



**Kenneth
Rainin**
FOUNDATION

Full Proposal – Open Spaces Program

IMPORTANT NOTE

This document is meant to serve only as a guide for the Kenneth Rainin Foundation’s Full Proposal which exists as an [online form](#). Full Proposals **MUST** be submitted via the Foundation’s online system. A link to the form will be sent directly to those applicants invited to submit a Full Proposal. The Foundation will **NOT** accept proposals that are submitted via e-mail or otherwise outside of the online system.

Organization Primary Contact Information	
Prefix: (Single-Select List)	Instructions:
*First Name (Text)	Instructions:
*Last Name (Text)	Instructions:
*Address (Text)	Instructions:
*City (Text)	Instructions:
*State (Single-Select List)	Instructions:
*Zip (Text)	Instructions:
*Phone (Text)	Instructions:
*E-mail Address (Text)	Instructions:
Organization Information	

* Organization Name (Text)	Instructions: <ul style="list-style-type: none"> ○ Provide the name of the applicant organization.
*Address (Text)	Instructions:
*City (Text)	Instructions:
*State (Single-Select List)	Instructions:
*Zip (Text)	Instructions:
*Phone (Text)	Instructions:
*E-mail Address (Text)	Instructions:
Organization Website Address (Text)	Instructions:
*Organization Status (Single-Select List) <ul style="list-style-type: none"> ○ We are a 501(c)(3) ○ We are fiscally sponsored 	Instructions: <ul style="list-style-type: none"> ○ Is your organization a 501(c)(3) or are you fiscally sponsored?
*Tax Status (Text)	Instructions: <ul style="list-style-type: none"> ○ If you are fiscally sponsored, please enter the name of your fiscal sponsor below.
Fiscal Sponsor Name (Paragraph)	Instructions: <ul style="list-style-type: none"> ○ If you are fiscally sponsored, please enter the name and website of your fiscal sponsor.
Fiscal Sponsorship Agreement (File Upload) File Upload; 524288 byte limit	Instructions: <ul style="list-style-type: none"> ○ If you are fiscally sponsored, please upload your Fiscal Sponsorship Agreement.
Request Information	
*Project Name (Text)	Instructions: <ul style="list-style-type: none"> ○ Name of Project
*Brief Project Description (Text)	Instructions: <ul style="list-style-type: none"> ○ Describe the project this grant is intended to support in two brief

	sentences.
*Project Start Date (Date)	Instructions: <ul style="list-style-type: none"> ○ Project Start Date
*Project End Date (Date)	Instructions: <ul style="list-style-type: none"> ○ Project End Date
* Organization: Total Annual Budget – Last Closed Fiscal Year	Instructions: <ul style="list-style-type: none"> ○ The amount of the annual operating budget for the last closed fiscal year.
* Organization: Total Annual Budget – Current Fiscal Year (Currency)	Instructions: <ul style="list-style-type: none"> ○ Please provide the annual operating budget of the lead organization for the current fiscal year.
*Project Budget (Currency)	Instructions: <ul style="list-style-type: none"> ○ What is the total budget for the project?
*Amount Requested (Currency)	Instructions: <ul style="list-style-type: none"> ○ List the exact amount of your grant request to the Rainin Foundation Grants will range between \$50,000 to \$200,000.
*Organization Overview (Paragraph; 500 words maximum)	Instructions: <ul style="list-style-type: none"> ○ Tell us about your organization. Share a general background, when it was founded, your mission statement, a brief description of your programs, and a description of the population you serve. Include recent accomplishments as well as major challenges you may be facing. Please speak to the role in the development and implementation of the project the organization will play, including as it relates to community engagement.
*Project Leadership (Paragraph; 500 words)	Instructions: <ul style="list-style-type: none"> ○ Include brief biographies of the key artistic and administrative person(s) responsible for the proposed project. Include relevant professional experience and/or training they may have in executing similar projects. Please indicate whom among the project team will serve as the lead

	artist.
*Lead Artist Website	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Insert a link to the website of the lead artist. If multiple artists are participating in the project, you may provide additional links.
*Resume(s) (File upload)	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Upload the resume of the lead artist of the project. If the artists engaged are part of a collective or group, please include a resume for each key member as a single document.
*Project Site (Paragraph; 80 word maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Where will the project take place? Note: Projects must be located in San Francisco or Oakland to be eligible.
*Location Map(s) (File Upload)	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Provide a PDF with a map(s) of project location(s) and photos to indicate the exact area in which the project will take place.
*Project Description (Paragraph; 500 word maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Provide a detailed description of the project you would like the Kenneth Rainin Foundation to support. Describe the form your project will take, what communities you intend to serve and how the work will reach your intended audience. Share whether you have or are seeking other funding sources for this project.
*Visual Representation of the Project (JPG or PDF File upload)	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please submit a to scale rendering or image of the project concept in its proposed context that represents all components and materials in the project location.
*Community Engagement During Proposal Development (Paragraph; 500 words)	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please explain how the community was engaged during the development of the proposal and, if applicable, describe the impact this has had on the vision for the project.

<p>Documentation of Community Engagement During Proposal Development (Photo) (Image Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please upload any photo documentation of community engagement activities that you may have held during the proposal development phase.
<p>Documentation of Community Engagement During Proposal Development (Video)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Provide a link of up to five minutes in length documenting any community engagement activities that you may have held during the proposal development phase.
<p>*Community Engagement (Paragraph)(250 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please describe the community engagement plan through the grant period. Please identify any individuals dedicated to this component of the project.
<p>*Programming (Paragraph)(250 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please describe ancillary programming planned to further the project’s impact. Describe how you envision that this will be accomplished.
<p>*Project Management (Paragraph)(500 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please describe how the project will be managed. Be as specific as possible regarding the work plan, implementation steps, project timeline and deliverables. Please describe your staffing plan, including any relevant individuals or contractors assisting with such areas as marketing, communications, engineering, fabrication, etc. If applicable, who will serve as the liaison with the appropriate government partners for permitting and other approvals?
<p>*Project Maintenance (Paragraph) (200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ If applicable, outline the maintenance plan for your project. The plan should include a schedule and identify the responsible party tasked to perform this work.
<p>*Project Documentation</p>	<p>Instructions:</p>

<p>(Paragraph) (200 word maximum)</p>	<ul style="list-style-type: none"> ○ How will you document the progress of the project from the initial development phases through its implementation? Describe any strategies or tools you may use to track attendance, engagement, reviews, etc. Identify the responsible party tasked to perform this work.
<p>*Project Evaluation (Paragraph) (200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ How will you measure the success of the proposed project? Please explain how you will evaluate the project outcomes. Identify the responsible party tasked to perform this work.
<p>*Project Budget (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please provide a comprehensive line item budget for all project expenditures including artist's fee(s), design, engineering or architectural consultants, site permits, fabrication and installation costs, insurance, costs of project documentation, ancillary programming, a maintenance reserve and a 10% contingency. Include all additional sources of income.
<p>*Organization Budget – Current Fiscal Year (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Attach an organization budget as an Excel spreadsheet for the applicant organization.
<p>*Organization Budget Notes (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ The Kenneth Rainin Foundation believes in fiscal responsibility. All financial documents submitted by applicant organizations are reviewed carefully. Please add budget notes explaining any major fluctuations in income and expenses, deficits or other concerns across financial materials provided.
<p>*Funder Report (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ If your organization participates in the CDP, please upload a funder's report for the Kenneth Rainin Foundation for the By Invitation Program.

<p>Audit Reports (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please upload Audit Reports or reviewed financial statements from the last two closed fiscal years if available.
<p>*Work Sample List (Description)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ List the work samples provided below and include a brief description of each.
<p>*Work Samples (Images) (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Provide a total of up to 10 images and/or examples of past work for the artist and/or project team. Images should be at least 72 dpi.
<p>*Work Sample (Video) (Text)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Provide a link to a work sample up to five minutes in length. Briefly describe what we will be seeing. If you are unable to submit a video work sample, explain why.
<p>Letter of Permission (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please upload the letter of permission from the location or property owner(s), if applicable. Include contact information.
<p>*Letters of Support (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Please upload no more than three letters of support from community members and/or organizations as a single document.
<p>*Insurance Full (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Upload evidence of the nonprofit organization's current levels and types of insurance. At a minimum, the organization must provide proof of \$1 million General Liability insurance. If selected, you must agree to indemnify the Rainin Foundation, the artist and the property owner.
<p>Insurance – Additional Information (Paragraph; 200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ If you will seek additional insurance for your proposed project, please explain.
<p>Additional Information (Paragraph; 200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Is there anything else you would like

	the Kenneth Rainin Foundation to know about your project or organization?
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