.
- ❖ One-time only projects or special events.
- ❖ Individual artists.
- ❖ Activities not available to the general public.
- ❖ Activities taking place outside the City and County of San Francisco.
- ❖ Meals, lodging or transportation.
- ❖ Benefits or fundraisers.
- ❖ Film, video and online production.

FUNDING LEVEL GUIDELINES:

Annual Celebrations and Parades – no set percentage; meaningful sustaining funds will be awarded.

Annual budget size limitation: Our minimum grant request is \$5,000. This means that the minimum budget size average for the last three completed fiscal years, as submitted to the California Cultural Data Project, is \$35,000 or greater.

GENERAL APPLICATION INSTRUCTIONS:

- ❖ Organizations may submit only one application for general funding. This policy is waived for organizations that serve as fiscal sponsors for other GFTA organizations.
- ❖ Application must be typed. Submit only one completed application. Do not send multiple copies, folders or binders.
- ❖ Activities to be funded must take place in San Francisco during the City’s fiscal year, July 1 to June 30. Funds are provided on a reimbursement basis.
- ❖ Audience size and other numerical figures must be accurate accountings based on available agency records, press, etc. **If you must estimate attendance data, do so conservatively.** Do not include comps.
- ❖ If audience or budget numbers are significantly different than those reported or projected last year for the same time period, an explanation must be provided.
- ❖ Applicants are encouraged to be brief, use actual numbers and be specific, whenever possible.
- ❖ If you have a significant operating deficit, detail your plan/policies for it. Explain how you plan to address it.
- ❖ Organizations with accumulated surpluses/deficits must provide a budget narrative which details how the surplus/deficit developed and plans for deficit reduction.
- ❖ Organizations which hold outstanding loans, or have defaulted on loans, must provide a budget narrative that details the terms for the loan repayment or circumstances for the default.
- ❖ The Funder Report printed out from your California Cultural Data Project profile will provide GFTA with budget information for the last three completed (and audited if applicable) fiscal years. Due to the timing of audits for some organizations, the Funder Report may not include an organization’s prior fiscal year. If this is the case for your organization, you must complete the Previous FY column as well as the Current FY column beginning on page 12 of the GFTA Application Supplement.

FUNDING PROCESS AND TIMELINE:

APPLICATION DEADLINE: Friday, December 4, 2015 - 5:00 p.m.

The applicant review is an ongoing, six-month process. GFTA staff review applications, make site visits and consult experts in the field, and then present written evaluations to the Citizens Advisory Committee appointed by the City Administrator. The volunteer members of the broadly-based Citizens Advisory Committee assure public accountability and offer their fiscal, managerial, and cultural expertise to the grantmaking process. In addition, a community meeting is held before the funding cycle for applicants/grantees to present their organizations’ needs directly to the Advisory Committee.

The Advisory Committee presents its recommendations to the City Administrator for final approval prior to written notification to groups in mid-May. The successful applicant signs a contract for the period July 1 to June 30, the City’s fiscal year. Funds are awarded on a reimbursement basis and new grant recipients are required to attend a workshop on how to file reimbursement requests. The first reimbursement checks are distributed in early September.

Notification about award decisions will be mailed by Friday, June 10, 2015. After that date, if you are declined funding and dispute the funding determination for your organization, you may request, in writing, a review of the decision within 30 days of notification. After that date, the decision stands.

IF FUNDED, ORGANIZATIONS MUST:

- ❖ Comply with the City of San Francisco’s business tax requirements.
- ❖ Comply with the City of San Francisco’s insurance requirements demonstrating adequate insurance and liability coverage at least ten days prior to event.
- ❖ Be orderly and sensitive to public safety by obtaining permitting from appropriate City Departments in the neighborhood where the event will be held.
- ❖ Comply with provisions of Chapter 12B of the San Francisco Administrative Code which prohibits discrimination on the grounds of race, color, creed, height, weight, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, Acquired Immune Deficiency Syndrome or AIDS-related condition (AIDS/ARC).
- ❖ Comply with the provisions of Chapter 12L of the San Francisco Administrative Code which requires grantees receiving more than \$250,000 in City or City-administered funds to hold open board meetings, make financial records available to the public, and make good faith efforts to promote community membership in its Board of Directors.
- ❖ Comply with all applicable municipal ordinances including those from the Department of Public Health—Bureau of Environmental Health Services.

CALIFORNIA CULTURAL DATA PROJECT (CDP):

Participation in the California Cultural Data Project is required. The CDP is a state-wide, collaborative effort of public and private funders throughout California and consists of an online system for collecting and standardizing historical, financial and organizational data. Grants for the Arts, along with other funders in California, requires applicants to complete a Cultural Data Profile through the CDP website. Applicants will fill out the Cultural Data Profile once each year and use that data as part of their application to all participating funders, throughout the state.

In order to complete the Cultural Data Profile, organizations must first register at the CDP website (www.caculturaldata.org) by creating an organizational login ID and password. Information for the Cultural Data Profile is organized by fiscal year-end and data is only entered for completed fiscal years for which a board-approved financial audit or review exists. Organizations that are not audited or reviewed will enter data based on board-approved year-end financial statements.

Applicants are asked to provide three years of financial and organizational data the first year of participation; this entails completing a Cultural Data Profile for each of the three most recently completed fiscal years. Online training and support is available from the CDP Help Desk during regular business hours, Monday – Friday from 9:00 a.m. – 5:00 p.m. PST.

The Cultural Data Profile will collect the historic financial and programmatic information for your organization; current year budgets and narrative information will not be captured by the CDP and must be included on the GFTA Application Supplement.

Upon completion of the Cultural Data Profile, please **do not print entire CDP Profile.** Applicants must go to the “Funder Reports” section of the CDP website and print the pre-defined report for Grants for the Arts. A hard copy of this Funder Report must be included along with all other required attachments as listed on the GFTA application checklist.

For more information visit their website — www.caculturaldata.org.

Applicants should direct questions concerning the Cultural Data Profile to:

CDP Help Desk: Toll Free: 1.866.9.CAL.CDP
 Email: help@caculturaldata.org

WE ARE HERE TO HELP!

The GFTA staff is available by telephone and email to assist new applicants and current grantees. We also:

- ❖ Hold public workshops in September to explain the application process and answer any questions.
- ❖ Review applications for completeness if received at least two weeks prior to the application deadline. Applicants are encouraged to utilize this service to avoid submission of an incomplete application.

To contact us, please call 415.554.6710 or email gfta@sfgov.org.



GRANTS FOR THE ARTS
ANNUAL CELEBRATIONS & PARADES
APPLICATION CHECKLIST

NAME OF ORGANIZATION/PROJECT:

All items are due by the application deadline. Please check off and submit each of those items that apply to your organization and return completed checklist with application.

- ❖ For new applicants, late or incomplete applications will not be reviewed.
- ❖ For current GFTA recipients, missing information will not be accepted after December 11, 2015 and incomplete applications will receive a mandatory 10% penalty.

A HARD COPY OF EACH ITEM IS REQUIRED AND MUST BE PRESENT AT TIME OF SUBMISSION:

- The California Cultural Data Project (CDP) **Funder Report** for Grants for the Arts for the most recently submitted year. This report must contain three consecutive years of data. Please note this report is available in the “Funder Reports” section of the CDP and is NOT your data profile. If you submit a data profile your application will be considered incomplete.
- Complete** GFTA Application Supplement
- If not included on CDP Funder Report**, organizational budget information for **prior** fiscal year must be included on Application Supplement pages 12-14.
- Budget notes which include narrative explanations for **all** line items with a year-to-year variance of over 20% and equal to or greater than \$1,000 (as reported in the “% change” column for the most recent year on pages 5 and 6 of the CDP Funder Report)
- Current list of board of directors or project advisory committee identifying members by title and affiliation outside of organization
- Letter of authorization, signed by the president of the board of directors stating endorsement of this request
- Signed copy of most recently submitted IRS Form 990 or 990-N Postcard (dated within the last two years). Please indicate project income for fiscally sponsored groups on 990.
- Copy of IRS Form 941 for most recently completed quarter as proof of payment of payroll taxes (if you report full or part-time employees)
- Résumés of paid and/or volunteer senior administrative and artistic staff members hired since November 2014 (e.g., executive director, artistic director, program director, development director, etc.)
- Substantiating data regarding quality of program, particularly reviews and press coverage
Please limit materials to sample: e.g., brochures, printed programs, posters of current year. **Do not submit CD's, videos, etc.**
- List of all projected performances or events for the 2016 calendar year
- List of groups projected to participate in FY 2017 event

Copies of current insurance certificates demonstrating the following insurance coverage:

Workers' Compensation; Commercial General Liability Insurance; Business Automobile Liability Insurance;

and/or

Appendix D — Insurance Waiver Declaration form for all types of insurance not carried
(*NOTE: If your organization does not carry one or more of the above types of insurance, you must complete and sign page 16 of the Application Supplement, beginning on page 9.*)

FINANCIAL REVIEW OR AUDIT — *in addition to all of the applicable attachments above, please submit:*

Organizations with budgets up to \$2 million **AND** a grant of \$50,000 or more from Grants for the Arts — **financial review** by an independent accountant for most recently completed fiscal year

Organizations with budget size of \$2 million or more — **financial audit** by an independent accountant for most recently completed fiscal year

NEW APPLICANTS (ANY ORGANIZATION NOT CURRENTLY RECEIVING OPERATING SUPPORT FROM GFTA) — *in addition to all of the applicable attachments above, please submit:*

Copy of 501(c)(3) letter from IRS

Copy of organization's mission statement

Résumés for all paid and/or volunteer senior administrative and artistic staff

Substantiating data regarding quality of program for last **three** years (e.g., reviews, brochures, printed programs, etc.)

FISCALLY SPONSORED APPLICANTS — *in addition to all of the applicable attachments above, please submit:*

Letter of authorization, signed by the president of the board of directors of fiscal sponsor, stating endorsement of this request

Copy of signed agreement between fiscal sponsor and project organization detailing roles and responsibilities of both parties

Complete current list of fiscal sponsor's board of directors identifying board members by title and affiliation outside of organization

Letter signed by fiscal sponsor stating that your submitted financial information on the CDP Funder Report and GFTA Application Supplement has been reviewed for accuracy

Fiscal Sponsor's signed copy of most recently submitted IRS Form 990. Please indicate project income for fiscally sponsored groups on 990.

Fiscal Sponsor's annual statement of revenue and expenses for most recently completed year

Fiscal Sponsor's most recent balance sheet with capital assets and liabilities

Fiscal Sponsor's 501(c)(3) letter from IRS



**GRANTS FOR THE ARTS
ANNUAL CELEBRATIONS & PARADES
APPLICATION SUPPLEMENT**

Name of Celebration or Parade:

Date(s) of Event:

Person to contact regarding this application:

Contact phone number:

Contact email:

Name of Nonprofit Sponsoring Agency:

Name of event coordinator:

Address:

Contact Telephone:

Contact Email:

Website:

Has your organization applied for or received funds from the San Francisco Arts Commission this fiscal year?

Yes No

If yes, please indicate the amount expected or received: \$ _____

Does your organization have a **three year** history of public arts activities in the City as of December 4, 2015?

Yes No

Amount requested from Grants for the Arts:

\$ _____

Please note that Grants for the Arts cannot award any organization more funds than requested on this page.

For current grantees, we recommend that you request an amount no less than your current grant level.

I. PROGRAM NARRATIVE

For applicants currently receiving GFTA Operating Support

On one single page please address the following:

- ❖ Summarize your program activities/events during your last completed fiscal year. Point out successes or challenges. If activities differ from those described in last year's proposal, please explain. Note any significant changes that have occurred in organizational structure, event, key leadership positions or mission.
- ❖ List any insurance claims against event within the last year. Be certain to include date(s) of claim(s) and how they have been settled.
- ❖ Are there any issues or changes in your organization or event that should be taken into consideration to fairly evaluate your application?

For applicants NOT currently receiving GFTA Operating Support

On up to three separate pages, please address the following:

- ❖ Briefly describe the history of your program and summarize your activities/events for the past **three** years. Point out any particular successes and challenges encountered.
- ❖ Who is your target audience? How do you promote your event(s) to visitors/tourists? What were the results? What marketing strategies were the most successful and/or challenging?
- ❖ Describe the function/activity of your sponsoring agency's board of directors or governing body. Summarize its frequency of meetings, role in organization's policy-making, fiscal accountability and fundraising, percent of contribution to budget, and number of paid staff on board.
- ❖ Grants for the Arts' goals are to make San Francisco more attractive to visitors, favorably promote San Francisco's reputation outside the City, and produce a positive economic impact on the local economy. Briefly describe how funds would further these goals.
- ❖ List any insurance claims against the event within the last five years. Be certain to include date(s) of claim(s) and how they have been settled.
- ❖ If you have previously applied to GFTA, please discuss how your organization's programming and/or budget has changed and improved since your last application.

II. SAN FRANCISCO EVENT INFORMATION

FY 14

FY 15

| NUMBER OF ENTRIES | | |
|---|--|--|
| ❖ bands | | |
| ❖ floats | | |
| ❖ marching units | | |
| ❖ others (specify) | | |
| | | |
| | | |
| TOTAL NUMBER OF ENTRIES | | |
| | | |
| TOTAL PARADE/EVENT ATTENDANCE | | |
| Percentage of San Francisco residents | | |
| Percentage of out-of-town visitors | | |
| AN ESTIMATE OF ATTENDANCE PERCENTAGES IS A KEY COMPONENT IN EVALUATION — DO NOT LEAVE BLANK | | |

If total parade/event attendance numbers have increased or decreased by 20% or more please explain change.

Please describe the methods used to determine **both** audience numbers and percentage of visitors/tourist attendees. Note: GFTA defines “out-of-town visitors/tourists” as any individual that resides outside of the City and County of San Francisco (e.g., the East Bay or Peninsula as well as other parts of California, other states or countries).

III. FINANCIAL INFORMATION

Complete a Cultural Data Profile through the California Cultural Data Project (CDP) website (www.caculturaldata.org). The GFTA Funder Report will provide your most recently completed fiscal year data, which will supplement the information provided here for your current fiscal year. Please note:

If your last completed year has not been entered into the CDP due to the timing of your audit, you are required to complete the first column in this section.

REVENUE BUDGET DATA:

| EARNED | | PREVIOUS FY 14 <small>COMPLETE ONLY IF THIS YEAR IS NOT INCLUDED ON THE CDP FUNDER REPORT</small> | CURRENT FY 15 <small>COMPLETE ONLY IF THIS YEAR IS NOT INCLUDED ON THE CDP FUNDER REPORT</small> | PROJECTED FY 16 <small>REQUIRED FOR ALL APPLICANTS PROJECTED FOR FULL FISCAL YEAR</small> |
|--------|---------------------------------------|--|---|--|
| 1 | Admissions | | | |
| 2 | Ticket Sales | | | |
| 3 | Tuitions | | | |
| 4 | Workshop & Lecture Fees | | | |
| 5 | Touring Fees | | | |
| 6 | Special Events – Non-fundraising | | | |
| 7 | Gift Shop/Merchandise Sales | | | |
| 7a | Gallery/Publication Sales | | | |
| 8 | Food Sales/Concession Revenue | | | |
| 8a | Parking Concessions | | | |
| 9 | Membership Dues/Fees | | | |
| 10 | Subscriptions – Performance | | | |
| 10a | Subscriptions – Media | | | |
| 11 | Contracted Services/Performance Fees | | | |
| 12 | Rental Income | | | |
| 13 | Royalties/rights & reproductions | | | |
| 14 | Advertising Revenue | | | |
| 15 | Sponsorship Revenue | | | |
| 16 | Investments – Realized Gains/Losses | | | |
| 17 | Investments – Unrealized Gains/Losses | | | |
| 18 | Interest & Dividends | | | |
| 19 | Other Earned Revenue | | | |
| 20 | Total Earned Revenue | | | |

| CONTRIBUTED | | PREVIOUS FY 14 <small>COMPLETE ONLY IF THIS YEAR IS NOT INCLUDED ON CDP FUNDER REPORT</small> | CURRENT FY 15 <small>COMPLETE ONLY IF THIS YEAR IS NOT INCLUDED ON CDP FUNDER REPORT</small> | PROJECTED FY 16 <small>REQUIRED FOR ALL APPLICANTS PROJECTED FOR FULL FISCAL YEAR</small> |
|-------------|-----------------------------|--|---|--|
| 21 | Trustee/Board Contributions | | | |
| 22 | Individual Contributions | | | |
| 23 | Corporate Contributions | | | |
| 24 | Foundation Contributions | | | |
| 25 | Government – City | | | |
| 26 | Government – County | | | |
| 27 | Government – State | | | |

CONTRIBUTED CON'T.

PREVIOUS FY 14
 COMPLETE ONLY IF THIS YEAR
 IS NOT INCLUDED ON CDP
 FUNDER REPORT

CURRENT FY 15
 COMPLETE ONLY IF THIS YEAR
 IS NOT INCLUDED ON CDP
 FUNDER REPORT

PROJECTED FY 16
 REQUIRED FOR ALL APPLICANTS
 PROJECTED FOR FULL FISCAL YEAR

| | | | | |
|-----------|--|--|--|--|
| 28 | Government – Federal | | | |
| 28a | Tribal Contributions | | | |
| 29 | Special Events – Fundraising | | | |
| 30 | Other Contributions | | | |
| 30b | Parent Organization Support | | | |
| 30c | Related Organization Contributions | | | |
| 31 | In-kind Contributions | | | |
| 32 | Net Assets Released from Restrictions | | | |
| 33 | Total Contributed Revenue and Net Assets Released from Restrictions | | | |
| 34 | Total Earned and Contributed Revenue Including Net Assets Released | | | |
| 35 | Transfers and Reclassifications | | | |
| | | | | |
| 36 | Total Revenue | | | |
| | Total Restricted Revenue | | | |
| | Total Unrestricted Revenue | | | |
| | Total Unrestricted Revenue Less In-Kind | | | |
| | | | | |

EXPENSE BUDGET DATA:

PREVIOUS FY 14
 COMPLETE ONLY IF THIS YEAR
 IS NOT INCLUDED ON CDP
 FUNDER REPORT

CURRENT FY 15
 COMPLETE ONLY IF THIS YEAR
 IS NOT INCLUDED ON CDP
 FUNDER REPORT

PROJECTED FY 16
 REQUIRED FOR ALL APPLICANTS
 PROJECTED FOR FULL FISCAL YEAR

| | | | | |
|----|-------------------------------------|--|--|--|
| 1 | Total Salaries & Fringe | | | |
| 2 | Accounting | | | |
| 3 | Advertising and Marketing | | | |
| 4 | Artist Commission Fees | | | |
| 4a | Artist Consignments | | | |
| 5 | Artists & Performers – Non-Salaried | | | |
| 6 | Audit | | | |
| 7 | Bank Fees | | | |
| 8 | Repairs & Maintenance | | | |
| 9 | Catering & Hospitality | | | |
| 10 | Collections Conservation | | | |
| 11 | Collections Management | | | |
| 12 | Conferences & Meetings | | | |
| 13 | Cost of Sales | | | |
| 14 | Depreciation | | | |
| 15 | Dues & Subscriptions | | | |
| 16 | Equipment Rental | | | |
| 17 | Facilities – Other | | | |

**CITY AND COUNTY OF SAN FRANCISCO
GRANTS FOR THE ARTS ♦ SAN FRANCISCO HOTEL TAX FUND**

APPENDIX D - INSURANCE WAIVER DECLARATION

Organization:

Director:

As an applicant to Grants for the Arts for the 2016/2017 fiscal year, I acknowledge that the organization I represent may enter into a grant agreement with the City and County of San Francisco for the purpose of funding the matters set therein. In accordance with Article 10 (Insurance) of the potential agreement, any of the terms and conditions of such Section 10 may be waived. PLEASE NOTE: Any insurance waiver granted under this form shall only be valid for the term of the agreement, and this declaration in no way implies a grant will be made over this term.

I declare that my organization is eligible for a waiver of the City and County of San Francisco’s insurance requirements for the following coverages:

Check all that apply

- (1) **Commercial General Liability Insurance** with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and with the City and County of San Francisco, its officers, and employees named as additional insured; because: (check one)
 - My organization purchases single event insurance. (Provide proof of coverage for most recent public event.)
 - Other (please explain – **incomplete if left blank**):

- (2) **Workers’ Compensation**, in statutory amounts, with Employers’ Liability Limits not less than \$1,000,000 each accident; because: (check one)
 - My organization does not have any employees.
 - Other (please explain – **incomplete if left blank**):

- (3) **Business Automobile Liability Insurance** with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and with the City and County of San Francisco, its officers, and employees named as additional insured; because: (check one)
 - My organization does not own automobiles, nor are our staff members required to use automobiles during the scope of their work.
 - Other (please explain – **incomplete if left blank**):

I hereby certify that the above information is factual. **Please note that any false representation, including a failure to immediately notify Grants for the Arts in writing of any change in the Grantee’s above-listed information during the Agreement term, will jeopardize any future funding by Grants for the Arts.**

Director’s signature

Date