**Appendix A: Application Questions**

**Film SF Film Space Grant RFP 2023-2027**

This Appendix includes the questions that will be asked in the application to the Film Space Grant RFP. **You may draft your responses on this template, but please enter your responses into the online application by the deadline, Friday, May 19, 2023 by 5:00 P.M.**

### The online application will be available on the RFP website by Friday, April 28, 2023. You will find the Film Space RFP at the following website: <https://sf.gov/information/bid-opportunities>

### Please do not upload this Appendix with your application. Please make sure you upload all required attachments listed on the Proposal Package Checklist found at the end of this document. If you have any questions about the content of this appendix, OEWD is here to help! Please submit questions to oewd.procurement@sfgov.org

**PART I. APPLICANT PROFILE**

In this section, provide all organizational contact information. Information requested in the **Applicant Profile** section includes:

* Organization name (Name as listed in the [California Secretary of State Registry](https://bizfileonline.sos.ca.gov/search/business))
* Address, website and main phone number
* Executive Director name, contact information
* Proposal point of contact name, contact information
* Supplier (City vendor) or Bidder Status
* Employer Identification Number (EIN), also known as your agency’s tax ID, as registered with the [Internal Revenue Service](https://apps.irs.gov/app/eos/)
* Your current Organizational Chart (“Org Chart”)
* Information on your Executive Director/CEO’s tenure
* Information on your staff (full time equivalent employees, number of volunteers)
* Information about your Board of Directors (see details below)
* Information on any additional individuals or organizations involved in delivering the program
* Information on your overall organizational budget (data entry field and file upload)

**Staffing and Board information.**

Your application requires basic information about your staff and board. These questions should be answered for the Primary Applicant and, if that entity is applying solely as the fiscal agent, we will also need Staffing and Board information for the Program Lead.

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| **STAFFING AND BOARD COMPOSITION CHART** |
| **Executive Director Tenure***How many years (or months, if under one year) has your Executive Director/CEO been in this role?* | *Enter your Executive Director/CEO/President’s tenure in years/months.* |
| **Total Number of Full Time Equivalent (FTE) Employees** | *Provide the FTE number for the whole organization, not just the program being proposed.*  |
| **Number of Governing Board Members** *Exclude Advisory/Emeritus members.* |  |
| **List of Current Board Members***The Board of Directors should include San Francisco residents and/or members with knowledge of the needs of low and moderate income San Franciscans from the target neighborhoods/populations described in the RFP. Fiscal sponsors should only list governing Board members; Program Lead organizations can list Advisory Board members, if applicable.*  |
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| Name | Years (or months) on Board | Home Neighborhood\* | Job or Relevant Experience\*\* |
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*\*If the Board Member lives outside of San Francisco please list the city and state.* *\*\*Job or relevant experience can include lived experience, neighborhood knowledge and demographic information as well as professional experience.* |
| **If you are in the process of recruiting new Board members, please describe your efforts to ensure a diverse and equitable board that aligns with the community being served.**(Limit: 1,000 characters) |
| **Total Number of Volunteers** *Please exclude Board members that have been counted above.* | [Volunteers] |

**PART II. PROJECT DESCRIPTION**

*In preparing your proposal, please address all questions in response to the scope of work. Pay particular attention to and address in full; minimum qualifications, preferred qualifications.  Proposals are evaluated based on clarity, substance and measurable results.* ***Note: Character limits include spaces.***

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| **Category 1** | **Character Limit** | **Point Value** |
| **Applicant Qualifications** | **4,000 characters** | **10 points** |

*This section should establish that the applicant meets the minimum qualifications in the RFP.*

1. **Describe the facility where services will occur. (Limit: 4,000 characters)**
	* *Provide details such as: facility address, square footage, total capacity, and current use of facility.*
	* *Describe the space where programming will occur for this project and confirm that it has capacity to host* ***5 or more*** *filmmakers.*
	* *Confirm how many years you have been operating out of the facility, and whether you own or lease the facility.*
	* *If you lease the facility, provide the name of your landlord, confirm how many years remain on your lease, and confirm whether you have plans to purchase the facility at any point within the term of this RFP.*

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| **Category 2** | **Character Limit** | **Point Value** |
| **Mission Alignment** | **6,000 characters** | **30 points** |

1. **Briefly describe your organization’s mission, values, and key goals or objectives.** (Limit: 2,000 characters)
2. **Describe your history providing support to the Film industry via a residency program for filmmakers, to ensure they have access to a physical space and programming (mentorship, professional development, etc).** (Limit: 2,000 characters).

	* *Confirm that you have provided similar services for at least 2 years (does not need to be consecutive)*
	* *Confirm the number of filmmakers you have supported, either annually or over the course of your work*
	* *If applicable, share high-level details on lessons learned, or how your program has evolved over time.*
3. **Describe your program offerings and typical schedule. (**Limit: 2,000 characters)
	* *Confirm the typical cycle(s) of your programming, for example, the average number of events you host in a month or year, or whether you conduct cohort-based training.*

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| **Category 3** | **Character Limit** | **Point Value** |
| **Project Team** | **4,000 characters** | **20 points** |

1. **Describe your staffing plan for the proposed project** (Limit: 4,000 characters). Please answer all of the following in this section:
	* *List the names, titles and qualifications of staff, partners, volunteers and subcontractors that will make up the project team, and share their experience (number of years, depth of expertise) delivering the services described in this RFP. If you do not have a person identified yet (e.g. if you have a vacant position), please provide information on the status of the hiring process and the desired qualifications.*
	* *Describe how work be distributed within the project team.*
	* *Note any specific cultural, linguistic, educational or other skills that will help the project team deliver the proposed project.*

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| **Category 4** | **Character Limit** | **Point Value** |
| **Approach and Activities** | **6,000 characters** | **30 points** |

1. **Clearly state your approach to the proposed program.** (Limit: 2,000 characters).
	* *Provide detailed goals and objectives, explain why the program is necessary/important, and describe any evidence-based practices that inform your program design.*
2. **Describe the services to be provided.** (Limit: 4,000 characters)
	* *Describe how the program will provide professional development programming and industry mentorship to filmmakers*
	* *Provide detail on the following, as appropriate: types of activities; number of hours; frequency of services; location(s) of services; and methods that will be used to deliver services.*
	* *Describe how data will be used to determine whether the needs identified are being met and whether project results are being achieved*
	* *Confirm the total number of filmmakers you plan to serve for a minimum of 12 months*

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| **Section 4** | **Character Limit** | **Point Value** |
| **Financial Management and Budget** | **6,000 characters** | **10 points** |

Provide a brief narrative – limited to 6,000 characters – detailing the costs being proposed under this RFP, and describing the financial management structure of the organization. In this section, you should respond to the following, as applicable:

* *Provide a narrative justification for items in the budget. Note, we may negotiate a different reimbursement model for your grant, if awarded, and will use your proposed budget as the basis for determining deliverable values.*
* *Confirm that your average annual operating budget over the last 3 years is at or above $500,000*
* *Describe the key features of your organization’s financial tracking system and confirm it is capable of generating all financial information needed for required reports, including data needed to monitor, evaluate and if necessary, modify program performance.*
* *Describe in detail any cost allocation plan utilized when costs are chargeable to more than one cost category, or to more than one program and/or funding source.*
* *Provide details on any matching or leveraged funds including anticipated source, amount, and restrictions.  Although not required, matching funds are encouraged*.

**Note: in addition to your written narrative (limited to 6,000 characters), make sure to upload a proposed budget for the project using the budget template available on the RFP website (“Appendix B”).**

**Proposal Package Checklist**

The following items must be completed and included in the application package.

[ ]  **Appendix B, Proposed Budget** template– Please list your proposed project budget on this template and upload it where prompted before you submit your application.

Additional required attachments:

[ ]  **Organizational Budget** (no template) – Overall organizational budget for the Primary Applicant and Program Lead, if applicable (no template provided)**.** Please upload organizational budget(s) where prompted before you submit your application.

[ ]  **Organizational Chart** (no template) – Organizational chart for the Primary Applicant and Program Lead, if applicable (no template provided)**.** Please upload organizational chart(s) where prompted before you submit your application.

[ ]  **Proof of good standing with the Internal Revenue Service (IRS).** Search for your organization here: <https://apps.irs.gov/app/eos/>

[ ]  **Proof of good standing as a tax-exempt entity with the State of California.** Search for your organization here: <https://bizfileonline.sos.ca.gov/search/business>

[ ]  **Proof of San Francisco corporate address**

[ ] Most recent signed copy of your organization’s **IRS 990 or 990EX** from the last two (2) completed fiscal years

[ ]  **Up to three (3) samples** of your organization’s promotional materials, such as brochures, fliers, catalogues, etc. related to your film space/residents’ events.

**Submitting your Proposal**

**When you have completed your proposal, please make sure to click “Submit” on the final screen.** You will receive an error notification pop-up if any corrections need to be made before your proposal is submitted to the City. If an error exists, the system will take you to the page in the application with the first error, and provide a description of the issue(s). Please pay attention to the page numbers in the top-right side of your screen; if there are additional errors on any pages in your application, those pages will be highlighted in red:



After making all necessary corrections and pressing “Submit” again, you will be able to review your application and confirm that it is accurate and complete. You can also print your submission for your records.

**After reviewing your submission, press “Confirm” in the bottom-left corner of the screen to make your final submission, which must occur before the deadline.** The system locks out at the deadline, when confirmation and submission will no longer be possible. After you click “Confirm”, the application will be locked and further edits will not be possible. After successful submission, you will see a confirmation screen, and the Primary Point of Contact Email Address will receive a time-stamped confirmation email.

You may follow up with OEWD at oewd.procurement@sfgov.org if you have any questions or need technical assistance with your submission. If you have submitted a proposal in error and need to re-file your proposal, please contact oewd.procurement@sfgov.org and let us know which proposal should be considered.