



**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](#). Responses to the full proposal **MUST** be submitted via the Foundation’s online system. A link to the form will be posted on the Foundation’s [Open Spaces Program webpage](#) at the beginning of the full proposal period. The Foundation will **NOT** accept submissions via e-mail or otherwise outside of the online system.

Organization Primary Contact Information	
<b>Prefix:</b> (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"> <li>○ Provide the name of the applicant organization.</li> </ul>
*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"> <li>○ We are a 501(c)(3)</li> <li>○ We are fiscally sponsored</li> </ul>	Instructions: <ul style="list-style-type: none"> <li>○ Is your organization a 501(c)(3) or are you fiscally sponsored?</li> </ul>
*Tax Status (Text)	Instructions: <ul style="list-style-type: none"> <li>○ If you are fiscally sponsored, please enter the name of your fiscal sponsor below.</li> </ul>
Fiscal Sponsor Name (Paragraph)	Instructions: <ul style="list-style-type: none"> <li>○ If you are fiscally sponsored, please enter the name and website of your fiscal sponsor.</li> </ul>
Fiscal Sponsorship Agreement (File Upload) File Upload; 524288 byte limit	Instructions: <ul style="list-style-type: none"> <li>○ If you are fiscally sponsored, please upload your Fiscal Sponsorship Agreement.</li> </ul>
<b>Request Information</b>	
Project Name (Text)	Instructions: <ul style="list-style-type: none"> <li>○ Name of Project</li> </ul>
*Brief Project Description (Text)	Instructions:

	<ul style="list-style-type: none"> <li>○ Describe the project this grant is intended to support in two brief sentences.</li> </ul>
*Project Start Date (Date)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Project Start Date</li> </ul>
*Project End Date (Date)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Project End Date</li> </ul>
*Organization: Total Annual Budget – Last Closed Fiscal Year (Currency)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ The amount of the annual operating budget for the last closed fiscal year.</li> </ul>
*Organization: Total Annual Budget – Current Fiscal Year (Currency)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ The amount of the annual operating budget for the current fiscal year.</li> </ul>
*Project Budget (Currency)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ What is the budget for the project?</li> </ul>
*Amount Requested (Currency)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ List the exact amount of your grant request to the Rainin Foundation. Grant amounts range between \$50,000 and \$200,000.</li> </ul>
*Organization Overview (Paragraph; 500 word maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
*Project Leadership (Paragraph; 500 word maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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</li> </ul>

	<p>project team will serve as the lead artist.</p>
<p>*Organization and Artist(s) Partnership (Paragraph; 250 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Please describe the partnership between your organization and the artist(s) involved in the project. Please elaborate on how the artist’s vision and the mission of your organization align and how your constituents will be engaged through the project.</li> </ul>
<p>*Artist(s) Project Statement (Paragraph; 500 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Please describe your artistic vision for the project. Please expand on how the collaboration with the organization will support your vision. Please share any past experience you may have had with collaboration and/or with the content you seek to explore through this project.</li> </ul>
<p>*Lead Artist Website</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Insert a link to the website of the lead artist. If multiple artists are participating in the project, you may provide additional links.</li> </ul>
<p>*Resume(s) (File upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>*Project Site (Paragraph; 80 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Where will the project take place? Note: Projects must be located in San Francisco or Oakland to be eligible.</li> </ul>
<p>*Location Map(s) (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>*Project Description (Paragraph; 500 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Provide a detailed description of the project you would like the Kenneth Rainin Foundation to support. Describe</li> </ul>

	<p>the form your project will take, what communities you intend to serve, how the work will reach your intended audience and why the project is relevant now. Share whether you have or are seeking other funding sources for this project.</p>
<p>*Visual Representation of the Project (JPG or PDF File upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>*Community Engagement During Proposal Development (Paragraph; 500 words)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>Documentation of Community Engagement During Proposal Development (JPG or PDF upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Please upload any photo documentation of community engagement activities that you may have held during the proposal development phase as a single PDF.</li> </ul>
<p>Documentation of Community Engagement During Proposal Development (Video)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>*Community Engagement (Paragraph; 350 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Please describe the community engagement plan through the grant period. Please identify any individuals dedicated to this component of the project.</li> </ul>
<p>*Programming (Paragraph; 350 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Please describe ancillary programming planned to further the project's impact. Describe how you envision that this will be accomplished.</li> </ul>
<p>*Project Management</p>	<p>Instructions:</p>

<p>(Paragraph; 500 word maximum)</p>	<ul style="list-style-type: none"> <li>○ Please describe how the project will be managed and how the artist and organization will divide major logistical duties. 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?</li> </ul>
<p>*Project Maintenance (Paragraph; 200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>*Project Documentation (Paragraph; 200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>*Project Evaluation (Paragraph; 350 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>*Project Budget (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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</li> </ul>

	and a 10% contingency. Include all additional sources of income.
*Organization Budget – Current Fiscal Year (File Upload)	Instructions: <ul style="list-style-type: none"> <li>○ Attach an organization budget as an Excel spreadsheet for the applicant organization.</li> </ul>
*Organization Budget Notes (File Upload)	Instructions: <ul style="list-style-type: none"> <li>○ The 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.</li> </ul>
Funder Report (File Upload)	Instructions: <ul style="list-style-type: none"> <li>○ If your organization participates in DataArts, please upload a funder's report for the Kenneth Rainin Foundation for the By Invitation Program.</li> </ul>
Audit Reports (File Upload)	Instructions: <ul style="list-style-type: none"> <li>○ Please upload Audit Reports or reviewed financial statements from the last two closed fiscal years if available.</li> </ul>
*Work Sample Description List (Description)	Instructions: <ul style="list-style-type: none"> <li>○ List the work samples provided below and include a brief description of each.</li> </ul>
*Work Samples (Images) (File Upload)	Instructions: <ul style="list-style-type: none"> <li>○ Provide a total of ten images and/or examples of past work for the artist and/or project team. Images should be at least 72 dpi.</li> </ul>
*Work Sample (Video) (Text)	Instructions: <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
*Letter of Permission (File Upload)	Instructions: <ul style="list-style-type: none"> <li>○ Please upload the letter of permission from the location or property owner(s),</li> </ul>

	<p>if applicable. Include contact information. You may also provide documentation that demonstrates where you are in the process of securing the site in lieu of a letter of permission.</p>
<p>*Letters of Support (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Please upload no more than three letters of support from community members and/or organizations as a single document.</li> </ul>
<p>*Insurance (File Upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>
<p>Insurance – Additional Information (Paragraph; 200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ If you will seek additional insurance for your proposed project, please explain.</li> </ul>
<p>Additional Information (Paragraph; 200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Is there anything else you would like the Kenneth Rainin Foundation to know about your project or organization?</li> </ul>

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