



City of San Diego
Commission for Arts and Culture

FY16

**CREATIVE COMMUNITIES SAN DIEGO (CCSD)
APPLICATION WORKSHOP**

November 12, 2014
Logan Heights Library

November 13, 2014
San Diego Chinese Historical Center and Museum
Archives and Learning Center




Agenda

- Using the Online Application
- The application questions
- Eligibility and other requirements



Deadline

- January 31, 2015
 - No portion of the application may be submitted through any means other than the online application.
- 



How to Login

New Applicants



1. Go to Applicant Portal: <https://sandiego.cgweb.org/>

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Commission for Arts and Culture
City of San Diego

City of San Diego Commission for Arts and Culture

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T Tech Tips

Welcome to the City of San Diego Commission for Arts and Culture (Commission) Online Application. FY16 funding covers the period from July 1, 2015 through June 30, 2016.

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We recommend that you read all of the application pages before you begin answering any questions. You may find that answers you thought fit in one place might actually fit better somewhere else.

All applicants are (were) required to complete and submit ONE of the following by November 30, 2014:

[FY16 Organizational Support Program Intent to Apply Form](#)

OR THE

[FY16 Creative Communities San Diego Intent to Apply Form](#)

If you have not already submitted the appropriate Intent to Apply Form, please click on one of the links above, and do it right away.

If you are completing the Intent to Apply after November 30, 2014, you must also email **[Gary Margolis](#)**, Funding Program Manager, and let him know that you have submitted it.


Thank you to all of you for everything that you do to help San Diego develop as a great city for arts and culture.

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New to the site?
[Click Here to create a new profile.](#)

2. Click “create a new profile”

3. Accept Terms and Conditions



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CULTUREGRANTS ONLINE(sm) END USER TERMS AND CONDITIONS

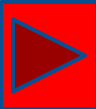
CGOSM BASIC END USER TERMS AND CONDITIONS

By clicking "Yes" to the "I agree" option in the Terms of Use dialog box, the user agrees that the following terms and conditions (the "Agreement") apply between user (defined below as the Applicant) and The Western States Arts Federation ("WESTAF"), a Colorado non-profit corporation, with respect to the Applicant's use of the Web Site and CGOSM Service, as defined below.

1. Certain Definitions. For purposes of this Agreement, the following definitions shall apply:


"Agreement" means this Agreement as agreed to and accepted by the Applicant's actions in clicking on the "I agree" option in the Terms of Use dialog box of the CGOSM Service.

"Application" means the information requested by a Licensee and provided by an Applicant concerning the Applicant's personal identifying information and relevant history, training, education, experience and Work Samples which are



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4. Create Your Profile Page



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Tech Tips

Primary Contact Information

Salutation

* First Name

Middle Initial

* Last Name

* Phone

* Email

* Confirm Email

* Username

* Password

* Confirm Password

Applicant Information

* Legal Name (Organization or Individual)

Date of 501(c)3 Incorporation (If applicable)

FEDIN/TAX ID (If applicable)

* Address

Address (line 2)

* City

* Country

* State/Province

* Postal Code

* Phone

Fax

* Congressional District

For At-Large Districts enter "00"

* State House District

* State Senate District

Find your district numbers at [Vote Smart](#) by entering in your 9-digit zip code.

Web Address

* Denotes a required field

5. Click "Submit"

Top of Page - Enlarged

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Commission for Arts and Culture
City of San Diego

City of San Diego Commission for Arts and Culture

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Important Information and Tips

Updates

CA Cultural Data Project (OSP Applicants Only)

Login

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Primary Contact Information

Salutation

* First Name

Middle Initial

* Last Name

* Phone

* Email

* Confirm Email

* Username

* Password

* Confirm Password

Select...

Applicant Information

* Legal Name (Organization or Individual)

Date of 501(c)3 incorporation (if applicable)

FEIN/TAX ID

Use your **LEGAL NAME** here – a “dba” can be added later on the “Background Page.”

Bottom of Page - Enlarged

* **Congressional District**

For At-Large Districts enter "00"

* **State House District**

* **State Senate District**

*Find your district numbers at [Vote Smart](#) by entering in your **9-digit zip code**.*

Web Address

* *Denotes a required field*

Note:

In California,
we call it the
State Assembly –
not the
State House.

6. Click on “Current Programs and Applications”



City of San Diego Commission for Arts and Culture
Dolly Dennis - San Diego Old Central Library Arts Center

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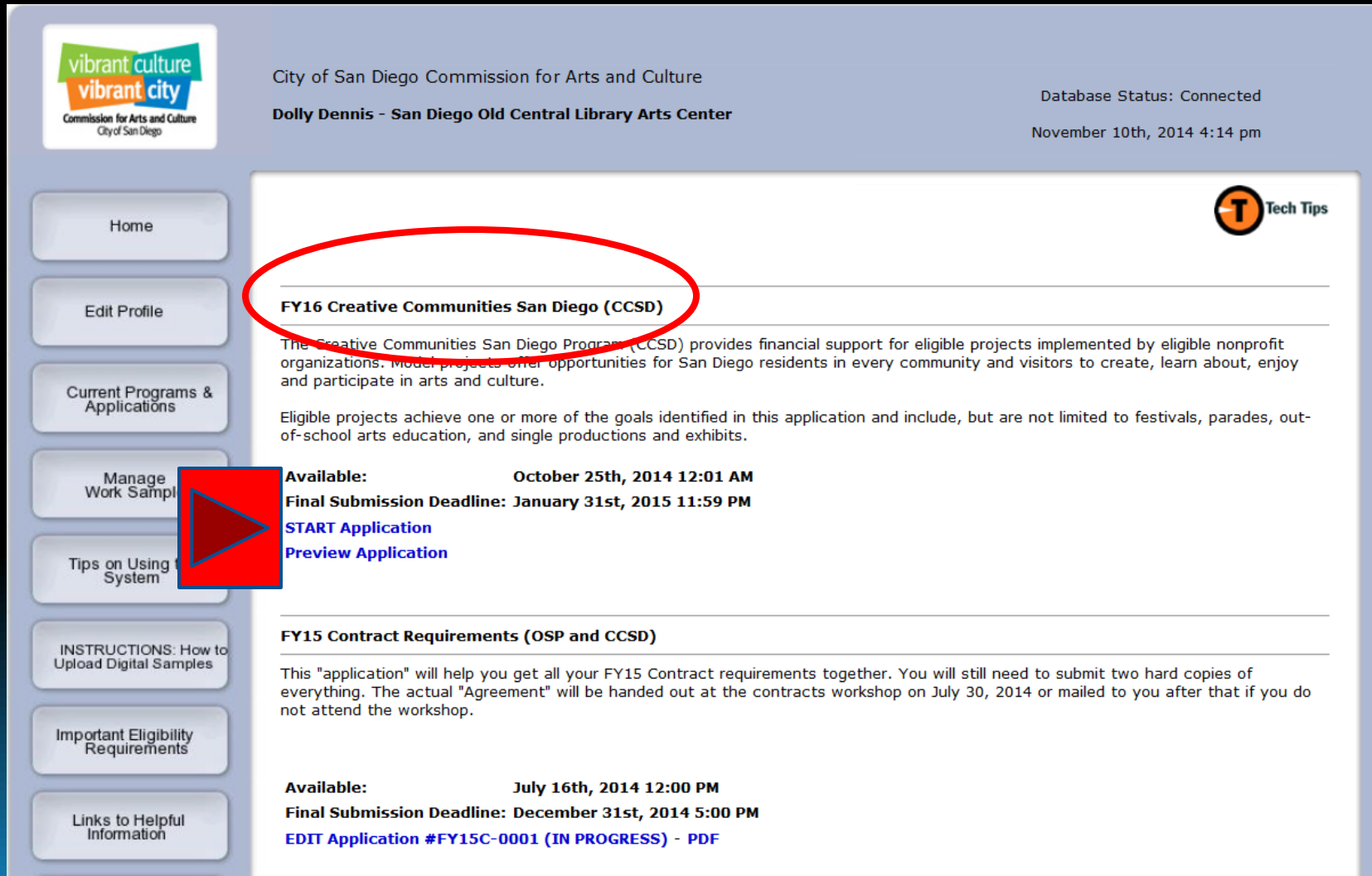
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7. Click "START Application"

Make sure you're doing the right one!



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Commission for Arts and Culture
City of San Diego

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Dolly Dennis - San Diego Old Central Library Arts Center

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FY16 Creative Communities San Diego (CCSD)

The Creative Communities San Diego Program (CCSD) provides financial support for eligible projects implemented by eligible nonprofit organizations. Model projects offer opportunities for San Diego residents in every community and visitors to create, learn about, enjoy and participate in arts and culture.

Eligible projects achieve one or more of the goals identified in this application and include, but are not limited to festivals, parades, out-of-school arts education, and single productions and exhibits.

Available: October 25th, 2014 12:01 AM
Final Submission Deadline: January 31st, 2015 11:59 PM

[START Application](#)
[Preview Application](#)

FY15 Contract Requirements (OSP and CCSD)

This "application" will help you get all your FY15 Contract requirements together. You will still need to submit two hard copies of everything. The actual "Agreement" will be handed out at the contracts workshop on July 30, 2014 or mailed to you after that if you do not attend the workshop.

Available: July 16th, 2014 12:00 PM
Final Submission Deadline: December 31st, 2014 5:00 PM

[EDIT Application #FY15C-0001 \(IN PROGRESS\) - PDF](#)

8. Click on any blue link to go to that part of the application.



City of San Diego Commission for Arts and Culture

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FY16 Creative Communities San Diego (CCSD) #CCSD16-0001

Application Pages

- **Background**
- Project Details
- Project Budget Expenses 3 Years Table
- Overhead Details Table
- How to calculate the amount you may request
- Project Budget Income 3 Years Table
- In-Kind Contributions Table
- Allocation of CCSD Funds
- Budget Notes
- Meeting the CCSD Goals
- Other Goals
- Audience and Visitor Information
- Conflicts of Interest
- Contacts
- Work Samples
- Submit Application

Background

***What is your 9-digit Federal Identification Number? Please use the format xx-xxxxxxx (Federal Identification Number)**

Other Names

If your organization uses any names other than its legal name, please provide those here.

Describe your organization and provide a history of its programs and services.

Save Work

Some of the Features:



City of San Diego Commission for Arts and Culture
Dolly Dennis - San Diego Old Central Library Arts Center

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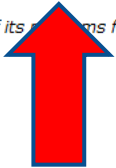
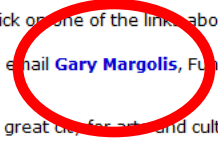
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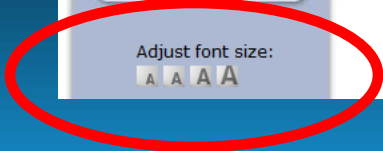
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Email Gary



Adjust font size.

Adjust font size:
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Other Features

Character Count: 0 out of 2500

Describe the neighborhood or target population to be served. What needs are addressed by the project? Will the target population be involved in the planning and implementation of the project, and if so, how?

Character Counts

Character Count: 0 out of 2500

Describe what you will do to ensure that your project achieves the broadest possible participation, particularly among those with disabilities and language, cultural, economic or other barriers to participation?

Character Count: 0 out of 2500

If yours is a "regionally significant project" (a project with total expenses greater than \$100,000) describe its significance to the San Diego region, marketing strategies to attract tourists, and impact on the Transient Occupancy Tax (TOT).

Character Count: 0 out of 2500

Did I Complete This Page?

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View PDF

Save Work

Save Work

P Previous Section

P VIEW PDF

Next Section N

Next

Easy PDF



City of San Diego Commission for Arts and Culture - FY15
Creative Communities San Diego (CCSD)
San Diego Old Central Library Arts Center
Application #CCSD-0001

Primary Contact: Ms. Dolly Dennis
Phone: (001) 234-5678
Email: dolly@sdoclac.org

Document Generated: Tuesday, November 19th 2013, 3:08 pm

Applicant Profile

Legal Name	San Diego Old Central Library Arts Center
Date of 501(c)3 incorporation	10/01/2013
Address1	820 E St San Diego, California 92101 UNITED STATES
Telephone	(001) 234-5678
Primary Contact	Dolly Dennis
	Phone: (001) 234-5678
	Email: dolly@sdoclac.org

Applicant Status
Applicant Institution
Applicant Discipline
Grantee Race
Congressional District
State House District
State Senate District
FEIN / TAX ID

52
78
39

TIPS

- **SAVE YOUR WORK FREQUENTLY –**
 - The system will NOT save your work automatically as you move from page to page.
- **Compose your answers to narrative questions using your own word processing software.**
 - The system will not do spell check.
 - You cannot see your complete answers online unless you VIEW PDF.



Required Fields

- Since Long Form and Short Form applicants are using the same application, we could not use the system to make fields “required.”
- You should assume that unless the instructions specifically state otherwise - all questions are required.
- The disadvantage is that the system will not tell you if you have missed a question.

Inserted Attachments

Character Count: 0 out of 1000

If you are applying for the same project, provide a description of how you evaluated the last completed project and the results of that evaluation.

Given what you have learned, how will you improve the project next time?

Please respond to any panel comments that described areas in need of improvement.

Character Count: 0 out of 1000

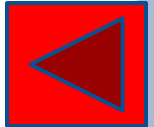
New Projects Only: If this is a new project for you, describe any previous experience your organization has had in planning, implementing and evaluating projects that are similar to the project proposed in this application.

Character Count: 0 out of 1000

If you are applying to the Commission for Arts and Culture for the first time, please attach a copy of your organization's nonprofit status determination letter from the IRS.

No file uploaded.
[upload file](#)

[Save Work](#)



[Did I Complete This Page?](#)



Next
Section 

Work Samples (Attachments at the end)

Manage Work Samples

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- Budget Notes
- Meeting the CCSD Goals
- Other Goals
- Audience and Visitor Information
- Conflicts of Interest
- Contacts
- **Work Samples**
- Submit Application

Please check your granting agency's guidelines for sample requirements.

✔ You have assigned 0 sample to your current submission.

Work Samples

Work samples are an optional part of the applications and may or may not be considered by the panelists. Please be selective in what you submit. Panel time is limited, and an overabundance of work samples can be counterproductive. We highly recommend limiting your selections to three to four substantive, relevant work samples.

1. Program information, such as curricula or training guides
2. Marketing plans
3. Marketing and outreach materials, such as brochures and flyers
4. Websites (up to 3 pages of printout from the website)
5. Recent critical reviews or feature articles (no more than 3 clippings. No older than three years, except for national publications)
6. Work samples, such as publications or samples of other easy-to-package projects
7. Support letters (no more than 3; no older than 3 years)

Images



You have 5 Images in your bank. You may select up to 10. File size must not exceed 10.00 MB.

Image Bank

You've submitted 0 of them to this application.

Guidelines are provided below.

Work Samples are a 2-step Process

- First you have to click on  and download the files you want to put into each of your “banks.” You have 4 banks – Images, Audio, Video and Written Documents.
- Second, you have to click on  to let the application know which of the files in each bank you want to submit.



The Application



Background

- Description of organization and history of programs and services (1000)
- Same project? Description of last year's evaluation, results, and how to improve. (1000)
- New project? Previous experience planning, implementing & evaluating similar projects. (1000)
- New Applicants – IRS Letter and Articles of Incorporation
- *Numbers in red are how many characters you are allowed.*

Project Details


- ▣ Name
- ▣ Location(s) & City Council District(s)
- ▣ Brief Description (for our marketing)(500)
- ▣ Detailed Description (3300)
- ▣ Human Resources – composition, schedule, responsibilities, qualifications, working with community partners (2500)
- ▣ Artists, teaching artists, teachers (2500)

Project Details (cont.)

- ▣ Attach “Governance Roster”
 - ▣ Name and brief bio
- ▣ Attach “Implementation Roster”
 - ▣ Name, responsibilities, qualifications
- ▣ Target population and needs (2500)
- ▣ Efforts to achieve broad participation (2500)



Regionally Significant (Expenses Greater than \$100,000)

- Significance to the region
 - Marketing to tourists
 - Impact on TOT
 - (2500)
- 



Budget - Expenses



Project Expenses

	FY14	FY15	FY16
Section 1: PERSONNEL - Cash Expenses - Project-Only			
1. Artists			
2. Technical/Production			
3. Contracted Project Management			
4. Security			
5. All Other Personnel			
Subtotals:	0	0	0
Section 2: OPERATING - Cash Expenses - Project-Only			
6. Rent/Facility			
7. Materials/Supplies			
8. Marketing/Publicity			
9. Insurance (only if its just for the project)			
10. Printing			
11. Fees/Licenses/Permits			
12. Other			
Subtotals:	0	0	0
Section 3: OVERHEAD (List each "overhead" expense line item in the blank spaces.)			

3 Sections:

1. Personnel
2. Operating
3. Overhead

CASH EXPENSES ONLY

Overhead

Section 3: OVERHEAD (Provide details in the "Overhead Details Table")

User identifies	5,000	5,000	5,000
User identifies	1,000	1,000	1,000
User identifies	500	500	500
User identifies	1,000	1,000	1,000
All other Overhead Costs	0	0	0
Subtotals:	7,500	7,500	7,500
Expense Totals:	7,500	7,500	7,500

Save Work

Note: Overhead Costs should not exceed 10% of Total Project Expenses.

Overhead Details Table

Use this table to show how you are determining how much of your overhead to allocate to this project. For example, if your executive director spends 5% of her time on this project, and her annual salary is \$50,000, then you would put "2500" (no dollar signs) in column 1 and "5" (no percent signs) in column 2.

The Grand Total in Column 1 below must match the Total for Section 3 (Overhead) in your Expenses Table.

	Column 1 - Amount allocated to project	Column 2 - % of total annual cost for this person or item
Personnel (Identify by type of work, for example "marketing director")		
Executive Director	2,500	5
user identifies	0	0
user identifies	0	0
user identifies	0	0
user identifies	0	0
Subtotals:	2,500	5
Column 1 - Amount allocated to project Column 2 - % of total annual cost for this person or item		
Operations (for example rent, electricity, phone)		
user identifies	0	0
user identifies	0	0
user identifies	0	0
user identifies	0	0
user identifies	0	0
Subtotals:	0	0
Grand Totals:	2,500	5

Save Work

Maximum Requests

- Project Budgets (Cash Expenses) over \$30,000
 - 25% (1/4) of total project expenses
- Project Budgets (Expenses) of \$30,000 or less
 - 33.33% (1/3) of total project expenses
- You are encouraged to ask for the maximum.

Matching Requirements

- Project Budgets (Expenses) over \$30,000
 - 3:1 CASH
- Project CASH Budgets (Expenses) of \$30,000 or less
 - 2:1 (up to 50% may be in-kind)
- No other city funding may be used as match.

Project Income

	FY14	FY15	FY16
Contributed Income - CASH ONLY			
1. Federal Government			
2. State Government			
3. CCSD Funds			
4. Other City of San Diego Funds			
5. Other Government			
6. Individual Contributions			
7. Business/Corp Contributions			
8. Foundation Support			
9. Fundraising			
10. Other Contributed			
Subtotals:	0	0	0
Earned Income			
11. Admissions			
12. Contracted Services			
13. Classes/Tuition			
14. Fees Paid By Vendors			
15. Product Sales/Concessions			
16. Other Earned			
Subtotals:	0	0	0
Income Totals:	0	0	0

2 Sections:

1. Contributed
2. Earned

CASH
Income Only –
No In-kind

In-Kind Contributions

In-Kind Contributions Table

In order to provide greater support to small, community-based projects, the Commission allows applicants with project CASH expenses of less than \$30,000 to add the value of in-kind contributions up to a maximum of \$10,000 as part of their total project expenses and use that increased total to calculate their CCSD request. The \$10,000 in in-kind contributions may also be used as up to 50% of the required match – the other 50% being cash. The sum of in-kind contributions plus cash expenses must be \$30,000 or less. For example, if your project has cash expenses of \$25,000, the maximum amount of in-kind contributions you may claim is \$5,000.

In-kind donations may be durable or non-durable goods, professional services or discounted or free space and rentals. Applicants may not claim their own services and time as in-kind. Also, under these guidelines, artists may not donate their services.

Use the table below to document in-kind contributions. In the blank spaces on the left, describe each donation, followed by the name of the donor and whether the donation is confirmed or not (Yes or No).

Example: Bottles of water - Ralphs Hillcrest - Yes

In the spaces to the right, provide the realistic market value of the donation.

Save Work

0
0
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0

Total In-kind:

Save Work

Did I Complete This Page?

Allocation of CCSD Funds

Allocation of CCSD Funds

Totals in Column 1 below must match "Projected Year" Totals in Budget Expenses Table.

If you use the "Other" line for any of your CCSD funds, a budget note is required.

	Column 1 - Total		Column 2 - CCSD Funds		Column 3 - Other Income Sources
Artists	10,000	-	5,000	=	5,000
Technical/Production Personnel		-		=	0
Contracted Management		-		=	0
Rent/Facilities		-		=	0
Materials/Supplies		-		=	0
Marketing		-		=	0
Other		-		=	0
Subtotals:	10,000	-	5,000	=	5,000
Expense Totals:	10,000	-	5,000	=	5,000

Save Work

1. Minimize the number of lines you use.
2. The list above is in our preferred order.

Budget Notes

- Reasonableness, Changes, Multiple Sources, Single Expense lines greater than 20% of total expenses, Use of surplus (if any) (3300)
- Other Income (1500)
- Other Expenses (1500)
- Artistic Expenses by discipline (1500)
- Uses of CCSD funds other than the six listed. (1500)

Goals (1000 per)

- **Regionally Significant** – cut and paste **3 of ours**
- **Other projects** – cut and paste **1 of ours**
- Everyone - In the allotted space(s) after the goal is listed – describe how your project will accomplish the goal(s).
 - **Make sure the description really explains how the goal(s) will be achieved.**
- Everyone – Up to 4 more additional goals + descriptions of your choice.



Other

- Audience and Visitor Information (numbers)
- Conflicts of Interest
- Contacts
- Work Samples

Short Form Requirements

Project Details (including 2 attachments)

All Budget Forms

Expenses

Income

Overhead

In-Kind (if applicable)

Contact Information

**Short Form Eligibility Requirements must have been met.
Intent to Apply must have been submitted by November 30, 2014.**

Short Form Applicants

- *Applicants planning to submit the Short Form must complete the FY16 CCSD Intent to Apply Form by November 30, 2014. It can be found at the following link:*
- <https://www.surveymonkey.com/s/FY16CCSD>

www.sandiego.gov/arts-culture/funding/

Commission for Arts and Culture

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Funding

- [Funding Home](#)
- [Organizational Support Program \(OSP\)](#)
- [Creative Communities San Diego \(CCSD\)](#)
- [California Cultural Data Project](#)

CCSD FUNDED PROJECTS

CCSD WORKSHOPS

DOWNLOADABLE LOGOS

Related Documents

- [FY16 Creative Communities San Diego Eligibility Guidelines and General Information \(PDF\)](#)
- [FY16 Organizational Support Program Eligibility Guidelines and General Information \(PDF\)](#)
- [Acknowledgement Policy and Guidelines \(PDF\)](#)
- [Insurance Requirements \(PDF\)](#)
- [Panel Handbook - Transient Occupancy Tax Allocations \(PDF\)](#)

Creative Communities San Diego (CCSD)

For assistance with applying for CCSD funding, contact Gary Margolis at gmargolis@sandiego.gov

FY16 Creative Communities San Diego Announcements

The FY16 application deadline for the Creative Communities San Diego Program (CCSD) will be January 31, 2015. The online application portal will not accept any submissions after 11:59 pm. Please note that January 31st is a Saturday, and the Commission's offices will be closed.

FY16 begins July 1, 2015 and ends June 30, 2016.

Applications are scheduled to be available by November 7, 2014, and we will have workshops in November as well. Details to follow.

Please complete the [FY16 Creative Communities San Diego Intent to Apply Form](#) by November 30, 2014.

Managing Your Award (Contract)

Initiating a Contract

- [Tips from the FY15 Contracts Workshop – July 30, 2014 \(PDF\)](#)
- [Contract Initiation List of Requirements \(PDF\)](#)
- [Exhibit A Form \(PDF\)](#)
- [Insurance Requirements List \(PDF\)](#)
- [Auto Insurance Coverage Declaration Form - Fillable Form \(PDF\)](#)
- [Workers Compensation Waiver Form \(PDF\)](#)
- [Contact Information Form \(PDF\)](#)
- [Secretary of State Business Search](#)
- [State Attorney General](#)
- [State Division of Labor Standards Enforcement \(DLSE\) Debarments](#)(Print out the list, and write on the top of the page/s "Not on list.")
- [SAM \(Federal Excluded Parties List\)](#)
- [Equal Benefits Ordinance Certification of Compliance \(PDF\)](#)
- [Drug Free Workplace Certification Form \(PDF\)](#)



Background



Our Mission Statement

- To vitalize the community by
 - integrating arts and culture into community life,
 - supporting the region's cultural assets, and
 - showcasing San Diego as an international cultural tourism destination.

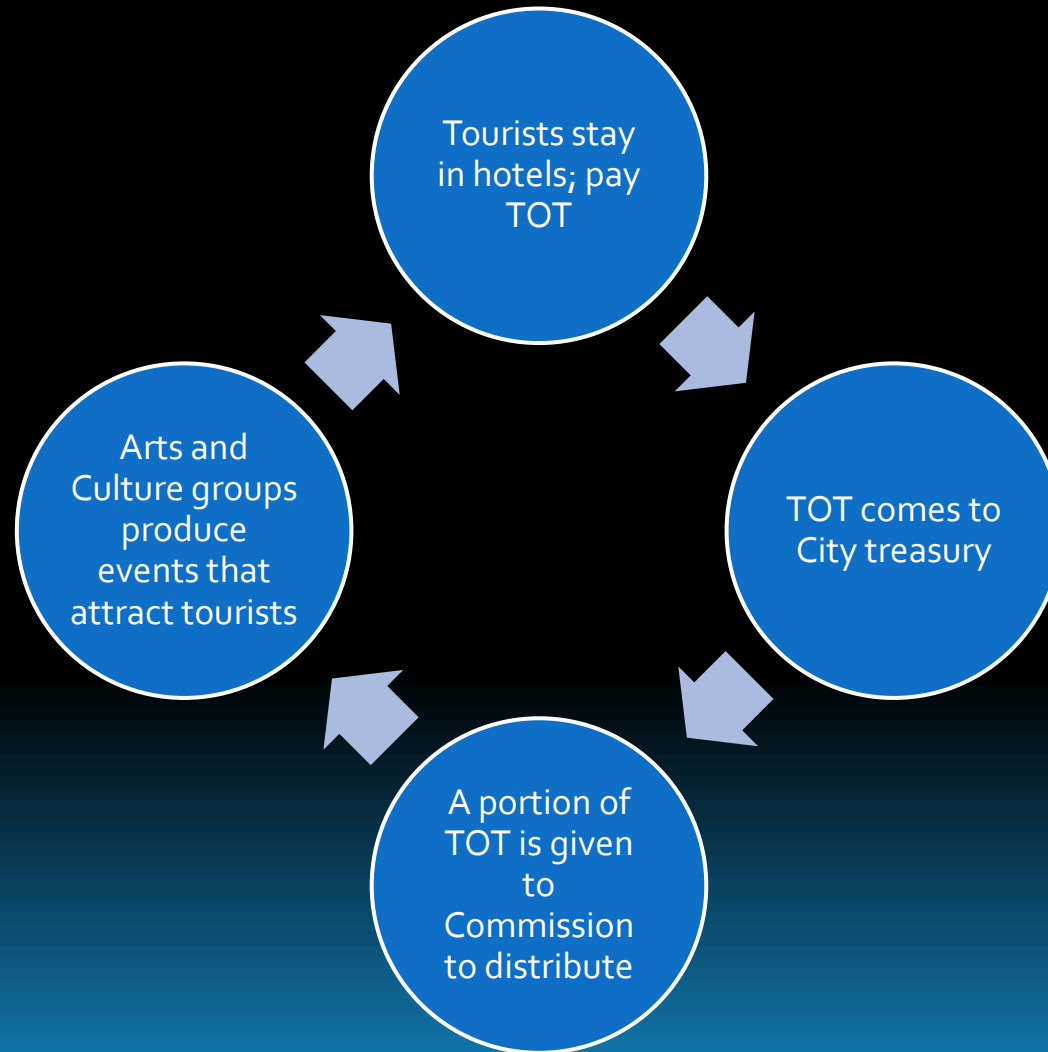
Our Two Funding Programs

- Organizational Support Program (OSP)
 - General operating support for nonprofit organizations with a mission strongly aligned with the mission of the Commission
- Creative Communities San Diego (CCSD)
 - Support for arts and culture projects implemented by all kinds of nonprofit organizations

Other restrictions apply – see Guidelines for details.

Our Source of Funding

Transient
Occupancy
Tax (TOT)



We do not give out GRANTS.

- Our funding is payment for contracted goods and services. No money is given out “up front.” All payments are reimbursements for your actual expenses paid.
- If you need “start up” money, we will not be able to help you.



Eligibility and Requirements



Eligibility Requirements

- **Nonprofit Status** (501-c-3 or 501-c-6) IRS Letter Required
- **Good City Contractor:** In compliance with all existing contracts (if applicable)
- **DUNS Number:** Data Universal Numbering System
- **Limitation** on TOT applications – only one per year

Eligibility Requirements

- **Track Record:** Three (3) year history of ongoing arts and culture programming within the City of San Diego prior to the deadline
 - The proposed project, however, may be a new one for the applicant.
- **Location:** The proposed project must take place within the City of San Diego

Contract Requirements

- ▣ Secretary State good standing
- ▣ Attorney General good standing
- ▣ No governmental debarments
- ▣ Council Policy 100-04: Relates to Americans with Disabilities Act
- ▣ Council Policy 100-17: Relates to maintaining a drug-free workplace
- ▣ Municipal Code Section 22.3401-22.3417: Relates to non-discrimination
- ▣ Fair Labor Standards: Relates to compensation
- ▣ Equal Benefits Ordinance: Relates to civil unions
- ▣ Visual Art in Public Places: Relates to our policies
- ▣ Acknowledgement of City Funding

FY15 Awards Summary

Size of Award	Size of Project	Number of Awards	Percentage of Awards
\$48,000 - \$80,000	\$228,000 - \$596,000	4	12%
\$20,000 - \$47,000	\$98,000 - \$400,000	7	30%
\$10,000- \$19,000	\$50,000 - \$215,000	9	21%
\$1,500 - \$9,999	\$15,000 - \$110,000	16	37%

Insurance Requirements

- Commercial General Liability
- Auto Liability
- Worker's Compensation Employer's Liability

- See Website for details.

What is an Eligible Project?

- Eligible projects are typically one event or a series of events united by a single theme or purpose and typically of limited duration.
- Projects must address one or more of the goals of the Creative Communities San Diego program.
- Do not try to make general operations look like a project or to define a project too broadly.
- Consult with Commission staff to confirm that your proposed activity qualifies as a project if you have any doubts.



Goals

- Project Budgets under \$100,000, must address at least one goal.
- **Regionally Significant Projects**, i.e. projects with budgets greater than \$100,000, must address **at least three of the goals**.

Goals (abbreviated)

1. Increase participation especially among underserved
2. Increased availability in underserved neighborhoods
3. Share heritages and cultures
4. Strengthen communities
5. Increase TOT
6. Improve San Diego's reputation
7. Strength organizational capacity


Refer to Application for complete wording of goals.

What We Do Not Fund

- Individuals, For-profit organizations, Schools
- Activities that are the curricula base of schools, colleges or universities
- Projects not accessible to the public or people with disabilities
- Projects before July 1, 2015 or after June 30, 2016
- Projects with religious, sectarian or political purposes

What We Do Not Fund

- Capital or equipment outlay
- Travel, meals, lodging or entertainment expenses
- Hospitality or food costs
- Awards, trophies, gifts or uniforms
- Trust or endowment funds
- Cash advances, deposits or the replacement of deficit funds
- Ticket subsidy programs



Different Criteria for Different Groups of Applicants

- Form
 - Long
 - Short



Long and Short Forms

- The **Long Form** is the standard form that all new applicants and many returning applicants must submit.
- The **Short Form** is an abbreviated form of the standard application and may be used only by those organizations that meet the eligibility requirements for its use.

Short Form Eligibility

- Contractor in Good Standing
 - FY14 Final Report by September 30, 2014
 - FY16 Intent to Apply by November 30, 2014
- The organization applied for and was awarded CCSD funding in all three of the three most recent funding cycles.
- For the current funding cycle, the organization either received a rank of 3+ or higher or submitted a short form.
- The organization presented the same program or event for three consecutive years, at the same site, with the same key staff.

Competitive Nature of CCSD

- Funding for CCSD projects is limited.
- Projects are competing against each other.
- Applicants should carefully describe what makes their project unique.
- Do not assume that the name of the project and the names of the fiscal sponsor, community partners and/or applicant organization are sufficient to define a project.

Proposed Timeline

- ▣ Week of November 14 – Release Application
- ▣ November 12 and 13 – Workshops
- ▣ January 31, 2015 – Submission Deadline
- ▣ March 5 and 6 – Panel
 - ▣ Open to the public
 - ▣ Great Learning Opportunity
- ▣ April 15 – Mayor’s Budget Released
- ▣ April 17 – Commission Meeting – Finalize Recommendations



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THANK YOU.