



Grant Cycle Guidebook

For General Operating
Support Grants and
Supplemental Grants

2026-2028



Quick Start Guide & Overview

San Francisco Grants for the Arts (GFTA) invites San Francisco-based nonprofit arts and culture organizations to apply for the 2026–2028 General Operating Support and Supplemental Grants Request for Proposals (RFP), the first cycle guided by [GFTA's new Strategic Framework](#).

GFTA is committed to promoting San Francisco as a diverse cultural hub by supporting the arts through sustained general operating grants.

This Quick Start Guide provides a high-level, at-a-glance overview of grant opportunities, dates, details, and requirements included in this RFP.

Please read the full RFP for details, instructions, and more information.

Important Dates Overview

Grant Term:

General Operating Support:

Two-Year Grant Term for operations taking place during Fiscal Years 2027 & 2028

July 1, 2026 – June 30, 2028

Supplemental Grants:

One-Year Grant Term for operations taking place during Fiscal Year 2027

July 1, 2026 – June 30, 2027

Application Release & Applicant Question Window Opens:

Wednesday, May 13 at 5:00 PM PST

Link to [online application](#)

Link for current FY26 GFTA grantee partners:
Submit your application through
[your organization's unique link](#).

Submit questions via the
[GFTA 2026–2028 RFP Question Form](#)

*Questions will be published and addressed on the
GFTA RFP [webpage](#).*

Information Sessions and Application Workshops:

Application Workshops: Learn about grant types, how to apply, and more!

May 27 at 1pm – [Register Here](#)
June 17 at 1pm – [Register Here*](#)

*ASL Interpretation available

Technical Assistance Session: Get help with the online application form or technical issues.

June 3 at 1pm – [Register Here](#)
June 18 at 1pm – [Register Here](#)
June 30 at 11am – [Register Here](#)

Deadline to Submit Written Questions:

Thursday, June 18, 2026 at 5:00 PM PST

Submissions accepted only through the [GFTA 2026-2028 RFP Question Form](#)

Application Deadline:

Tuesday, June 30, 2026 at 2:00 PM PST

Committee Review:

July and August 2026

Anticipated Grantee Selection and Award Notification:

September 2026

Protest Period Ends:

15 calendar days following Intent to Award notification or notice of non-selection.

Anticipated Contract Intake:

Beginning mid-September 2026

*All dates are subject to change.

Grant Opportunities

Type	Overview
General Operating Support:	<p>GFTA makes General Operating Support grants to San Francisco-based nonprofit arts and cultural organizations through three grant types:</p> <ul style="list-style-type: none">Inspire Visits & Advance Economic ImpactEnhance Our Cultural IdentityInvest in Our Arts Ecosystem <p>Funding Range: \$10,000 - \$450,000</p>
Arts Sector Response Grant	<p>One-time, one-year support in FY 2027 (July 1, 2026 – June 30, 2027) for nonprofit arts and cultural organizations who have experienced significant federal, state, and/or local funding loss.</p> <p>Funding range: varies based on budget size</p> <p>Only current FY26 grantee partners with mini, small, or mid-size budgets that are awarded a 2026-2028 General Operating Support are eligible for funding.</p>
Voluntary Arts Contribution Fund:	<p>One-time, one-year support in FY 2027 (July 1, 2026 – June 30, 2027) for nonprofit arts and cultural organizations to support equipment acquisition, facilities maintenance, and capital improvements that strengthen organizational stability.</p> <p>Funding range: \$10,000 - \$20,000</p> <p>Only current FY26 grantee partners that are awarded a 2026-2028 General Operating Support grant are eligible for funding with the following budget restrictions:</p> <ul style="list-style-type: none">• Organizations with budgets up to \$1,000,000 for equipment acquisition or facilities management.• Organizations with budgets up to \$5,000,000 for capital improvement.

Minimum Qualifications and Eligibility Requirements, At-a-Glance

Minimum Qualifications:

- ✓ Be a 501(c)(3), 501(c)(4), or 501(c)(6) non-profit organization or a project that is fiscally sponsored by 501(c)(3), 501(c)(4), or 501(c)(6) nonprofit organization
- ✓ Internal Revenue Service EIN in good standing
- ✓ Verifiable proof of San Francisco corporate address
- ✓ CA State Attorney General’s Registry of Charities in “Current” Status
- ✓ CA Secretary of State in “Active” Status
- ✓ CA State Franchise Tax Board in “Exempt” Status

For more information on Minimum Qualifications and Documentation, visit [Section 3: Minimum Qualifications & Eligibility Requirements](#)

Eligibility Requirements	Inspire Visits & Advance Economic Impact	Enhance Our Cultural Identity	Invest in Our Arts Ecosystem
Must operate within San Francisco limits.	✓	✓	✓
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.	✓	✓	✓
Presented public arts or cultural programming in San Francisco for at least three (3) consecutive years at the time of application.	✓	✓	
Provided capacity building support to San Francisco arts organizations and artists for at least three (3) consecutive years at the time of application.			✓

Maintains operating revenues and expenses of at least \$20,000 per year (excluding in-kind) for the past three (3) fiscal years, the current year, and the grant period.



Maintains annual operating revenues and expenses of at least \$150,000 (excluding in-kind) for the past three (3) fiscal years, the current year, and the grant period.



Must not be in default on grants or loans from GFTA, any City department, the NCG Arts Loan Fund, Community Vision, CAST, or the Center for Cultural Innovation.



Important Application Quick Links

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New Grant Types:	Find out more about GFTA's three new grant types, aligned with its Strategic Framework for Grantmaking.	24

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	per each grant type:	
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	2. Enhance Our Cultural Identity	65
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Evaluation Overview for General Operating Support:	Understand how your responses are reviewed within a fair and competitive process for the GFTA General Operating Support grant.	96
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For more information on Eligibility Requirements, visit [Section 3: Minimum Qualifications & Eligibility Requirements](#)

**** Please continue to read the full RFP for detailed information and instructions. ****

Letter from the GFTA Director

Dear Community Members,

We are proud to announce the **2026-2028 Grants for the Arts (GFTA) Request for Proposals (RFP) for General Operating Support (GOS) and Supplemental Grants** – our first grant cycle shaped by the new [GFTA Strategic Framework](#).

This framework reflects the voices of San Francisco’s arts and cultural leaders whose hopes, challenges, and vision directly informed every priority of this RFP. Your insights drove key shifts in how we define impact, remove barriers, honor diverse cultural practices, and position the arts as a driving force in San Francisco’s post-pandemic revitalization.

For sixty-five years, GFTA has partnered with organizations that fuel creativity, spark dialogue, and strengthen community across the city. The RFP builds on that legacy with a forward-looking approach designed to support sustainability, equity, and long-term cultural vibrancy.



Changes you will notice:

- **Strategic Alignment:** A broadened definition of impact co-created with the community, moving beyond a primarily economic lens.
- **New GOS Grant Types:** Inspire Visits & Advance Economic Impact; Enhance Our Cultural Identity; and Invest in Our Arts Ecosystem – each strengthening San Francisco as a dynamic, diverse cultural hub.
- **Metrics Tailored to Grant Types:** Clear, tailored metrics that recognize distinct forms of impact across the sector.
- **Supplemental Grant Opportunities:** Two, one-time grants designed to help organizations address urgent challenges, offering additional support to grantee partners that qualify for 2026–2028 funding.

Looking ahead...

We recognize that this RFP arrives at a pivotal moment. Many nonprofit organizations continue to navigate the long-term effects of the pandemic and ongoing economic pressures, even as the City enters a new era of cultural investment grounded in strategy, partnership, and shared vision.

General operating support has always anchored the City’s commitment to cultural life, and it will remain central as we move forward. By strengthening the people and organizations who shape our creative landscape, we reaffirm our belief that those closest to the work are best equipped to lead it. We remain committed to building a stronger foundation for the arts and cultural sector – ensuring San Francisco continues to thrive as a global cultural hub where creativity flourishes and every neighborhood reflects the city’s rich diversity and artistic spirit.

Warmly,



Kristen Jacobson
she/her/hers
Director
Grants for the Arts



Photo by Rachel Ziegler for San Francisco Girls Chorus

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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.



Section 1: How to Use this Guidebook



Section 1:

How to Use this Guidebook

The purpose of this guidebook is to help applicants understand and navigate Grants for the Arts' (GFTA's) Request for Proposals (RFP) for the 2026-2028 Grant Cycle. This guidebook will help you determine eligibility, prepare and submit your application, and understand compliance requirements if you receive a grant award. It is important to read the entire guidebook to understand requirements at each phase of the process.

1.1 Glossary of Terms

The following glossary provides definitions of key terms used throughout this RFP and application to support clarity and consistent understanding.

Belonging: The feeling of being genuinely seen, valued, and included within a group, community, or organization, resulting in a sense of connection, acceptance, and mutual trust.

Capacity Building: The intentional investment in an organization or individual's skills, infrastructure, and systems to increase and sustain their efficiency, impact, and long-term sustainability.

Creative Partnerships: Collaborations with organizations that support the creativity, capacity, and/or reach of the applicant organization and its intended community/audience. Partnerships may include (but are not limited to) artistic and cultural institutions, community organizations, businesses, neighborhood or merchant associations, or SFUSD schools.

Cultural Competency: The ability to respectfully engage with and support diverse communities by integrating cultural knowledge, values, and practices into programs, services, and policies.

Cultural Stewardship: The practice of preserving, passing on, and fostering shared heritage and traditions - both tangible and intangible - so they are carried forward, allowed to evolve, and sustained for future generations.

Economic Impact: Utilization of the arts and culture to drive economic recovery and activation through programs and/or services that activate neighborhoods, attract audiences, and create and retain jobs in San Francisco.

General Operating Support (GOS): A type of grant that provides funds to an organization to cover its overall mission and day-to-day operations, such as staff salaries, rent, utilities, and administrative costs, rather than being restricted to a specific project or program.

Operational and Fiscal Accountability: The ability to deliver on arts and culture programming and/or services in San Francisco, with a track record of responsible operational and fiscal management.

Performance Measures: Defined service outputs and outcome targets used by City and County of San Francisco and GFTA to assess the impact of funded initiatives, ensure accountability, and measure improvements in the lives of San Francisco residents.

NEW: Program/Service: A distinct artistic presentation or educational curriculum offered to the public. Organizations should count programs/services based on distinct artistic content or curriculum, not on the number of dates offered. For example:

- Multiple presentations of the same artistic work (e.g., a performance run of the same production or an exhibition open for an extended period) count as one **(1) program/service**.
- Distinct artistic works, performances, screenings, lectures, concerts, or workshops count as **separate programs/services**, even if presented as part of a broader series or festival.
- A structured, multi-session class or workshop delivered as a single curriculum to one enrolled cohort counts as **one (1) program/service**.

Public Benefit: The demonstrable social, cultural, educational, or economic value provided to the residents and communities of San Francisco through arts and cultural activities. Public benefit includes, but is not limited to, expanding equitable public access to arts and culture, supporting cultural expression and preservation, and strengthening community well-being and civic life.

Review Committee: Employees across City departments who evaluate applications as either generalist or arts-specialist reviewers. All members complete required training in confidentiality, disclosure, and recusal before participating.

San Francisco-Based: Operating within San Francisco city limits.

Season or series: Multiple public performances, exhibits, or other arts activities that take place within a set amount of time.

Supplemental Grants: Grants that are one-time funding opportunities designed to enhance adequacy, equity, and impact beyond baseline GOS awards, typically offered to address urgent or specific community needs.

Visitors: Individuals who attend San Francisco arts and cultural programming, including both San Francisco residents and non-resident tourists, through free or paid admission.

1.2 Guidebook Sections

This guidebook is organized into seven main sections for easy reference:

Section 2: 2026–2028 General Operating Support Grants

An overview of GFTA’s grantmaking commitment and approach, as well as GOS grant type definitions.

Section 3: Minimum Qualifications & Eligibility Requirements

Federal, State, and City compliance and legal requirements, grant type eligibility, and applicant restrictions.

Section 4: Application Overview

Instructions on how to apply, including navigating the online application and requesting support or accommodations. This section also includes grant application questions for each GOS grant type, along with scoring criteria for each question.

Section 5: Evaluation Overview

How applications are evaluated and scored by a committee of City grant reviewers; outlines policies and procedures for grant selection; and shares the allocation practices that determine grant award sizes for awarded organizations.

Section 6: Supplemental Grants

Supplemental grant funding opportunities applicable only to current FY26 grantee partners who are applying for 2026–2028 funding.

Section 7: Post-Award Requirements

An overview of requirements and responsibilities of awarded organizations to enter contract and receive payment from the City and County of San Francisco.

Section 8: Miscellaneous

GFTA’s overarching rights, limitations, and procedural guidelines.

1.3 Confidentiality, Recusal, and Disclosure Overview

The City Administrator’s Office adopted the Confidentiality, Recusal and Disclosure (CRD) Policy for Grants and Contracts to prevent undue influence in grantmaking and contracting. Ethics and transparency are vital to the integrity of the City’s grantmaking and contracting processes. Exercising best judgement is critical for all City employees and officers who participate in these processes. To ensure fairness, transparency, and ethical behaviors in grantmaking and contracting processes, GFTA and any city employees involved with the development of this RFP or any parts of the application process including communications or evaluation comply with all parts of the CRD Policy.

Aligned with this policy, applicants must follow the communication, question guidelines, and clarification process described below. This ensures all applicants have equal access to information and answers to questions – and no applicant receives preferential treatment.

Limitation on Communications During Solicitation

From the date this RFP is issued until the date the competitive process of this RFP is completed (either by cancellation or final award), applicants and their subcontractors, vendors, representatives and/or other parties under applicant's control, shall communicate solely with the Grant Administrator whose name appears on the cover of this RFP. Any attempt to communicate with any party other than GFTA about this RFP – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the applicant or potential applicant from the competitive process. This protocol does not apply to communications with the City regarding business not related to this RFP.

1.4 Applicant Questions and Requests for Clarification

All questions about the RFP must be submitted through (1) The [GFTA 2026-2028 RFP Question Form](#) or (2) at the optional application workshops. Written questions will be accepted from May 15, 2026 to June 18, 2026, 5:00 pm. Weekly Q&A updates will be posted the following week, likely on Mondays, on the [GFTA RFP website](#). Please see the Weekly Q&A Posting Schedule below. Questions received after June 18 will not be answered. It is the responsibility of the applicant to check for question-and-answer postings, RFP addenda, and other updates.

Nontechnical assistance questions – those concerning RFP content or program requirements – will not be accepted after June 18, 2026, at 5:00 pm. Applicants who do not submit questions by this deadline waive all rights to protest the RFP's specifications or conditions.

Weekly Q&A Posting Schedule	
Question Submission Window	Q&A Updates Posted
May 15 – May 21, 5:00 pm	Week of May 25
May 22 – May 28, 5:00 pm	Week of June 1
May 29 – June 4, 5:00 pm	Week of June 8
June 5 – June 11, 5:00 pm	Week of June 15
June 12 – June 18, 5:00 pm	Week of June 22 (Final updates)

*The public question and answer schedule is subject to change.

Technical questions regarding how to complete or submit the online application will be answered until the submission deadline.

If the RFP is postponed or cancelled, the City accepts no fiscal responsibility for the impact this may have on interested applicants.

1.5 Applicant Support

GFTA is committed to supporting applicants throughout the RFP process and ensuring everyone has access to the same information. To help you navigate the application process and requirements, we offer a range of virtual workshops and small group sessions.

Virtual Application Workshops

General overview of the grant types, minimum qualifications, and evaluation criteria.

May 27 at 1pm – [Register Here](#)

June 17 at 1pm – [Register Here](#)*

*ASL Interpretation available

Virtual Technical Assistance Sessions

Receive technical assistance on online application system.

June 3 at 1pm – [Register Here](#)

June 18 at 1pm – [Register Here](#)

June 30 at 11 am – [Register Here](#)

1.6 RFP Schedule and Dates

Below is the anticipated timeline for the RFP process. Application for all grant opportunities is submitted through the online form.

Any updates will be posted as addenda on the [GFTA RFP website](#):

Grant Term:

General Operating Support:

Two-Year Grant Term for operations taking place during Fiscal Years 2027 & 2028

July 1, 2026 – June 30, 2028

Supplemental Grants:

One-Year Grant Term for operations taking place during Fiscal Year 2027

July 1, 2026 – June 30, 2027

**Application Release
& Applicant Question
Window Opens:**

Wednesday, May 13 at 5:00 PM PST

Link to [online application](#)

Link for current FY26 GFTA grantee partners: Submit your application through [your organization's unique link](#).

Submit questions via the [GFTA 2026-2028 RFP Question Form](#)

Questions will be published and addressed on the [GFTA RFP webpage](#).

**Application
Workshops and
Technical Assistance
Sessions:**

Application Workshops: Learn about grant types, how to apply, and more.

May 27 at 1pm – [Register Here](#)

June 17 at 1pm – [Register Here](#)*

*ASL Interpretation available

Technical Assistance Sessions: Get help with the online application or other technical questions or issues.

June 3 at 1pm – [Register Here](#)

June 18 at 1pm – [Register Here](#)

June 30 at 11am – [Register Here](#)

**Deadline to Submit
Written Questions:**

Friday, June 18, at 5:00 PM PST

Submissions accepted online only
[GFTA 2026-2028 RFP Question Form](#)

Application Deadline: Tuesday, June 30, 2026 at 2:00 PM PST.

Application Review:

July and August 2026

July 7 Phase 1 Screening Results Notification

July 7 - 10 Request for Revisions Window

July 13 Request for Revisions Results Notification

Anticipated Grantee Selection and Award Notification: September 2026

Protest Period Ends: 15 calendar days following Intent to Award or notice of non-selection.

Anticipated Contract Intake: Beginning mid-September 2026

1.7 Grant Opportunities

- **General Operating Support Grants**
Two-Year Grant Term. Open to San Francisco-based nonprofit organizations and fiscally sponsored projects. Areas for support include:
 - Inspire Visits and Advance Economic Impact
 - Enhance Our Cultural Identity
 - Invest in Our Arts Ecosystem
- **Supplemental Grants**
One-Year Grant Term. Only open to current FY26 grantee partners. Category types include:
 - Voluntary Arts Contribution Fund (VACF)
 - Arts Sector Response Grant



Section 2: 2026-2028 General Operating Support Grants



Photo by Sean Santos for Creativity Explored



Photo by Nix Guirre for Yerba Buena Gardens Festival

Section 2:

2026-2028

General Operating Support Grants

2.1 About GFTA's General Operating Support Grants

GFTA is committed to promoting San Francisco as a diverse cultural hub by supporting the arts through sustained general operating support.

General operating support (GOS) is a type of grant that provides funds to an organization to cover its overall mission and day-to-day operations, such as staff salaries, rent, utilities, and administrative costs, rather than being restricted to a specific project or program.

We aim to support organizations whose work uplifts the diverse cultural expressions of all San Franciscans that define the city – including but not limited to art that centers the experiences of people with disabilities, immigrants, Indigenous communities, and other underrepresented groups. Learn more about our commitment to San Francisco's arts and culture community in our [Strategic Framework](#).

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.

Learn more about minimum qualifications and eligibility requirements for all applicants and fiscal sponsors in **Section 3: Minimum Qualifications & Eligibility Requirements**

2.2 Grant Term

A grant funded pursuant to these guidelines will have a grant term of two years (24 months) for the period July 1, 2026 to June 30, 2028.

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.

2.3 Grant Amounts

Grant amounts range from \$10,000 to \$450,000 per fiscal year. Amounts are determined based on the organization's general operating budget, the application score, and GFTA's 2026–2028 Grant Cycle budget availability. While applicants typically must receive a minimum score of 75 points or more to be eligible for funding, the minimum score threshold may be adjusted each year depending on the number of applicants and available grant funds.

If GFTA's actual budget availability increases or decreases for FY27 or FY28, GFTA may, at its sole discretion, increase or decrease grant amounts in a manner consistent with the factors used to determine the initial funding amount. Grant amounts awarded in FY27 are not guaranteed for FY28.

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 cycle will not exceed \$10,000.

Available Funding

Any other City department may use the results of this solicitation to obtain some or all of the services to be provided by proposer under the same terms and conditions of any contract awarded pursuant to this solicitation.

2.4 Overview of GFTA’s 2026-2028 GOS Grant Types

NEW: Guided by City priorities and community needs, GFTA refined its funding priorities to better align with its commitment to sustaining San Francisco as a diverse cultural hub through ongoing general operating support. Read more about [GFTA’s Strategic Framework for Grantmaking](#).

The following three (3) grant types represent GFTA’s refreshed funding strategies and reaffirm our commitment to San Francisco.

To learn more about each grant type’s minimum qualifications and eligibility requirements, please visit [Section 3: Minimum Qualifications and Eligibility Requirements](#).

Inspire Visits and Advance Economic Impact Grant Type supports arts and culture nonprofit organizations in San Francisco that produce wide-reaching performances, parades, festivals, and activations helping to drive attendance, attract visitors, create jobs, and strengthen local businesses while keeping San Francisco’s spirit vibrant, diverse, and alive.

Applicants should reference the attendance thresholds for their budget classification (see table below) to gauge competitiveness. These suggested minimums are not required but indicate an organization’s ability to drive attendance and attract visitors to San Francisco. Applicants meeting or exceeding these levels may be more competitive.

Annual Operating Budget	San Francisco Annual Attendance Threshold
Mini (\$500k and below)	2,500
Small (\$500k-\$999k)	3,500
Mid (\$1m - \$4.9m)	10,000
Large (\$5m - \$15m)	20,000
Mega (\$15m+)	100,000



Enhance Our Cultural Identity Grant Type supports organizations that preserve, celebrate, and evolve the city’s diverse traditions, histories, and artistic expressions. Through performances, exhibitions, parades, festivals, neighborhood activations, and other public programs, these organizations foster a sense of belonging and cultivate connection and cultural pride. The grant type supports organizations that strengthen civic ties, amplify underrepresented voices, and spark cultural innovation - ensuring San Francisco remains vibrant, inclusive, and deeply rooted in its diverse cultural heritage.

Invest in Our Arts Ecosystem Grant Type supports organizations that strengthen and sustain San Francisco’s arts ecosystem by providing capacity-building support for other arts and culture organizations and artists. By supporting artist career longevity, cultivating emerging artists and leaders, strengthening operational stability, increasing arts access and visibility, or fostering innovation and collaboration within and beyond the sector, this work creates lasting impact and ensures the longevity and vitality of the city’s cultural community.

- **Examples of eligible activities include:**
 - **Arts Services:** Financial, business, administrative, archival, or facility development support
 - **Providing Fiscal Sponsorship:** Managing funds and compliance for emerging projects
 - **Leadership Development / Mentorship:** Building future arts leadership and organizational resilience
 - **Marketing & Promotion:** Increasing visibility and sustainability of San Francisco’s arts sector

NEW: Applicant organizations that administer small grants to San Francisco-based artists and/or nonprofit arts and culture organizations may be eligible; however, if awarded, applicant may **not** use City funds for direct regranteeing. Organizations that administer small grants, if awarded, may use funds for all eligible general operating expenses.

Choosing the Right Grant Type

Applicants may only apply to one Grant Type and are encouraged to select the Grant Type that best aligns with their mission, programs, and operations. Applicants may use GFTA's Grant Eligibility and Selection Tool in the [GFTA RFP website](#) to help determine eligibility and identify which of our three grant types is the best fit.

If primary programming takes place at San Francisco K-12 schools, you should not apply to this RFP. Instead, GFTA recommends seeking youth development funding through the [SF Department of Children, Youth and their Families](#) and/or Community Investments funding through the [San Francisco Arts Commission](#).

Photo courtesy of Catherine Wagner for 500 Capp Street Foundation





Section 3: Minimum Qualifications & Eligibility Requirements



Section 3:

Minimum Qualifications & Eligibility Requirements

All applicants - including those with a fiscal sponsor - must meet the minimum qualifications and eligibility requirements for organizations and fiscal sponsors at the time of application.

Minimum qualifications and eligibility requirements will be reviewed in Phase 1 of application evaluation, as described in **Section 5: Evaluation Overview**. Applicants must meet minimum qualifications and eligibility requirements to advance to Phase 2: GOS Application Review & Scoring. Applicants will be notified if their application has moved to Phase 2 or are deemed ineligible.

3.1 Minimum Qualifications for Organizations and Fiscal Sponsors

Minimum qualifications ensure that applicants and fiscal sponsors (if applicable) meet all State and Federal compliance requirements and are in good standing at the time of application.

All documentation demonstrating compliance with Minimum Qualifications will be submitted through the Minimum Qualifications section of the online application.

MQ	Minimum Qualification for Organizations and Fiscal Sponsors	Documentation
1	Applicants must be an operational 501(c)(3), 501(c)(4), or 501(c)(6) with an active EIN, or be fiscally sponsored by one.	IRS Determination Letter
2	Demonstrate a San Francisco corporate address	<ul style="list-style-type: none"> • Verifiable proof of a San Francisco corporate address such as signed lease agreement, mortgage statement, utilities bill, tax return; <u>and</u> • Document must be no more than three (3) months old; <u>and</u> • Document must include applicant organization’s name and address
3	Good standing with Internal Revenue Service (IRS)	<ul style="list-style-type: none"> • Screenshot of verifiable proof of active EIN and good standing with the IRS from this Pub 78 Database
4	Current with the State Attorney General’s Registry of Charities and Fundraisers	<ul style="list-style-type: none"> • Screenshot of verifiable proof of “Current” status from the State Attorney General’s registry search database.
5	Active with the Secretary of State	<ul style="list-style-type: none"> • Screenshot of verifiable proof of “Active” status from the Secretary of State’s business search database.
6	Exempt with the State Franchise Tax Board	<ul style="list-style-type: none"> • Verifiable proof of “Exempt” status from the Franchise Tax Board’s Entity Status Letter database.

NEW: If the applicant has an EIN issued by the IRS and is fiscally sponsored, both the fiscal sponsor AND fiscally sponsored project must meet all the Federal and State Level Compliance Requirements and be in good standing at the time of their application and the duration of the grant term (if funded).

- 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. The Fiscal Sponsor organization must be a nonprofit 501(c)(3), 501(c)(4), or 501(c)(6) organization, have an active EIN, and be in good standing with the IRS under Internal Revenue Code Section 501(c)(3) at the time of their application and the duration of the grant term (if funded).

To check or update your status visit: <https://apps.irs.gov/app/eos/>

3.2 Eligibility Requirements for Applicants, by Grant Type

The criteria below sets the baseline for eligibility and ensures alignment with GFTA’s commitment and the funding priorities of each grant type (see **Section 2: 2026-2028 General Operating Support Grants** for more information about each grant type). Each applicant must determine its own eligibility and demonstrate alignment through application responses. If the applicant is fiscally sponsored, the fiscally sponsored project must meet the eligibility requirements (not the Fiscal Sponsor).

ER	Inspire Visits and Advance Economic Impact	Demonstrated in Application Question:
1	<p>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.</p>	<p>Part 4 - Question 1A – Mission Alignment</p>
2	<p>Have presented public arts or cultural experiences in San Francisco for at least three (3) consecutive years at the time of application.</p> <p>These may include a season or series of public performances, presentations of artworks, or other arts activities - or, for parade and festival applicants, art and cultural experiences held in San Francisco public spaces that were free and open to the public.</p> <ul style="list-style-type: none"> Applicants who are not current FY26 grantee partners must provide a list of relevant programs from the last three (3) consecutive years. GFTA will verify the list to determine eligibility and alignment with the Grant Type they applied for. 	<p>Part 2, Question 2B – Recent Program History</p>

3	<p>Be prepared to present a season or series of public performances, presentations of artworks, or other arts activities in San Francisco between July 1, 2026 – June 30, 2028, as demonstrated in the application’s Grant Plan.</p>	<p>Part 4 - Question 1B – Grant Plan</p>
4	<p>Operating revenues and expenditures of at least \$20,000, not including in-kind support, in each of its three (3) most recently completed fiscal years and projected for its current fiscal year and the proposed grant period.</p>	<p>Part 2, Question 2D – What were your organization’s annual revenues and expenses</p>
6	<p>Must not be in default on grants or loans from GFTA, any City department, the NCG Arts Loan Fund, Community Vision, CAST, or the Center for Cultural Innovation.</p>	<p>Part 2, Question 2D – Is your organization in default on grants or loans</p>

ER	Enhance our Cultural Identity	Demonstrated in Application Question:
1	<p>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.</p>	<p>Part 4 - Question 1A – Mission Alignment</p>
2	<p>Have presented public arts or cultural experiences in San Francisco for at least three (3) consecutive years at the time of application.</p> <p>These may include a season or series of public performances, presentations of artworks, or other arts activities - or, for parade and festival applicants, art and cultural experiences held in San Francisco public spaces that were free and open to the public.</p> <ul style="list-style-type: none"> Applicants who are not current FY26 grantee partners must provide a list of relevant programs from the last three (3) consecutive years. GFTA will verify the list to determine eligibility and alignment with the Grant Type they applied for. 	<p>Part 2, Question 2B – Recent Program History</p>
3	<p><u>Be prepared to present a season or series of public performances, presentations of artworks,</u> or other arts activities in San Francisco between July 1, 2026 – June 30, 2028, as demonstrated in the application’s Grant Plan.</p>	<p>Part 4, Question 1B – Grant Plan</p>
4	<p><u>Operating revenues and expenditures of at least \$20,000,</u> not including in-kind support, in each of its three (3) most recently completed fiscal years and projected for its current fiscal year and the proposed grant period.</p>	<p>Part 2, Question 2D – What were your organization’s annual revenues and expenses</p>
5	<p>Must not be in default on grants or loans from GFTA, any City department, the NCG Arts Loan Fund, Community Vision, CAST, or the Center for Cultural Innovation</p>	<p>Part 2, Question 2D – Is your organization in default on grants or loans</p>

ER	Invest in our Arts Ecosystem	Demonstrated in Application Question:
1	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.	Part 4, Question 1 – Mission Statement
2	<p>Have provided capacity building support, such as arts services, fiscal sponsorship, leadership development/mentorship, or marketing/promotion for other San Francisco-based arts and culture organizations and/or artists for at least three (3) consecutive years at the time of application.</p> <ul style="list-style-type: none"> • Applicants who are not current FY26 grantee partners must provide a list of relevant programs from the last three (3) consecutive years. GFTA will verify the list to determine eligibility and alignment with the Grant Type they applied for. 	Part 2, Question 2B – Recent Program History
3	Be prepared to provide capacity building support for other San Francisco-based arts and culture organizations and/or artists between July 1, 2026 – June 30, 2028, as demonstrated in the application’s Grant Plan.	Part 4, Question 2A – Grant Plan
4	<u>Operating revenues and expenditures of at least \$150,000</u> , not including in-kind support, in each of its three (3) most recently completed fiscal years and projected for its current fiscal year and the proposed grant period.	Part 2, Question 2D – What were your organization’s annual revenues and expenses
5	Must not be in default on grants or loans from GFTA, any City department, the NCG Arts Loan Fund, Community Vision, CAST, or the Center for Cultural Innovation	Part 2, Question 2D – Is your organization in default on grants or loans



Photo by David Allen Studio for Golden Thread Productions

3.3 Applicant Restrictions

- Applicants may only submit **one** application for GFTA 2026–2028 funding and are encouraged to select the Grant Type that best aligns with their mission, programs, and operations.

Fiscal sponsors may submit multiple applications on behalf of multiple fiscally sponsored projects.

- [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.
- The applicant organization must not be a governmental entity.
- Organizations whose **primary programming** takes place within San Francisco K-12 public or private schools are not eligible to apply for this RFP. GFTA recommends seeking youth development funding through the [SF Department of Children, Youth and their Families](#) and/or Community Investments funding through the [San Francisco Arts Commission](#).



Section 4: Application Overview



Section 4:

Application Overview

4.1 How to Apply

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

LINK TO ONLINE APPLICATION:

<https://digital.forms.sf.gov/gfta-fy27-gos-application>

LINK FOR CURRENT FY26 GFTA GRANTEE PARTNERS: Current grantee partners must submit your application through **your organization's unique link**. Do not submit your application through the link above. Contact gfta-program@sfgov.org if you are unable to locate your link.

DEADLINE TO APPLY: Tuesday, June 30, 2026, at 2:00 PM PST.

How to Complete the Application

Step 1: Read this RFP in its entirety. Take breaks, as needed.

Step 2: Draft your answers outside of the portal in Word, Google Docs, or similar. (see **Section 4.4** for links to word versions of applications)

Step 3: Use the appropriate online application link.

Step 4: Copy and paste your responses and upload work samples and materials.

Step 5: Save your progress as you go (see info below).

Step 6: Review and submit your application (see info below).

Drafting Responses and Submitting Work Samples

Drafting Your Answers

- Use a word processing application to draft your answers
- Download and use the WORD Version provided in **Section 4.4**.
- Respect all character limits to ensure clarity and conciseness.
- Respond thoroughly to all questions and address scoring criteria outlined in **Section 4.3** for each grant type.
- When you are ready, copy and paste your completed answers into the online application.

Work Samples and Uploaded Material

- **Individual files must be below 20MB in size.**
- Accepted samples include links to video or audio, uploaded JPGs (images), or uploaded PDFs (documents).
- Please ensure links do not require passwords or login credentials.
- Support and testimonial letters should be no more than 1 page in length.

Additional Tips

- Use character count tools: [Show word count - Microsoft Support](#) or [Word counter](#)
- You may use text you have drafted or used for other purposes (e.g. your website, program notes, grant applications) as long as you directly answer the question.
- Your responses can be short.

How to Save your Progress on the Online Application

Our application platform, Zite, **automatically saves your progress** so that you can return to your application as needed.

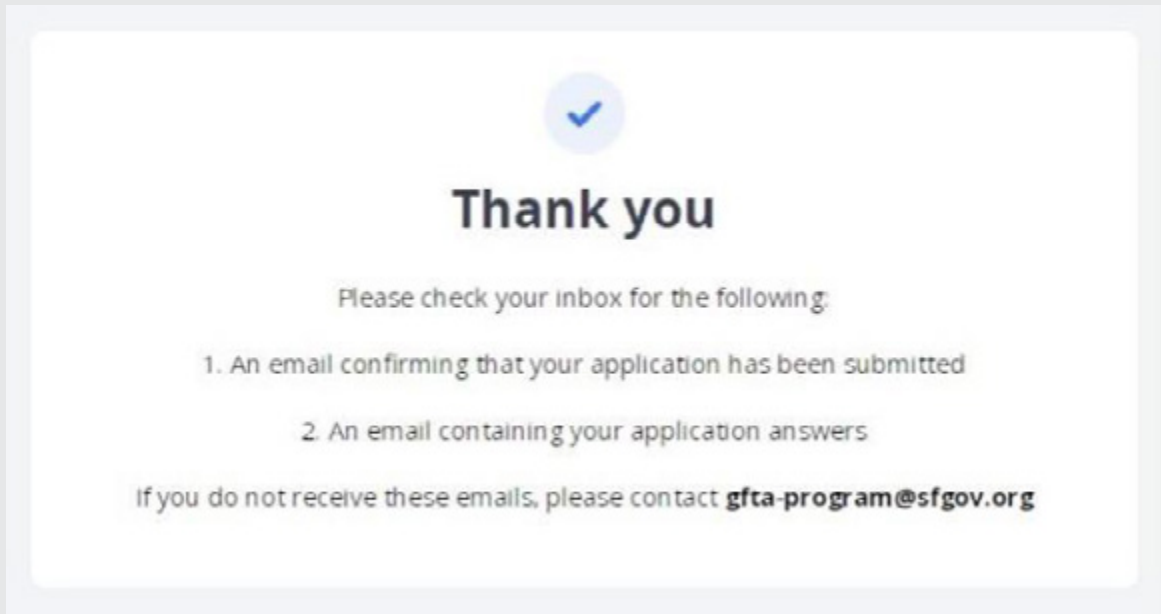
To begin or resume your application, follow these steps:

1. Navigate to the online application:
 - a. **Link to online application:**
<https://digital.forms.sf.gov/gfta-fy27-gos-application>
 - b. **Link for current FY26 GFTA grantee partners:** Please use your organization's unique application link, not the link above.
2. At the login page, enter your email and click "Verify email".
3. Check your email for a security code. Copy and paste it into the code field, then click "Continue". Check your spam/junk folder if you are unable to locate the code in your primary inbox.
4. You will have the option to continue a submission in progress or start again.
 - **IMPORTANT:** To resume your application, **you must use the same browser and device used previously**. Resuming applications is not available on private browser windows, like Incognito mode on Google Chrome.

How to Review and Submit your Completed Application

After you've completed the application, you will have an opportunity to review and edit your answers.

- Scroll through your answers and make final edits as needed.
- You will not be able to edit your application after submission.
- Click the Submit button.
- When the application has been submitted successfully, the following confirmation message will appear:



- Applicants' designated contact will receive a time-stamped confirmation email and a copy of your application answers.

4.2 Accessibility and Non-Discrimination

Accommodations and Access Requests

The City is committed to ensuring equitable access to this funding opportunity. Applicants who require accommodations or have specific access needs related to the application process may contact GFTA at gfta-program@sfgov.org **at least two (2) weeks prior to the application deadline** to allow sufficient time to coordinate appropriate support.

Applicants may also use the designated comment field within the application form to share any relevant access considerations they would like reviewers to be aware of when assessing their submission. This may include, but is not limited to, information about writing style, use of assistive technology (e.g., text-to-speech or speech-to-text tools), or other disability-related access considerations.

Providing such information is voluntary. Any access-related information shared will be used solely to support an equitable review process and will not negatively impact the evaluation of an application.

Demographic Information

The Review Committee is prohibited from considering the race, ethnicity, gender, sexual orientation, or national origin of an applicant's staff, leadership, or board of directors when making determinations about who gets selected for a grant or contract.

Accordingly, **applicants must not include demographic information about staff, leadership, or board members in application materials.** GFTA will redact or remove any such information prior to committee review to ensure compliance with this requirement.

4.3 Grant Application Questions and Scoring Criteria

NEW: Current FY26 grantee partners: Some data in the application will be pulled from your last application and final report. Please review and edit as necessary.

Part 1: Minimum Qualifications for Organizations and Fiscal Sponsors (Unscored, All Grant Types)

All applicants must provide documentation demonstrating compliance with this RFP's minimum qualifications.

Question 1A: Applicant Structure

Select the option that best describes your organization:

- Operational 501(c)(3), 501(c)(4), or 501(c)(6) organization with an active EIN and does not have a fiscal sponsor
- Fiscally sponsored by a 501(c)(3), 501(c)(4), or 501(c)(6) organization and fiscally sponsored project does **not** have its own EIN.

If you select this option, please provide documentation for your fiscal sponsor in the next section.

- Fiscally sponsored by a 501(c)(3), 501(c)(4), or 501(c)(6) organization and fiscally sponsored project also has its own EIN.

If you select this option, please provide documentation for both the applicant and the fiscal sponsor in the next section.

Question 1B: Required Documentation

- **Federal Tax Status**

Are you an operational 501(c)(3), 501(c)(4), or 501(c)(6) organization with an active EIN?

Required upload: IRS Determination Letter

- **San Francisco Corporate Address**

Can you demonstrate that your organization has a corporate address in San Francisco?

Required upload: Verifiable proof of a San Francisco corporate address (e.g., signed lease agreement, mortgage statement, utility bill, or tax return). The document must be dated within the last three (3) months and include your organization's name and address.

- **IRS Good Standing**

Is your organization in good standing with the Internal Revenue Service (IRS)?

Required upload: Screenshot showing your active EIN and good standing from the IRS [Pub 78 Database](#).

- **California Attorney General Registry Status**

Is your organization current with the California Attorney General's Registry of Charities and Fundraisers?

Required upload: Screenshot showing "Current" status from the [Registry Search Database](#).

- **California Secretary of State Status**

Is your organization active with the California Secretary of State?

Required upload: Screenshot showing "Active" status from the Secretary of State's [Business Search Database](#).

- **California Franchise Tax Board Status** Is your organization recognized as tax-exempt by the California Franchise Tax Board?

Required upload: Verifiable proof showing "Exempt" status from the Franchise Tax Board's [Entity Status Letter database](#).

Part 2: General Information (Unscored, All Grant Types)

Question 2A. Access Considerations (Optional)

Applicants may use this optional field to share access considerations specific to the individual preparing this application (such as writing style, use of assistive technology, or other disability-related context). Please do not include general information about your organization's accessibility practices. Any information provided is voluntary and will be used solely to support an equitable review process (800-character limit).

Question 2B. About Your Organization

This section is for your organization's information, not a Fiscal Sponsor's information. If you are using a Fiscal Sponsor, their information will go into section 2C.

- **Name of Applicant Organization (as shown on your Form W-9)**
- **City of San Francisco Supplier ID Number:** If your organization has previously received grants from the City, please include this information; if your organization has not, leave blank. If you are fiscally sponsored, provide your fiscal sponsor's supplier ID number. The supplier ID Number is a ten-digit number beginning with "00000".
- **Website**

- **Contact Name for this Application**
- **Contact Phone Number**
- **Contact Email** (*Grant notifications will be sent to this email address*)
- **Executive Director's Name**
- **Executive Director's Email**
- **Primary discipline or type of programming:**
 - ◆ Capacity Building Support
 - ◆ Dance
 - ◆ Festival
 - ◆ Literary Arts
 - ◆ Media Arts
 - ◆ Multidisciplinary
 - ◆ Music
 - ◆ Parade
 - ◆ Theater
 - ◆ Visual Arts
 - ◆ Other
- **Secondary discipline or type of programming (if applicable):**
 - ◆ See list above
- **Recent Program History**
 - ◆ For the past three (3) consecutive years, has your organization produced programming? If yes, please select the option that best describes your work:
 - Yes – Presented public arts or cultural experiences in San Francisco
 - Yes – Provided capacity-building support for San Francisco-based arts and culture organizations and/or artists
 - No
 - ◆ For applicants who are not current FY26 grantee partners: Please upload a list of relevant programs from the last three (3) consecutive years.

- **Space Occupancy**

- Tell us about the primary space where your organization is based and conducts its administrative and operational work. This is typically the same as your mailing address.
 - ◆ Co-Op/Collective
 - ◆ Ownership
 - ◆ Rent/Lease
 - ◆ Rent on an as-needed basis (example: short-term office use)
 - ◆ Virtual / No Physical Space
- If you own or lease your own space/venue in San Francisco, do you offer rental space or sub-leases to other San Francisco-based arts orgs?
 - ◆ No
 - ◆ Yes – At market rate
 - ◆ Yes – At a discounted rate
 - ◆ Yes – At both market and discounted rates
- Please list the organizations that you offered rental space or sub-leases to between **July 1, 2025 and June 30, 2026.**

- **Program Pricing**

- How are your programs priced? (select all that apply)
 - ◆ Free
 - ◆ Sliding (e.g., “pay-what-you-can” model, discounts for EBT/WIC cardholders)
 - ◆ Fixed

- **Language Services**

In which languages—other than English—is your programming regularly delivered or marketed? (Check all that apply)

- ◆ Spanish
- ◆ Cantonese/Mandarin
- ◆ Tagalog
- ◆ Vietnamese
- ◆ Other: _____

- **Neighborhood Leadership**

What percentage of your current Board and Staff leadership resides in the neighborhoods you primarily serve?

- ◆ Under 25%
- ◆ 25-50%
- ◆ 51-75%
- ◆ Over 75%

- **Community Partnerships**
 - Does your organization have formal partnerships—characterized by a written agreement (MOU), recurring programming, or shared resources—with any of the following? (Check all that apply)
 - ◆ Title I Schools (Elementary or secondary)
 - ◆ Public Housing Authorities
 - ◆ Senior Centers or Assisted Living Facilities
 - ◆ Refugee or Immigrant Service Organizations
 - ◆ Healthcare Clinics or Mental Health Providers
 - ◆ Other Community-Based Organizations
 - ◆ None of the above
- **Intended Communities/Audience** (1000-character limit): Please describe your intended communities/audience and how your programs/services are accessible to historically underserved communities, including people with disabilities.

SCORING CRITERIA: Question 2B About Your Organization

None - UNSCORED

Question 2C: Fiscal Sponsor

(conditional section—only appears if applicant indicated that they have a fiscal sponsor in Question 1A: Applicant Structure)

- **Fiscal Sponsor Information**
 - ◆ **Fiscal Sponsor Organization Name**
 - ◆ **Fiscal Sponsor Contact Person’s Name for this Application**
(Who can GFTA contact with questions?)
 - ◆ **Fiscal Sponsor Contact Phone Number**
 - ◆ **Fiscal Sponsor Contact Email**
 - ◆ **Fiscal Sponsor Executive Director’s Name**
 - ◆ **Fiscal Sponsor Executive Director’s Email**

SCORING CRITERIA: Question 2C Fiscal Sponsor

None - UNSCORED

Question 2D: Fiscal Information

- Your Organization's Current Fiscal Year Begin Date
- Your Organization's Current Fiscal Year End Date
- What were your organization's annual revenues and expenses for its last three fiscal years and projected for FY26?

Fiscal Year	Annual Revenue	Annual Expenses
FY23		
FY24		
FY25		
Three Year Average:	<i>Auto calculated</i>	<i>Auto calculated</i>
FY26 (projected)		

- **Approximate grant amount per year, if awarded** (*auto calculated based on previous year's award amount. Applicants that did not receive a GFTA award in FY25 or whose grant agreement was canceled or terminated in FY25 or FY26 are eligible to receive up to \$10,000 per year.*) _____
- **Is your organization in default on grants or loans** from any City department, the NCG Arts Loan Fund, Community Vision, CAST, or the Center for Cultural Innovation?
 - ◆ Yes
 - ◆ No

SCORING CRITERIA: Question 2D Fiscal Information

None - UNSCORED

Part 3: Demographic Survey (Unscored, All Grant Types)

Grants for the Arts collects demographic data about our grant applicants to better serve our communities. **Application reviewers do not see this information and it does not impact your application score.**

This section includes questions that allow you to select more than one answer.

Question 3A: Demographic Survey Questions

- **Intended Ethnicity/Ethnicities Served** (If your intended ethnicity served is a general audience, please only select “General – No Specific Ethnicity.”)
 - General – No Specific Ethnicity
 - ◆ American Indian or Alaska Native
 - ◆ Asian or Asian American
 - ◆ Black or African American
 - ◆ Hispanic or Latinx
 - ◆ Middle Eastern or Northern African
 - ◆ Native Hawaiian or Pacific Islander
 - ◆ White

Intended Economic Status Served

- General – No Specific Income
 - ◆ Low Income
- **Intended Population Served** (If your intended population served is the general population, please only select “General – No Specific Population.”)
 - General – No Specific Population
 - ◆ Disabled
 - ◆ LGBTQIA2+
 - ◆ Refugees/Immigrants
 - ◆ Seniors
 - ◆ Veterans
 - ◆ Youth (ages 0-18)
- **Intended Neighborhood(s) Served** (If you do not serve a specific neighborhood, please only select “General – All Neighborhoods.”)
 - General – All Neighborhoods
 - ◆ Alamo Square
 - ◆ Anza Vista
 - ◆ Apparel City
 - ◆ Aquatic Park / Ft. Mason
 - ◆ Ashbury Heights
 - ◆ Balboa Terrace
 - ◆ Bayview
 - ◆ Bernal Heights
 - ◆ Bret Harte
 - ◆ Buena Vista
 - ◆ Candlestick Point SRA
 - ◆ Castro
 - ◆ Cathedral Hill
 - ◆ Cayuga
 - ◆ Central Waterfront
 - ◆ Chinatown
 - ◆ Civic Center
 - ◆ Clarendon Heights
 - ◆ Cole Valley

- ◆ Corona Heights
- ◆ Cow Hollow
- ◆ Crocker Amazon
- ◆ Diamond Heights
- ◆ Dogpatch
- ◆ Dolores Heights
- ◆ Downtown / Union Square
- ◆ Duboce Triangle
- ◆ Eureka Valley
- ◆ Excelsior
- ◆ Fairmount
- ◆ Fillmore
- ◆ Financial District
- ◆ Fishermans Wharf
- ◆ Forest Hill
- ◆ Forest Knolls
- ◆ Glen Park
- ◆ Golden Gate Heights
- ◆ Golden Gate Park
- ◆ Haight Ashbury
- ◆ Hayes Valley
- ◆ Holly Park
- ◆ Hunters Point
- ◆ India Basin
- ◆ Ingleside
- ◆ Ingleside Terraces
- ◆ Inner Richmond
- ◆ Inner Sunset
- ◆ Japantown
- ◆ Laguna Honda
- ◆ Lake Street
- ◆ Lakeshore
- ◆ Laurel Heights / Jordan Park
- ◆ Lincoln Park / Ft. Miley
- ◆ Little Hollywood
- ◆ Lone Mountain
- ◆ Lower Haight
- ◆ Lower Nob Hill
- ◆ Lower Pacific Heights
- ◆ Marina
- ◆ McLaren Park
- ◆ Merced Heights
- ◆ Merced Manor
- ◆ Midtown Terrace
- ◆ Mint Hill
- ◆ Miraloma Park
- ◆ Mission

- ◆ Mission Bay
- ◆ Mission Dolores
- ◆ Mission Terrace
- ◆ Monterey Heights
- ◆ Mt. Davidson Manor
- ◆ Nob Hill
- ◆ Noe Valley
- ◆ North Beach
- ◆ Northern Waterfront
- ◆ Oceanview
- ◆ Outer Mission
- ◆ Outer Richmond
- ◆ Outer Sunset
- ◆ Pacific Heights
- ◆ Panhandle
- ◆ Parkmerced
- ◆ Parkside
- ◆ Parnassus Heights
- ◆ Peralta Heights
- ◆ Polk Gulch
- ◆ Portola
- ◆ Potrero Hill
- ◆ Presidio Heights
- ◆ Presidio National Park
- ◆ Presidio Terrace
- ◆ Produce Market
- ◆ Rincon Hill
- ◆ Russian Hill
- ◆ Seacliff
- ◆ Sherwood Forest
- ◆ Showplace Square
- ◆ Silver Terrace
- ◆ South Beach
- ◆ South of Market
- ◆ St. Francis Wood
- ◆ St. Marys Park
- ◆ Stonestown
- ◆ Sunnydale
- ◆ Sunnyside
- ◆ Sutro Heights
- ◆ Telegraph Hill
- ◆ Tenderloin
- ◆ Treasure Island
- ◆ Union Street
- ◆ University Mound
- ◆ Upper Market
- ◆ Visitacion Valley

- ◆ West Portal
 - ◆ Western Addition
 - ◆ Westwood Highlands
 - ◆ Westwood Park
 - ◆ Yerba Buena Island
- **Intended Zip Code(s) Served** *(If you do not serve a specific zip code, please only select "General - All Zip Codes.")*
 - General - All Zip Codes
 - ◆ 94102
 - ◆ 94103
 - ◆ 94104
 - ◆ 94105
 - ◆ 94107
 - ◆ 94108
 - ◆ 94109
 - ◆ 94110
 - ◆ 94111
 - ◆ 94112
 - ◆ 94114
 - ◆ 94115
 - ◆ 94116
 - ◆ 94117
 - ◆ 94118
 - ◆ 94121
 - ◆ 94122
 - ◆ 94123
 - ◆ 94124
 - ◆ 94127
 - ◆ 94129
 - ◆ 94130
 - ◆ 94131
 - ◆ 94132
 - ◆ 94133
 - ◆ 94134
 - ◆ 94158

SCORING CRITERIA: Question 3A Demographic Survey

None - UNSCORED

Question 3B: Supervisorial and Cultural Districts Survey Questions

- **Intended Supervisorial District(s) Served** (If you do not serve a specific supervisorial district, please only select "General - No Specific Supervisorial District"). Please use this Supervisorial District Map for reference: <https://sfgov.maps.arcgis.com/apps/webappviewer/index.html?id=57159538a9a3422a9d22ef75d66565b6>

- General - No specific supervisorial district served
- ◆ 1-11...

Intended Cultural District(s) Served (If you do not serve a specific cultural district, please only select "General - No Specific Cultural District")

- General - No Specific Cultural District Served
- ◆ African American Arts & Cultural District (Bayview Hunters Point)
- ◆ American Indian (Mission District)
- ◆ Calle 24 Latino (Mission District)
- ◆ Castro LGBTQ (Castro)
- ◆ Transgender (Tenderloin)
- ◆ Japantown (Western Addition)
- ◆ Leather & LGBTQ (South of Market)
- ◆ Pacific Islander (Visitacion Valley and Sunnydale)
- ◆ SOMA Pilipinas (South of Market)
- ◆ Sunset Chinese (Sunset)

SCORING CRITERIA: Question 3B Supervisorial and Cultural Districts Survey

None - UNSCORED

Part 4: Grant Type Questions & Scoring Criteria





Grant Type: Inspire Visits and Advance Economic Impact

This grant type supports arts and culture nonprofit organizations in San Francisco that produce wide-reaching performances, parades, festivals, and activations helping to drive attendance, attract visitors, create jobs, and strengthen local businesses while keeping San Francisco's spirit vibrant, diverse, and alive.

Section 1: Public Benefit (30 Points)

Question 1A. Mission Alignment

- **Mission Statement** (1000-character limit)
- **Core Programs & Services** (1500-character limit)

Please provide information for up to 5 in-person, San Francisco-based programs or services from the past two years that best exemplify your mission.

Program/Service Name	Duration	Venue Name / Location	Number of Attendees	1-2 Sentence Description (500-character limit)	Describe the impact and value of this program/service on San Francisco (2-3 bullets / 500-character limit)
1					
2					
3					
4					
5					
<i>Ex: An individual activity or a series of activities</i>	Please provide exact dates. <i>Ex: July 2, 2025- February 3, 2026</i>				

Question 1B. Grant Plan

Please provide a clear and concise plan outlining how grant funds will be used during Fiscal Year 2026-2027 (July 1, 2026- June 30, 2027). Your planned activities must align with the parameters of the **Inspire Visits and Advance Economic Impact** Grant Type.

Your response should be limited to 2-3 short paragraphs (maximum 1,500 characters) and must address the following:

- **Use of funds:** Describe the organizational operations and activities that will be supported by grant funds to drive attendance, attract visitors, create jobs, and strengthen local businesses while contributing to San Francisco’s cultural vitality.
- **Anticipated Programs:** Outline any new or continuing programs.
- **Community Benefits:** Explain how these activities will benefit San Franciscans who have historically had limited access to cultural and artistic opportunities.
- **Accessibility:** Describe how your organization will ensure its programs and/or activities are accessible to intended audiences/participants, including outreach strategies and/or any accommodations provided.
- **Timeline:** Indicate the expected calendar or cadence of program delivery during year 1 of the grant term.

Question 1C. Performance Measures (Unscored)

Performance measures help GFTA assess the impact of funded initiatives, ensuring accountability for delivering measurable outcomes that improve the lives of San Francisco residents.

Applicants must select **one** service output and **one coinciding** outcome measure and provide targets. If awarded, performance measure targets will be finalized during contract negotiations for activities in Year 1, July 1, 2026-June 30, 2027.

Option (Choose one)	Service Output	Outcome Measure
Option 1:	Produce ___# public performances, parades, festivals, or cultural activations in San Francisco neighborhoods between July 1, 2026- June 30, 2027.	At least ___% of surveyed attendees report that the event inspired them to visit or spend additional time in San Francisco neighborhoods.
Option 2:	Reach ___# of attendees between July 1, 2026- June 30, 2027.	At least ___% of attendees who report their primary reason for visiting San Francisco neighborhoods was the funded event.

Option 3:	Provide ___# paid opportunities for artists, performers, technicians, and cultural workers, with compensation aligned with the organization’s scale and budget between July 1, 2026–June 30, 2027.	___% paid workers report that participation in the project provided meaningful income and supported their ability to continue working in San Francisco.
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Performance measure targets will be revisited and finalized in connection with a potential Year 2 renewal and related contract amendment for activities occurring between July 1, 2027, and June 30, 2028.

SCORING CRITERIA:

Mission Alignment: The applicant organization’s programs/services demonstrate:

1. alignment with their mission;
2. impact and value to San Francisco.

Grant Plan: The applicant organization’s grant plan:

1. clearly and effectively describes how the grant funds will be used to drive attendance, attract visitors, create jobs, and strengthen local businesses while contributing to San Francisco’s cultural vitality;
2. outlines activities that are feasible within the first year of the grant term;
3. describes outreach and engagement strategies that are culturally relevant and accessible.
4. demonstrates a significant effort to serve San Franciscans who have historically had limited access to cultural and artistic opportunities.

3 = Weak	6 = Fair	9 = Adequate	12 = Strong	15 = Exemplary
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Question 2A. Creative Partnerships

Please submit **one** option:

- Option 1: Organizational Partnership List
- OR**
- Option 2: Organizational Letters of Support

Both options are assessed equally based on the same criteria and scoring weight.

Option 1: Organizational Partnership List

Please provide **3 examples** of creative partnerships that demonstrate meaningful collaboration in support of inspiring visits and advancing economic impact in San Francisco while keeping the city’s spirit vibrant, diverse, and alive. For each partnership include the following:

Name of partner organization	Duration of partnership (Ex: month 2020 – month 2026)	Nature of partnership (1-2 sentences)	How has this partnership helped your organization inspire visits and advance economic impact in San Francisco while keeping the city’s spirit vibrant, diverse, and alive? (1-2 sentences)	Partner’s contact info (Name, title, email, and/or phone number)
1				
2				
3				

Option 2: Organizational Letters of Support

Submit **3** letters of support from strategic partners. Each letter must:

- Be no more than one page in length
- Be written on the partner organization’s official letterhead
- Be signed and dated within the past 12 months (though letters written for other grants or programs are acceptable)
- Clearly describe the nature and history of the partnership
- Explain how the partner has collaborated with the applicant to inspire visits and advance economic impact in San Francisco while keeping San Francisco’s spirit vibrant, diverse, and alive.

Letters should only be one (1) page in length. Reviewers will only review first page of each support letter.

Question 2B. Work Samples

Please submit up to 3 work samples that demonstrate programming and practices that attract visitors, energize neighborhoods, and drive attendance while keeping San Francisco’s spirit vibrant, diverse, and alive.

Eligible samples may include:

- Press materials
- Flyers, brochures, or program guides
- Newsletters or marketing materials
- Audio or Video clips (No longer than 3 minutes)

All samples must be from the past 2 years and clearly relevant to this grant type. Samples can be provided by using online links (video or audio), or by uploading JPGs (images), or PDFs (documents). Please ensure links do not require passwords or login credentials. **Individual files must be below 20MB in size.**

SCORING CRITERIA:

Creative Partnerships: The applicant organization demonstrates the strength, diversity, and strategic value of its creative partnerships in San Francisco through:

1. the depth and duration of these partnerships;
2. clearly sharing how these collaborations inspire visits (locally and from outside the region) and advance economic impact while keeping San Francisco’s spirit vibrant, diverse, and alive.
3. evidence of partnerships with a range of entities—such as cultural institutions, community organizations, businesses, neighborhood or merchant associations, or SFUSD schools.

Partnership Lists and Letters of Support are assessed equally based on these criteria.

Work Samples: The applicant organization’s provided work sample materials demonstrate programs, performances, parades, festivals, and/or activations that:

1. attract visitors, energize neighborhoods, and drive attendance
2. demonstrate activity within the last 2 years
3. demonstrate a depth of artistic and/or cultural practice, centering artists and/or culture bearers

3 = Weak	6 = Fair	9 = Adequate	12 = Strong	15 = Exemplary
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Section 2: Economic Impact (50 Points)

Question 3A. Advancing Economic Impact – San Francisco Attendance

Please provide the following information about your in-person public programs/services. Any programming that occurs in K-12 schools must be omitted from your responses.

Applicants should count programs/services based on distinct artistic content or curriculum, not on the number of dates offered. See the definition of “Programs/ Services” in **Section 1.1 Glossary of Terms** for more information.

	FY26 Programs & Attendance (July 1, 2025 – June 30, 2026)	FY27 Anticipated Programs & Attendance (July 1, 2026 – June 30, 2027)
Total In-person programs/ services:		
Total in-person programs/ services in SF:		
Total attendance for your in-person programs/ services in SF:		
% of discounted/free tickets:		

Question 3B. Advancing Economic Impact – Methods for Counting Attendance (Unscored)

What method(s) do you use to count attendance? (select all that apply):

- Ticket Sales or RSVPs
- Online Registration Forms
- Counters or Tally Marks
- Sign In Sheets
- Barcode Scanning
- RFID (badges or wristbands) Readers
- Mobile App Check-In
- Other

SCORING CRITERIA:

The applicant organization demonstrates economic investment in San Francisco through robust, well-attended programming.

Evidence of advancing economic impact will be assessed based on the organization’s San Francisco attendance data and operating budget size, analyzed in relation to the median within the same operating budget classification. Parades and festivals will be evaluated as their own discipline group to account for differences in operational and staffing models.

This question will be auto-scored.

5 = SF attendance is significantly below median	10 = SF attendance is somewhat below median	15 = SF attendance is near median	20 = SF attendance is somewhat above median	25 = SF attendance is significantly above median
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Question 4A. Creative Workforce – Annual Workforce Capacity

Please share your organization’s annual workforce capacity for the City’s 2026 fiscal year (July 1, 2025 – June 30, 2026)

- **Employee FTE (W-2)**
 - ♦ **Definition:** Employee FTE represents the total paid hours for W-2 employees converted to full-time equivalents.
 - ♦ **Calculation:** Employee FTE = Total paid employee hours during the fiscal year ÷ 2,080 (2,080 hours = 40 hours/week × 52 weeks)
 - ♦ Include full-time, part-time, temporary, and seasonal employees. Include paid leave if paid through payroll.
 - ♦ **Enter Employee FTE:** _____ FTE

- **Contractors (1099)**
 - ♦ Enter the total estimated hours paid to contractors (including consultants and artists) during the fiscal year.
 - ♦ **Enter Total Estimated Contractor Hours:** _____ Hours
 - ♦ **Contractor FTE** (Auto-Calculated: Total Contractor Hours ÷ 2,080): _____ FTE

- **Total FTE** (Auto-Calculated: Employee FTE + Contractor FTE): _____ FTE

Question 4B. Creative Workforce – Compensated Artists (Unscored)

- Total number of compensated artists featured in your programming: _____
- Total number of compensated artists featured in your programming who are San Francisco residents: _____

SCORING CRITERIA:

The applicant organization demonstrates economic investment in San Francisco through ongoing efforts to create and sustain employment opportunities within the local creative workforce.

Applicants are evaluated based on their total full-time equivalent (Total FTE) data in relation to the median total FTE figures among organizations of similar operating budget classification. Parades and festivals will be evaluated as their own discipline group to account for differences in operational and staffing models.

This question will be auto-scored.

5 = Total FTE is significantly below median	10 = Total FTE is somewhat below median	15 = Total FTE is near median	20 = Total FTE is somewhat above median	25 = Total FTE is significantly above median
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Section 3: Operational & Fiscal Accountability (20 Points)

Question 5. Financial Management & Oversight

Please answer the following questions about your organization's financial management and oversight practices. Questions are tailored to your organization's operating budget size.

For fiscally sponsored applicants: Respond based on your own annual operating budget, not the total budget of your fiscal sponsor. If applicable, you may describe your fiscal sponsor's fiscal management and oversight role in the narrative section below.

Under \$250,000:

- Does your organization have at least a volunteer, contracted, or part-time bookkeeper? Yes/No
- If yes, please list their name and contact information.
- Does your board treasurer review finances with Executive Director? Yes/No
- If so, how often? Select one: Monthly/Bimonthly/Quarterly/Semi-Annually/Annually

\$250,000-\$1,000,000:

- Does your organization have paid staff managing bookkeeping? Yes/No
- If yes, please list their name and contact information.
- Does your organization have a board finance committee? Yes/No

\$1,000,000-\$5,000,000:

- Does your organization have a finance manager or director? Yes/No
- If yes, please list their name and contact information.
- Does your organization have CPA-reviewed or audited statements? Yes/No
- Does your organization have a board finance committee? Yes/No

>\$5,000,000

- Does your organization have a CFO or finance team? Yes/No
- If yes, please list their name and contact information.
- Is there an annual external audit performed by external financial professionals? Yes/No
- Does your organization have a board audit committee? Yes/No

Optional Narrative

If your organization's practices were not fully reflected above, briefly describe your fiscal oversight structure and process (500-character limit).

SCORING CRITERIA:

The applicant organization demonstrates effective fiduciary oversight and organizational stability through appropriate staffing, board engagement, and, where applicable, use of external financial professionals, ensuring fiscal accountability and long-term sustainability relative to the organization's budget size.

1 = Weak**2 = Fair****3 = Adequate****4 = Strong****5 = Exemplary****Question 6A. Fiscal Summary & Narrative - Fiscal Year Actuals**

Please enter your organization's actual revenue and expenses from your most recently completed fiscal year. *(Note for current FY26 grantee partners: This data will be auto-populated from your FY26 Final Report. It is your responsibility to update it as needed.)*

Note for fiscally sponsored applicants: Actuals must come from the fiscally sponsored project, not the fiscal sponsor.

	Actuals (from your most recently completed fiscal year)
REVENUE:	
Contributed: (<i>Board Contributions, Individual Contributions, Foundation Grants, Government Grants</i>)	
Earned: (<i>Ticket Sales, Touring Fees, Merch Sales, Membership Dues, Workshop Fees, Special Events, Rental Income</i>)	
In-kind	
Miscellaneous	
Total Revenue:	(auto-calculated)
EXPENSES:	
Personnel: (<i>Salaries, Benefits/Taxes/Fees, Professional Development, Workers Comp</i>)	
Programming (<i>Production & Events</i>): (<i>Artists and Performers – Non-Salaried, Event Venue Rental, Event Travel-Related Expenses, Program-Related Materials, Supplies, and Equipment</i>)	
Operating: (<i>Accounting, Bookkeeping & Auditing, Bank Fees, Insurance, Legal Services, Marketing & Advertising, Payroll, Rent & Facilities, and Utilities</i>)	
Miscellaneous	
Total Expenses:	(auto-calculated)
Net Income/Deficit:	(auto-calculated)

Question 6B. Fiscal Summary & Narrative - Financial Changes

Did your organization experience any financial changes compared to the previous year (for example, a major new grant, loss of funding, or increase in expenses)?

- Yes
- No

If yes, please describe what changed, why it happened, and if applicable, how the change(s) connect to your programs or mission. (1500 character-limit)

Question 6C. Fiscal Summary & Narrative - Deficit Explanation (if applicable)

If your organization's actuals show a deficit, please explain what caused it and what strategies you are implementing to address or reduce it. (1500 character-limit)

Question 6D. Fiscal Summary & Narrative – Financial Documents

Please upload the following financial statements from your organization’s most recently completed fiscal year:

- Profit and Loss (Statement of Activities)
- Balance Sheet (Statement of Financial Position)

If your annual operating budget **exceeds \$1 million**, audited financial statements are required. If the audit for the most recently completed fiscal year is not yet finalized, please submit the most recent completed audit and indicate the anticipated completion date of the current audit.

If you are not a current GFTA grantee partner, please also include these financial statements from the last three fiscal years.

Note for fiscally-sponsored applicants: Financial statements must come from the fiscally-sponsored project, not the fiscal sponsor.

SCORING CRITERIA:

The applicant organization’s financial information reflects a strong commitment to steady, clear or mission-driven financial adjustments/changes, a reasonable, balanced budget, and thoughtful and clear strategies to address any deficits.

3 = Weak

6 = Fair

9 = Adequate

12 = Strong

15 = Exemplary





Grant Type: Enhance Our Cultural Identity

This grant type supports organizations that preserve, celebrate, and evolve the city's diverse traditions, histories, and artistic expressions. Through performances, exhibitions, parades, festivals, neighborhood activations, and other public programs, these organizations foster a sense of belonging and cultivate connection and cultural pride. The grant type supports organizations that strengthen civic ties, amplify underrepresented voices, and spark cultural innovation - ensuring San Francisco remains vibrant, inclusive, and deeply rooted in its diverse cultural heritage.

Section 1. Public Benefit (40 Points)

Question 1A. Mission Alignment

- **Mission Statement** (1000-character limit)
- **Core Programs & Services** (1500-character limit)

Please provide information for up to 5 in-person, San Francisco-based programs or services from the past two years that best exemplify your mission.

Program/Service Name	Duration	Venue Name / Location	Number of Attendees	1-2 Sentence Description (500-character limit)	Describe the impact and value of this program/service on San Francisco (2-3 bullets / 500-character limit)
1					
2					
3					
4					
5					
<i>Ex: An individual activity or a series of activities</i>	Please provide exact dates. <i>Ex: July 2, 2025- February 3, 2026</i>				

Question 1B. Grant Plan

Please provide a clear and concise plan outlining how grant funds will be used during Fiscal Year 2026-2027 (July 1, 2026- June 30, 2027). Your planned activities must align with the parameters of the **Enhance Our Cultural Identity Grant Type**.

Your response should be limited to 2-3 short paragraphs (maximum 1,500 characters) and must address the following:

- **Use of funds:** Describe the organizational operations and activities that will be supported by grant funds to preserve, celebrate, and evolve the city's diverse traditions, histories, and artistic expressions; fostering a sense of belonging and cultivating connection and cultural pride.
- **Anticipated Programs:** Outline any new or continuing programs
- **Community Benefits:** Explain how these activities will benefit San Franciscans who have historically had limited access to cultural and artistic opportunities.
- **Accessibility:** Describe how your organization will ensure its programs and/or activities are accessible to intended audiences/participants, including outreach strategies and/or any accommodations provided.
- **Timeline:** Indicate the expected calendar or cadence of program delivery during year 1 of the grant term.

Question 1C. Performance Measures (Unscored)

Performance measures help GFTA assess the impact of funded initiatives, ensuring accountability for delivering measurable outcomes that improve the lives of San Francisco residents.

Applicants must select **one** service output and **one coinciding** outcome measure and provide targets. If awarded, performance measure targets will be finalized during contract negotiations for activity in Year 1, July 1, 2026-June 30, 2027.

Option (Choose one)	Service Output	Outcome Measure
Option 1:	Produce ___# public programs (e.g., performances, exhibitions, parades, festivals, neighborhood activations) in San Francisco between July 1, 2026–June 30, 2027 that reflect specific cultural traditions, histories, or artistic expressions.	At least ___% of surveyed participants report increased understanding or appreciation of the culture or artistic tradition featured.
Option 2:	Collaborate with ___# creative partners (e.g., arts/cultural institutions, community organizations, businesses, neighborhood or merchant associations, or SFUSD schools) in the development or delivery of public programs in San Francisco between July 1, 2026–June 30, 2027.	___% of participating creative partners share that the collaboration strengthened San Francisco’s cultural identity.
Option 3:	Compensate ___# artists and/or cultural practitioners whose work reflects underrepresented artistic disciplines and/or historically underfunded communities.	___% of paid artists and/or cultural practitioners report that the organization supported preservation of their practice.

Performance measure targets will be revisited and finalized for potential Year 2 renewal and contract amendment for activity between July 1, 2027–June 30, 2028.

SCORING CRITERIA:

Mission Alignment: The applicant organization’s programs/services demonstrate:

1. alignment with their mission;
2. impact and value to San Francisco.

Grant Plan:

The applicant organization’s grant plan:

1. clearly and effectively describes how grant funds will be used to preserve, celebrate, and evolve the city’s diverse traditions, histories, and artistic expressions; fostering a sense of belonging and cultivating connection and cultural pride;
2. outlines activities that are feasible within the first year of the grant term;
3. describes outreach and engagement strategies that are culturally relevant and accessible.
4. demonstrates a significant effort to serve San Franciscans who have historically had limited access to cultural and artistic opportunities.

2 = Weak	4 = Fair	6 = Adequate	8 = Strong	10 = Exemplary
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Question 2. Creative Partnerships

Please submit **one** option:

- Option 1: Organizational Partnership List
- OR**
- Option 2: Organizational Letters of Support

Both options are assessed equally based on the same criteria and scoring weight.

Option 1: Organizational Partnership List

Please provide **3 examples** of creative partnerships that demonstrate meaningful collaboration in support of preserving, celebrating, and evolving the city’s diverse traditions, histories, and artistic expressions. For each partnership include the following:

Name of partner organization	Duration of partnership (Ex: month 2020 – month 2026)	Nature of partnership (1-2 sentences)	How has this partnership helped your organization preserve, celebrate, and/or evolve the city’s diverse traditions, histories, and artistic expressions? (1-2 sentences)	Partner’s contact info (Name, title, email, and/or phone number)
1				
2				
3				

Option 2: Organizational Letters of Support

Submit **3 letters** of support from strategic partners. Each letter must:

- Be no more than one page in length
- Be written on the partner organization’s official letterhead
- Be signed and dated within the past 12 months (though letters written for other grants or programs are acceptable)
- Clearly describe the nature and history of the partnership
- Explain how the partner has collaborated with the applicant organization to preserve, celebrate, and/or evolve the city’s diverse traditions, histories, and artistic expressions.

Letters should only be one (1) page in length. Reviewers will only review first page of each support letter.

SCORING CRITERIA:

The applicant organization demonstrates the strength, diversity, and strategic value of its creative partnerships in San Francisco through

1. the depth and duration of these partnerships;
2. clearly sharing how these collaborations preserve, celebrate, and/or evolve San Francisco’s diverse traditions, histories, and artistic expressions;
3. evidence of partnerships with a range of entities - such as cultural institutions, community organizations, businesses, neighborhood or merchant associations, or SFUSD schools.

Partnership Lists and Letters of Support are assessed equally based on these criteria.

4 = Weak	8 = Fair	12 = Adequate	16 = Strong	20 = Exemplary
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Question 3. Work Samples

Please submit up to 3 work samples that demonstrate programming and practices that preserve, celebrate, and/or evolve the city’s diverse cultural heritage and identity. Eligible samples may include:

- Press materials
- Flyers, brochures, or program guides
- Newsletters or marketing materials
- Audio or Video clips (No longer than 3 minutes)
- All samples must be from the past 2 years and clearly relevant to this grant type. Samples can be provided by using online links (video or audio), or by uploading JPGs (images), or PDFs (documents). Please ensure links do not require passwords or login credentials. **Individual files must be below 20MB in size.**

SCORING CRITERIA:

The applicant organization’s provided work sample materials demonstrate programs, performances, parades, festivals, and/or activations that:

1. preserve, celebrate, and/or evolve the city’s diverse cultural heritage and identity
2. demonstrate activity within the last 2 years
3. demonstrate a depth of artistic and/or cultural practice, centering artists and/or culture bearers

2 = Weak

4 = Fair

6 = Adequate

8 = Strong

10 = Exemplary

Section 2: Cultural Stewardship & Civic Partnership (30 points)

Question 4A. Cultural Stewardship – Narrative Response

In what ways does your organization’s programming reflect and evolve the cultural identity of your community – by honoring traditions and stories, embracing innovation, and making dynamic, inclusive impact that resonates across the many ways people create, experience, and contribute to culture? (1500 character-limit)

Question 4B. Cultural Stewardship – Community Validation

Please submit one option:

- Option 1: Testimonials (Written into form)

OR

- Option 2: Testimonial Letters (Uploaded)

Both options are assessed equally based on the same criteria and scoring weight.

Option 1: Testimonials (Written into form)

Submit up to two (2) testimonials from individuals who have directly participated in or benefited from your organization's programs or services. These may include program participants, artists, cultural workers, or community members. (1500 character-limit per testimonial).

Each testimonial must:

- Be typed directly into the application form
- Include the full name of the individual, their relationship to the organization (e.g., "former workshop participant," "local artist-in-residence"), and their contact information.
- Not come from individuals who have financial interest or oversight in the organization (i.e., not staff, board members, or funders).
- Highlight the personal and cultural impact of your organization's work - such as how it has supported their growth, identity, creative expression, or connection to community.

Option 2: Testimonial Letters (Upload into E-Form)

Submit up to two (2) testimonial letters from individuals who have directly participated in or benefited from your organization's programs or services. These may include program participants, artists, cultural workers, or community members. Testimonials should speak to the personal and cultural impact of your organization's work - such as how it has supported their growth, identity, creative expression, or connection to community. You may include testimonial letters used for other grants or applications, if that is more convenient.

Letters should only be one (1) page in length. Reviewers will only review first page of each testimonial letter.

Please note: Testimonials must come from individuals – not organizational partners, collaborators, or funders – and should not be submitted by employees, board members, or anyone with financial oversight of the organization.

SCORING CRITERIA:

The applicant organization demonstrates strong cultural stewardship through its narrative response and community validation.

Narrative Response

The applicant organization’s narrative response demonstrates how they are:

1. honoring, celebrating or reflecting traditions and stories that define their community;
2. embracing innovation to keep cultural practices dynamic and relevant;
3. making inclusive impact that resonates across diverse cultural experiences – including but not limited to those of people with disabilities, immigrants, Indigenous communities, and other underrepresented groups.

Community Validation

The applicant organization’s testimonials:

1. show direct benefit and cultural significance for participants and community members;
2. come from individuals with firsthand experience who have directly participated in or benefited from the applicant organization’s programs or services **(Letters may not be submitted by organizational partners, staff, board members, or funders);**
3. highlight connection to San Francisco’s arts and cultural community

Testimonials and Testimonial Letters are assessed equally based on these criteria.

5 = Weak	10 = Fair	15 = Adequate	20 = Strong	25 = Exemplary
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Question 5. Recognized Cultural Program Participation

Please select any of the below City-recognized cultural programs that your organization participates in. You must provide documentation that clearly shows your organization’s involvement with these programs.

Acceptable documentation includes a certificate, email confirmation, or other official communication by a City or municipal department, agency, or affiliated program.

- Participating in [SF Planning’s Cultural Heritage work](#)
- Recognized in the [SF Legacy Business Registry](#)
- Recognized and/or participating in [California Arts Council’s California Cultural Districts Program](#)
- Participating in work with [MOHCD’s San Francisco Cultural Districts Program](#)
- Participating in work with the SF [Disability Cultural Center](#)

SCORING CRITERIA:

The applicant organization’s programs demonstrate formal recognition by providing documentation that:

1. Confirms involvement in City-recognized cultural programs
2. Is official and verifiable (such as certificates, letters, emails, or municipal confirmations)

Reviewers will be given a suggested score based on the below point allocation formula and will check documentation before inputting a final score.

- No participation in City-recognized cultural programs should get a score of 0.
- Verified participation in one or more programs should get a score of 5.

0 = No participation

5 = verified participation in one or more programs

Section 3: Economic Impact (10 Points)

Question 6A. Advancing Economic Impact – San Francisco Attendance

Please provide the following information about your in-person public programs/ services. Any programming that occurs in K-12 schools must be omitted from your responses.

Applicants should count programs/services based on distinct artistic content or curriculum, not on the number of dates offered. See the definition of “Programs/ Services” in **Section 1.1 Glossary of Terms** for more information.

	FY26 Programs & Attendance (July 1, 2025 – June 30, 2026)	FY27 Anticipated Programs & Attendance (July 1, 2026 – June 30, 2027)
Total In-person programs/ services:		
Total in-person programs/ services in SF:		
Total attendance for your in-person programs/ services in SF:		
% of discounted/free tickets:		

Question 6B. Advancing Economic Impact – Methods for Counting Attendance (Unscored)

What method(s) do you use to count attendance? (select all that apply):

- Ticket Sales or RSVPs
- Online Registration Forms
- Counters or Tally Marks
- Sign In Sheets
- Barcode Scanning
- RFID (badges or wristbands) Readers
- Mobile App Check-In
- Other

SCORING CRITERIA:

The applicant organization demonstrates economic investment in San Francisco through robust, well-attended programming.

Evidence of advancing economic impact will be assessed based on the organization’s San Francisco attendance data and operating budget size, analyzed in relation to the median within the same operating budget classification. Parades and festivals will be evaluated as their own discipline group to account for differences in operational and staffing models.

This question will be auto-scored.

1 = SF attendance is significantly below median	2 = SF attendance is somewhat below median	3 = SF attendance is near median	4 = SF attendance is somewhat above median	5 = SF attendance is significantly above median
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Question 7A. Creative Workforce – Annual Workforce Capacity

Please share your organization’s annual workforce capacity for the City’s 2026 fiscal year (July 1, 2025 – June 30, 2026) .

- **Employee FTE (W-2)**
 - ◆ **Definition:** Employee FTE represents the total paid hours for W-2 employees converted to full-time equivalents.
 - ◆ **Calculation:** Employee FTE = Total paid employee hours during the fiscal year ÷ 2,080 (2,080 hours = 40 hours/week × 52 weeks).
 - ◆ Include full-time, part-time, temporary, and seasonal employees. Include paid leave if paid through payroll.
 - ◆ **Enter Employee FTE: _____ FTE**

- **Contractors (1099)**
 - ♦ Enter the total estimated hours paid to contractors (including consultants and artists) during the fiscal year.
 - ♦ **Enter Total Estimated Contractor Hours:** _____ Hours
 - ♦ **Contractor FTE** (Auto-Calculated: Total Contractor Hours ÷ 2,080): _____ FTE
- **Total FTE** (Auto-Calculated: Employee FTE + Contractor FTE): _____ FTE

Question 7B. Creative Workforce – Compensated Artists (unscored)

- Total number of compensated artists featured in your programming: _____
- Total number of compensated artists featured in your programming who are San Francisco residents: _____

SCORING CRITERIA:

The applicant organization demonstrates economic investment in San Francisco through ongoing efforts to create and sustain employment opportunities within the local creative workforce.

Applicants are evaluated based on their total full-time equivalent (Total FTE) data in relation to the median total FTE figures among organizations of similar operating budget classification. Parades and festivals will be evaluated as their own discipline group to account for differences in operational and staffing models.

This question will be auto-scored.

1 = Total FTE is significantly below median	2 = Total FTE is somewhat below median	3 = Total FTE is near median	4 = Total FTE is somewhat above median	5 = Total FTE is significantly above median
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Section 4: Operational & Fiscal Accountability (20 Points)

Question 8. Financial Management & Oversight

Please answer the following questions about your organization's financial management and oversight practices. Questions are tailored to your organization's operating budget size.

For fiscally sponsored applicants: Respond based on your own annual operating budget, not the total budget of your fiscal sponsor. If applicable, you may describe your fiscal sponsor's fiscal management and oversight role in the narrative section below.

Under \$250,000:

- Does your organization have at least a volunteer, contracted, or part-time bookkeeper? Yes/No
- If yes, please list their name and contact information.
- Does your board treasurer review finances with Executive Director? Yes/No
- If so, how often? Select one: Monthly/Bimonthly/Quarterly/Semi-Annually/Annually

\$250,000-\$1,000,000:

- Does your organization have paid staff managing bookkeeping? Yes/No
- If yes, please list their name and contact information.
- Does your organization have a board finance committee? Yes/No

\$1,000,000-\$5,000,000:

- Does your organization have a finance manager or director? Yes/No
- If yes, please list their name and contact information.
- Does your organization have CPA-reviewed or audited statements? Yes/No
- Does your organization have a board finance committee? Yes/No

>\$5,000,000

- Does your organization have a CFO or finance team? Yes/No
- If yes, please list their name and contact information.
- Is there an annual external audit performed by external financial professionals? Yes/No
- Does your organization have a board audit committee? Yes/No

Optional Narrative

If your organization's practices were not fully reflected above, briefly describe your fiscal oversight structure and process (500-character limit).



Photo by Ida Hoyrup for Exploratorium ExtraOrdinary

SCORING CRITERIA:

The applicant organization demonstrates effective fiduciary oversight and organizational stability through appropriate staffing, board engagement, and, where applicable, use of external financial professionals, ensuring fiscal accountability and long-term sustainability relative to the organization’s budget size.

1 = Weak	2 = Fair	3 = Adequate	4 = Strong	5 = Exemplary
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Question 9A. Fiscal Summary & Narrative - Fiscal Year Actuals

Please enter your organization’s actual revenue and expenses from your most recently completed fiscal year. *(Note for current FY26 grantee partners: This data will be pulled from your submitted FY26 Final Report. It is your responsibility to update it as needed.)*

Note for fiscally-sponsored applicants: Actuals must come from the fiscally-sponsored project, not the fiscal sponsor.

	Actuals (from your most recently completed fiscal year)
REVENUE:	
Contributed: (<i>Board Contributions, Individual Contributions, Foundation Grants, Government Grants</i>)	
Earned: (<i>Ticket Sales, Touring Fees, Merch Sales, Membership Dues, Workshop Fees, Special Events, Rental Income</i>)	
In-kind	
Miscellaneous	
Total Revenue:	(auto-calculated)
EXPENSES:	
Personnel: (<i>Salaries, Benefits/Taxes/Fees, Professional Development, Workers Comp</i>)	
Programming (<i>Production & Events</i>): (<i>Artists and Performers – Non-Salaried, Event Venue Rental, Event Travel-Related Expenses, Program-Related Materials, Supplies, and Equipment</i>)	
Operating: (<i>Accounting, Bookkeeping & Auditing, Bank Fees, Insurance, Legal Services, Marketing & Advertising, Payroll, Rent & Facilities, and Utilities</i>)	
Miscellaneous	
Total Expenses:	(auto-calculated)
Net Income/Deficit:	(auto-calculated)

Question 9B. Fiscal Summary & Narrative - Financial Changes

Did your organization experience any financial changes compared to the previous year (for example, a major new grant, loss of funding, or increase in expenses)?

- Yes
- No

If yes, please describe what changed, why it happened, and if applicable, how the change(s) connect to your programs or mission. (1500 character-limit)

Question 9C. Fiscal Summary & Narrative - Deficit Explanation (if applicable)

If your organization's actuals show a deficit, please explain what caused it and what strategies you are implementing to address or reduce it. (1500 character-limit)

Question 9D. Fiscal Summary & Narrative - Financial Documents

Please upload the following financial statements from your organization's most recently completed fiscal year:

- Profit and Loss (Statement of Activities)
- Balance Sheet (Statement of Financial Position)

If your annual operating budget **exceeds \$1 million**, audited financial statements are required. If the audit for the most recently completed fiscal year is not yet finalized, please submit the most recent completed audit and indicate the anticipated completion date of the current audit.

If you are not a current GFTA grantee partner, please also include these financial statements from the last three fiscal years.

Note for fiscally-sponsored applicants: Financial statements must come from the fiscally-sponsored project, not the fiscal sponsor.

SCORING CRITERIA:

The applicant organization's financial information reflects a strong commitment to steady, clear or mission-driven financial adjustments/changes, a reasonable, balanced budget, and thoughtful and clear strategies to address any deficits.

3 = Weak

6 = Fair

9 = Adequate

12 = Strong

15 = Exemplary

Photo by Stefan Cohen for San Francisco Gay Men's Chorus



A group of dancers in traditional attire performing on a stage with colorful lights. The dancers are wearing dark, patterned dresses and are captured in various dynamic poses. The background is dark with several bright, colorful spotlights (red, blue, green) illuminating the scene. The overall atmosphere is vibrant and artistic.

Grant Type: Invest in Our Arts Ecosystem

This grant type supports organizations that strengthen and sustain San Francisco’s arts ecosystem by providing capacity-building support for other arts and culture organizations and artists. By supporting artist career longevity, cultivating emerging artists and leaders, strengthening operational stability, increasing arts access and visibility, or fostering innovation and collaboration within and beyond the sector, this work creates lasting impact and ensures the longevity and vitality of the city’s cultural community.

Section 1. Public Benefit (70 Points)

Question 1. Mission Alignment

- **Mission Statement** (1000-character limit)
- **Core Programs & Services** (1500-character limit)

Please provide information for up to 5 San Francisco-based programs or services from the past two years that best exemplify your mission. Programs may be in-person, virtual, or hybrid.

Program/Service Name	Duration	Venue Name / Location	Number of Attendees	1-2 Sentence Description (500-character limit)	Describe the impact and long-term value for San Francisco-based arts and culture organizations and/or artists (2-3 bullets/500-character limit)
1					
2					
3					
4					
5					
<i>Ex: An individual activity or a series of activities</i>	Please provide exact dates. <i>Ex: July 2, 2025- February 3, 2026</i>				

SCORING CRITERIA:

The applicant organization's programs/services:

1. demonstrate alignment with their mission;
2. demonstrate measurable impact and long-term value to San Francisco-based arts and culture organizations and/or artists;
3. include supporting artist career longevity, cultivating emerging artists and leaders, strengthening operational stability, increasing arts access and visibility, and/or fostering innovation and collaboration within and beyond the sector.

2 = Weak	4 = Fair	6 = Adequate	8 = Strong	10 = Exemplary
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Question 2A. Grant Plan

Please provide a clear and concise plan outlining how grant funds will be used during Fiscal Year 2026-2027 (July 1, 2026- June 30, 2027). Your planned activities must align with the parameters of the **Invest in Our Arts Ecosystem Grant Type**.

Your response should be limited to 2-3 short paragraphs (maximum 1,500 characters) and must address the following:

- **Use of funds:** Describe the organizational operations and activities that will be supported by grant funds to strengthen and sustain San Francisco's arts ecosystem by providing capacity-building support for other arts and culture organizations and artists.
- **Anticipated Programs:** Outline any new or continuing programs
- **Community Benefits:** Explain how these activities will benefit San Franciscans who have historically had limited access to cultural and artistic opportunities.
- **Accessibility:** Describe how your organization will ensure its programs and/or activities are accessible to intended audiences/participants, including outreach strategies and/or any accommodations provided.
- **Timeline:** Indicate the expected calendar or cadence of program delivery during year 1 of the grant term.

Question 2B. Performance Measures (Unscored)

Performance measures help GFTA assess the impact of funded initiatives, ensuring accountability for delivering measurable outcomes that improve the lives of San Francisco residents.

Applicants must select **one** service output and **one coinciding** outcome measure and provide targets. If awarded, performance measure targets will be finalized during contract negotiations for activity in Year 1, July 1, 2026-June 30, 2027.

Option (Choose one)	Service Output	Outcome Measure
Option 1:	Produce ___# capacity-building support programs/ services between July 1, 2026–June 30, 2027.	___% of participants who report implementing at least one operational, financial, or artistic practice change that contributes to long-term sustainability, as a result of programs/services.
Option 2:	Provide capacity-building support to ___# artists or cultural workers contributing to San Francisco’s arts and cultural ecosystem between July 1, 2026–June 30, 2027.	___% of artists reporting increased ability to sustain their artistic practice.
Option 3:	Provide capacity-building support for ___# San Francisco-based arts and culture organizations between July 1, 2026–June 30, 2027.	___% of organizations reporting increased confidence in long-term sustainability.

Performance measure targets will be revisited and finalized for potential Year 2 Renewal and contract amendment for activity between July 1, 2027–June 30, 2028.

SCORING CRITERIA:

The applicant organization’s grant plan:

1. clearly and effectively describes how grant funds will be used to strengthen and sustain San Francisco’s arts ecosystem by providing capacity-building support for other arts and culture organizations and artists;
2. outlines activities that are feasible within the first year of the grant term;
3. describes outreach and engagement strategies that are culturally relevant and accessible.
4. demonstrates a significant effort to serve San Franciscans who have historically had limited access to cultural and artistic opportunities.

2 = Weak	4 = Fair	6 = Adequate	8 = Strong	10 = Exemplary
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Question 3. Creative Partnerships

Please submit one option:

- Option 1: Organizational Partnership List
- OR**
- Option 2: Organizational Letters of Support

Both options are assessed equally based on the same criteria and scoring weight.

Option 1: Organizational Partnership List

Please provide 3 examples of creative partnerships that demonstrate meaningful collaboration in support of making lasting contributions to the vitality of the city’s cultural community through capacity-building support. For each partnership include the following:

Name of partner organization	Duration of partnership (Ex: month 2020 – month 2026)	Nature of partnership (1-2 sentences)	How has this partnership helped your organization make lasting contributions to the vitality of the city’s cultural community through capacity-building support? (1-2 sentences)	Partner’s contact info (Name, title, email, and/or phone number)
1				
2				
3				

Option 2: Organizational Letters of Support

Submit 3 letters of support from strategic partners. Each letter must:

- Be no more than one page in length
- Be written on the partner organization’s official letterhead
- Be signed and dated within the past 12 months (though letters written for other grants or programs are acceptable)
- Clearly describe the nature and history of the partnership
- Explain how the partner has collaborated with the applicant organization to make lasting contributions to the vitality of the city’s cultural community through capacity-building support.

SCORING CRITERIA:

The applicant organization demonstrates the strength, diversity, and strategic value of its creative partnerships in San Francisco through:

1. the depth and duration of these partnerships;
2. clearly sharing how these collaborations are mutually beneficial and make lasting contributions to the vitality of the city’s cultural community through capacity-building support;
3. evidence of partnerships with a range of entities—such as cultural institutions, community organizations, businesses, neighborhood or merchant associations, or SFUSD schools.

Partnership Lists and Letters of Support are assessed equally based on these criteria.

5 = Weak	10 = Fair	15 = Adequate	20 = Strong	25 = Exemplary
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Question 4. Long-Term Investment and Work Samples

Please submit **between 2 to 3** work samples that demonstrate programming or practices that strengthen and sustain the City’s arts ecosystem through capacity building support for San Francisco-based organizations and/or artists.

Required Sample (1): Long-Term Vision or Strategic Investment

You must include one document that shows long-term vision or strategic investment in the arts ecosystem, such as a strategic plan, theory of change, long-term program design, or other document that outlines sustained, forward-looking investment in capacity building.

Additional Samples (1-2): Supporting Work

In addition to the required long-term vision document, you must submit **at least one (1) and may submit up to two (2) additional work samples** that demonstrate relevant programming, services, or impact. These may include:

- Press materials
- Flyers, brochures, or program guides
- Newsletters or marketing materials
- Audio or Video clips (no longer than 3 minutes)
- Samples of participant work created as a direct result of your programs/services
- Testimonials from individuals who have directly participated in or benefited from your organization’s programs or services (maximum 1 page total. May include multiple voices.)
 - Each testimonial must:
 - ◆ Include the full name of the individual and their relationship to the organization (e.g., “former workshop participant,” “local artist-in-residence”)
 - ◆ Come from individuals with no financial oversight in the organization (i.e., not employees, board members, or funders)

All samples must be from the past 2 years and clearly relevant to this grant type. Samples can be provided by using online links (video or audio), or by uploading JPGs (images), or PDFs (documents). Please ensure links do not require passwords or login credentials. **Individual files must be below 20MB in size.**

SCORING CRITERIA:

The applicant organization’s Long-Term Vision or Strategic Investment document demonstrates evidence of long-term investment by:

1. articulating long-term goals (5+ years) for sustaining its arts ecosystem;
2. showcasing resource commitment such as funding, staffing, and/or partnerships;
3. including impact measures or evaluation approaches to track outcomes

The applicant organization’s additional work sample materials demonstrate programming or practices that:

1. strengthen and sustain the City’s arts ecosystem through capacity building support for San Francisco-based organizations and/or artists;
2. demonstrate activity within the last 2 years;
3. demonstrate a depth of artistic and/or cultural practice, centering artists and/or culture bearers

5 = Weak	10 = Fair	15 = Adequate	20 = Strong	25 = Exemplary
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Section 2. Economic Impact (10 Points)

Question 5A. Advancing Economic Impact – Programs & Attendance

Please provide the following information about your in-person public programs/ services. Any programming that occurs in K-12 schools must be omitted from your responses.

Applicants should count programs/services based on distinct artistic content or curriculum, not on the number of dates offered. See the definition of “Programs/ Services” in **Section 1.1 Glossary of Terms** for more information.

	FY26 Programs & Attendance (July 1, 2025 – June 30, 2026)	FY27 Anticipated Programs & Attendance (July 1, 2026 – June 30, 2027)
Total In-person programs/services:		
Total in-person programs/services in SF:		
Total attendance for your in-person programs/services in SF:		
% of discounted/free tickets:		

Question 5B. Advancing Economic Impact – Methods for Counting Attendance (Unscored)

What method(s) do you use to count attendance? (select all that apply):

- Ticket Sales or RSVPs
- Online Registration Forms
- Counters or Tally Marks
- Sign In Sheets
- Barcode Scanning
- RFID (badges or wristbands) Readers
- Mobile App Check-In
- Other

SCORING CRITERIA:

The applicant organization demonstrates economic investment in San Francisco through robust, well-attended programming.

Evidence of advancing economic impact will be assessed based on the organization’s San Francisco attendance data and operating budget size, analyzed in relation to the median within the same operating budget classification. Parades and festivals will be evaluated as their own discipline group to account for differences in operational and staffing models.

This question will be auto-scored

1 = SF attendance is significantly below median	2 = SF attendance is somewhat below median	3 = SF attendance is near median	4 = SF attendance is somewhat above median	5 = SF attendance is significantly above median
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Question 6A. Creative Workforce – Annual Workforce Capacity

Please share your organization’s annual workforce capacity for the City’s 2026 fiscal year (July 1, 2025 – June 30, 2026)

- **Employee FTE (W-2)**
 - ◆ **Definition:** Employee FTE represents the total paid hours for W-2 employees converted to full-time equivalents.
 - ◆ **Calculation:** Employee FTE = Total paid employee hours during the fiscal year ÷ 2,080 (2,080 hours = 40 hours/week × 52 weeks)
 - ◆ Include full-time, part-time, temporary, and seasonal employees. Include paid leave if paid through payroll.
 - ◆ **Enter Employee FTE:** _____ FTE

- **Contractors (1099)**
 - ◆ Enter the total estimated hours paid to contractors (including consultants and artists) during the fiscal year.
 - ◆ **Enter Total Estimated Contractor Hours:** _____ Hours
 - ◆ **Contractor FTE** (Auto-Calculated in the online form: Total Contractor Hours ÷ 2,080): _____ FTE

- **Total FTE** (Auto-Calculated in the online form: Employee FTE + Contractor FTE): _____ FTE

Question 6B. Creative Workforce – Compensated Artists (Unscored)

- Total number of compensated artists featured in your programming: ____
- Total number of compensated artists featured in your programming who are San Francisco residents: ____

SCORING CRITERIA:

The applicant organization demonstrates economic investment in San Francisco through ongoing efforts to create and sustain employment opportunities within the local creative workforce.

Applicants are evaluated based on their total full-time equivalent (Total FTE) data in relation to the median total FTE figures among organizations of similar operating budget classification. Parades and festivals will be evaluated as their own discipline group to account for differences in operational and staffing models.

This question will be auto-scored.

1 = Total FTE is significantly below median	2 = Total FTE is somewhat below median	3 = Total FTE is near median	4 = Total FTE is somewhat above median	5 = Total FTE is significantly above median
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Section 3: Operational & Fiscal Accountability (20 Points)

Question 7. Financial Management & Oversight

Please answer the following questions about your organization’s financial management and oversight practices. Questions are tailored to your organization’s operating budget size.

For fiscally sponsored applicants: Respond based on your own annual operating budget, not the total budget of your fiscal sponsor. If applicable, you may describe your fiscal sponsor’s fiscal management and oversight role in the narrative section below.

Under \$250,000:

- Does your organization have at least a volunteer, contracted, or part-time bookkeeper? Yes/No
- If yes, please list their name and contact information.
- Does your board treasurer review finances with Executive Director? Yes/No
- If so, how often? Select one: Monthly/Bimonthly/Quarterly/Semi-Annually/Annually

\$250,000-\$1,000,000:

- Does your organization have paid staff managing bookkeeping? Yes/No
- If yes, please list their name and contact information.
- Does your organization have a board finance committee? Yes/No

\$1,000,000-\$5,000,000:

- Does your organization have a finance manager or director? Yes/No
- If yes, please list their name and contact information.
- Does your organization have CPA-reviewed or audited statements? Yes/No
- Does your organization have a board finance committee? Yes/No

>\$5,000,000

- Does your organization have a CFO or finance team? Yes/No
- If yes, please list their name and contact information.
- Is there an annual external audit performed by external financial professionals? Yes/No
- Does your organization have a board audit committee? Yes/No

Optional Narrative

If your organization's practices were not fully reflected above, briefly describe your fiscal oversight structure and process (500-character limit).

SCORING CRITERIA:

The applicant organization demonstrates effective fiduciary oversight and organizational stability through appropriate staffing, board engagement, and, where applicable, use of external financial professionals, ensuring fiscal accountability and long-term sustainability relative to the organization's budget size.

1 = Weak

2 = Fair

3 = Adequate

4 = Strong

5 = Exemplary

Question 8A. Fiscal Summary & Narrative - Fiscal Year Actuals

Please enter your organization's actual revenue and expenses from your most recently completed fiscal year. (Note for current FY26 grantee partners: This data will be pulled from your submitted FY26 Final Report. It is your responsibility to update it as needed.)

Note for fiscally-sponsored applicants: Actuals must come from the fiscally-sponsored project, not the fiscal sponsor.

	Actuals (from your most recently completed fiscal year)
REVENUE:	
<i>Contributed: (Board Contributions, Individual Contributions, Foundation Grants, Government Grants)</i>	
<i>Earned: (Ticket Sales, Touring Fees, Merch Sales, Membership Dues, Workshop Fees, Special Events, Rental Income)</i>	
In-kind	
Miscellaneous	
Total Revenue:	(auto-calculated)
EXPENSES:	
<i>Personnel: (Salaries, Benefits/Taxes/Fees, Professional Development, Workers Comp)</i>	
<i>Programming (Production & Events): (Artists and Performers – Non-Salaried, Event Venue Rental, Event Travel-Related Expenses, Program-Related Materials, Supplies, and Equipment)</i>	
<i>Operating: (Accounting, Bookkeeping & Auditing, Bank Fees, Insurance, Legal Services, Marketing & Advertising, Payroll, Rent & Facilities, and Utilities)</i>	
Miscellaneous	
Total Expenses:	(auto-calculated)
Net Income/Deficit:	(auto-calculated)

Question 8B. Fiscal Summary & Narrative – Financial Changes

Did your organization experience any financial changes compared to the previous year (for example, a major new grant, loss of funding, or increase in expenses)?

- Yes
- No

If yes, please describe what changed, why it happened, and if applicable, how the change(s) connect to your programs or mission. (1500 character-limit)

Question 8C. Fiscal Summary & Narrative – Deficit Explanation (if applicable)

If your organization’s actuals show a deficit, please explain what caused it and what strategies you are implementing to address or reduce it. (1500 character-limit)

Question 8D. Fiscal Summary & Narrative - Financial Documents

Please upload the following financial statements from your organization's most recently completed fiscal year:

- Profit and Loss (Statement of Activities)
- Balance Sheet (Statement of Financial Position)

If your annual operating budget **exceeds \$1 million**, audited financial statements are required. If the audit for the most recently completed fiscal year is not yet finalized, please submit the most recent completed audit and indicate the anticipated completion date of the current audit.

If you are not a current GFTA grantee partner, please **also** include these financial statements from the last three fiscal years.

Note for fiscally-sponsored applicants: Financial statements must come from the fiscally-sponsored project, not the fiscal sponsor.

SCORING CRITERIA:

The applicant organization's financial information reflects a strong commitment to steady, clear or mission-driven financial adjustments/changes, a reasonable, balanced budget, and thoughtful and clear strategies to address any deficits.

3 = Weak

6 = Fair

9 = Adequate

12 = Strong

15 = Exemplary

4.4 Word Versions of GOS Application Questions

Draft your responses in a Word version of the application before entering them online (see detailed instructions and tips in section **4.1 How to Apply**).

This approach makes it easier to refine your answers and track character counts. For added convenience, we also provide downloadable application questions for each grant type on the [GFTA RFP webpage](#)



Section 5: Evaluation Overview



Photo by Jon Bauerr for Theatre of Yugen



Section 5:

Evaluation Overview

5.1 Application Review

Overview

GFTA is committed to a transparent and equitable review process. Award decisions for the 2026–2028 RFP will be made using a three-phase process consisting of:

- **Phase 1:** Minimum Qualifications & Eligibility Requirements Screening
- **Phase 2:** GOS Application Review and Scoring
- **Phase 3:** Supplemental Grant Eligibility Requirements Screening & Application Review (if applicable)

The Review Committee is prohibited from considering the race, ethnicity, gender, sexual orientation, or national origin of an applicant’s staff, leadership, or board of directors when making determinations about who gets selected for a grant or contract.

Accordingly, **applicants must not include demographic information about staff, leadership, or board members in application materials.** GFTA will redact or remove any such information prior to committee review to ensure compliance with this requirement.

Phase 1: Minimum Qualifications & Eligibility Requirements Screening

After the application deadline, GFTA staff will review all submissions to verify they meet the minimum qualifications and eligibility requirements for the applicant’s selected grant type. Following this review, GFTA staff will notify all applicants with their screening results. Applicants that do not pass the initial screening will be given four calendar days to provide GFTA with documentation showing that they have corrected any deficiencies identified by GFTA staff regarding the minimum qualifications and eligibility requirements. Applicants may not make any other changes to their application.

Dates*	Phase 1 Screening
July 7	Screening Results Notification
July 7 – 10	Request for Revisions
July 13	Request for Revision Results Notification

Submissions that do not meet minimum qualifications and eligibility requirements will not advance to Phase 2 and will not be scored.

**all dates subject to change*

Phase 2: GOS Application Review & Scoring

The primary purpose of Phase 2 is to assess and score the submission's quality and responsiveness to the RFP.

Application scoring will be completed by a Review Committee comprised of qualified City staff trained by the GFTA Team. GFTA staff will not participate in application scoring. Reviewers reflect the diversity of San Francisco and possess knowledge and/or experience in the arts and cultural sector, nonprofit operations and finance, and/or grant review processes.

All reviewers will be subject to the City's Confidentiality, Recusal, and Disclosure policy, ensuring ethics and transparency as vital to the grantmaking process. All reviewers shall disclose any conflicts of interest that may impair their ability to act impartially and in the best interest of the public when participating in grant review duties.

Reviewers will be assigned to review pods of at least two (2) individuals with relevant and complementary expertise related to the grant type under review. GFTA staff will provide orientation on the review process and scoring criteria and will remain available to answer procedural questions during the review period.

Reviewers will base their scores solely on the materials submitted by the applicant, using the scoring rubric and scoring criteria established for the submission's grant type. The final score will be calculated as the average of the individual reviewers' scores.

While applicants typically must receive a minimum score of 75 points or more to be eligible for funding, the minimum may be adjusted each year depending on the number of applicants and available grant funds.

To ensure fairness and accuracy in the evaluation process, once scores are averaged, GFTA staff will review scoring sheets for completeness and identify any significant scoring discrepancies among reviewers. Staff may follow up with reviewers for clarification to ensure scoring accuracy and consistency. During this quality control review window, reviewers may revise their scores to correct errors or to ensure alignment with the established scoring criteria. All revisions will be documented and completed before scores are finalized.

After completing this quality control review, GFTA staff will assess the overall portfolio of applications and develop a recommended funding list based on final scores and available funds.

Please reference the following RFP sections for more details about the GOS application, scoring criteria, and scoring tools:

- **Section 4.3, Grant Application Questions and Scoring Criteria:** Read a detailed overview of the GOS application questions, required documents, and scoring criteria for each grant type.
- **Section 5.2, Metrics Scales:** See the point values for each question within each GOS grant type.
- **Section 5.3, Scoring Rubric:** See the structured rubric that reviewers will use for consistent assessment and scoring.

Phase 3: Supplemental Grant Eligibility Screening & Application Review

Phase 3 applies only to applicants who:

1. Applied for a supplemental grant;
2. Are current FY26 grantee partners; and
3. Are recommended for GOS funding following Phase 2

GFTA staff will review all submissions to confirm applicant eligibility based on the requirements of the supplemental grant(s) the applicant applied for. Submissions that do not meet eligibility requirements will not advance to application review.

Reviewers assigned to an applicant's GOS application will also review that applicant's supplemental application(s). Supplemental applications are evaluated using a pass/no-pass process, and only those receiving unanimous "yes" recommendations are considered for funding.

After the review committee evaluations are complete, GFTA staff will conduct a quality control review and finalize application determinations. Staff will then develop funding recommendations based on:

- eligibility status,
- whether supplemental applications received unanimous pass recommendations,
- the results of the GOS and supplemental review processes,
- the allocation priorities described in **Section 5.4**, and
- the amount of funding available.

These combined steps ensure that final awards align with both demonstrated need and the City's funding priorities.

Please reference **Section 6: Supplemental Grants** for more details about eligibility requirements, application questions, scoring criteria, allocation priorities, and evaluation.

5.2 Metrics Scales

While all three General Operating Support grant types support San Francisco’s arts and culture sector, each one advances a distinct funding priority. All applications are evaluated on public benefit, economic impact, and operational & fiscal accountability. The Enhance Our Cultural Identity grant type also evaluates cultural stewardship and civic partnership. The scoring criteria reflect these differences by weighing certain questions more heavily depending on the intended outcomes of each grant type.

The metrics scales below outline point allocations by grant type, with the most heavily weighted questions marked by a star (★).

Inspire Visits & Advance Economic Impact	
Question	Points
Public Benefit: 30% of total score	
Mission Alignment	15
Grant Plan	
Creative Partnerships	15
Work Samples	
Economic Impact: 50% of total score	
★ Advancing Economic Impact	25
★ Creative Workforce	25
Operational & Fiscal Accountability: 20% of total score	
Financial Management & Oversight	5
Fiscal Summary & Narrative	15

Enhance Our Cultural Identity	
Question	Points
Public Benefit: 40% of total score	
Mission Alignment	10
Grant Plan	
Work Samples	10
★ Creative Partnerships	20
Cultural Stewardship & Civic Partnership: 30% of total score	
★ Cultural Stewardship	25
Recognized Cultural Program Participation	5
Economic Impact: 10% of total score	
Advancing Economic Impact	5
Creative Workforce	5
Operational & Fiscal Accountability: 20% of total score	
Financial Management & Oversight	5
Fiscal Summary & Narrative	15

Invest In Our Arts Ecosystem	
Question	Points
Public Benefit: 70% of total score	
Mission Alignment	10
Grant Plan	10
★ Creative Partnerships	25
★ Long-Term Investment + Work Samples	25
Economic Impact: 10% of total score	
Advancing Economic Impact	5
Creative Workforce	5
Operational & Fiscal Accountability: 20% of total score	
Financial Management & Oversight	5
Fiscal Summary & Narrative	15

5.3 Scoring Rubric

Each question has numeric values assigned to each scoring level below. Values may differ based on the total points allocated to each question.

Weak	Fair	Adequate	Strong	Exemplary
Does not address the scoring criteria. Response is largely vague, incomplete, inaccurate, or off-topic. Fails to demonstrate understanding of the question or requirements.	Addresses some elements of the scoring criteria but not all. Provides limited or underdeveloped information. Lacks clarity, specificity, or coherence. Significant gaps, weaknesses, or unanswered components remain.	Meets the minimum requirements of the scoring criteria. Addresses all components of the prompt with basic clarity and organization. Includes some supporting information or evidence, but depth and specificity are limited. Response may be underdeveloped or require clarification.	Substantially meets all scoring criteria. Response is clear, well-organized, and directly responsive to the question. Provides relevant, well-supported details and examples. Minor weaknesses may exist but do not undermine overall quality.	Fully and effectively meets all scoring criteria. Response is thorough, precise, and compelling. Demonstrates exceptional clarity, depth, and justification. No weaknesses or concerns identified.

5.4 Allocation Methodologies

GFTA Available Funding

Funding for this RFP is based on the City’s Hotel Tax allocations under [§ 515.01 of the Business & Tax Regulations Code](#). Projections for FY 2026–2027 and FY 2027–2028 are not yet available; funding levels will be finalized once updated projections are released and tourism trends are reviewed by the Controller’s office. This RFP will fund activities from July 1, 2026 to June 30, 2027, with grant agreements extending through June 30, 2028 upon renewal. Allocations will be determined in alignment with GFTA’s Hotel Tax allocations and broader City priorities.

Allocation Priorities

Guided by community input and GFTA’s Strategic Framework, this RFP adopts a blended approach that prioritizes 1) stable funding while also addressing 2) adequate and 3) equitable needs through supplemental grant opportunities.

Stable *funding* will be determined using the application score, an organization’s past award level, and its budget size. The minimum required score for funding recommendation will be set based on the median score, the number of applicants, and available grantable funds. This approach supports continuity amid ongoing changes in the arts sector and may continue to evolve in future cycles.



Section 6: Supplemental Grants



Section 6:

Supplemental Grants

Supplemental grants are available only to current [FY26 GFTA GOS grantee partners](#) who are also awarded a 2027 – 2028 GFTA GOS grant. Supplemental grants are optional and may only be pursued after the General Operating Support (GOS) application has been completed.

In response to community need, GFTA is offering two one-time supplemental grants to support arts and culture organizations navigating urgent conditions including, but not limited to, federal, state, and/or local government funding losses, disruption of operations and systems, and/or loss of space.

Each supplemental grant is a **one-time, one-year funding** opportunity, and eligible applicants may apply for both.

- **The Voluntary Arts Contribution Program (VACF)** provides funds for nonprofit arts and culture organizations to support equipment acquisition, facilities maintenance, and capital improvements that strengthen organizational stability and protect creative spaces.
- **The Arts Sector Response Grant** provides funds for nonprofit arts and culture organizations who experienced significant federal, state, and/or local government funding loss due to changes in administrative priorities, policy direction, or programmatic alignment within the past two fiscal years (July 1, 2024 to June 30, 2026).

6.1 About the Voluntary Arts Contributions Fund (VACF)

VACF provides one-time funds for nonprofit arts and culture organizations to support equipment acquisition, facilities maintenance, and capital improvements that strengthen organizational stability and protect creative spaces.

VACF should be used to address urgent situations that require action to safeguard facilities, maintain operations, or prevent loss of space. Requested expenses must fall within the eligible expense categories explained below.

Grant Term: This is a one-time grant for the FY27 grant term (July 1, 2026 – June 30, 2027).

Grant Amounts will range from \$10,000 – \$20,000 (final amounts depend on overall demand and available funding)

VACF: Eligibility Requirements

To apply, an organization must:

ER	Eligibility Requirement
1	Be a current GFTA grantee partner (FY26 grant cycle)
2	Be awarded a 2026-2028 GFTA GOS grant
3	Operate a physical arts or administrative space in San Francisco, secured through ownership or a lease/rental commitment with a minimum term of three years or longer.
4	Meet the following operating budget thresholds: Under \$1M for equipment acquisition or facilities maintenance Under \$5M for capital improvements
<i>If the applicant is fiscally sponsored, the fiscally-sponsored project must meet the eligibility requirements.</i>	

VACF: Eligible Expenses

Expenses must be urgent, time-sensitive, and necessary to prevent loss of space, interruption of programming, or safety risks.

Examples include:

Equipment Acquisition

Emergency replacement or purchase of critical tools or systems that support artistic production, administrative work, or audience access. For example, broken projectors, servers, lighting, sound systems, or accessibility equipment.

Facilities Maintenance

Urgent repairs required to maintain safe, compliant operations, such as failed HVAC systems, electrical or plumbing issues, storm damage, or mandatory safety or accessibility upgrades.

Capital Improvements

Major structural or long-term facility repairs needed to maintain occupancy or prevent space loss. For example, roof repairs, structural reinforcement, or system overhauls that cannot be delayed without harm.

6.2 VACF: Application Overview

DEADLINE TO APPLY: Tuesday, June 30, 2026 at 2:00PM

NON-CURRENT FY26 GFTA GRANTEE PARTNERS: You do not meet the eligibility requirements for the VACF supplemental grant.

CURRENT FY26 GFTA GRANTEE PARTNERS: You must submit your VACF application through your organization's unique link. Contact gfta-program@sfgov.org if you are unable to locate your link.

VACF: How to Apply

Step 1: Read **Section 4.1 How to Apply** for general e-application instructions.

Step 2: Draft your answers for both the GOS application and supplemental grant application(s) outside of the portal in Word, Google Docs, or similar.

Step 3: Use your organization's unique online application link.

Step 4: Fill out your GOS application. Copy and paste your responses and upload work samples and materials. Once you've submitted your GOS application, you will have access to the Supplemental Grants application.

Step 5: Fill out the Supplemental Grant application(s): Copy and paste your responses and upload documentation.

Step 6: Review and submit all application(s).

VACF: Application Questions and Requirements

Application Questions

1. Amount Requested for purchase(s) or repair(s) (up to \$20,000): _____
2. Please provide a clear description of what will be purchased or repaired and which VACF category it falls under. (1000-character limit)
 - Equipment Acquisition
 - Facilities Maintenance
 - Capital Improvements
3. Please explain why the expense is urgent and why it must be addressed in FY27 (July 1, 2026 – June 30, 2027). (1000-character limit)
4. Please describe how the improvement will support continued operation or maintain public access. (1000-character limit)
5. Upload a vendor quote, cost estimate, or contractor bid. (If your quote is for facilities or capital improvements and over \$1,000, ensure it is compliant with Prevailing Wage Requirements listed in **Section 7.1 Applicable City Labor Laws for Awarded Organizations**)

6. Upload documentation that demonstrates urgency (e.g., a code violation, inspection report, insurance claim, internal incident report, photos of damage, or damage assessment).
7. Upload proof that your organization owns the San Francisco property or has a long-term lease with at least three years remaining. If you have a year-to-year lease, you may instead submit documentation showing you have continuously leased the space for at least three years.

Documentation file size and type restrictions: Files (including photos) may be in any of the following formats: PDF, DOC, PNG, or JPEG. Each file must not exceed 1 GB.

Performance Measures

Performance Measures help GFTA assess the impact of funded initiatives, ensuring accountability for delivering measurable outcomes that improve the lives of San Francisco residents.

Applicant organizations will provide a target output and outcome. If awarded, performance measure targets will be finalized during contract negotiations.

- **Output:** ___# of VACF-funded improvements made—including repairs, equipment purchases and/or installations, or system overhaul—by June 30, 2027.
- **Outcome:** Ensure ___% of scheduled programs and services can proceed without interruption supported by the VACF-funded improvements during the grant term.

VACF: Scoring Criteria

<p>SCORING CRITERIA: Voluntary Arts Contribution Fund.</p> <p>All criteria must receive a “Yes” for the application to be considered.</p> <p>The applicant organization demonstrates through narrative and documentation:</p> <ol style="list-style-type: none"> 1. Alignment with fund focus: Directly responding to an urgent condition that affects the organization’s stability, operations, or creative space. <li style="padding-left: 20px;"><u>And</u> 2. Urgency: The issue must be addressed during FY27 to prevent disruption, harm, or space loss. <li style="padding-left: 20px;"><u>And</u> 3. Impact: The requested funds will produce meaningful stabilization or protection within 12 months. <p>Applications receiving any “No” from reviewers are ineligible for funding.</p>	
Yes – Recommend for Funding	No – Not recommended for Funding

VACF: Allocation Priorities

While the City will make every effort to address urgent equipment/facility/capital needs, available resources are limited, and awards may not fully compensate for the amount lost. Because supplemental grant funds are limited and demand may exceed available resources, GFTA may apply additional considerations to guide final allocations. Examples of these considerations could include, but not limited to, an organization's GOS score and rank; FTE count; attendance levels; requested amount; or GOS grant type. These factors reflect broader City priorities and help ensure that funds are directed to organizations experiencing the greatest operational and/or community impact.

6.3 About the Arts Sector Response Grant Overview (ASRG)

ASRG provides one-time support for nonprofit arts and culture organizations that experienced a significant loss of government funding within the past two fiscal years due to shifts in agency priorities, policy direction, or program realignments

Organizations are eligible only if they previously received government funding and later lost it; organizations that applied for funding and were denied without having previously held that funding are ineligible.

A significant loss is defined as a reduction equal to at least 5% of total annual operating revenue in FY25 or FY26 (July 1, 2024 – June 30, 2025 or July 1, 2025 – June 30, 2026).

Grant Term: This is a **one-time** grant for the FY27 grant term (July 1, 2026 – June 30, 2027).

Grant Amounts will be based on awarded organization's operating budget. Please refer to the table below.

Budget Classification	Grant Amounts
Mini (<\$500,000)	Up to \$5,000
Small (\$500,000 - \$999,999)	Up to \$8,000
Mid (\$1M-\$4,999,999)	Up to \$10,000
> \$5,000,000	Ineligible
<i>*Grant amounts are subject to change based on funding availability and the number of eligible applicants.</i>	

ASRG: Eligibility Requirements

To apply, an organization must:

ER	ER Eligibility Requirement
1	Be a current GFTA grantee partner (FY26 grant cycle)
2	Be awarded a 2026-2028 GFTA GOS grant
3	Have an annual operating budget that is less than \$5,000,000
If the applicant is fiscally sponsored, the fiscally-sponsored project must meet the eligibility requirements.	

ASRG: Eligible Expenses

Funds may be used for eligible operating expenses within the City and County of San Francisco, as outlined in the organization's GOS grant agreement.

Please refer to **Section 7.4 General Operating Support Eligible Expenses**.

6.4 ASRG: Application Overview

DEADLINE TO APPLY: Tuesday, June 30, 2026 at 2:00PM

NON-CURRENT FY26 GFTA GRANTEE PARTNERS: You do not meet the eligibility requirements for the Arts Sector Response Grant.

CURRENT FY26 GFTA GRANTEE PARTNERS: You must submit your Arts Sector Response application through your organization's unique link. Contact gfta-program@sfgov.org if you are unable to locate your link.

ASRG: How to Apply

Step 1: Read **Section 4.1 How to Apply** for general e-application instructions.

Step 2: Draft your answers for both the GOS application and supplemental grant application(s) outside of the portal in Word, Google Docs, or similar.

Step 3: Use your organization's unique online application link.

Step 4: Fill out your GOS application. Copy and paste your responses and upload work samples and materials. Once you've submitted your GOS application, you will have access to the Supplemental Grants application.

Step 5: Fill out the Supplemental Grant application(s): Copy and paste your responses and upload documentation.

Step 6: Review and submit all application(s).

ASRG: Application Questions and Requirements

Application Questions

1. Your organization experienced significant federal, state, or local funding loss within the past two fiscal years (July 1, 2024 – June 30, 2026) due to changes in priorities, policy direction, or programmatic alignment. Significant loss is defined as reduction equal to at least 5% of your total annual operating revenue.

Please provide:

- The amount of funding lost: _____
- Total Annual Operating Revenue for most recently completed fiscal year (this number will be pulled from the applicant's GOS application)
- % of funding lost (auto-calculated)

2. How has the loss of government funding within the past two fiscal years impacted your organization?

Select all that apply:

- Elimination of a core program or ongoing service
- Reduction in the scope, frequency, or scale of programming
- Cancellation of specific projects or events
- Staff layoffs, furloughs, or reduced staff hours
- Reduced compensation for artists, contractors, or cultural workers
- Increased operating deficit or use of financial reserves
- Delayed or scaled back organizational growth or strategic initiatives
- Other (please describe below) (650-character limit including spaces)

3. Provide proof of funding loss from federal, state, and/or local government sources within the past two fiscal years (July 1, 2024 – June 30, 2026). The documentation must clearly include dates.

Examples include, but are not limited to:

- Grant award letters from prior fiscal years showing funding amounts.
- Non-renewal, termination, or rescission notices from a government agency.
- Formal reduction notices or amended award letters showing a decreased amount.
- Emails or letters from a public agency confirming funding cuts, pauses, or program elimination.

Documentation file size and type restrictions: Files (including photos) may be in any of the following formats: PDF, DOC, PNG, or JPEG. Each file must not exceed 1GB.

Performance Measures

If awarded, the organization will use the ASRG to work toward the performance measures identified in its General Operating Support application. If awarded, performance measure targets will be finalized during contract negotiations.

Performance measures help GFTA assess the impact of funded initiatives and ensure accountability for delivering measurable outcomes that improve the lives of San Francisco residents.

Refer to the subsections on Performance Measures in **Section 4, Part 4: Grant Type Questions & Scoring Criteria**.

ASRG: Scoring Criteria

SCORING CRITERIA: Arts Sector Response Grant

All criteria must receive a “Yes” for the application to be considered.

The applicant organization demonstrates through narrative and documentation:

1. Alignment with fund focus: Experienced significant loss defined as reduction equal to at least 5% of total annual operating revenue.
And
2. Urgency: The issue must be addressed during FY27 to prevent disruption, harm, or space loss.
And
3. Impact: The requested funds will produce meaningful stabilization or protection within 12 months.

Applications receiving any “No” from reviewers are not eligible for funding.

Yes – Recommend Funding

No – Not recommended for Funding

ASRG: Allocation Priorities

The City will make every effort to address the funding losses demonstrated; however, resources are limited and awards may not fully offset the amount lost. Because supplemental grant funds are limited and demand may exceed available resources, GFTA may use additional considerations to guide final allocations. These may include, but are not limited to, an organization's GOS score and rank, FTE count, attendance levels, requested amount, or GOS grant type. These factors reflect broader City priorities and help ensure that funding supports organizations experiencing the most significant operational or community impact.

6.5 Supplemental Grants Evaluation

GFTA staff will first review all submissions for eligibility; only eligible applications will advance to the evaluation stage. Assigned Review Committee Members will then evaluate both GOS and supplemental applications. Supplemental requests are assessed using a pass/no pass process, and only applications receiving unanimous "yes" on each scoring criteria will move forward for funding consideration.

After the Review Committee evaluations are complete, GFTA staff will conduct a quality control review and finalize application determinations. Staff will then develop funding recommendations based on:

- eligibility status,
- whether supplemental applications received unanimous pass recommendations,
- the results of the GOS and supplemental review processes,
- the allocation priorities described above, and
- the amount of funding available.

These combined steps ensure that final awards align with both demonstrated need and the City's funding priorities.

Refer to **Section 5: Evaluation Overview** for more details.

6.6 Word Versions of Supplementary Grant Application Questions

Draft your supplementary grant application responses in a Word version of the application before entering them online.

This approach makes it easier to refine your answers and track character counts. For added convenience, we provide downloadable application questions for each grant on [GFTA's website](#).

Section 7: Post-Award Requirements and Responsibilities



Photo courtesy of
African-American
-Shakespeare Company



Photo by Mishaa Degraw for
Bay Area American Indian Two Spirits



Photo by Jhia Jackson for Flyaway Productions

Section 7:

Post-Award Requirements and Responsibilities

Applicants awarded funding must comply and remain in good standing with State and Federal laws, become a “City Supplier”, and meet the requirements associated with receiving a contract and award payment from the City and County of San Francisco.

Visit Section **3.1 Minimum Qualifications for Organizations and Fiscal Sponsors** for a list of State and Federal laws applicable to awarded organizations. Awarded organizations must remain in good standing with the State and Federal laws for the duration of the grant term.

7.1 Becoming a City Supplier

Awarded organizations must become a City supplier and comply with the applicable Labor Laws to receive a contract and award payment from the City and County of San Francisco.

Visit this [San Francisco City Partner website](#) to understand the process of becoming a City supplier.

If the awarded organization is already a registered supplier with a supplier ID, it is not required to register again. If applicable, only the fiscal sponsor must become a City supplier (not the fiscally sponsored awarded organization).

Applicable City Labor Laws for Awarded Organizations

Awarded organizations awarded general operating support must comply and remain in good standing with the applicable City Labor Laws to receive a contract and payment from the City and County of San Francisco.

Visit this page and read section [“City Requirements and Compliance”](#) to learn about the applicable City Labor Laws and requirements. Contact appropriate City department for support or questions.

GFTA will facilitate compliance workshops for those awarded funding in FY27 to clarify contracting and compliance requirements from the City.

NEW: Please note that awarded organizations receiving supplemental VACF funding must comply with an additional City Labor Law: [Prevailing Wage](#) in order to receive a contract and payment from the City.

7.2 Insurance Requirements

Awarded organizations must provide required insurance to receive a City contract.

If the awarded organization is fiscally sponsored, the fiscal sponsor must provide their insurance documents on behalf of their fiscal project.

Review [this sample Certificate of Insurance](#) that meets the City’s requirements.

- **General Liability or Special Event Insurance:** Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; 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 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 included for worker's compensation insurance

Additional Requirements for General and Automobile Coverage

Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- ***City and County of San Francisco, its officers, agents and employees*** must be included as additional insured.
- Policies must 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.

7.3 Reporting and Reimbursement

Reporting

NEW: Awarded organizations must submit semiannual reports. Selected organizations will also receive at least one site visit per fiscal year throughout the two-year grant cycle.

Reimbursement

GFTA payments are issued on a reimbursement basis. Awarded organizations must be prepared to pay for eligible expenses and then submit requests for reimbursement to claim their grant payment. Awarded organizations should have sufficient cash reserves to cover up to six months of expenses.

Awarded organizations must be prepared to provide proper documentation verifying expenses are eligible for reimbursement.

7.4 General Operating Support Eligible Expenses

General Operating Support provides funds to support organization's mission and day-to-day operations including staff salary, rent, utilities, and admin costs.

Awarded organizations must incur and pay the expenses during the grant term to be eligible for reimbursement. If awarded, a full and detailed list of eligible and ineligible expenses will be included in the grant agreement.

Applicant may also [visit this page](#) to learn about eligible (approved) and ineligible (prohibited) expenses.



Section 8: Miscellaneous



Photo by Paige K Parsons for Stern Grove Festival



Photo by LexMexArt for CubaCaribe

Section 8:

Miscellaneous

8.1 Disclaimers

GFTA may:

- Reissue this Grants for the Arts 2026-2028 Grant Cycle RFP;
- Reject or cancel this Grants for the Arts 2026-2028 Grant Cycle RFP in whole or in part at any time before 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.

8.2 Appeal Process

Appeals are only allowed if there was an error in, or violation of, the published review process. Applicant mistakes, incomplete applications, or disagreement with the funding decision are not grounds for appeal.

Valid grounds include:

- Use of criteria not in the guidelines
- Undisclosed conflicts of interest
- Knowingly incorrect information used in the review

To file an appeal, submit a signed letter on organizational letterhead to GFTA Director within 15 calendar days, citing evidence of a valid appeal ground. The Director's decision is final.

To start, request your scorecard at GFTA-program@sfgov.org.

[Visit our website](#) to learn more about the appeals process.

8.3 Additional Resources

- **Downloadable Word Versions of Application Questions** are available on the [GFTA RFP website](#).
- **Sample Grant Agreement:** Visit [GFTA's website](#) to view a sample Grant Agreement. This is solely provided as a sample and is subject to change by the City.

8.4 Disclosure: Use of Artificial Intelligence Tools

Generative Artificial Intelligence (GenAI) was utilized in the preparation, analysis, drafting, and creation of the Grants for the Arts Strategic Framework Process and this GFTA 2026-2028 RFP. GFTA staff used City-provided enterprise GenAI tools: Microsoft Copilot and ChatGPT. All outputs were thoroughly reviewed and vetted by staff and monitored for potential bias with manual corrections made as needed. GenAI was applied to improve accessibility, usability, accuracy, and overall effectiveness of the RFP.

For questions, appeals, or corrections, contact: gfta-program@sfgov.org. You may view this notice in: [Español] · [中文] · [Tagalog]. Or contact.gfta-program@sfgov.org for additional options.

8.5 RFP Development Acknowledgements

We appreciate the RFP frameworks and materials developed by the Department of Children, Youth and Their Families (DCYF), the City Administrator's Office – Community Challenge Grants (CCG), the San Francisco Arts Commission (SFAC), and the Human Rights Commission (HRC), which informed the development of this RFP.

As a member of Bay Area Cultural Funders for Equity (BACFE) since 2021, we recognize our supplemental grants were informed by the BACFE's Rapid Response Grants. To learn more about BACFE, visit <https://www.bacfe.org>

Connect with us



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Photo by Carlos Avila Gonzalez for ODC Theater





Photo by Jessica Palopoli for San Francisco Playhouse



GRANTS
FOR
THE **ARTS**