

CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE

Final Performance Report Form
 Organizational Support Program (OSP)
 Creative Communities San Diego Program (CCSD)

Contract # (begins with OSP or CCSD):	
Amount of Funding:	

Contracting Organization	
Telephone	
Fax	
Mailing Address	
City, State, Zip	
Authorized Signer-----Name	
Title	
Telephone	
Email	

1. Please list each objective from your Exhibit A followed by a brief description of the extent to which the objective was achieved. If you exceeded or fell short of your projection, please explain.
2. Please describe any significant accomplishments beyond those described in Number 1 above.
3. How did your city funding help you meet your organizational (OSP) or project (CCSD) objectives for the year as well as any other accomplishments?
4. Please describe any new challenges or opportunities that you experienced this year that may require significant attention, resources or organizational effort in the coming year.
5. Please list any significant changes in your organization’s managerial or artistic staff, venue or board membership during the past year.
6. Based on your experiences to date, what have been the strengths of the OSP or CCSD program?
7. What are the OSP or CCSD weaknesses?
8. Do you have any suggestions for how the Commission could improve its services or better serve your organization?

OSP Only:

9. Please comment on the Cultural Data Project (CDP). Have you used it for any other applications? Have you used the reports for anything other than the Commission?

CCSD Only:

9. If your event experienced a surplus, please tell us how you will use the surplus to improve the neighborhood or community you serve. If your event experienced a deficit, please explain how it will affect your organization’s financial position.

CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE

CONTRACTOR SATISFACTION SURVEY

Organizational Support Program (OSP) and Creative Communities San Diego Program (CCSD)

Use the following scale to rate your level of satisfaction for each of the following items.

1 = poor 2 = satisfactory 3 = good 4 = excellent na – not applicable

1. Application Workshop:

1 2 3 4 na

2. Contract Workshop:

1 2 3 4 na

3. Individual assistance with completing and/or submitting your application for funding:

1 2 3 4 na

4. Responsiveness of Commission staff when you have questions:

1 2 3 4 na

5. User-friendliness of forms and procedures:

1 2 3 4 na

6. Overall satisfaction:

1 2 3 4 na

Comments:

Mail Final Performance Report and all attachments to:
Commission for Arts and Culture
1200 Third Ave
San Diego, CA 92101-4106

ATTACHMENTS CHECKLIST

For contractors receiving less than \$10,000, check off and attach the following documents to your Narrative:

- Final Performance Report including Survey
- Final Request for Payment
- OSP Only**: Acknowledgement Report and a maximum of three print samples with the acknowledgement clearly referenced.
- CCSD Only**: A maximum of three print samples of publicity or event materials crediting the City of San Diego Commission for Arts and Culture for its support

For contractors receiving in excess of \$10,000, check off and attach the following documents to your Narrative:

- Final Performance Report including Survey
- Final Request for Payment
- Statement of Activities* (CDP “Unrestricted Activity Trend Report” is acceptable.)
- Statement of Financial Position* (CDP “Balance Sheet” is acceptable.)

OSP Only:

- Acknowledgement Report and a maximum of three print samples with the acknowledgement clearly referenced
- CDP Annual Report

CCSD Only:

- A maximum of three print samples of publicity or event materials crediting the City of San Diego Commission for Arts and Culture for its support

Additional Requirement for contractors receiving more than \$75,000:

- Audited Financial Statements

*These items must be included in audited financial statements.

Future reimbursements may be withheld until all current contractual obligations are met.

STATEMENT OF COMPLIANCE

I hereby certify that all terms and conditions as set forth in the Agreement with the City of San Diego Commission for Arts and Culture have been met.

All expenditures have been made within the spirit and letter of City Council Policy 100-03, as specified in the Agreement.

All required reports and disclosures have been submitted.

Signature of Authorized Representative

Name and Title

Date

Organization