GRANTS FOR THE ARTS

sfac san francisco arts commission

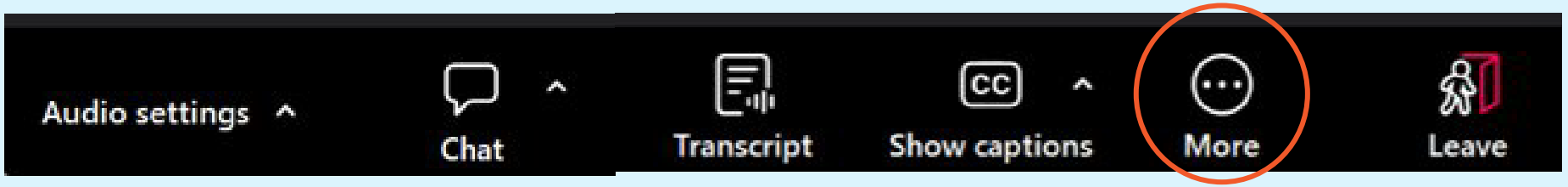
FY27

FY27 Contracting Workshop

Year One of Two-Year Grant

November 2026

Technical Housekeeping



Your speaker and microphone settings are here.

Click "Transcript" or "Show Captions" to read along. These may be under "More" if not on your screen. The carat next to Captions also has the option to toggle on automated translations.

Land Acknowledgement

We acknowledge that the San Francisco Arts Commission's 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.

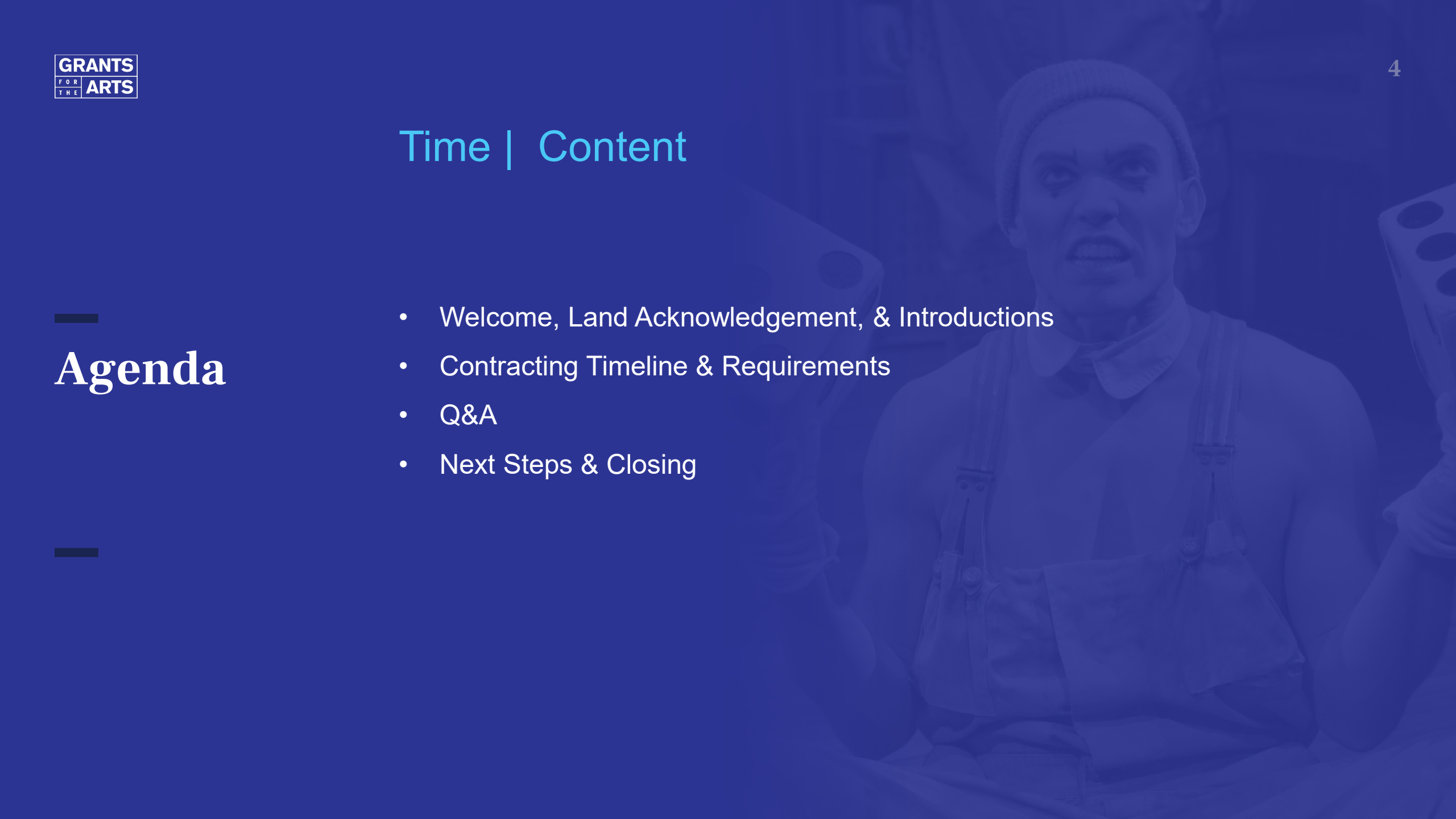
Sogorea Te'Land Trust

https://sogoreate-landtrust.org/

Time | Content

Agenda

- Welcome, Land Acknowledgement, & Introductions
- Contracting Timeline & Requirements
- Q&A
- Next Steps & Closing



San Francisco Arts Commission's Grants for the Arts Staff



Kristen Jacobson, *she/her*
Director



Amy Chou, *she/her*
Senior Program Officer



Sarah Simon, *she/her*
Program Officer

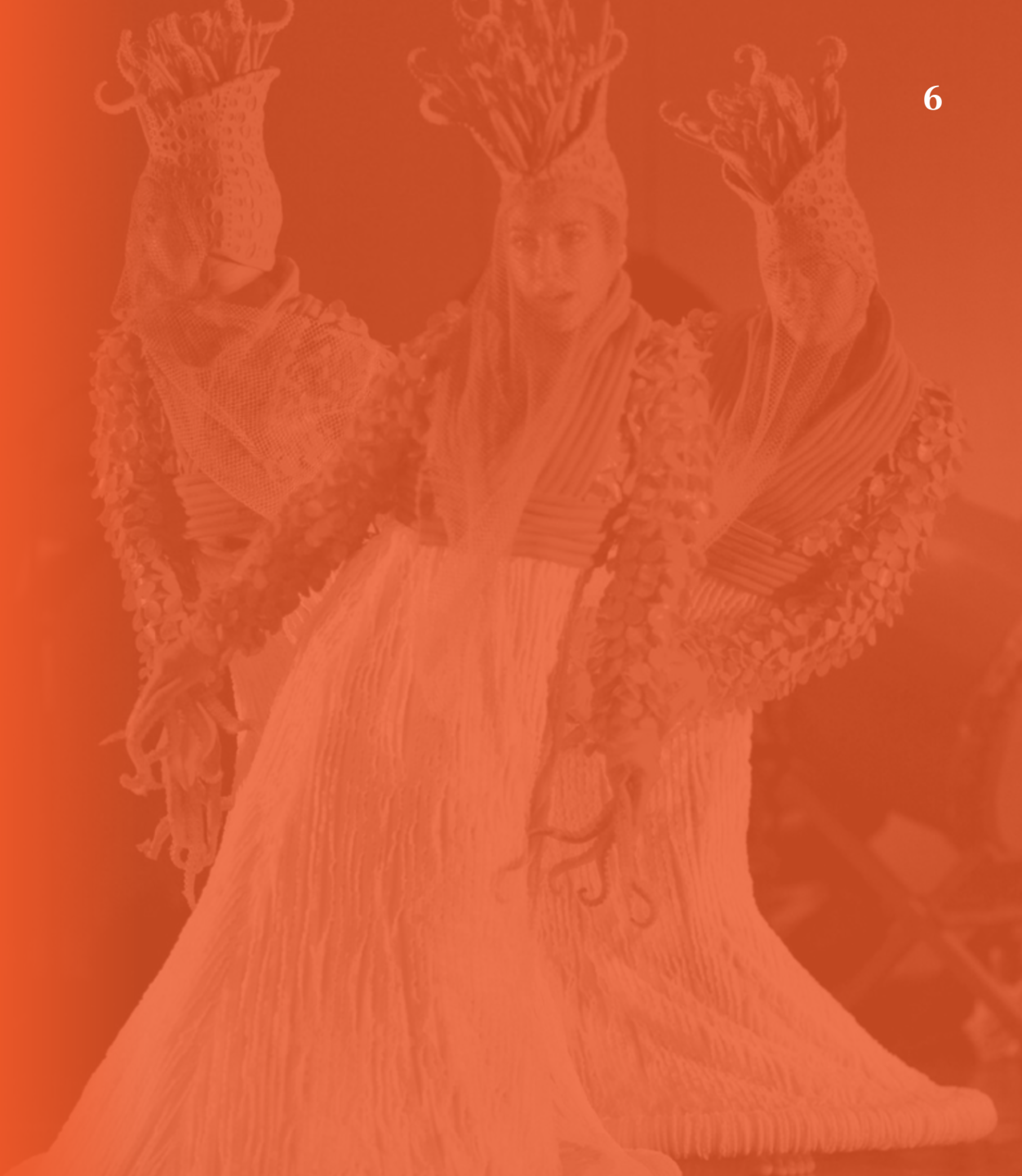


Lorraine Cawili-Thy, *she/her*
Operations & Program Officer



Breanna Barton-Shaw *she/her*
SF Willie Brown Fellow

GFTA Director
Kristen Jacobson

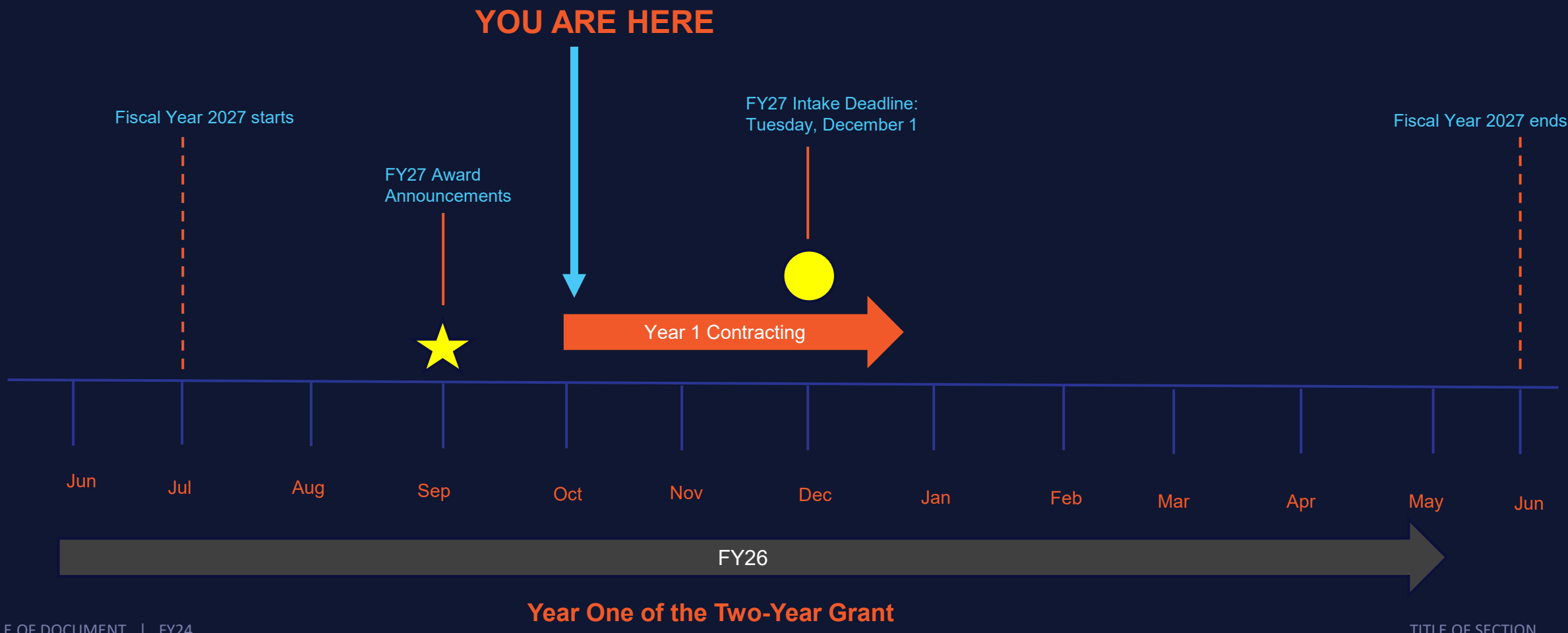


FY27 Contracting Timeline and Overview



Queer Rebel Productions | Photo by Robbie Sweeney

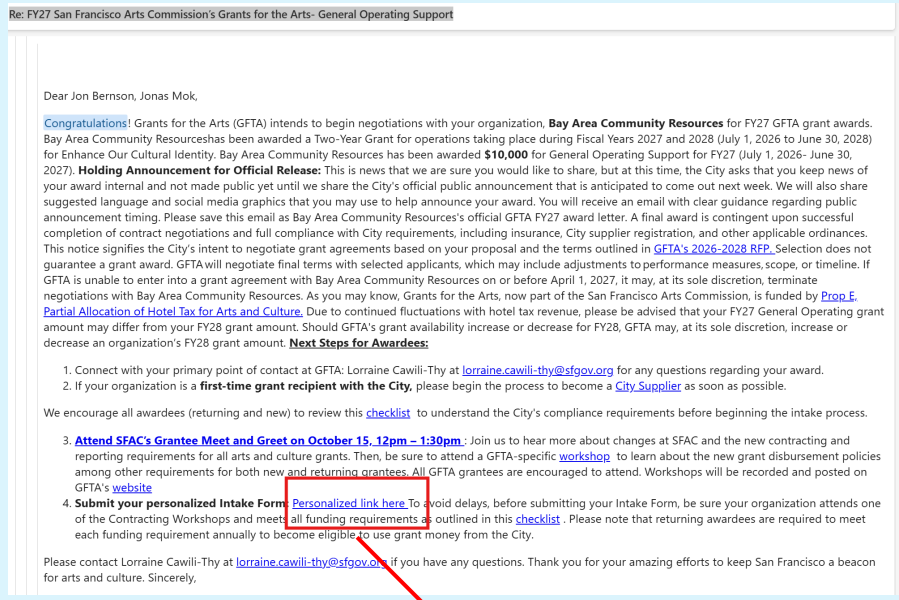
FY27 Contracting Timeline



Year One of the Two-Year Grant

FY27 Contracting Overview:

- Comply with City Funding and Contracting Requirements*
- Submit your Programming to GFTA*
  - *Applies to organizations receiving over $200,000 per fiscal year **and** organizations receiving funding from GFTA for the first time.
- Submit Advance Payment Request (optional)*
  - *Applies to organizations with annual operating budgets of up to $2M



Re: FY27 San Francisco Arts Commission's Grants for the Arts- General Operating Support

Dear Jon Bernson, Jonas Mok,

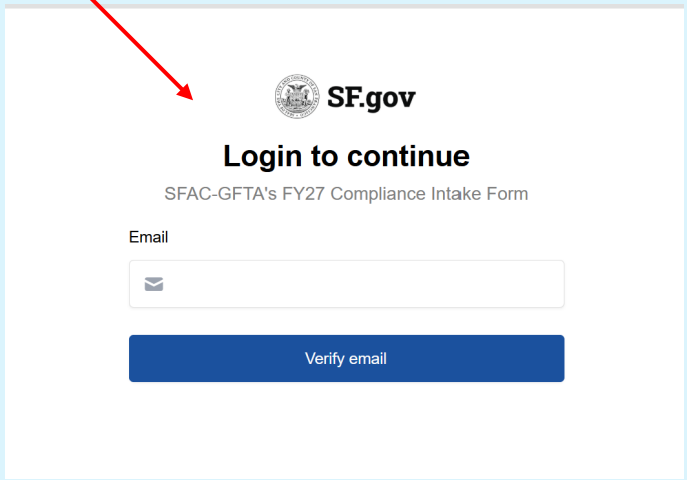
Congratulations! Grants for the Arts (GFTA) intends to begin negotiations with your organization, **Bay Area Community Resources** for FY27 GFTA grant awards. Bay Area Community Resourceshas been awarded a Two-Year Grant for operations taking place during Fiscal Years 2027 and 2028 (July 1, 2026 to June 30, 2028) for Enhance Our Cultural Identity. Bay Area Community Resources has been awarded **$10,000** for General Operating Support for FY27 (July 1, 2026- June 30, 2027). **Holding Announcement for Official Release:** This is news that we are sure you would like to share, but at this time, the City asks that you keep news of your award internal and not made public yet until we share the City's official public announcement that is anticipated to come out next week. We will also share suggested language and social media graphics that you may use to help announce your award. You will receive an email with clear guidance regarding public announcement timing. Please save this email as Bay Area Community Resources's official GFTA FY27 award letter. A final award is contingent upon successful completion of contract negotiations and full compliance with City requirements, including insurance, City supplier registration, and other applicable ordinances. This notice signifies the City's intent to negotiate grant agreements based on your proposal and the terms outlined in GFTA's 2026-2028 RFP. Selection does not guarantee a grant award. GFTA will negotiate final terms with selected applicants, which may include adjustments to performance measures, scope, or timeline. If GFTA is unable to enter into a grant agreement with Bay Area Community Resources on or before April 1, 2027, it may, at its sole discretion, terminate negotiations with Bay Area Community Resources. As you may know, Grants for the Arts, now part of the San Francisco Arts Commission, is funded by Prop E, Partial Allocation of Hotel Tax for Arts and Culture. Due to continued fluctuations with hotel tax revenue, please be advised that your FY27 General Operating grant amount may differ from your FY28 grant amount. Should GFTA's grant availability increase or decrease for FY28, GFTA may, at its sole discretion, increase or decrease an organization's FY28 grant amount. **Next Steps for Awardees:**

1. Connect with your primary point of contact at GFTA: Lorraine Cawili-Thy at lorraine.cawili-thy@sfgov.org for any questions regarding your award.
2. If your organization is a **first-time grant recipient with the City,** please begin the process to become a City Supplier as soon as possible.

We encourage all awardees (returning and new) to review this checklist to understand the City's compliance requirements before beginning the intake process.

3. **Attend SFAC's Grantee Meet and Greet on October 15, 12pm – 1:30pm** : Join us to hear more about changes at SFAC and the new contracting and reporting requirements for all arts and culture grants. Then, be sure to attend a GFTA-specific workshop to learn about the new grant disbursement policies among other requirements for both new and returning grantees. All GFTA grantees are encouraged to attend. Workshops will be recorded and posted on GFTA's website
4. **Submit your personalized Intake Form:** Personalized link here To avoid delays, before submitting your Intake Form, be sure your organization attends one of the Contracting Workshops and meets all funding requirements as outlined in this checklist . Please note that returning awardees are required to meet each funding requirement annually to become eligible to use grant money from the City.

Please contact Lorraine Cawili-Thy at lorraine.cawili-thy@sfgov.org if you have any questions. Thank you for your amazing efforts to keep San Francisco a beacon for arts and culture. Sincerely,



FY27 Contracting Requirements



San Francisco Mime Troupe

FY27 Contracting Requirements

- Become a City Supplier
- Obtain/Renew Business Tax Registration
- Comply with City Contracting Requirements:
  - 12B Equal Benefits Ordinance
  - First Source Hiring Program Form
  - Minimum Compensation Ordinance (MCO)
- Provide Insurance Documents and Waivers
- Provide Operating Budget and Appendix D



sfac san francisco arts commission

FY27 COMPLIANCE INTAKE FORM CHECKLIST

GRANTS FOR THE ARTS

Congratulations on your San Francisco Arts Commission - Grants for the Arts' FY27 grant! To claim your grant award, your organization must complete steps A & B:

STEP A: Your organization must complete the Compliance Intake Process, in which your organization complies with City requirements to become eligible to claim your grant funds. *(Note: please allow plenty of time to complete this process)*

STEP B: Once you're eligible, your organization can claim your grant funds through the Reimbursement Request Process.

Does your organization have a fiscal sponsor? If so, coordinate with your fiscal sponsor to complete Steps 1 and 2.

FY27 Compliance Intake Process

- **STEP 1:** Comply with City Requirements for Contracting
- **STEP 2:** Collect the necessary information/ requirements for contracting
- **STEP 3:** Review your Grant Plan and Performance Measure targets
- **STEP 4:** Submit your programming *(for organizations receiving over $200,000 from GFTA per fiscal year AND organizations receiving GFTA funding for the first time)*

FY27 Contracting Requirements

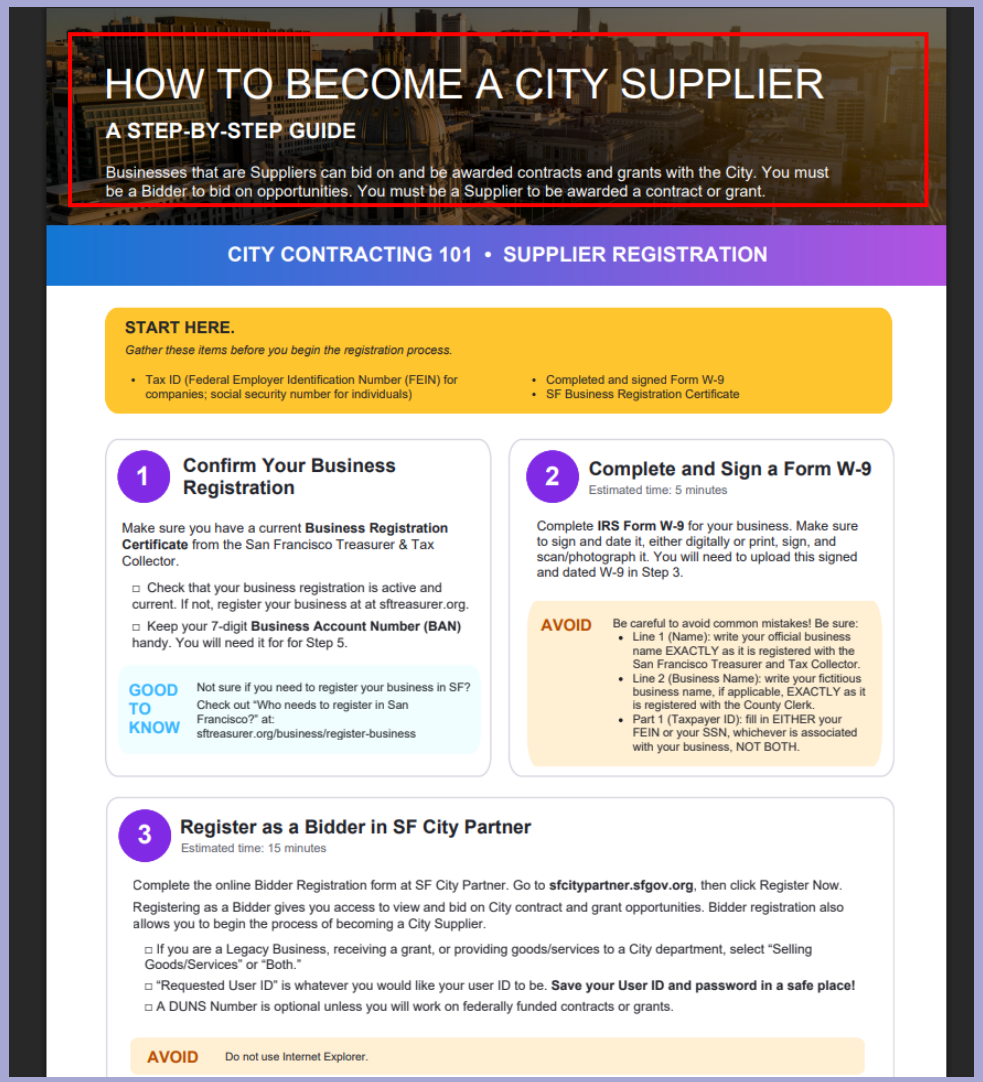
Become a City Supplier

- Obtain a City Supplier ID to get into contract and receive payment from the City and County of San Francisco.

For fiscally sponsored-projects: your fiscal sponsor must obtain a City Supplier ID.

This is the most time-consuming part of the intake process; so begin ASAP. Do not submit your intake form until you've obtained a City Supplier ID.

Contact SFCityPartnerSupport@sfgov.org for support with the City Supplier process



HOW TO BECOME A CITY SUPPLIER

A STEP-BY-STEP GUIDE

Businesses that are Suppliers can bid on and be awarded contracts and grants with the City. You must be a Bidder to bid on opportunities. You must be a Supplier to be awarded a contract or grant.

CITY CONTRACTING 101 • SUPPLIER REGISTRATION

START HERE.

Gather these items before you begin the registration process.

- Tax ID (Federal Employer Identification Number (FEIN) for companies; social security number for individuals)
- Completed and signed Form W-9
- SF Business Registration Certificate

1 Confirm Your Business Registration

Make sure you have a current **Business Registration Certificate** from the San Francisco Treasurer & Tax Collector.

- ☐ Check that your business registration is active and current. If not, register your business at at sftreasurer.org.
- ☐ Keep your 7-digit **Business Account Number (BAN)** handy. You will need it for for Step 5.

GOOD TO KNOW Not sure if you need to register your business in SF? Check out "Who needs to register in San Francisco?" at: sftreasurer.org/business/register-business

2 Complete and Sign a Form W-9

Estimated time: 5 minutes

Complete **IRS Form W-9** for your business. Make sure to sign and date it, either digitally or print, sign, and scan/photograph it. You will need to upload this signed and dated W-9 in Step 3.

AVOID Be careful to avoid common mistakes! Be sure:

- Line 1 (Name): write your official business name EXACTLY as it is registered with the San Francisco Treasurer and Tax Collector.
- Line 2 (Business Name): write your fictitious business name, if applicable, EXACTLY as it is registered with the County Clerk.
- Part 1 (Taxpayer ID): fill in EITHER your FEIN or your SSN, whichever is associated with your business, NOT BOTH.

3 Register as a Bidder in SF City Partner

Estimated time: 15 minutes

Complete the online Bidder Registration form at SF City Partner. Go to **sfcitypartner.sfgov.org**, then click Register Now.

Registering as a Bidder gives you access to view and bid on City contract and grant opportunities. Bidder registration also allows you to begin the process of becoming a City Supplier.

- ☐ If you are a Legacy Business, receiving a grant, or providing goods/services to a City department, select "Selling Goods/Services" or "Both."
- ☐ "Requested User ID" is whatever you would like your user ID to be. **Save your User ID and password in a safe place!**
- ☐ A DUNS Number is optional unless you will work on federally funded contracts or grants.

AVOID Do not use Internet Explorer.

FY27 Contracting Requirements

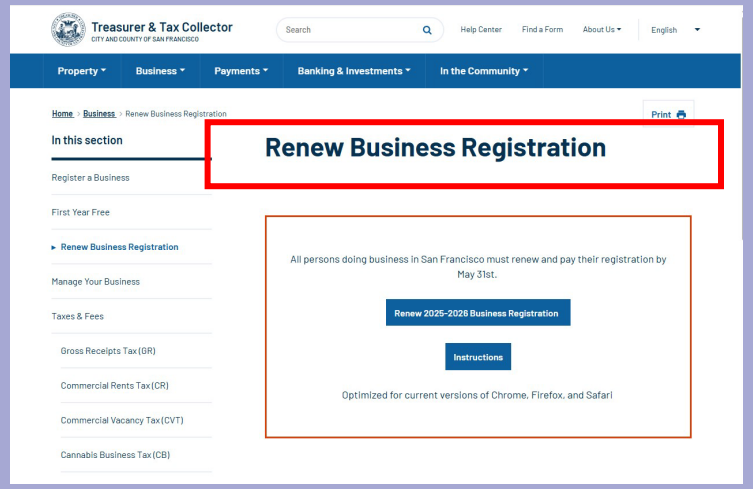
City of San Francisco Business Tax Registration*

All entities engaging in business within the City must register within 30 days after commencing business and **renew every year by May 31st**. Business Registration is generally valid for one fiscal year **July 1st through June 30th.**

All suppliers (returning or new) must take action to register (for the first time) or renew their registration annually. Your registration will not be renewed automatically.

TIP: Do NOT submit your intake form until after you've renewed your business tax registration.





FY27 Contracting Requirements

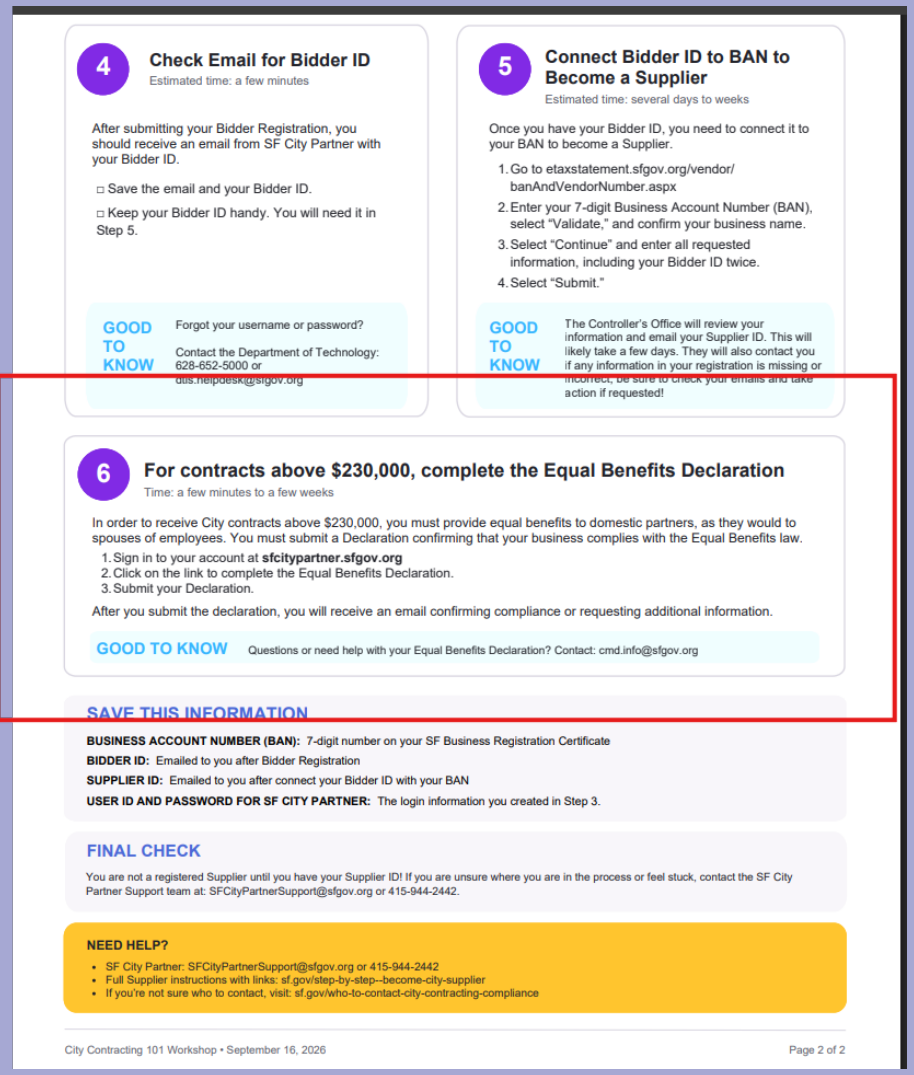
Equal Benefits Declaration*

In order to receive City contracts above $230,000, you must provide equal benefits to domestic partners, as they would to spouses of employees. You must submit a Declaration confirming that your business complies with the Equal Benefits law.

This is part of your City Supplier registration/portal.

**applies to grantees who receiving over $230,000 from across the City in FY27*

Contact cmd.info@sfgov.org for any questions regarding your Equal Benefits Declaration



4 Check Email for Bidder ID
Estimated time: a few minutes

After submitting your Bidder Registration, you should receive an email from SF City Partner with your Bidder ID.

- ☐ Save the email and your Bidder ID.
- ☐ Keep your Bidder ID handy. You will need it in Step 5.

GOOD TO KNOW — Forgot your username or password? Contact the Department of Technology: 628-652-5000 or dtis.helpdesk@sfgov.org

5 Connect Bidder ID to BAN to Become a Supplier
Estimated time: several days to weeks

Once you have your Bidder ID, you need to connect it to your BAN to become a Supplier.

1. Go to etaxstatement.sfgov.org/vendor/banAndVendorNumber.aspx
2. Enter your 7-digit Business Account Number (BAN), select "Validate," and confirm your business name.
3. Select "Continue" and enter all requested information, including your Bidder ID twice.
4. Select "Submit."

GOOD TO KNOW — The Controller's Office will review your information and email your Supplier ID. This will likely take a few days. They will also contact you if any information in your registration is missing or incorrect, be sure to check your emails and take action if requested!

6 For contracts above $230,000, complete the Equal Benefits Declaration
Time: a few minutes to a few weeks

In order to receive City contracts above $230,000, you must provide equal benefits to domestic partners, as they would to spouses of employees. You must submit a Declaration confirming that your business complies with the Equal Benefits law.

1. Sign in to your account at **sfcitypartner.sfgov.org**
2. Click on the link to complete the Equal Benefits Declaration.
3. Submit your Declaration.

After you submit the declaration, you will receive an email confirming compliance or requesting additional information.

GOOD TO KNOW — Questions or need help with your Equal Benefits Declaration? Contact: cmd.info@sfgov.org

SAVE THIS INFORMATION

BUSINESS ACCOUNT NUMBER (BAN): 7-digit number on your SF Business Registration Certificate
BIDDER ID: Emailed to you after Bidder Registration
SUPPLIER ID: Emailed to you after connect your Bidder ID with your BAN
USER ID AND PASSWORD FOR SF CITY PARTNER: The login information you created in Step 3.

FINAL CHECK

You are not a registered Supplier until you have your Supplier ID! If you are unsure where you are in the process or feel stuck, contact the SF City Partner Support team at: SFCityPartnerSupport@sfgov.org or 415-944-2442.

NEED HELP?

- SF City Partner: SFCityPartnerSupport@sfgov.org or 415-944-2442
- Full Supplier instructions with links: sf.gov/step-by-step--become-city-supplier
- If you're not sure who to contact, visit: sf.gov/who-to-contact-city-contracting-compliance

City Contracting 101 Workshop • September 16, 2026 Page 2 of 2

FY27 Contracting Requirements

First Source Hiring Program Form*

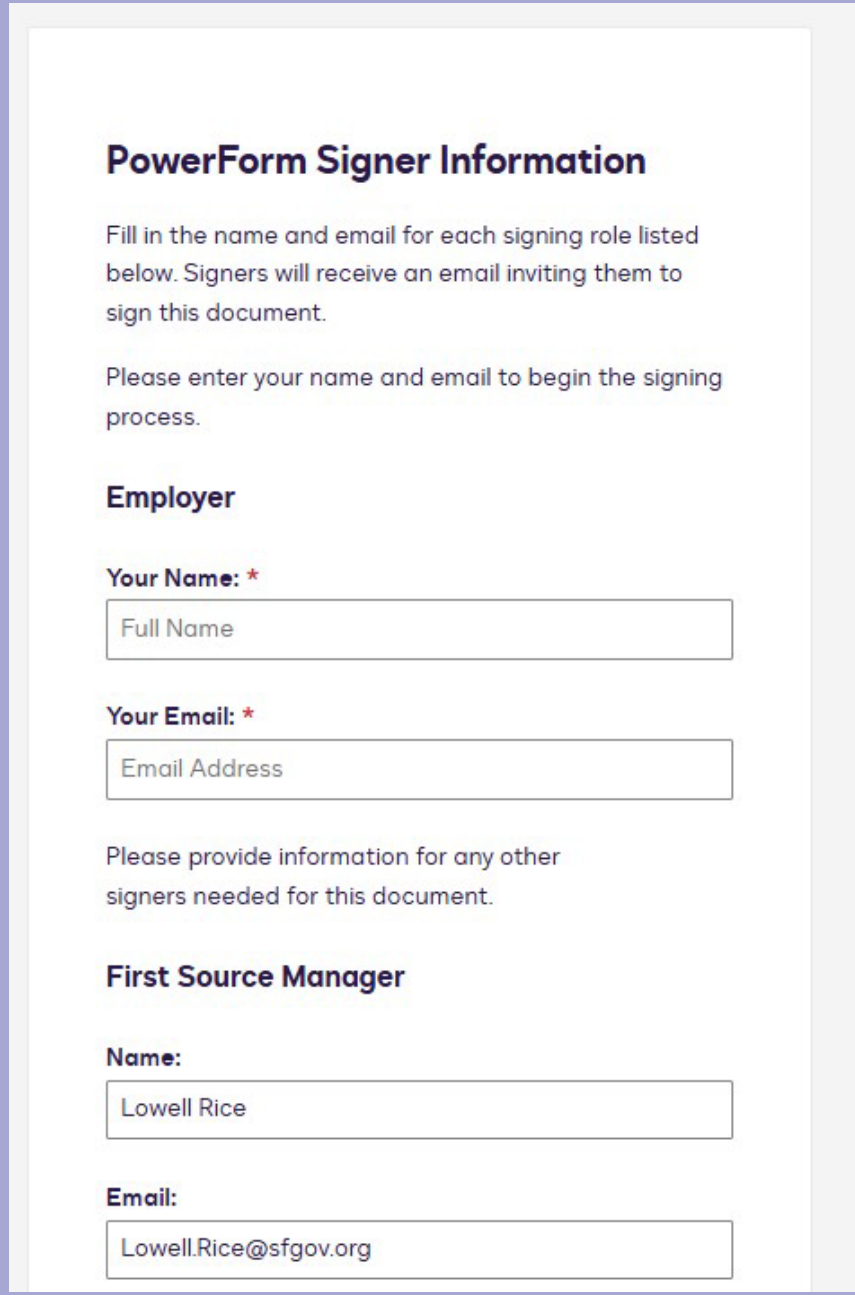
The City requires that suppliers with grant amounts over $50,000 for each fiscal year notify the City if/when they have any entry-level job openings in their organizations.

If you're not anticipating any changes, you must still execute the form by noting "no entry-level positions projected" in Section 3.

**applies to grantees who receiving over $50,000 in General Operating Support for FY27.*

For fiscally sponsored projects – the fiscal project must complete this form on behalf of their organization.

TIP: Contact Lowell Rice at Lowell.Rice@sfgov.org if you have any questions about this requirement.



PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Employer

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

First Source Manager

Name:

Lowell Rice

Email:

Lowell.Rice@sfgov.org

FY27 Contracting Requirements

Minimum Compensation Ordinance*

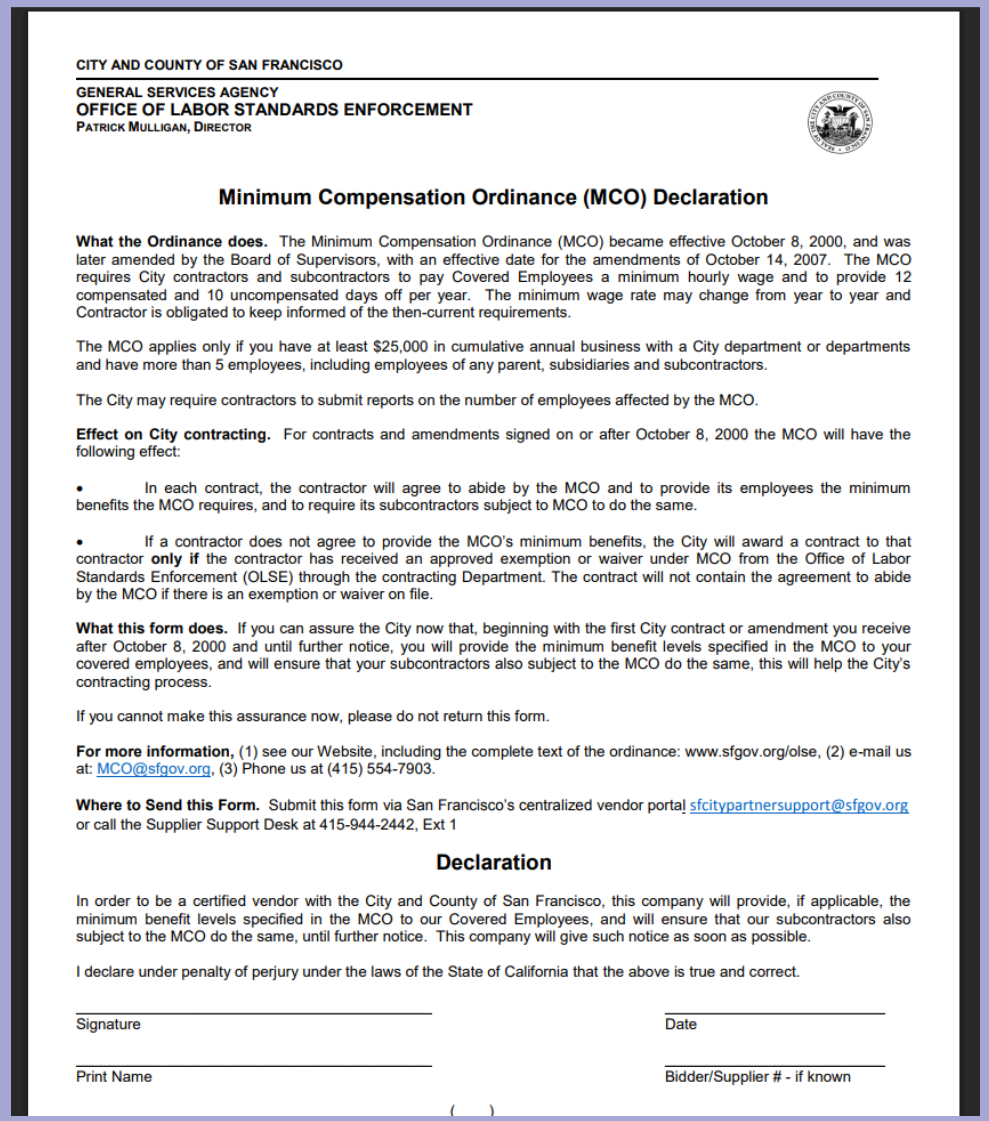
The City requires that suppliers with 5 or more employees to submit a Minimum Compensation Ordinance (MCO) Declaration.

This is usually a one-time process.

For fiscally-sponsored projects – your fiscal sponsor (with a City Supplier ID#) must submit this MCO Declaration)

**applies to grantees who has 5 or more employees.*

TIP: Contact MCO@sfgov.org and/or 415-554-7903 for support.



CITY AND COUNTY OF SAN FRANCISCO

GENERAL SERVICES AGENCY
OFFICE OF LABOR STANDARDS ENFORCEMENT
PATRICK MULLIGAN, DIRECTOR

Minimum Compensation Ordinance (MCO) Declaration

What the Ordinance does. The Minimum Compensation Ordinance (MCO) became effective October 8, 2000, and was later amended by the Board of Supervisors, with an effective date for the amendments of October 14, 2007. The MCO requires City contractors and subcontractors to pay Covered Employees a minimum hourly wage and to provide 12 compensated and 10 uncompensated days off per year. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements.

The MCO applies only if you have at least $25,000 in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.

The City may require contractors to submit reports on the number of employees affected by the MCO.

Effect on City contracting. For contracts and amendments signed on or after October 8, 2000 the MCO will have the following effect:

- In each contract, the contractor will agree to abide by the MCO and to provide its employees the minimum benefits the MCO requires, and to require its subcontractors subject to MCO to do the same.
- If a contractor does not agree to provide the MCO's minimum benefits, the City will award a contract to that contractor **only if** the contractor has received an approved exemption or waiver under MCO from the Office of Labor Standards Enforcement (OLSE) through the contracting Department. The contract will not contain the agreement to abide by the MCO if there is an exemption or waiver on file.

What this form does. If you can assure the City now that, beginning with the first City contract or amendment you receive after October 8, 2000 and until further notice, you will provide the minimum benefit levels specified in the MCO to your covered employees, and will ensure that your subcontractors also subject to the MCO do the same, this will help the City's contracting process.

If you cannot make this assurance now, please do not return this form.

For more information, (1) see our Website, including the complete text of the ordinance: www.sfgov.org/olse, (2) e-mail us at: MCO@sfgov.org, (3) Phone us at (415) 554-7903.

Where to Send this Form. Submit this form via San Francisco's centralized vendor portal sfcitypartnersupport@sfgov.org or call the Supplier Support Desk at 415-944-2442, Ext 1

Declaration

In order to be a certified vendor with the City and County of San Francisco, this company will provide, if applicable, the minimum benefit levels specified in the MCO to our Covered Employees, and will ensure that our subcontractors also subject to the MCO do the same, until further notice. This company will give such notice as soon as possible.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Signature _____ Date _____

Print Name _____ Bidder/Supplier # - if known _____

( )

FY27 Contracting Requirements

Certificate of Insurance*

The City requires that suppliers carry insurance. Below are the required insurance coverage:

- General Commercial Liability: $1 million coverage
- Automobile Liability: $1 million coverage
- Workers Compensation: $1 million coverage

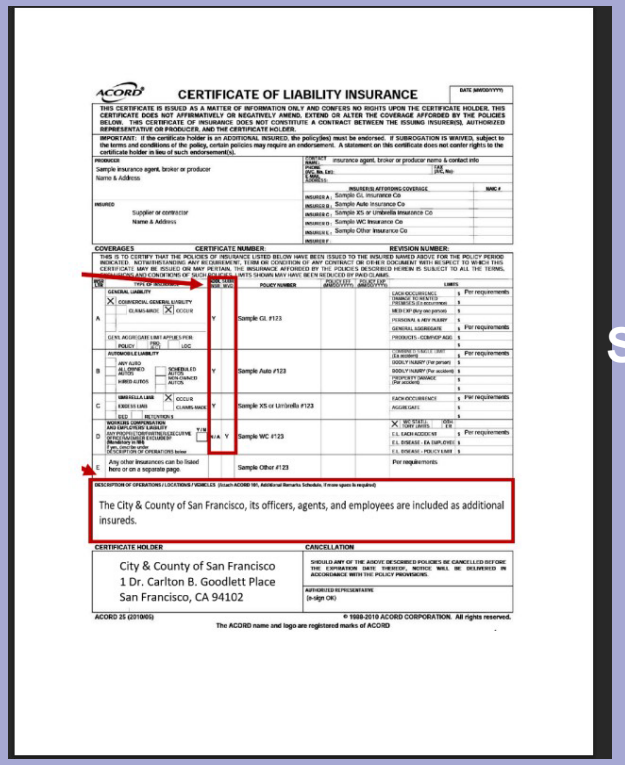
Insurance waivers

We waive insurance requirements under these circumstances:

- Automobile Liability: If your organization does not own vehicles or your team doesn't use personal vehicles for the work you do
- Workers Compensation: If your organization has 0 people on payroll

**applies to all grantees.* For fiscally sponsored projects – your fiscal sponsor must submit their COIs.

TIP: Connect with your insurance broker/carrier to obtain a COI and ensure that it meets the City's requirements.

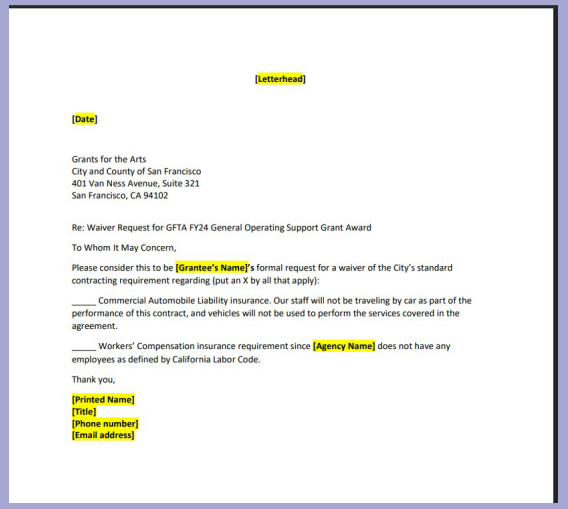

CERTIFICATE OF LIABILITY INSURANCE

The City & County of San Francisco, its officers, agents, and employees are included as additional insureds.

City & County of San Francisco
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Sample COI

Waiver template


[Letterhead]

[Date]

Grants for the Arts
City and County of San Francisco
401 Van Ness Avenue, Suite 321
San Francisco, CA 94102

Re: Waiver Request for GFTA FY24 General Operating Support Grant Award

To Whom It May Concern,

Please consider this to be [Grantee's Name]'s formal request for a waiver of the City's standard contracting requirement regarding (put an X by all that apply):

_____ Commercial Automobile Liability insurance. Our staff will not be traveling by car as part of the performance of this contract, and vehicles will not be used to perform the services covered in the agreement.

_____ Workers' Compensation insurance requirement since [Agency Name] does not have any employees as defined by California Labor Code.

Thank you,

[Printed Name]
[Title]
[Phone number]
[Email address]

FY26 Contracting Requirements

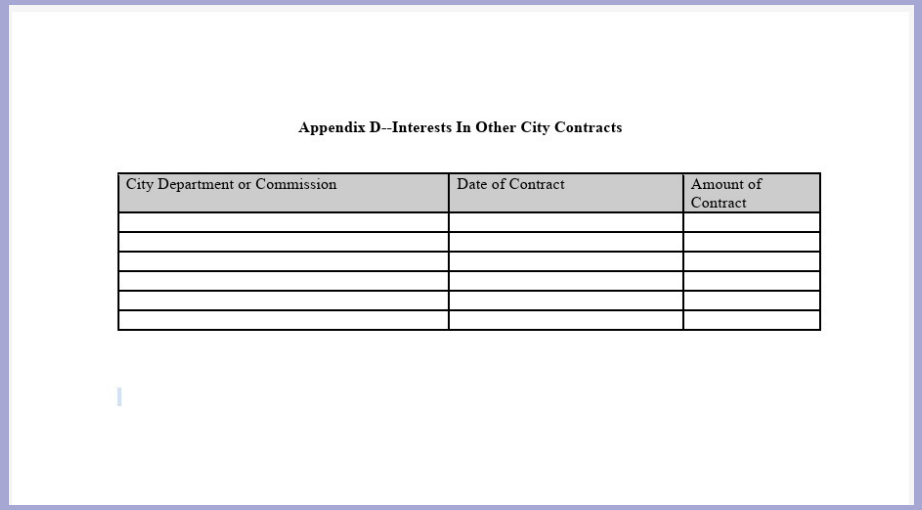
Operating Budget

- Include a copy of your organization's general operating budget for **July 1, 2026, to June 30, 2027.**
- If you have a fiscal sponsor, please use YOUR budget (not your Fiscal Sponsor's budget).

Appendix D

- If you have other City contracts, complete the Appendix D template.
- If you have a fiscal sponsor, please use the Fiscal Sponsor's information when filling out the template.

TIP: Make sure that your operating budget document clearly shows the requested date range: July 1, 2026 to June 30 2027.



Appendix D--Interests In Other City Contracts

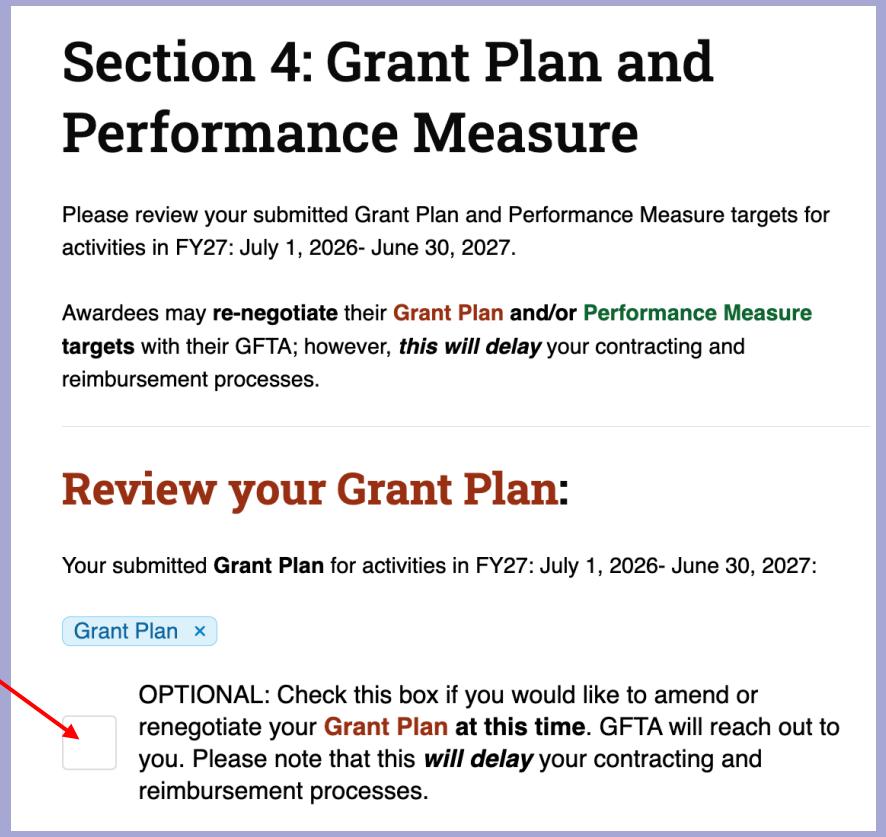
City Department or Commission	Date of Contract	Amount of Contract

Appendix D

Renegotiate your Grant Plan and/or Performance Measures

Check this box to renegotiate your grant plan.

You may also renegotiate your performance measures by checking a box at the bottom of this section.



Section 4: Grant Plan and Performance Measure

Please review your submitted Grant Plan and Performance Measure targets for activities in FY27: July 1, 2026- June 30, 2027.

Awardees may **re-negotiate** their **Grant Plan** **and/or** **Performance Measure targets** with their GFTA; however, ***this will delay*** your contracting and reimbursement processes.

Review your Grant Plan:

Your submitted **Grant Plan** for activities in FY27: July 1, 2026- June 30, 2027:

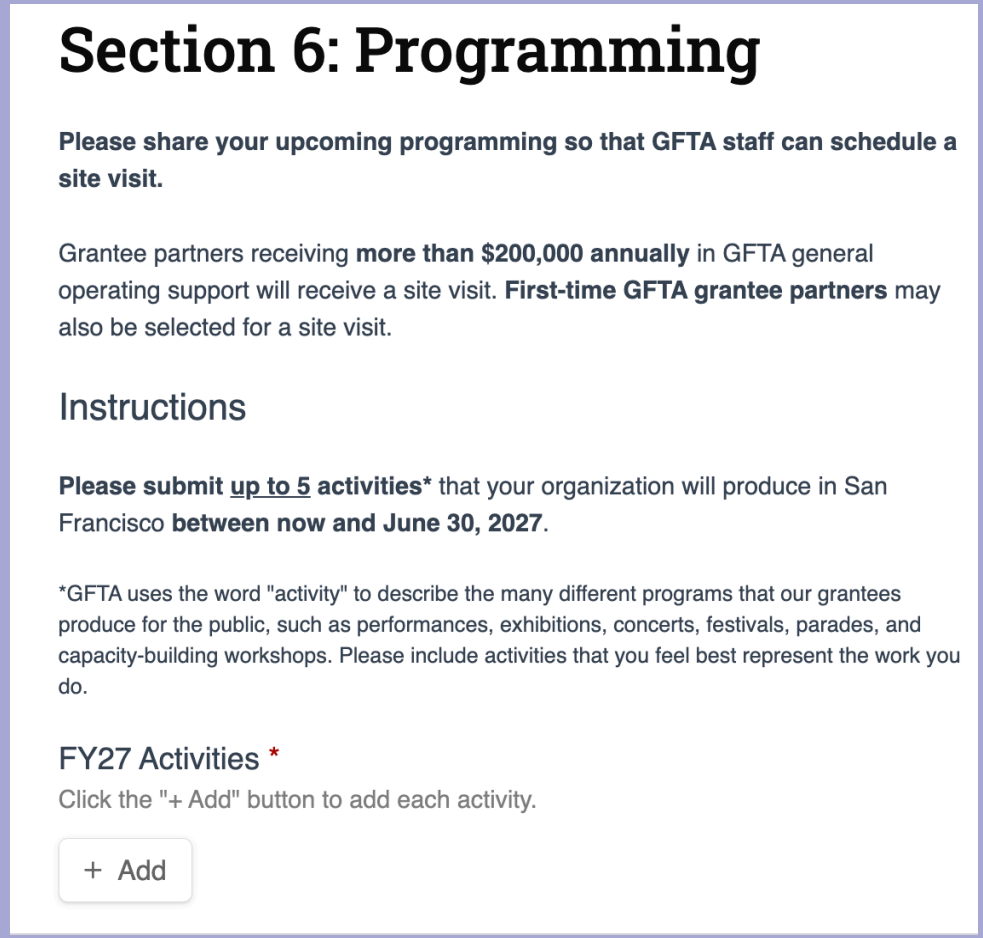
Grant Plan ×

☐ OPTIONAL: Check this box if you would like to amend or renegotiate your **Grant Plan** **at this time**. GFTA will reach out to you. Please note that this ***will delay*** your contracting and reimbursement processes.

Submit your programming

Only applies to:
- *New grantees*
- *Grantees receiving $200k and above in combined GOS + ASRG funding*

- Submit basic information for up to 5 programs
- Organizations receiving over $200k should expect a site visit before the end of the fiscal year.
- New Organizations are being prioritized for site visits, pending Program Officer availability



Section 6: Programming

Please share your upcoming programming so that GFTA staff can schedule a site visit.

Grantee partners receiving **more than $200,000 annually** in GFTA general operating support will receive a site visit. **First-time GFTA grantee partners** may also be selected for a site visit.

Instructions

Please submit up to 5 activities* that your organization will produce in San Francisco **between now and June 30, 2027**.

*GFTA uses the word "activity" to describe the many different programs that our grantees produce for the public, such as performances, exhibitions, concerts, festivals, parades, and capacity-building workshops. Please include activities that you feel best represent the work you do.

FY27 Activities *

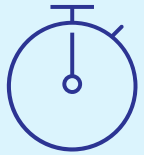
Click the "+ Add" button to add each activity.

+ Add

FY27 Advance Payment Requests



Organizations with an annual **operating budget of up to $2M** are eligible to request an advancement of up to **50%** of their FY27 grant award for FY27: July 1, 2026- June 30, 2027.



Submit an advancement request in the intake form by **Tuesday, December 1**.
No advance requests will be accepted after the deadline.



Grantees awarded $50,000 or more and approved for an advance must submit payment documentation within two months of receiving the advance to claim their remaining grant funds.*

**Grantees awarded less than $50,000 may be selected to submit payment documentation for review. All grantees are encouraged to retain all relevant payment documentation in case they are selected*

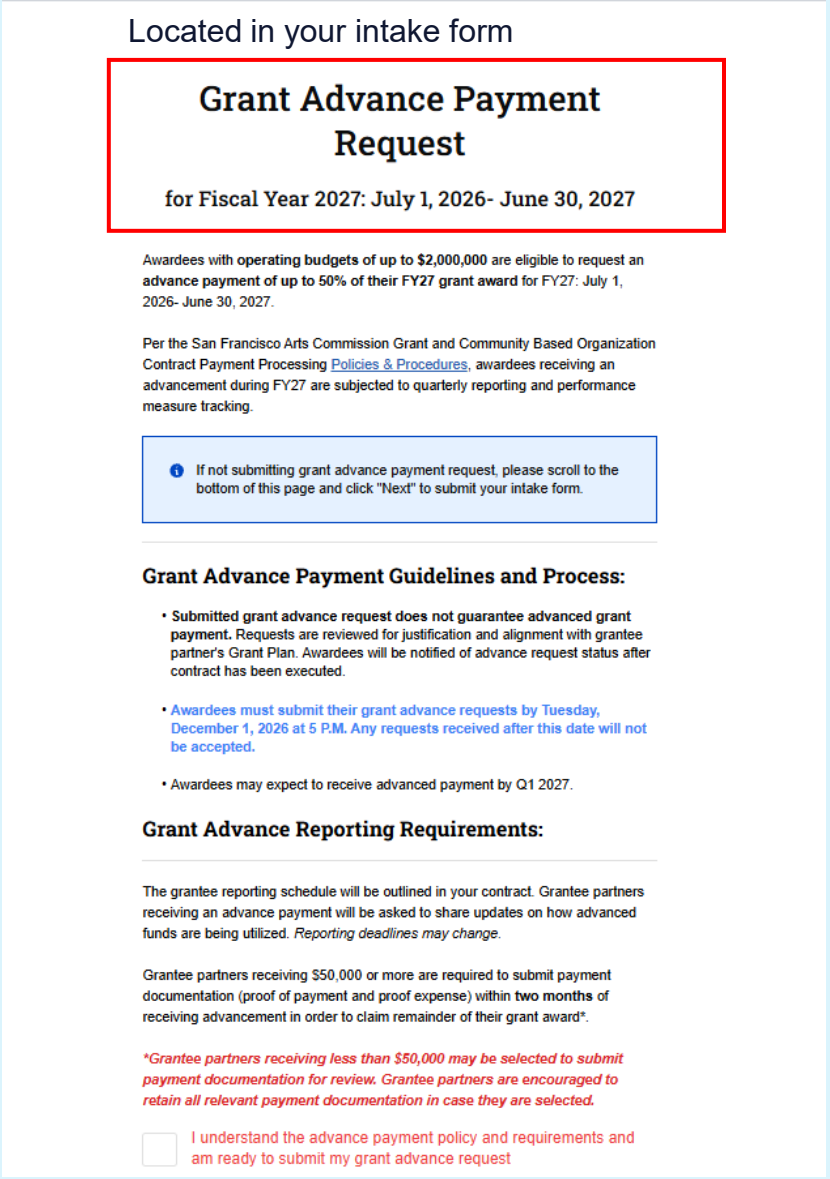
FY27 Advance Payment Requests

Guidelines and Process:

- ❑ Locate your Advance Request Form in your Intake Form.
- ❑ Provide requested amount(s) under three categories: Personnel, Programmatic, Rent/Mortgage
- ❑ Provide a narrative on how this advancement will support activities in your Grant Plan.

TIP: Ensure that selected advancement categories and narrative align with your Grant Plan.

Located in your intake form



Grant Advance Payment Request

for Fiscal Year 2027: July 1, 2026- June 30, 2027

Awardees with **operating budgets of up to $2,000,000** are eligible to request an **advance payment of up to 50% of their FY27 grant award** for FY27: July 1, 2026- June 30, 2027.

Per the San Francisco Arts Commission Grant and Community Based Organization Contract Payment Processing Policies & Procedures, awardees receiving an advancement during FY27 are subjected to quarterly reporting and performance measure tracking.

If not submitting grant advance payment request, please scroll to the bottom of this page and click "Next" to submit your intake form.

Grant Advance Payment Guidelines and Process:

- **Submitted grant advance request does not guarantee advanced grant payment.** Requests are reviewed for justification and alignment with grantee partner's Grant Plan. Awardees will be notified of advance request status after contract has been executed.
- **Awardees must submit their grant advance requests by Tuesday, December 1, 2026 at 5 P.M. Any requests received after this date will not be accepted.**
- Awardees may expect to receive advanced payment by Q1 2027.

Grant Advance Reporting Requirements:

The grantee reporting schedule will be outlined in your contract. Grantee partners receiving an advance payment will be asked to share updates on how advanced funds are being utilized. *Reporting deadlines may change.*

Grantee partners receiving $50,000 or more are required to submit payment documentation (proof of payment and proof expense) within **two months** of receiving advancement in order to claim remainder of their grant award*.

Grantee partners receiving less than $50,000 may be selected to submit payment documentation for review. Grantee partners are encouraged to retain all relevant payment documentation in case they are selected.

I understand the advance payment policy and requirements and am ready to submit my grant advance request

FY27 Contracting Takeaways

- Locate your unique FY27 Compliance Intake Form link: Search your inbox for the subject line: [CORRECTION] Your Personalized GFTA Intake Form Link

- Visit GFTA's website for contracting resources

- Attend the final contracting workshop.
  - Monday, November 16

Submit your intake form- including your advance request, if eligible and requesting- by Tuesday, December 1!

Tools for acknowledging your grant

- **ONLINE/PRINTED MATERIALS:** Please state that activities are sponsored *in whole* or *in part* through a grant from *San Francisco Arts Commission's Grants for the Arts.*

- **SFAC LOGO:** Logos and style guide can be downloaded from our website under **Press Materials**.

- **SOCIAL MEDIA:** #SFACfunded

- **VERBAL ACKNOWLEDGEMENT:** Acknowledge SFAC's and GFTA's support in your verbal remarks when applicable.

Q&A



Gray Area Foundation | Photo by Barak Shrama