



San Francisco Film Commission Film Space GRANT FY2019- 2021

San Francisco Film Commission Film Space (SFFCFS) grant is designed to provide financial assistance to nonprofit organizations that assist independent filmmakers by providing low cost office and film production space in San Francisco in order to facilitate film production activities in San Francisco.

Grant Amount: not to exceed \$48,000. Final Grant amount shall be determined by the Film Commission.

Deadline: June 10, 2019

Award Announcement: June 24, 2019

Grant Period: July 1, 2019 – June 30, 2021

ELIGIBILITY REQUIREMENTS

- Applicant's mission focuses on the development and production of film in San Francisco through support and education of individual filmmakers.
- Tax-exempt organization. All applicants must be tax exempt charitable organizations under Section 501(c)(3) of the internal revenue code.
- The organization's headquarters and primary operations must be in San Francisco.
- The filmmakers supported by the organization must be actively engaged in a film, video, television or other moving image project in any genre and in any stage of production -- from screenwriting to strategizing the project's exhibition, distribution and outreach plan.
- At least one of the filmmakers supported by the organization must be working on a film which will shoot 55% of its shoot days in San Francisco.
- Continuing and stable presence in the community. The organization has a continuing existence and ongoing operations.
- Applicants must demonstrate that they own or are leasing a facility suitable for ongoing use by five or more filmmakers (the "subgrantee filmmakers") for film office and film production activities ("Qualified Film Space") per fiscal year* and that such ownership or lease will continue for at least two years. Space must be provided to each filmmaker for a minimum of 12 months per fiscal year.

Operating Budget Eligibility

The three-year average annual operating budget (income or expense) must be at least \$500,000.

*** Fiscal year runs from July 1, 2019 to June 30, 2020 and July 1, 2020 to June 30, 2021.**

FUNDING RESTRICTIONS

- City-owned Cultural Centers are ineligible for Creative Space funding.
- Nonprofit organizations already leasing space from the City are not eligible to apply.
- Programs of another City agency or department are not eligible to apply.
- Applicants cannot submit more than one application per grant term.
- Applicants who receive a grant award (“Grantee”) must enter into a written grant agreement with the City that, in addition to the terms and conditions of such grant, requires the Grantee to acknowledge the receipt of Film Space funding by using the following phrase in all materials produced as a result of this award, and in any interviews or during events “This event/activity/program is supported by Film SF, the San Francisco Film Commission”. Grantee must also display the Film SF logo on all printed and electronic matter. Additionally, all subgrantee filmmakers are to expressly credit the San Francisco Film Commission on all film productions that used space funded in whole or in part by the grant. In addition, as a further condition of such grant, Grantee(s) shall maintain their occupancy in the same Qualified Film Space facility on a continuous basis during the grant term, unless otherwise approved in writing in advance by the Executive Director of the Film Commission. The Film Commission reserves the right to immediately withdraw grant funding or terminate the grant if a Grantee fails to maintain continuous occupancy for each filmmaker for 12 months per fiscal year in a Qualified Film Space during the term of the grant and/or if the number of filmmakers (the “subgrantee filmmakers”) falls below the required number of five in a fiscal year. If a filmmaker leaves, grantee can provide another filmmaker space to maintain the grant award. Grantee must make best efforts to provide space for another filmmaker within 30 days of vacancy. Grantee can provide the space until end of fiscal year, 12 months or until the end of the grant period. Grantee must immediately notify San Francisco Film Commission if there is a vacancy.

FISCAL RESPONSIBILITY

Please provide a budget narrative that will help panelists understand your organization’s financial position.

- Organizations with a reserve or operating surplus should provide a budget narrative that explains your reserve policy or plans for use of the surplus.
- Organizations with accumulated deficits must provide a budget narrative that details how the deficit developed and plans for the deficit reduction.
- Organizations that hold outstanding loans or have defaulted on loans must provide a budget narrative that details the terms of the loan repayment or circumstances of the default.

EVALUATION CRITERIA

Organizations must meet the minimum qualifications listed above and be providing facilities or other forms of support to filmmakers with a significant tie to San Francisco (as described in the eligibility requirements) who are working on professional quality productions. Organizations must describe the activities and ways in which they serve the film community and individual filmmakers.

Applications will be reviewed by a three-member panel that includes the Executive Director of the San Francisco Film Commission. The review panel reserves the right to review applications and to decline to issue any grant where it does not receive qualified applications or for any other reason it its sole discretion.

SUBMITTING YOUR COMPLETED APPLICATION PACKET

All applications must be received by the San Francisco Film office by 5pm the day of the deadline or postmarked by the U.S. Postal Service by the deadline date. We do not accept postmarks from office postage meters or

applications sent via e-mail or fax. Proposals sent via mail carriers other than USPS (i.e., UPS, FedEx) are subject to the in-office deadline.

Deliver application packets to or mail application packets to:

**San Francisco Film Commission
City Hall, Room 473
San Francisco, CA 94102**

In fairness to others, late and substantively incomplete applications will not be accepted.

FOR ASSISTANCE

You may contact the San Francisco Film Commission staff for further assistance. You may call 415-554-6241 or email film@sfgov.org with questions.

APPLICATION CHECKLIST

Submit three (3) sets in the following order; copied, double-sided and three-hole-punched.

- Application Form**
- IRS tax determination letter.**

Provide a detailed budget, including income and expenses.

- Current Balance Sheet.**
- Explanations of surplus/deficit.**
- Key Project Personnel:** For each, include a one-paragraph bio and description of roles, and indicate if the person is a regular staff member or specifically engaged for the project. If a key position(s) is vacant, provide a list of the qualifications and describe the search process.

List of Staff members with positions: Add a "V" next to the name of each volunteer and a "P" next to the name of each person who will be paid.

List of Board of Directors: Include their affiliation, length of time served and term expiration dates. Describe the roles and responsibilities of the board, specifically for the proposed Initiative.

For organizations with a three-year average annual operating budget of at least \$500,000 state the percentage of Board members who are from a historically underserved community identified in your mission statement.

Your organization's calendar of activities for the last completed program year, current year, and proposed next 2 years.

Promotional Materials. Submit three (3) labeled sets in separate envelopes.

Up to three (3) samples of your organization's promotional materials, such as brochures, fliers, catalogues, etc. related to your film space/residents events. If you are submitting a more complicated or costly item, such as a book, you need only submit two (2) sets.

Digital File of Application. Submit one (1) set.

Digital File of Application on thumbdrive. Include application form and all attachments in digital form.

APPLICATION FORM

GRANT CATEGORY: Film Space Grant

GRANT APPLICANT:

LEGAL NAME, IF DIFFERENT

CONTACT PERSON + TITLE

CORPORATE ADDRESS

MAILING ADDRESS IF DIFFERENT

CHECK IF NEW ADDRESS CHECK IF NEW MAILING ADDRESS

DAY PHONE

MOBILE

FAX

EMAIL

WEBSITE

PROVIDE A VALID E-MAIL. PANEL NOTICES AND IMPORTANT GRANT INFORMATION WILL BE SENT TO THIS E-MAIL.

NUMBER OF THE SUPERVISOR'S DISTRICT WHERE YOUR OFFICE IS:

NUMBER OF THE SUPERVISOR'S DISTRICT OF THE FACILITY ADDRESSED BY THE PROJECT:

YOUR DISTRICT NUMBER CAN BE FOUND AT: [HTTP://GISPUBWEB.SFGOV.ORG/WEBSITE/NUVIEWER/MONSMAP.ASP](http://GISPUBWEB.SFGOV.ORG/WEBSITE/NUVIEWER/MONSMAP.ASP)

HAS YOUR ORGANIZATION APPLIED FOR OR RECEIVED FUNDS FROM GFTA THIS FISCAL YEAR? YES NO

IF YES, PLEASE INDICATE THE AMOUNT EXPECTED OR RECEIVED: \$

IF YES WHAT PORTION OF THE FUNDS WILL BE USED FOR THIS PROJECT? \$

ELIGIBILITY

INDICATE IF YOUR ORGANIZATION IS A 501(C)(3) ARTS ORGANIZATION:

DOES YOUR ORGANIZATION'S MISSION STATEMENT INVOLVE **MAINLY AND CLEARLY** THE DEVELOPMENT PRODUCTION OF FILM PRODUCTION? YES NO

YEAR FOUNDED:

YEAR INCORPORATED:

DO YOU HAVE A TWO-YEAR HISTORY OF SUPPORTING FILM PRODUCTION?

DATES & BRIEF ACTIVITY DESCRIPTION OF THIS WORK:

3-YEAR AVERAGE. INDICATE INCOME AND EXPENSE FOR THE LAST THREE COMPLETED FISCAL YEARS AND INDICATE WHETHER YOU ARE ON A FISCAL YEAR OR A CALENDAR YEAR AND WHICH YEARS THEY ARE.

CHECK

CY OR FY

YEAR:

YEAR:

YEAR:

3 YEAR AVERAGE

INCOME

EXPENSE

SURPLUS/(DEFICIT)
ACCUMULATED

SURPLUS/(DEFICIT)

SIGNIFICANT IN-KIND

PROJECT INFORMATION

PROJECT SUMMARY. SUMMARIZE YOUR PROPOSED PROJECT IN 75 WORDS OR LESS. WORD OVERAGE WILL **NOT** BE READ.

GRANT REQUEST AMOUNT

TOTAL PROJECT BUDGET

PERCENTAGE OF GRANT REQUEST OF TOTAL PROJECT BUDGET

PROJECT START DATE

PROJECT END DATE

PROJECTED NUMBER OF PEOPLE TO BE SERVED/IMPACTED BY THIS PROJECT THIS YEAR:

PROJECTED NUMBER OF FILMMAKERS TO BE SERVED BY YOUR ORGANIZATION THIS YEAR:

CERTIFICATION

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE APPLICANT FULLY MEETS ALL THE ELIGIBILITY REQUIREMENTS FOR FY2019-2021 SFFC FILM SPACE GRANTS AND THE DATA IN THIS APPLICATION AND ANY ATTACHMENTS IS TRUE AND CORRECT. I UNDERSTAND THAT ANY MISREPRESENTATIONS OF INFORMATION WILL AUTOMATICALLY DISQUALIFY THIS APPLICATION, AND RENDER THE APPLICANT INELIGIBLE TO APPLY

AUTHORIZED SIGNATURE OF **APPLICANT** _____

DATE _____

PRINT NAME AND TITLE OF PERSON SIGNING THIS FORM _____

SFFC FILM SPACE

FACILITY OVERVIEW

ADDRESS OF FACILITY (AND CROSS-STREETS):

SQUARE FOOTAGE OF FACILITY IN GRANT PROPOSAL:

NUMBER OF YEARS IN THE FACILITY:

TOTAL CAPACITY OF FACILITY

SUMMARY OF HOW FACILITY IS CURRENTLY USED.

YOUR RELATIONSHIP TO THE FACILITY:

CURRENTLY OWN CURRENTLY LEASE PLAN TO LEASE PLAN TO OWN

IF YOU LEASE, OR PLAN TO LEASE THE FACILITY:

NAME OF LANDLORD:

NUMBER OF YEARS REMAINING ON LEASE:

ALL APPLICANTS:

ESTIMATED CURRENT MAINTENANCE BUDGET:

IF THE PROPOSED PROJECT IS PART OF A LARGER CAPITAL CAMPAIGN OR SERIES OF IMPROVEMENTS
INDICATE THE OVERALL PROJECT BUDGET:

SUMMARY OF CURRENT FACILITY MAINTENANCE PLAN AND SCHEDULE, INCLUDING PERSONNEL IF APPLICABLE:

SUMMARY OF PAST IMPROVEMENTS MADE TO THE FACILITY BY YOUR ORGANIZATION:

SUMMARY OF ANY FUTURE PLANS FOR FACILITY IMPROVEMENTS BEYOND THIS PROJECT:

YOUR ORGANIZATION & YOUR COMMUNITY/AUDIENCE

Provide your mission and vision statements, an overview of your organization's evolution, and programmatic activities. Describe your community and/or audience, and how your organization engages them. Limit this response to 2 pages or less.

THE PROPOSED PROGRAM

- Describe the proposed program in detail. Explain why the program is necessary/important.
- Describe how the program will impact your ability to provide programs and/or services to your filmmakers.
- Describe how the staff leadership and Board of Directors (and community members, if appropriate) are involved in the program; and the decision making process.

Required Documentation

Grantees must submit the following to set up their grant and show they are in compliance with the City of San Francisco's guidelines. These requirements are subject to change and applicable to any and all active grants.

Grant Agreements

Grantees must sign a standard contract with the City & County of San Francisco. This is required of all entities contracting with the City.

Compliance Documentation

If you have not received funding from the City of San Francisco in the past, you will have to establish a record with the City through the submission of the following forms:

W-9 Taxpayer Identification Form

If this is your first time doing business with the city, you must complete and sign this form in order to receive any payments from the City and to establish a vendor record. Official updates to your address must also be made by W9. Grant payments will not be made without a current address on file.

Human Rights Commission Non-Discrimination Documentation Form

Grantees must be certified as meeting the legally mandated non-discrimination and equal benefits requirements of the City of San Francisco. Please note that this is a one-time process but it is extensive and can take several months. If you have employees to whom you provide benefits, you will have to prove that these benefits are extended equally to employees with domestic partners and employees with spouses. All decisions are at the sole discretion of the Human Rights Commission.

Business Tax Registration Form

If your business is a non-profit organization, it is exempt from the Business Tax Certificate registration fee and San Francisco payroll taxes. However, tax-exempt organizations must still register with the Tax Collector and are required to provide proof of their non-profit status in order to receive an exemption. You must provide a copy of the statement from the Internal Revenue Service verifying exempt status. If you have not registered, please contact the Tax Collector's office directly: www.sftreasurer.org

Insurance and Waiver Requests

The City & County of San Francisco requires three forms of insurance coverage from grantees: General Liability, Workers' Compensation and Commercial Automobile Insurance. Certificates demonstrating adequate coverage must be provided.

Grantee must maintain General Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable. We also require workers' Compensation, **in statutory amounts**, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness. For both the General and Auto liability, the City requires an endorsement naming the "City & County of San Francisco, its officers, agents and employees" as additional insured and the San Francisco Film Commission must be named as the certificate holder.

If the required coverage is not applicable to your contract with the City or the San Francisco Film Commission, a waiver request can be submitted. Please note that all waiver requests are subject to approval by the City Risk Manager's office. Additional proof of coverage or information may be requested by the Risk Manager at his/her discretion.

* Organizations with a budget over \$100,000 must carry General Liability coverage and cannot request a waiver. A General Liability waiver request does not release grantees from the obligation to have coverage for your project activities through a venue or other presenting agent. If a venue will not be covering your events, you must purchase event insurance. Event insurance certificates must name the "City & County of San Francisco, its agents, officers and employees" as additional insured and the San Francisco Film Commission as certificate holder.

Final Reports and Default Policy

Final Reports, Site Visit, and Film Commission presentation

Grantees must submit a satisfactory final report within 30 days of the end of the grant window. If a final report is not received within those 30 days, the grantee will have breached the Grant Agreement and be considered in default. Grantees are responsible for submitting a timely report. A reminder will *not* be sent at the end of the grant period. Annual final reports shall include: list of filmmakers, stage of development, note which productions filming in San Francisco, type of production and short narrative highlighting grant impact, benefit, and key events which occurred in that fiscal year.

Grantees will also present their final report at a Film Commission meeting within 2 Commission meetings after submission of their report. Commission meetings occur monthly on the fourth Monday of the month. The Film Office will work with the grantee to schedule a short presentation at the Commission meeting.

Film SF will conduct and schedule an annual informal site visit to grantee which will be determined at a time convenient for both the grantee and the Film Office.

Default Policy

If a final report is not received in a timely manner, the grantee will have breached the Grant Agreement and be considered in default. Grantees in default will be ineligible to apply to the SFFC Film Space Grants for a period equal to the time they are in default (the period from end of their grant

window until a complete final report is received), with a **minimum period of ineligibility of twelve months**. In addition, any remaining balance on the grants in default will be dissolved.