

Manage Your Award

For Organizations Awarded Arts and Culture Funding in Fiscal Year 2025

These instructions are for organizations, referred to as funding recipients or awardees, that have been approved for a funding award in FY25 through the City of San Diego's (City) Organizational Support Program (OSP) or Creative Communities San Diego (CCSD) for funding activity period July 1, 2024 – June 30, 2025. It's important to note that all organizations, whether receiving a new award for Fiscal Year 2025, for projects with a fiscal sponsor, or granted an option to renew, will complete a Fiscal Year 2025 agreement.

Your role as a funding recipient is not just important, it's crucial. The City processes OSP and CCSD funding agreements via Adobe Sign for digital signing. When ready, your agreement will be sent to the Executive Director listed on your application, via an Adobe Sign email, for signature. For organizations applying for CCSD project funding with a fiscal sponsor, the City will send the agreement to both the director of the organization acting as a fiscal sponsor and the director of the applicant organization for signatures, ensuring all parties are involved in the process.

How to complete your agreement:

- Review your agreement:
 - Confirm that these unique details in the agreement are accurate:
 - Article 1.1.1 Funding Award Recipient's Mission or Project Summary
 - Article 2 Contact Information
 - Article 3.1 Total TOT Funding Awarded
 - Pay special attention to agreement requirements such as:
 - Article 3.1.2 Matching Requirement Amount
 - Article 3.3 Mandatory Reporting (including Financial Disclosures)
- Sign the document in Adobe Sign per instructions in your e-mail and include name/title.
- If your organization agrees to the terms and conditions of the agreement and can perform the general scope of activities then sign the agreement in Adobe Sign and insert your name and title in the specified fields.

When must the agreement be completed in Adobe Sign?

The City must receive agreements that are signed through Adobe Sign by 5:00 pm on **Tuesday October 8, 2024**. Receiving a signed agreement with all required attachments is considered a formal acceptance of award. Signed agreements not received by the October 8, 2024 deadline will be considered declined, unless organizations are waiting for "current" status verification documents.

Agreement Process:

Please note after your organization's director signs your agreement, multiple City parties must sign your agreement. It can take a minimum of 5 months from July 1 for the City to provide an executed agreement, dependent on the awardee's expediency in submitting required documentation and information and the City's contracting review process. Once all parties have signed the agreement, you will receive an email via Adobe Sign with your fully executed agreement attached.

What is the process for receiving award payments after the agreement is signed and completed?

Only after your agreement is fully executed can your initial payment be processed. A reminder that, after your payment is processed it can take a minimum of 30 days for the City to process and send your initial payment via check. All organizations will receive payments via check for FY25. Please check the mailing address listed in your Fluxx organization profile as checks will be mailed to that address.

Your initial payment will be 85% of your total award. The final 15% of your reward will be sent as a reimbursement after you submit your Final Report in July 2025.

- Awards are distributed in two separate payments as follows:
 - *First payment: 85% of the award*
The first payment is an 85% advance of the allocated award. This first 85% payment will serve as an advance payment. Issuing the first payment does not require any invoice or reporting beforehand. The City will issue the first payment during Fall 2024 after your agreement is fully executed.
 - *Second/Final payment: 15% of the award*
The final payment is 15% of the total allocated award. Organizations can receive final payment upon completing the Final Report and associated surveys. The final report will include multiple components, including the final report made available during Spring 2025. To become eligible for the final payment/total award, organizations must demonstrate 100% of the match requirement and eligible expenses for 100% of the total award on the final report. Look out for additional updates.

Helpful hints for managing your award

- Choose one person to be the lead contact at your organization.
- Keep your contact information and mailing address up to date in Fluxx
- Still have questions? We are here to help. Email us for assistance.

- We thank you for your patience. Internal City processes often take longer than you think.
- Keep detailed records in order to make filling out your Final Report easier.
- Take advantage of opportunities for help, such as technical assistance workshops, office hours and online resources.
- Start the agreement process early and allow enough time to review the accuracy of the required agreement documents before submittal.

What expenses are eligible?

Funding allocations are disbursements for eligible expenses, which means expenses in the amount of your award must be documented. Organizations are only eligible for the full award amount upon submission of reports and required documentation of expenses or matches. Eligible expenses are those made to assist an organization in its annual operating program (OSP) or related to the specific project proposed (for funding through CCSD scope of activities) in support of your organization's mission that is focused on the development, production, service or presentation of arts and cultural activities in the city of San Diego.

What expenses are ineligible?

Please refer to pages 8-9 of the FY25 OSP and FY25 CCSD guidelines for expenses ineligible for reimbursement. Categories of ineligible expenses include religious activities, lobbying or voter-related activities, re-granting, tuition, capital outlays for equipment or improvement of facilities, contests, and competitions including prizes, travel costs such as transportation or lodging, donations to individuals or entities, cash reserves/endowments, fines/deficit or debt payments, food, alcohol or beverages for hospitality and expenses to support activities primarily aimed at fundraising.

What information about expenses is needed?

The Final Report will request documentation of eligible expenses for 100% of the total award. The reports will have tables for expenses in which organizations must record the following for each expense:

- Description of the expense
- Amount of the expense
- Vendor or employee name
- Date of payment
- Payment type: check, credit card, or direct deposit (if paid for with a check, include the check number under payment type)

What additional documentation of expenses is required?

Invoices and proofs of payment must be kept on file as stated in Article 5.2 of your agreement.

- Expenses Paid for by check
 - Check number to be included in itemized expenses table. Organizations are not required to submit copies of invoices or canceled checks.
- Expenses Paid for with credit card
 - Copies of the itemized receipts.
 - A copy of the credit card statement with the expenses highlighted.
 - The City is unable to reimburse these purchases without full itemization.
- Expenses Using direct deposit (payroll expenses only)
 - A copy of the statement from the payroll company with the expenses highlighted.

What are the match income requirements?

Pursuant to funding guidelines, all recipients are required to match their funding award. The organization's required match amount is stated in Article 3.1.2 of the agreement. All matching income must be received during the funding activity period; for FY25 this is from July 1, 2024 - June 30, 2025. Information on matching requirement calculations can be found in Section 4 of the FY25 funding guidelines.

- Matching funds can come from:
 - Contributed income, such as, but not limited to, donations from individuals, foundations, corporations, or other government entities.
 - Earned revenue, such as, but not limited to, ticket sales, gift shop income, or program fees.
- Matching funds cannot come from:
 - Funds received from the City of San Diego.

What information about match income is needed?

On the match income table record the following for each income source:

- Description of income source
- Amount of funds from the source
- Date the funds were received

Acknowledgement

Publicly acknowledging your award from the City helps people understand the impact of public arts funding and the broad range of activities transient occupancy tax dollars support.

Credit: Recipients are required to acknowledge the award in advertisements relating to activities funded, including print, online, and broadcast; by using the City's logo and the following credit line: "Financial support is provided by the City of San Diego." City's logo can be found here under Agreement Management Materials.

Social Media: Recipients who have active social media accounts, are encouraged to acknowledge the City in posts related to the work in which awarded funds are used and to tag the Arts and Culture's Instagram @SDArtsCulture and use the SDArtsandCulture hashtag in relevant social media posts.

City's social media:

Instagram: tag @SDArtsCulture

LinkedIn: tag @City of San Diego followed by #SDArtsAndCulture

Facebook: tag @City of San Diego followed by #SDArtsAndCulture

Questions?

Reference the [FY25 OSP Guidelines](#) and [FY25 CCSD Guidelines](#) for additional information about eligible expenses and matching requirements. If you still have questions, remember that our support is always available. We are here to assist you and ensure that your organization has all the information you need. Don't hesitate to reach out at GRomberger@sandiego.gov and OJones@sandiego.gov