

# Arts Impact Endowment (AIE) | First-Time Grantee Initiative

**Fiscal Sponsorship +  
Application 101 Webinar**

**July 15, 2022**

**12:30 – 1:30 p.m.**





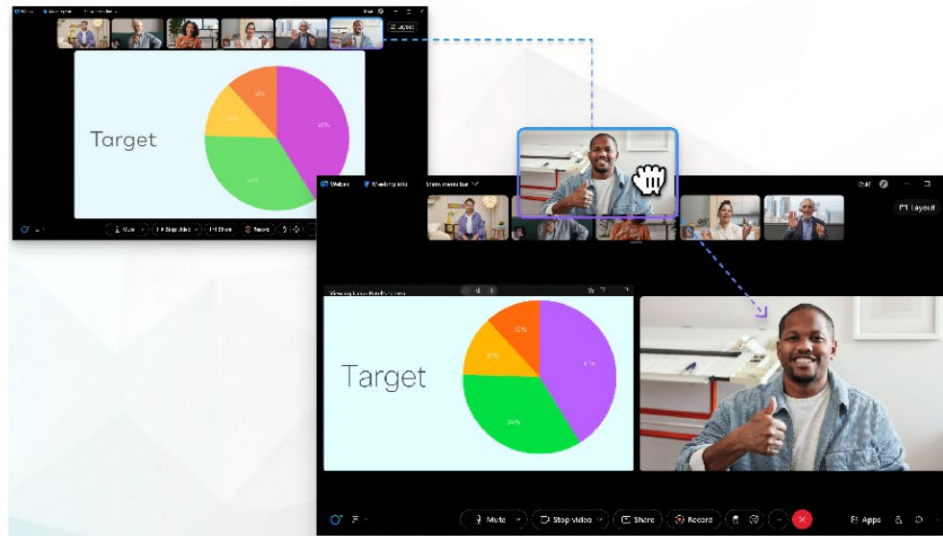
Photo Credit: Hulleah Tsinhnahjinnie





# Webex – How to Move Someone to Stage (ASL)

1. At the top of your meeting window, hover over the video of the ASL Interpreter and click MORE ... > Move to Stage
2. You can also right click on the person's window and select > Move to Stage
3. The person's window will be on the screen through the whole event.



# AGENDA



Round Valley Dancer | Photo by April McGill

- *Fiscal Sponsorship* (20 min)
- Q + A (10 minutes)
- *Application 101* (20 minutes)
- Q + A (10 minutes)

# First-Time Grantee Initiative

Supports arts organizations and individual creators + makers who have *never* received grant funding from the San Francisco Arts Commission (SFAC) or Grants for the Arts (GFTA).



- Up to \$50,000
- Can apply to one (1) of the four (4) funding areas:
  1. Arts Education/  
Creative Exploration
  2. Space/Capital
  3. Arts  
Organizations/Core  
Support
  4. Individual Artist  
Support



# FUNDING CATEGORIES



<p><b>*Arts Education/ Creative Exploration Engage + Explore</b></p> <p><b>\$700,000 14 grants awarded</b></p>	<p><b>Space/Capital Access + Afford</b></p> <p><b>\$500,000 10 grants awarded</b></p>	<p><b>Arts Organizations/Core Support People + Plans</b></p> <p><b>\$350,000 7 grants awarded</b></p>	<p><b>Individual Artist Support Make + Create</b></p> <p><b>\$200,000 4 grants awarded</b></p>
<p>*This funding area is for Individuals or Organizations who want to invest in intergenerational learning and/or engaging youth in creative exploration.</p>	<p>This funding area is for Individuals or Organizations who want to invest in their creative space by making it more affordable, accessible, collaborative or need support understanding long-term leases, purchase agreements or for developing fundraising plans.</p>	<p>This funding area is for Organizations who want to invest in any aspect of their arts organization including staff salaries + development, monthly bills, tech, programming, and project planning costs.</p>	<p>This funding area is for Individuals who want to invest in their personal creative practice. All art forms and levels of experience are welcome!</p>






**DEADLINE TO APPLY:**


**WEDNESDAY, AUGUST 10, 2022  
AT NOON**







**FISCAL  
SPONSORSHIP**  
*WHO + WHAT + WHEN*



# FISCAL SPONSORS

1. **Accept legal responsibility to document the status and progress of the project.**



2. **Monitor and control the expenditures of the grant funds in keeping with the purpose of the grant.**



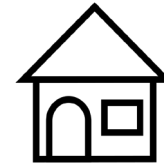
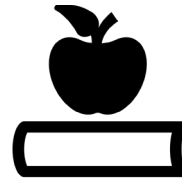
3. **Comply with the terms of the grant, including all insurance requirements.**



# INDIVIDUAL CREATORS + MAKERS

INDIVIDUALS can apply to ONE of the following funding areas:

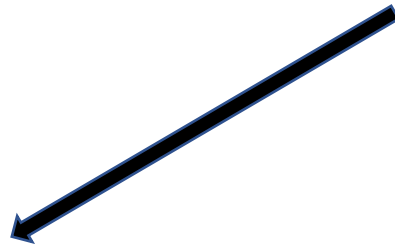
1. Arts Education/Creative Exploration
2. Space/Capital
3. Individual Artist Support



Does your idea involve working with vulnerable populations?

- Minors under 18 years old
- Developmentally disabled populations
- Elderly individuals over 65 years old.

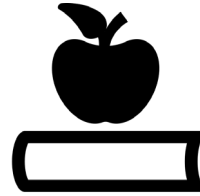
**If YES, you must apply with a fiscal sponsor!**



# ARTS ORGANIZATIONS

ORGANIZATIONS can apply to ONE of the following funding areas:

1. Arts Education/Creative Exploration
2. Space/Capital
3. Arts Organizations/Core Support

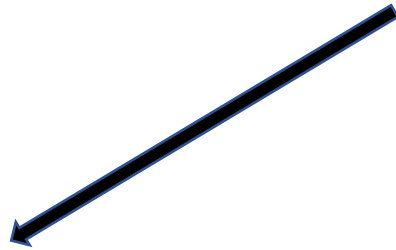


Is my organization a 501(c)(3) + in good standing with the IRS?

Does your idea involve working with vulnerable populations?

- Minors under 18 years old
- Developmentally disabled populations
- Elderly individuals over 65 years old.

If NO, you must apply with a fiscal sponsor!







## Fiscal Sponsorship Confirmation Form

Name of Grant Applicant: \_\_\_\_\_

Name of Fiscal Sponsor Organization: \_\_\_\_\_

By signing below, I acknowledge that I have reviewed the proposed project and find it compatible with our mission and values, and I agree to the following:

- Accept legal responsibility to document the status and progress of the project.
- Monitor and control the expenditures of the grant funds in keeping with the purpose of the grant.
- Comply with the terms of the grant, including all insurance requirements\*
- To submit current proof of IRS 501(C)(3) status:

<https://apps.irs.gov/app/eos/>

### Insurance Requirements

**General Liability:** Awarded grantees, or their fiscal sponsor, will need to submit a certificate of General Liability Insurance and an Endorsement Page with first invoice. General liability insurance **cannot** be waived. This requirement can met by the following:

- o Purchasing **General Liability Insurance** as an individual artist or organization.
- o Purchasing **Special Event Insurance** for any public events associated with the grant project.
- o Obtaining a **General Liability Insurance certificate from their host venue**, which adds the grantee and event to their policy by endorsement and lists the San Francisco Arts Commission as additionally insured.

**Workers Compensation Insurance:** Workers Comp insurance is required for an organization that has employees. If you do not have employees, the San Francisco Arts Commission will provide a waiver for this requirement. A Waiver of Subrogation addendum is required for organizations to do work on ANY City-owned property.

**Auto Insurance:** Auto Insurance is required if the awarded grantee will use a vehicle for the purposes of the grant. The San Francisco Arts Commission will provide a waiver for this requirement.

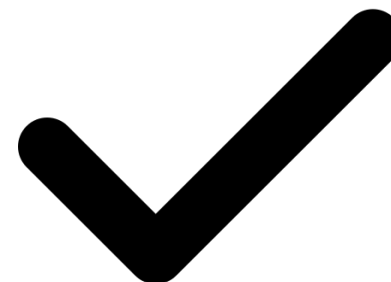
**Abuse and Molestation Insurance:** Proof of Abuse & Molestation coverage in addition to General Liability coverage is required for working with vulnerable populations (minors, disabled people, or elderly people).

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Fiscal Sponsor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

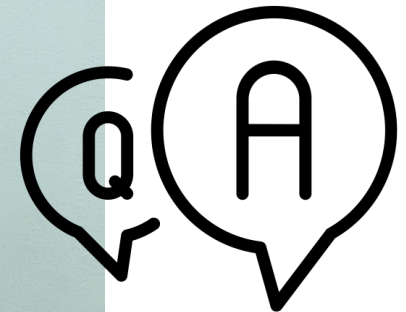
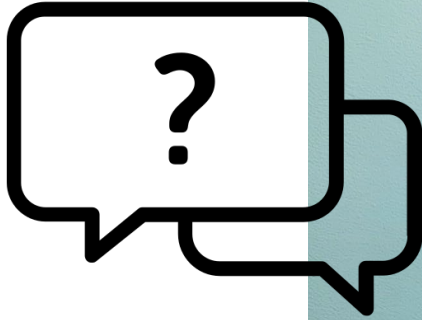




# HOW DO I FIND A FISCAL SPONSOR?



# QUESTIONS



19ACIP Arc



# APPLICATION 101





# GRANTS LANDING PAGE

ESPAÑOL 中文 FILIPINO COVID 19 UPDATES RESOURCES CONTACT VIEW THE CALENDAR

sfac

OUR ROLE & IMPACT FIND OPPORTUNITIES EXPERIENCE ART GET INVOLVED

GRANTS  
CALLS FOR ARTISTS  
ART VENDOR PROGRAMS  
BID OPPORTUNITIES FOR CONTRACTORS

RELATED INFORMATION

- Grantseeker Information Sessions
- Apply To Be A Grant Panellist
- How To Become A City Supplier

The Community Invest... organizations, and co... assistance, arts educat... Francisco-based artists, arts through grants, technical -based Cultural Centers.

Please sign up for our newsletter to stay informed about any grant program updates.

First Voice Inc., Brenda and Mark in the California Elegance Book

<https://www.sfartscommission.org/grants>

Webpage includes:

- Important dates table
- Link to a list of upcoming technical assistance webinars + login information
- Links to guidelines + application
- Links to past grantees

# GUIDELINES + INSTRUCTIONS

## RELATED INFORMATION

- 6/24/22 First-Time Grantee Initiative Grantseeker Webinar
- Apply Now - Individuals
- Apply Now - Orgs
- Grant Information Sessions
- Grants

## Arts Impact Endowment (AIE) | First-Time Grantee Initiative

FOR A PROJECT TAKING PLACE JANUARY 1, 2022 – JUNE 30, 2024

### TRANSLATION

A translation of this grant application is available upon request; however, only applications in English are accepted. For more information please contact 311.

Una traducción de esta solicitud de aplicación está disponible en español. Favor comunicarse con el número 311 en inglés. Favor comunicarse con el número 311 en español.

的翻译版本将应请求而提供；然而，

只有英文申请才会被接受。如需更多信息，请联系 311。或联系 a.panopio@sfgov.org。



**INDIVIDUALS:** Arts Impact Endowment (AIE) | First-Time Grantee Initiative **Grant Application Instructions** How to Prepare and Submit your Application

For any questions about AIE, contact Candace Eros Diaz at [candace.diaz@sfgov.org](mailto:candace.diaz@sfgov.org) or 415-252-2253.

### How to Apply

**DEADLINE TO APPLY: Wednesday, August 10, 2022 at 12 p.m.**

**APPLICATION FOR INDIVIDUALS:** <https://sfac.tfaforms.net/163>

Applications must be submitted online. Emailed or faxed 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.

**NEW:** If you need special accommodations, you must contact Candace Eros Diaz at [candace.diaz@sfgov.org](mailto:candace.diaz@sfgov.org) or 415-252-2253 at least two weeks before the application deadline, in order for us to appropriately accommodate.

**AIE GRANT GUIDELINES ARE AVAILABLE [HERE](#)**

To review list of important dates, eligibility, project requirements and scoring criteria.



**ORGANIZATIONS:** Arts Impact Endowment (AIE) | First-Time Grantee Initiative **Grant Application Instructions** How to Prepare and Submit your Application

For any questions about AIE, contact Candace Eros Diaz at [candace.diaz@sfgov.org](mailto:candace.diaz@sfgov.org) or 415-252-2253.

### How to Apply

**DEADLINE TO APPLY: Wednesday, August 10, 2022 at 12 p.m.**

**APPLICATION FOR ORGANIZATIONS:** <https://sfac.tfaforms.net/164>

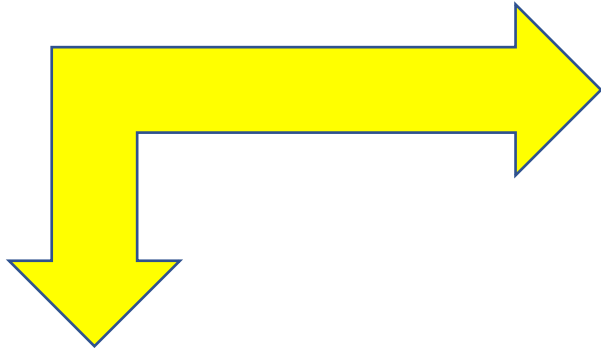
Applications must be submitted online. Emailed or faxed applications are not accepted. In fairness to others, we cannot accept late or incomplete applications. If the applicant does not provide the complete set of information in the appropriate format by the deadline, the application may be deemed incomplete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

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**AIE GRANT GUIDELINES ARE AVAILABLE [HERE](#)**

To review list of important dates, eligibility, project requirements and scoring criteria.

# ELIGIBILITY + APPLICATION



## FOR INDIVIDUALS

[AIE GUIDELINES \(PDF\)](#)

[INDIVIDUALS - APPLICATION INSTRUCTIONS \(PDF\)](#)

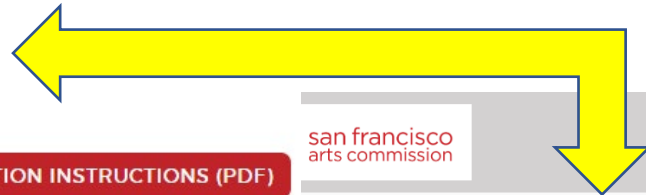
[APPLY NOW - INDIVIDUALS](#)

## FOR ORGANIZATIONS

[AIE GUIDELINES \(PDF\)](#)

[ORGANIZATIONS - APPLICATION INSTRUCTIONS \(PDF\)](#)

[APPLY NOW - ORGANIZATIONS](#)



**sfac** san francisco  
arts commission

### FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Eligibility Questions (Individual)

Applicant Name: \*  Email: \*

Is the individual applicant (and its fiscal sponsor, if applicable) San Francisco-based and able to demonstrate a consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years (since June 2020)? \*

- Yes  
 No

Has the individual applicant ever received funding from the San Francisco Arts Commission (SFAC) or Grants for the Arts (GFTA)? \*

- Yes  
 No

Does the individual applicant clearly focus on the development, production, and/or presentation of arts activities, and/or youth arts activities in San Francisco? \*

- Yes  
 No

Is the individual applicant at least 18 years of age? \*

- Yes

san francisco  
arts commission

### Arts Impact Endowment Grant (AIE) | First-Time Grantee Eligibility Questions (Organization)

Applicant Name: \*  Email: \*

Is the organization (and its fiscal sponsor, if applicable) San Francisco-based and able to demonstrate a consistent programmatic history and public benefit to the City of San Francisco, its neighborhoods and communities over the last two years (since June 2020)? \*

- Yes  
 No

Is the applicant organization (or its fiscal sponsor, if applicable) tax-exempt and in good standing under Section 501(c)(3) of the Internal Revenue Service Code? \*

- Yes  
 No

Has the applicant ever received funding from the San Francisco Arts Commission (SFAC) or Grants for the Arts (GFTA)? \*

- Yes  
 No

Does the organization clearly focus on the development, production, and/or presentation of arts activities, and/or youth arts activities in San Francisco? \*

# APPLICATION

## FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application



Page: **1** 2 3 4 5

Save my progress and resume later | [Resume a previously saved form](#)

**Consult with an Application Coach!**  
Consult with SFAC Staff!

[Schedule Online](#)

At the end of this application is an optional demographic survey. Any data you provide will not be seen by panelists or used in the evaluation of your application. Applicant data will be used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff. We ask that you plan some time to fill out this survey before you submit your application.

### Applicant Information

Are you applying as an: \*

Please select...  
Please select...  
Individual  
Organization  
Please select...  
Applying for: \*

Are you applying on behalf of a collective? \*

- Yes
- No

This question is only used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff. It has no bearing on your application.

Grant Request Amount: \*

Up to \$50,000. Do not use any special characters. Enter numbers only.

## FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

Page: **1** 2 3 4 5



Save my progress and resume later | [Resume a previously saved form](#)

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### Applicant Information

Are you applying as an: \*

Organization

Please select the funding area you are applying for: \*

Please select...  
Please select...  
Organization  
Arts Education/Creative Exploration  
Space/Capital  
Arts Organizations/Core Support

This question is only used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff. It has no bearing on your application.

Grant Request Amount: \*

Up to \$50,000. Do not use any special characters. Enter numbers only.



# SAVING YOUR PROGRESS

## FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

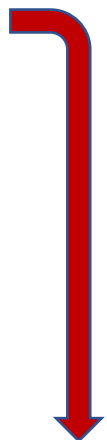
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Consult with an Application Coach!  
Consult with SFAC Staff!

[Schedule Online](#)



## FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

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Save my progress and resume later | [Resume a previously saved form](#)

Resume Later

In order to be able to resume this form later, please enter your email and choose a password.

Your Email:

A Password:

Confirm Password:

## FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

Thank you. Your response has been saved.

Do not use your browser's back button. If you need to return to the form, please use one of the links provided below.

- [Resume this form now](#)
- [Start a new form](#)

You can resume this form at any time. Make sure you can remember the email and password you just provided. You will need them to resume your form.



# BASIC CONTACT INFO

**Legal Name of Organization: \***

**Contact Person: \***

**Title: \***

**Contact Email: \***  **Contact Phone Number: \***

**San Francisco Corporate Address**

**Street Address: \***

**City:**  **State:**  **Zip Code: \***

**Is your mailing address different than your physical address? \***

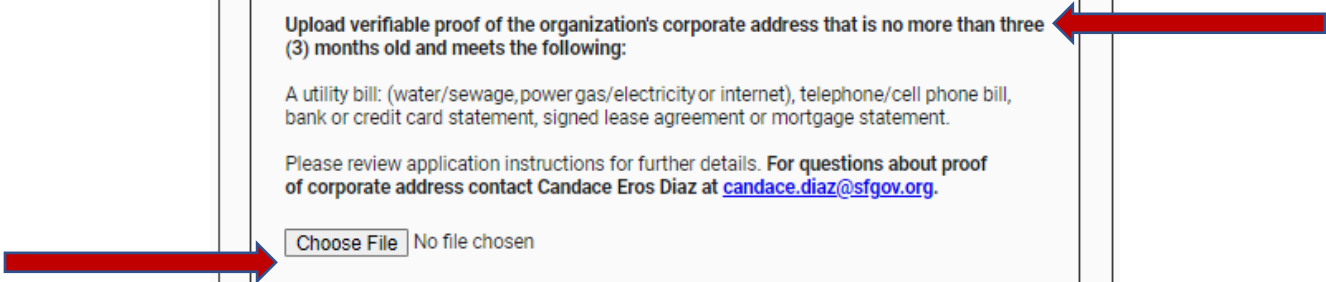
Yes  
 No

**Upload verifiable proof of the organization's corporate address that is no more than three (3) months old and meets the following:**

A utility bill: (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement.

Please review application instructions for further details. For questions about proof of corporate address contact Candace Eros Diaz at [candace.diaz@sfgov.org](mailto:candace.diaz@sfgov.org).

No file chosen



# FISCAL SPONSOR INFO

## Fiscal Sponsor

Any applicant may choose to apply with a fiscal sponsor.

Fiscal sponsors are required to provide the appropriate insurance coverage, if selected for funding and needed.

If this proposal includes working with vulnerable populations (minors under 18 years old, developmentally disabled or elderly individuals over 65 years old), an individual applicant must apply with a San Francisco based 501(c)(3) organization as the fiscal sponsor.

Does this proposal include working with vulnerable populations (minors under 18 years old, developmentally disabled or elderly individuals over 65 years old)? \*

- Yes  
 No

Are you choosing to apply with a fiscal sponsor? \*

- Yes  
 No

## Fiscally Sponsored Applicant Organization's Financial Uploads

Applicant Organization's Profit and Loss Statements and Balance Sheets for the last two (2) completed years.

You may upload up to three (3) financial support materials.

Upload Financials \*

No file chosen

[Add another financial document](#)

## Fiscal Sponsor Information

Upload a signed Fiscal Sponsorship Confirmation Form and enter the legal name of the fiscal sponsor, the San Francisco address and contact information. **This form is available [here](#).**

Upload completed and signed Fiscal Sponsorship Confirmation Form \*

No file chosen

Legal Name of Fiscal Sponsor: \*

Fiscal Sponsor Executive Leader's Name: \*

Fiscal Sponsor Email: \*

Fiscal Sponsor Phone Number: \*

Fiscal Sponsor Corporate Address: \*

City

State

Zip Code: \*

Upload verifiable proof of the fiscal sponsor's corporate address that is no more than three (3) months old and meets the following:

A utility bill: (water/sewage, power gas/electricity or internet), telephone/cell phone bill, bank or credit card statement, signed lease agreement or mortgage statement.

Please review application instructions for further details. **For questions about proof of corporate address contact Candace Eros Diaz at [candace.diaz@sfgov.org](mailto:candace.diaz@sfgov.org).**

No file chosen

Proof of fiscal sponsor's IRS good standing: Visit [IRS-Tax Exempt Organization Search](#).

1. Select Database "Pub 78 Data".
2. Search for the fiscal sponsor's EIN number or Organization Name.
3. Select the correct organization.
4. Save a PDF of the screen titled "Publication 78 Data" that shows your organization listed and upload below.

No file chosen

# NARRATIVE QUESTIONS 1 + 2

**Narrative Questions**

**Question 1: *Who* - Racial Equity (25 Points)**

Describe your organization's connection to Black, Indigenous, People of Color (POC), LGBTQI+, and Disabled San Francisco communities. (200 words) \*

**Question 2: *You* (15 Points)**

Over the last two (2) years, how did your organization support the communities described in Question #1. (150 words) \*

Application

CATEGORY	POINTS	APPLICATION QUESTIONS	SCORING CRITERIA
<i>Who</i> Racial Equity  (25 points)	25	Describe your/your organization's connection to Black, Indigenous, People of Color (POC), LGBTQI+, and Disabled San Francisco communities.  (200 words)	The applicant is deeply rooted in Black, Indigenous, POC, LGBTQI+, and Disabled San Francisco communities.
<i>You</i>  (15 points)	15	Describe your creative practice over the last two (2) years.  If applying as an organization, over the last two years, how did your organization support the communities described in Question #1.  (150 words)	The applicant has a clear understanding of their creative practice and/or how they support the community(ies) they serve over the last two years.

Scoring Criteria

# NARRATIVE QUESTION 3

**Question 3: What + How - Idea (60 Points)**

**3a (20 Points)**

Summarize your organization's idea and how it is connected to the funding area you selected? (150 words) \*

**3b (20 Points)**

Describe how the funds will help your organization fulfill a current need? (150 words) \*

**3c (15 Points)**

Describe how this funding will set your organization up for long- or short-term success? (150 words) \*

20	Summarize your/your organization's idea and how is it connected to the funding area you selected?  1. Arts Education/Creative Exploration 2. Space/Capital 3. Arts Organizations/Core Support 4. Individual Artist Support  (150 words)	The applicant describes their idea and shows how it connects to the funding area.
20	Describe how the funds will help you/your organization fulfill a current need?  (150 words)	The applicant describes their need for the funds.
15	Describe how this funding will set you/your organization up for long- or short-term success?  (150 words)	The applicant describes how the funds will set them up for success.

Application

Scoring Criteria

# NARRATIVE QUESTIONS 4 + 5

Question 4: *Goals*

Describe three (3) major goals for your idea in detail. (50 words each)

Major Goal #1: \*

Major Goal #2: \*

Major Goal #3: \*

Question 5: *Expenses*

Describe three (3) major expenses for your idea in detail. (50 words each)

Major Expense #1: \*

Major Expense #2: \*

Major Expense #3: \*



# NARRATIVE QUESTION 6

Question 6: *Work Samples* (10 points)

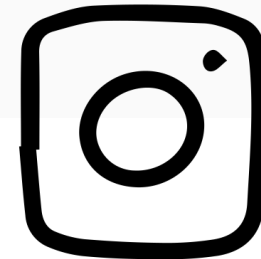
Provide IG handle with 2-5 images and/or videos that demonstrate your ability to bring the proposed idea to life and demonstrate your knowledge of and experience in your creative practice or your organization's mission. (100 characters)

Instagram (IG) Handle: \*

This IG account should be public, contain only 2-5 images/videos, and created solely for the purpose of this application.

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Created by lutfiadela  
from the Noun Project

# DEMOGRAPHIC SURVEY - OPTIONAL

## FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application

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### Demographic Survey

The San Francisco Arts Commission collects demographic data about our grant applicants to better serve our communities and to maintain our commitment to equity.

**Completion of this demographic survey is optional. Any data you provide will not be seen by panelists or used in the evaluation of your application.** Rather, it will be used to evaluate and inform outreach and technical assistance strategies for San Francisco Arts Commission staff.

We understand that the criteria/categories in this survey might not be perfect, and we appreciate any feedback to revise categories in ways that may feel more appropriate.

Thank you for your participation.

### How did you learn about this grant opportunity? (select one) \*

- SFAC website
- SFAC newsletter
- SFAC staff member
- Cultural Ambassador
- An organization
- Word of mouth
- Social media
- Not listed above

### Did you pay a professional grant writer to complete this application? \*

- Yes
- No

### Would you like to complete the demographic survey? \*

- Yes
- No

# CERTIFICATION + RELEASE

## FY22 Arts Impact Endowment (AIE) | First-Time Grantee Initiative Grant Application


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### Certification and Release

This is a required section of the grant application.

This certification and release must be signed by the principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on the data available at the time of the application and that there are no misstatements or misrepresentations contained herein or in attachments. The individual applicant or organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and other regulations and City requirements in this grant application. The undersign hereby release the City & County of San Francisco, the San Francisco Arts Commission, and their respective officers, employees or agents, from any and all liability and/or responsibility concerning damage to or loss of materials submitted to FormAssembly, whether or not such damage or loss is caused by the negligence or intentional acts or omissions of FormAssembly, its respective officers, employees or agents.

I confirm that the information within this application is true and correct. 

Applicant Contact Name: \*

Candace Eros Diaz

Title: \*

Grantmaker

Email to send copy of completed application: \*

candace.diaz@sfgov.org

Date: \*

07/07/2022

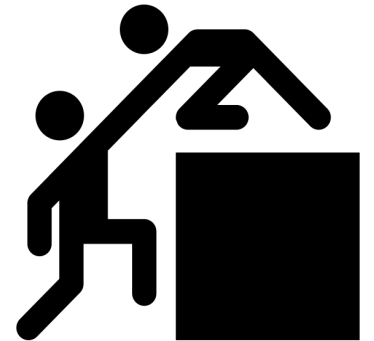
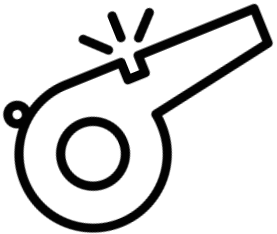
Please use the calendar and click on today's date.

[Previous Page](#)

[Submit](#) 

# GRANTSEEKER TIPS

Consider  
connecting with a  
Cultural  
Ambassador!





**IF YOU ARE  
FUNDED YOU'LL  
NEED TO...**



# PROJECT REQUIREMENTS

- **Grantee to Pay All Taxes**
- **Insurance** is required for all grant recipients. Individuals working with vulnerable populations (minors under 18 years old, developmentally disabled populations, or elderly individuals over 65 years old) must apply with a fiscal sponsor.
  - If an applicant is using a fiscal sponsor, a signed fiscal sponsorship form must be submitted with the application.
- **Budget:** Recipients of grant funds will be required to develop a project budget that itemizes grant expenditures over the grant window.
- **Grant Plan:** Recipients of grant funds will be required to develop a project grant plan that details the project activities over the grant window.

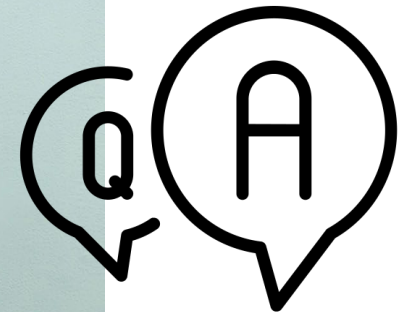
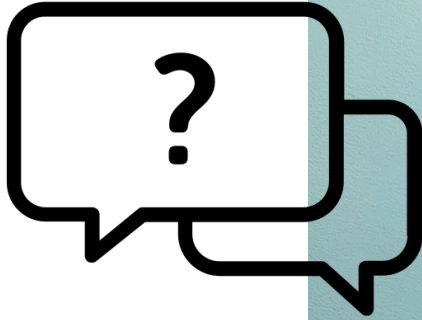


19SPX Dancers Group | Rasika Kumar

**Documentation:** Recipients of grant funds are expected to produce/provide work samples of the funded idea at the end of the grant window.



# QUESTIONS



19ACIP Arc



**DEADLINE TO APPLY:**

**WEDNESDAY, AUGUST 10, 2022  
AT NOON**

# CONTACT US



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Program Officer

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415-252-2253

*\*Schedule a 15-minute one-on-one  
consultation via the link in my email  
signature*

**Denise Pate (she/her)**

Director of Community Investments

[Denise.pate@sfgov.org](mailto:Denise.pate@sfgov.org)