

City of San Diego
Commission for Arts and Culture

FY16

ORGANIZATIONAL SUPPORT PROGRAM (OSP)
APPLICATION WORKSHOP

November 19, 2014

City of San Diego Environmental Service Department

Ridgehaven Auditorium

Agenda



- Using the online application
- Application questions
- Eligibility and other requirements

Deadline

- January 31, 2015
- Everything must be submitted online.

How to Login

New Applicants

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

vibrant culture
vibrant city
Commission for Arts and Culture
City of San Diego

City of San Diego Commission for Arts and Culture

Database Status: Connected
November 11th, 2014 11:27 am

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Adjust font size:
A A A A

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.

Every part of the FY16 application is handled by the online system. No part of the application will be accepted by mail or any form of delivery other than through the online application.

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.

The City of San Diego Commission for Arts and Culture receives financial support for some of its programs from the National Endowment for the Arts and the California Arts Council.

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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City of San Diego

City of San Diego Commission for Arts and Culture

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Tech Tips

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

Yes, I Agree No, I do not agree Print this Agreement

4. Create Your Profile Page

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City of San Diego

City of San Diego Commission for Arts and Culture

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November 11th, 2014 8:16 am

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Adjust font size: A A A A

T 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

Submit

5. Click "Submit"

Top of Page - Enlarged



City of San Diego Commission for Arts and Culture

Home

Important Information
and Tips

Updates

CA Cultural Data
Project (OSP Applicants
Only)

Login

Adjust font size:



Primary Contact Information

Salutation

* First Name

Middle Initial

* Last Name

* Phone

* Email

* Confirm Email

* Username

* Password

* Confirm Password

Select...

LEGAL NAME
dba" can be
added later on the

Applicant Information

* Legal Name
(Organization or Individual)
Date of 501(c)3 incorporation
(if applicable)

FEIN / TAX ID

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”

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Commission for Arts and Culture
City of San Diego

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

Database Status: Connected
November 11th, 2014 11:38 am

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Tech Tips

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The City of San Diego Commission for Arts and Culture receives financial support for some of its programs from the National Endowment for the Arts and the California Arts Council.

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

Adjust font size: A A A

Make sure you complete your Intent to Apply by November 30, 2014.

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

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

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November 19th, 2014 9:02 am

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T Tech Tips

FY15 Organizational Support Program (OSP) Application for Funding

The Organizational Support Program (OSP) provides core support or general operating support for arts and culture nonprofit organizations located within the City of San Diego. Core support may be used not only for the delivery of services or other activities directly in pursuit of the organization's mission, but also for administrative and fundraising expenses (overhead).

Diversity and the inclusive environment that it engenders are core values of the City of San Diego Commission for Arts and Culture (Commission). The Commission welcomes organizations that embody and embrace diversity and believes that they will be positioned to grow and help San Diego become a more vibrant city.

Available: November 25th, 2013 12:00 AM
Final Submission Deadline: January 31st, 2014 11:59 PM
[EDIT Application #OSP-0001 \(EXCEPTION\) - PDF](#)

FY16 Organizational Support Program (OSP) Application for Funding

The Organizational Support Program (OSP) provides core support or general operating support for arts and culture nonprofit organizations located within the City of San Diego. Core support may be used not only for the delivery of services or other activities directly in pursuit of the organization's mission, but also for administrative and fundraising expenses (overhead).

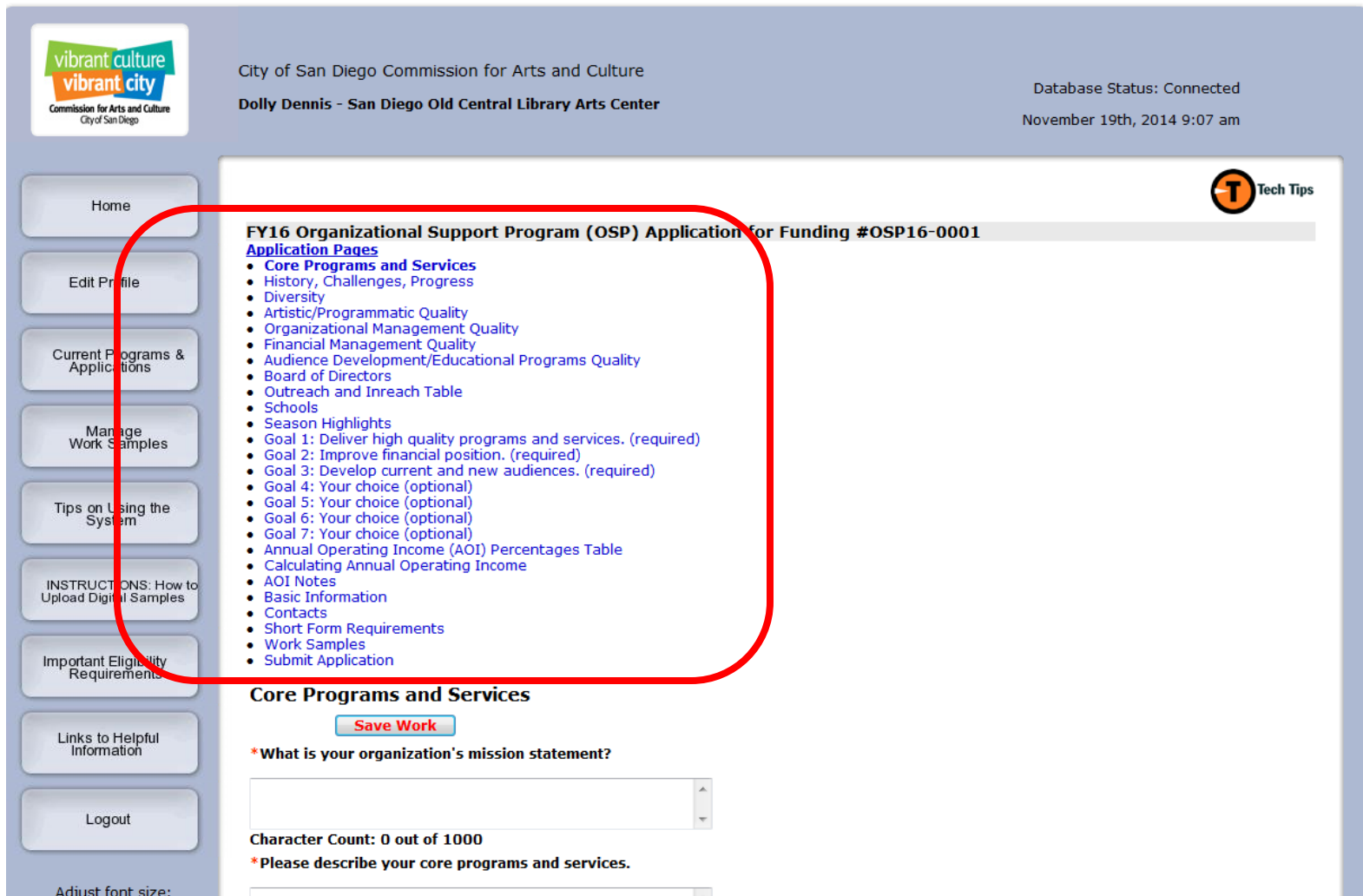
Diversity and the inclusive environment that it engenders are core values of the City of San Diego Commission for Arts and Culture (Commission). The Commission welcomes organizations that embody and embrace diversity and believes that they will be positioned to grow and help San Diego become a more vibrant city.

Available: October 25th, 2014 12:00 AM
Final Submission Deadline: January 31st, 2015 11:59 PM
[EDIT Application #OSP16-0001 \(IN PROGRESS\) - PDF](#)

START Application
Preview Application

Note: If you have not yet started the application, you will see this.
If you have started the application, you will see this.

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



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Commission for Arts and Culture
City of San Diego

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

Database Status: Connected
November 19th, 2014 9:07 am

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Adjust font size:

T Tech Tips

FY16 Organizational Support Program (OSP) Application for Funding #OSP16-0001

[Application Pages](#)

- [Core Programs and Services](#)
- History, Challenges, Progress
- Diversity
- Artistic/Programmatic Quality
- Organizational Management Quality
- Financial Management Quality
- Audience Development/Educational Programs Quality
- Board of Directors
- Outreach and Inreach Table
- Schools
- Season Highlights
- Goal 1: Deliver high quality programs and services. (required)
- Goal 2: Improve financial position. (required)
- Goal 3: Develop current and new audiences. (required)
- Goal 4: Your choice (optional)
- Goal 5: Your choice (optional)
- Goal 6: Your choice (optional)
- Goal 7: Your choice (optional)
- Annual Operating Income (AOI) Percentages Table
- Calculating Annual Operating Income
- AOI Notes
- Basic Information
- Contacts
- Short Form Requirements
- Work Samples
- Submit Application

Core Programs and Services

[Save Work](#)

*What is your organization's mission statement?

Character Count: 0 out of 1000

*Please describe your core programs and services.

Features

- 3. Temporarily or Permanently Restricted Income
- 4: Value of Collections
- 5. Unrealized Unrestricted GAINS
- 6. Any portion of a multi-year grant or donation recorded as unrestricted but not received.
- 7. Other amounts to subtract

Amounts to be ADDED to Line 1. For each item below, fill in the corresponding space, if applicable with a POSITIVE NUMBER.

- 8. Unrealized Unrestricted LOSSES
- 9. Other Additions
- 10. This is your Annual Operating Income (AOI)

Using the AOI you calculated above, what LEVEL are you? Enter 1, 2, or 3.

[help!](#)

Notes

If you entered any amounts on lines 2, 4, 6, 7, or 9, you must describe what these amounts were and where these amounts appear on your CDP income page. You can do this on the next page.

Allowable Percentage of AOI

Using the AOI Percentages Table on the previous page, enter the percentage of your AOI that you are allowed to request.

Maximum Possible Funding

Multiply your AOI by the Allowable Percentage. This is your maximum possible funding.

(Actual funding depends upon many variables including the rank you receive from the panel and the total amount of funding we receive from the Mayor and City Council.)

[Save Work](#)

Did I Complete This Page?



Features

3. Temporarily or Permanently Restricted Income

Level 1 is groups with an AOI of \$2 million or more;
Level 2 is groups between \$300,000 and \$1,999,999; Level 3 is groups up to \$299,999.

10. This is your Annual Operating Income (AOI)

Using the AOI you calculated above, what LEVEL are you? Enter 1, 2, or 3.

Notes
If you entered any amounts on lines 2, 4, 6, 7, or 9, you must describe what these amounts were and where these amounts appear on your CDP income page. You can do this on the next page.

Allowable Percentage of AOI
Using the AOI Percentages Table on the previous page, enter the percentage of your AOI that you are allowed to request.

Maximum Possible Funding
Multiply your AOI by the Allowable Percentage. This is your maximum possible funding.
(Actual funding depends upon many variables including the rank you receive from the panel and the total amount of funding we receive from the Mayor and City Council.)

Did I Complete This Page?

Save Work

Previous Section VIEW PDF Next Section

Use Privacy Policy

Previous

View PDF

Next

Easy PDF

The screenshot shows a web browser window with the address bar containing https://sandiego.cgweb.org/pdf/app_pd.... The browser interface includes a toolbar with navigation and document manipulation icons, a page indicator showing '1 / 39', and a zoom level of '75%'. The document content is displayed in a white area with a dark sidebar on the left. The document header features the 'vibrant culture vibrant city' logo and the following text: 'City of San Diego Commission for Arts and Culture - FY15 Organizational Support Program (OSP) San Diego Old Central Library Arts Center Application #OSP0001'. Contact information for Ms. Dolly Dennis is provided, along with a document generation timestamp. The main body of the document is titled 'Applicant Profile' and contains the following details:

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	52
State House District	78
State Senate District	39
FEIN / TAX ID	

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '11:03 AM'.

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 format text.
 - ▣ You cannot see your complete answer online unless you VIEW PDF.

Inserted Attachments

For example, IRS Letter and Articles of Incorporation on the Basic Information Page:

For the venue identified above, what City Council District is that?

If you use more than three venues, attach 1 page here (pdf only) with the name, address, and city council district number for each additional venue. No file uploaded. [upload file](#)

Number of Tourists

How many tourists did your organization serve over the past 12 months?

[help!](#)

Tracking Tourists

How do you track tourists?

Character Count: 0 out of 250

*Are you an AAM accredited museum?

Yes

No

*What is the applicant's DUNS number?

IRS Letter of Determination - Required Attachment for New Applicants

If you are a first-time applicant, attach your IRS Tax Exempt Letter of Determination here. No file uploaded. [upload file](#)

Articles of Incorporation - Required Attachment for New Applicants

If you are a first-time applicant, attach your Articles of Incorporation here. No file uploaded. [upload file](#)

Long Form / Short Form

*Which Form (Long or Short) are you submitting? Please refer to the [FY16 Organizational Support Program Eligibility and General Guidelines for Short Form Eligibility Requirements](#) and make sure you have completed the [FY16 Organizational Support Program Intent to Apply Form](#) prior to November 30. Applicants submitting a Short Form when they are not eligible to do so may be disqualified.

Long

Short

New this year: Work Samples page contains NONE of the required attachments.

A horizontal decorative bar at the top of the slide, consisting of a yellow segment on the left and a red segment on the right.

The FY16 OSP Application

Core Programs and Services

- Mission Statement (1000)
 - Core Programs and Services (5000)
-
- Numbers in red are the character limits for each question.

History, Challenges, Progress

- History (2000)
- Challenges & Progress & Response to panel comments (if applicable) (3300)
- National/international significance of work (if applicable) (2500)

Diversity

- Initiatives your organization has undertaken in the past year to diversify its board, staff, volunteers and audiences. (2500 characters)
- Other than schools, where did you work and what did you do last year in Council District x?

Nine spaces are provided with 250 characters for each

Artistic/Programmatic Quality

- Provide examples of what you do to achieve excellence in your programs and services. This includes the professional training and professional experiences of your artists and/or staff responsible for programming and services, awards, accreditations, and recognition by highly regarded sources.

(5000 characters)

Don't go back more than 3 years (10 years for national/international recognitions).

Organizational Management

- Provide examples of how you work to achieve excellence in the management of your organization. This will include the academic and professional qualifications of your senior management team, recruitment, development and retention of a high quality workforce and volunteers, how you promote trust, teamwork, and effective communication throughout the organization, and anything else you do (not covered elsewhere in the application) to ensure that the organization is managed efficiently and effectively.

(5000 characters)

Financial Management

- Provide evidence of how you ensure high quality financial management. Examples will include the academic and professional qualifications of financial management and development staff, a thorough financial planning and review process, board oversight, appropriate accounting software, healthy financial statements (reference the CDP report), etc. Also discuss any new programs or services for the coming year and related budgetary decisions. If you have a debt or operating deficit, discuss the plans to handle them.

For this application cycle, the Commission is not requiring line-by-line budget notes as it has done in the past. You are strongly encouraged, however, to examine your CDP Funder Report, and explain "significant" variances from one year to the next.

(5000 characters)

- A "significant variance" would be when a line item that is more than 10% of your AOI varies by more than 20% from one year to the next.

Audience Development / Educational Programs

- Audience development and education are two sides of the same coin. Successful organizations develop their audiences in three ways:
 - ▣ 1) They **broaden** them (attract more of the same kind of audiences)
 - ▣ 2) They **deepen** them (get current audiences to attend more often)
 - ▣ 3) They **diversify** them (attract new groups of people)

Audience Development / Educational Programs

- Anything that you do to broaden, deepen or diversify your audience is an educational program – you are either increasing someone's appreciation for what you do, understanding of what you do, or practice of what you do. Education obviously includes things like classes and participatory arts (putting on a play, curating an exhibit, community music ensembles, etc.). Education also includes certain marketing strategies both to locals and tourists, creating and nurturing relationships with funders, organizations, etc., and strategic planning among other things.

Audience Development / Educational Programs

- For each block below (you do not have to use all of them) provide the name and a description of an audience development/educational program that you offer. Be sure to include a description of what the program does and tries to accomplish, how the program is developed, evaluated and improved from year to year, qualifications of staff, frequency, duration, target audience (if any) and attendance.

You should feature what you consider to be your three most successful audience development/educational programs below. You may also attach one additional page (pdf) if you wish to describe additional audience development/educational programs.

(1500 characters for each of three programs)

Board of Directors

- Provide evidence of your pursuit and/or accomplishment of a highly effective board of directors. This will include
 - ▣ recruitment and retention polices
 - ▣ size and composition of the board
 - ▣ board development practices
 - ▣ effective use of committees
 - ▣ effectiveness at fundraising
 - ▣ effectiveness supervising the executive director, etc.

Conflicts of Interest

- Compensation
- Relations
- Parents of children being served
- What steps has your organization taken to prohibit employees, volunteers, or board members from using their positions for a purpose that is, or that gives the appearance of, being motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships? Possible steps include, but are not limited to, language in your by-laws, stand-alone conflict of interest statements, and training board members and staff.
- Attach policy

Inreach & Outreach

- **Outreach** is defined as activities performed in a school under the supervision of one or more representatives (employees, contractors, volunteers, etc.) from your organization. These activities include but are not limited to performances, workshops, residencies, teacher trainings or even meetings with teachers or administrators.
- **Inreach** is defined as an official school field trip to your organization.
- **Do not count anything where a representative from your organization is not present to perform/supervise the activity.** Organizations that offer online or non-supervised programming to schools should discuss these activities in their narrative sections.

The Outreach Table

	Number of Schools	Number of Participants
Outreach		
Council District 1	<input type="text"/>	<input type="text"/>
Council District 2	<input type="text"/>	<input type="text"/>
Council District 3	<input type="text"/>	<input type="text"/>
Council District 4	<input type="text"/>	<input type="text"/>
Council District 5	<input type="text"/>	<input type="text"/>
Council District 6	<input type="text"/>	<input type="text"/>
Council District 7	<input type="text"/>	<input type="text"/>
Council District 8	<input type="text"/>	<input type="text"/>
Council District 9	<input type="text"/>	<input type="text"/>
Subtotals:	<input type="text" value="0"/>	<input type="text" value="0"/>

Schools

- In each City Council District box below, enter the names of the schools you served both by Inreach and Outreach. Please separate each name with a comma. **List only those schools where a representative from your organization was present.**
- **Nine (9) boxes are provided accepting 250 characters each.**

The Season Highlights Table

Describe the "highlight"

Number corresponding to the month when the "highlight" begins:

Arts Camp

7

Fall classes

9

Fall musical

10

Fall exhibit

10

Fall dance concert

11

Fall music concert

12

winter camp

12

winter classes

2

Required Goal 1

Deliver high quality programs and services.

This is where you are going to identify all of your core programs and services (deliverables) for the next fiscal year and quantify them.

Museums should include deliverables related to the number of days per year and hours per week they will be open to the public.

Performing arts organizations should include number of productions per venue and total number of performances per production.

Required Goal 1 (example)

# of productions in the Big Box Theatre	5
# of performances per production (Big Box Theatre)	20
# of productions in Studio Theatre	20
# of performances per production (Studio Theatre)	10
# of free performances for schools (Big Box Theatre)	12
# of hours per week the museum is open to the public	60
# of days per year the museum is open to the public	360
# of continuing exhibits	8
# of new exhibits	5

Note: The table in the actual application does not look like this.

This is what the Goals and Deliverables Tables look like in the actual application:

Requirements

Links to Helpful Information

Logout

Adjust font size:
A A A A

Goal 1: Deliver high quality programs and services. (required)

This is where you are going to identify all of your core programs and services (deliverables) for the next fiscal year and quantify them.

In the spaces on the left, list each deliverable. In the spaces on the right, enter a number.

Museums should include deliverables related to the number of days per year and hours per week they will be open to the public.

Performing arts organizations should include number of productions per venue and total number of performances per production.

You DO NOT have to use every line.

<input type="text"/>	<input type="text" value="0"/>
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[Save Work](#)

[Did I Complete This Page?](#)

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Required Goal 2

Improve financial position.

This is where you are going to identify the things you plan to do to put your organization into a better position financially. At a minimum, most organizations can improve on their accumulation of cash reserves.

If you have a debt, you should describe steps to reduce/eliminate it.

Other "deliverables" for this goal might include training for financial or development staff, number of grant applications submitted, software improvements, and, of course, any specific increases to revenue or decreases to expenses.

You DO NOT have to use every line.

Required Goal 2 (example)

% by which cash reserves will increase (\$10,000 - \$11,000)	10
% by which earned income will increase (\$100,000 – \$110,000)	10
# of licenses for new financial management software to be purchased	5
# of staff to be trained in new financial management software	10
# of staff with accounting degrees to be hired	1
# of budget reviews by the board’s budget committee	12
# of budget reviews by the full board of directors	4

Required Goal



Develop current and new audiences.


Describe the steps that you will take to **Broaden, Deepen and Diversify** your audiences.

Describe how you will make your programs and services both available and desirable to more and different people. Especially important are your efforts to reach people who live in multiple city council districts.

You should also describe steps you are going to take to deepen your relationship with existing audiences.

Required Goal 3 (example)

# of free performances in Council District 4	8
# of opportunities for subscribers to meet the actors	12
# of special events for ethnic communities	5
# of Spanish language TV ads	50
# of sign-language interpreted performances	6
# of social media projects	20
# of Spanish language performances	5



Four (4) additional goals (with deliverables) of your choosing.

Goal 4: Your choice (optional)

Goal #4:

Write Goal #4 in the space below.

Leave at 0

Quantifiable Deliverables

Use the following lines for the quantifiable deliverables. You do not have to use all the lines.

Save Work

Did I Complete This Page?

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Calculating AOI

- Follow instructions in the application.
- If you completed your CDP correctly, most of the time your Total Unrestricted income less in-kind will be your Annual Operating Income (AOI).

California Cultural Data Project (CA-CDP)

- CA-CDP **Funder Report** gets attached to the AOI Notes Page.
 - ▣ Not the Profile
 - ▣ Not the Annual Report
- CDP needs time to review your profile
 - ▣ **Draft** will appear on your Funder Report if you submit before it has been reviewed by the CDP. **This is bad.**
 - ▣ **Review Complete** will appear on your Funder Report when all reviews have been completed. **This is very good.**

CA-CDP (cont.)

- Your two most recently completed years of data are required.
- All sections (except Section 2) are REQUIRED. The Balance Sheet (Section 8) **is required for all applicants** (even though the CDP says otherwise).
- Section 2 (Audit Verification) is required only for groups that are audited.
- New to the CDP?

<http://www.caculturaldata.org/home.aspx>

Basic Information

- Council Districts
 - ▣ Administrative Office – Address you used in Profile
 - ▣ Venues – up to 3 on form – attach sheet for additional ones
- Number of tourists
- Tracking tourists
- AAM Accreditation
- DUNS Number
- First time applicants attachments
 - ▣ IRS Letter
 - ▣ Articles of Incorporation
- Long Form / Short Form Determination

Contacts

- Executive Director
- Primary Contact
- Secondary Contact
- Attach Key Staff Roster with bios
- Attach Board Roster with bios

- Note: Do not include personal information such as addresses and phone numbers in the rosters.

Work Samples Page

- Required Attachments – None
 - ▣ All required attachments are located other places in the application.
- Optional (for example...)
 - ▣ Marketing materials
 - ▣ Education materials
 - ▣ Reviews
 - ▣ Letters of support

Work Samples

vibrant culture
vibrant city
Commission for Arts and Culture
City of San Diego

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

Database Status: Connected
November 19th, 2014 8:59 am

Home
Edit Profile
Current Programs & Applications
Manage Work Samples
Tips on Using the System
INSTRUCTIONS: How to Upload Digital Samples
Important Eligibility Requirements
Links to Helpful Information
Logout

Adjust font size:

Tech Tips

FY16 Organizational Support Program (OSP) Application for Funding #OSP16-0001

Application Pages

- Core Programs and Services
- History, Challenges, Progress
- Diversity
- Artistic/Programmatic Quality
- Organizational Management Quality
- Financial Management Quality
- Audience Development/Educational Programs Quality
- Board of Directors
- Outreach and Inreach Table
- Schools
- Season Highlights
- Goal 1: Deliver high quality programs and services. (required)
- Goal 2: Improve financial position. (required)
- Goal 3: Develop current and new audiences. (required)
- Goal 4: Your choice (optional)
- Goal 5: Your choice (optional)
- Goal 6: Your choice (optional)
- Goal 7: Your choice (optional)
- Annual Operating Income (AOI) Percentages Table
- Calculating Annual Operating Income
- AOI Notes
- Basic Information
- Contacts
- Short Form Requirements

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

Images

Two Step Process:

You have 1 Image in your bank. You may select up to 12. File size must not exceed 10.00 MB.



Image Bank

1. Put pictures into your image bank.

You've submitted 1 of them to this application.

Make Selection

2. Select pictures from the image bank to include with application.

Audio Samples

You have 1 Audio Sample in your bank. You may select up to 2. File size must not exceed 25.00 MB.

Audio Bank

You've submitted 1 of them to this application.

Make Selection

Video Samples

You have no Video Samples in your bank. You may select up to 2. File size must not exceed 50.00 MB.

Work Samples - 250 MB Total

File Type	Max File Size (MB)	Min Samples	Max Samples
Image	10	0	10
Audio	10	0	3
Video	150	0	2
Document	10	0	10

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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.

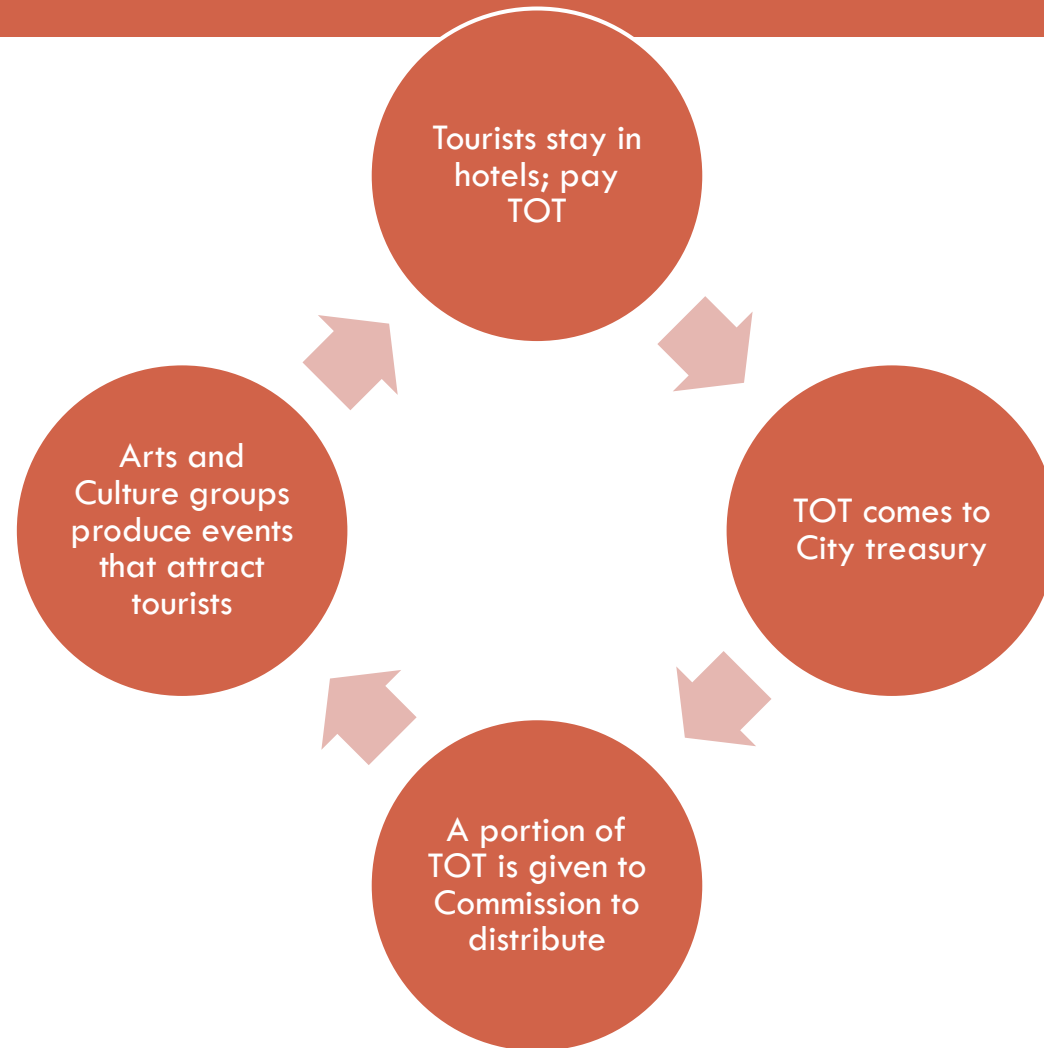
Our Two Funding Programs

- 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.

Goals of the OSP Program

- To make fair and equitable recommendations to the City Council regarding all City funding decisions for arts and culture.
- To support the artistic and administrative quality of artists and arts and cultural organizations.
- To support opportunities for San Diego residents and visitors to develop throughout their lives knowledge of, skills in, and appreciation for arts and culture.
- To foster the vitality and stability of the City's prominent and established arts organizations and cultural institutions.
- To promote an environment that attracts and nurtures emerging artists and arts and cultural organizations.

Goals of the OSP Program (cont.)

- To work in partnership with the City of San Diego and the private sector to promote San Diego as a cultural destination.
- To expand the availability of arts and cultural activities throughout all social, ethnic and economic sectors of the City to foster, promote and expand cultural diversity.
- To foster programmatic and organizational support for artists representing all cultural traditions and to increase the involvement of those artists and communities in the planning and implementation of arts and cultural activities.
- To support the artistic and organizational growth and capacity of artists and arts and culture organizations.

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Eligibility and Requirements

Eligibility Requirements

- **Nonprofit Status 501-c-3 or 501-c-6**
- **Primary Mission and Budget Priority** - The applicant's mission must be strongly aligned with that of the Commission and may include the creation, preservation and presentation of arts and culture programming and/or support services; the majority of the applicant's income must be used for the purpose of fulfilling its mission.
- **Track Record** - The applicant must have a three (3) year history of ongoing arts and culture programming within the City of San Diego prior to the application deadline.
- **Location** - At least 75% of the applicant's core programming must take place within San Diego City limits.

Requirements

- **3:1 Match Requirement**
- **California Cultural Data Project:** On-line profile
- **DUNS Number:** Data Universal Numbering System
- **Limitation** on TOT applications – only one per year

Contract Requirements

- ▣ **“Good Standing” with all government entities**
- ▣ **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**

Insurance Requirements

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

- Some exceptions apply. See website for details or contact Teresa Monillas.

What We Do Not Fund

- Individuals
- For-profit organizations
- Programs not accessible to the public
- Universities, community colleges, school districts, foundations and private educational enterprises

What We Do Not Fund

- Anything occurring before July 1, 2015 or after June 30, 2016
- Anything not accessible to people with disabilities
- Anything with religious, sectarian or political purposes
- Anything that is the curricula base of schools, colleges or universities

What We Do Not Fund

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

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

- Satisfactory three (3) year OSP track record
- Current Rank of 3+ or higher
- No turnover among leadership staff (artistic and administrative)
- No venue change
- The average annual operating fund deficit for the two most recently completed fiscal years is not greater than 5% - Contact Gary Margolis if you are unsure.
- There have been no significant changes in program objectives as stated in the current year contract, and deliverables have been achieved as outlined in the contract.
- The contractor has successfully met all of its current and prior year obligations, including the following:
 - FY14 Final Report submitted by September 30, 2014
 - FY16 Intent to Apply submitted by November 30, 2014

Further Assistance

- Staff will review a draft of your application as time permits. The earlier you get one to us, the better
- Staff will assist you by phone or email – again, please do not wait until the last minute.

Proposed Timeline

- ▣ Week of November 14 – Release Application
- ▣ November 19 – OSP Workshop
- ▣ Jan 31, 2015 – Submission Deadline
- ▣ Feb 25 and 26, 2015 – OSP Panel (Larger budgets)
- ▣ March 3 and 4, 2015 – OSP Panel (Smaller budgets)
 - ▣ Both panels - Open to the public
 - ▣ Great Learning Opportunities
- ▣ April 15 – Mayor’s Budget Released
- ▣ April 17 – Commission Meeting – Finalize Recommendations

http://www.sandiego.gov/arts-culture/

Click on

FUNDING

The screenshot shows the website for the City of San Diego Commission for Arts and Culture. At the top, there is a navigation bar with links for Business, City Hall, Community, Departments, Information, Leisure, Services A-Z, and Visiting. Below this is a search bar. The main header features the Commission for Arts and Culture logo and a city skyline image. A secondary navigation bar includes links for ARTS AND CULTURE HOME, ABOUT US, FUNDING (highlighted), PUBLIC ART, NEWS & RESOURCES, MEETINGS & EVENTS, and SPECIAL INITIATIVES. The left sidebar contains a 'Funding' section with links to Funding Home, Organizational Support Program (OSP), Creative Communities San Diego (CCSD), and California Cultural Data Project. Below this is a 'Related Documents' section with links to various PDFs, including FY16 Creative Communities San Diego Eligibility Guidelines and General Information, FY16 Organizational Support Program Eligibility Guidelines and General Information, Acknowledgement Policy and Guidelines, Insurance Requirements, and Panel Handbook - Transient Occupancy Tax Allocations. The main content area is titled 'Funding' and features a 'Notice to Fiscal Year 2016 Applicants for Funding'. The notice includes instructions to visit the Funding Home for updated information, contact Gary Margolis for email notifications, and a list of required information for funding: Name, Organization (nonprofits only), Organization address, City Council District, Phone number, and Email address. It also mentions a 'NEW APPLICANTS' section and an 'OVERVIEW' section. The bottom of the page states that the Commission annually awards funds to support the city's nonprofit arts and culture organizations and projects.

THE CITY OF SAN DIEGO

Home Contact the

Business | City Hall | Community | Departments | Information | Leisure | Services A-Z | Visiting

Commission for Arts and Culture

ARTS AND CULTURE HOME ABOUT US FUNDING PUBLIC ART NEWS & RESOURCES MEETINGS & EVENTS SPECIAL INITIATIVES

Arts and Culture Home • Funding

Funding

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

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 \(PDF\)](#)

Funding

Notice to Fiscal Year 2016 Applicants for Funding

Please go to Funding Home for updated information regarding workshops and timeline for this program.

If you are not currently receiving email notifications from us, please contact Gary Margolis at gmargolis@sandiego.gov to have your email address added to the list. Please provide the following information:

- Your Name
- Organization (only nonprofits are eligible for funding)
- Organization address
- City Council District
- Your phone number
- Your email address

Thank you for your patience while we strive to provide you with a streamlined and easier process.

FY15 CONTRACTS WORKSHOP (OSP and CCSD)

- [Tips from the FY15 Contracts Workshop – July 30, 2014 \(PDF\)](#)

NEW APPLICANTS:

If you are a new applicant, please make sure to visit the links below (OSP and CCSD) so that you know for which program you are eligible to apply.

OVERVIEW

The City of San Diego Commission for Arts and Culture annually awards funds to support the city's nonprofit arts and culture organizations and projects implemented by a variety of nonprofit organizations. These funds are awarded through two competitive application processes.

Contacts

DANA SPRINGS

Executive Director

(619) 236-6790

dsprings@san Diego.gov

TERESA MONILLAS

Contracts Coordinator

(619) 236-6803

tmonillas@san Diego.gov

NIGEL BROOKES

Arts Management Associate

(619) 236-6798

nbrookes@san Diego.gov

LINDA SOKOL

Executive Secretary

(619) 236-6778

lsokol@san Diego.gov

GARY MARGOLIS

Funding Program Manager

(619) 236-6788

gmargolis@san Diego.gov



Commission for Arts and Culture
City of San Diego

THANK YOU.

