



Organizational Support Program Fiscal Year 2027 Guidelines

The Organizational Support Program provides general operating support to nonprofit arts and culture organizations. This funding supports organizations in delivering activities that enhance San Diego's quality of life, strengthen cultural and creative tourism, and expand access to the arts and culture.

Organizational Support Program Funding Guidelines

[Application Page Link](#)

Applications due by **November 13, 2025, 8:00 a.m.** Pacific Time

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Cover page: photo courtesy of San Diego Natural History Museum



Section 1: Introduction

The City of San Diego (City) Division of Cultural Affairs (DCA) is at the forefront of transforming the city's arts, culture, and creative industries. As a division of the Economic Development Department, DCA drives an equitable and inclusive creative economy and arts ecosystem that reflects the region's cultural diversity and works to advance San Diego as a global city.

DCA plays a critical role in managing the City's strategic investments in arts and culture, providing essential support to organizations, artists, and communities. Through a diverse range of programs, partnerships, and initiatives and guided by the *Creative City* cultural plan, DCA offers vital funding opportunities, implements public art projects, enhances cross-sector capacity building, supports creative workforce development, and conducts insightful research on San Diego's creative economy.

Each year, the City, through DCA, provides operational support to arts and culture nonprofit organizations and projects that center on arts, culture, and creativity. These resources are allocated through a competitive application and review process aimed at broadening access to arts and culture across all City Council districts, thereby amplifying the creative landscape and cultural experiences in San Diego neighborhoods.

The City believes that equity is attainable when disparities in access to services are eliminated, allowing everyone to benefit from inclusive City resources that are essential for increasing opportunities and thriving in San Diego. This belief informs the City's strategic planning and budget development.

The source of the funding is Transient Occupancy Tax (TOT), a tax levied on individuals who stay overnight in hotels, motels, and other lodging establishments. Governing the allocation of TOT funding is Council Policy 100-03, which allows for the Organizational Support Program as a funding category. A portion of the City's TOT revenue is used to: *enhance the economy and strengthen the arts, cultural and creative sectors; contribute to San Diego's national and international reputation as a creative, cultural destination; provide access to excellence in culture and the arts for residents and visitors; enrich the lives of the people of San Diego; and build healthy, vital neighborhoods* as governed by Council Policy 100-03.



Section 2: About the Organizational Support Program

The Organizational Support Program (OSP) provides general operating support to tax-exempt, nonprofit, arts and culture organizations, for delivery of activities* that positively impact San Diego's quality of life and tourism and provide direct access and increased opportunities for excellence in culture and the arts. OSP provides general operating support for nonprofit arts and culture organizations.

Organizations that are not arts and culture organizations or are based outside of the city of San Diego, but do provide arts and culture programming in the city of San Diego, are encouraged to apply to the City's Creative Communities San Diego (CCSD) funding opportunity and request support for arts and culture projects that take place in the city of San Diego.

**Throughout these guidelines the term activities include development, production, service, or presentation of arts and cultural activities and programming.*



Section 3: Arts and Culture Outreach Activity in San Diego Public Library

Arts and culture can enhance library activities by providing opportunities for individuals and communities to engage in the arts. The San Diego Public Library serves the informational, educational, and recreational needs of the public across 36 branches and a Central Library, welcoming over 6.6 million visitors each year.

To promote arts and culture within libraries, organizations awarded \$25,000 or more in Fiscal Year 2027 OSP funding are required to:

- Provide at least one arts and culture activity (such as a performance, workshop, reading, lecture, or event) at a San Diego Public Library location between July 1, 2026, and June 30, 2027.
- Ensure that the activity is free and open to the general public.
- Align the activity with the organization's mission and the purpose of TOT funding.

This initiative is part of a larger effort to make arts and culture accessible to everyone.

Organizations are encouraged to use the [Arts and Culture Citywide Impact maps](#) to identify libraries in areas with limited arts and cultural programming. Libraries can

be reserved for activities, or organizations may contact the San Diego Public Library to discuss potential collaborations.



Section 4: Who is Eligible to Apply?

Your organization is eligible to apply for OSP funding only if you meet all the following requirements:

NONPROFIT STATUS: Your organization holds tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code at the time of application, verified by an IRS letter of determination submitted in Part 1 of the application;

ORGANIZATION PURPOSE: Your organization is a nonprofit arts and culture organization with a mission statement clearly focused on the development, production, service, or presentation of arts and cultural activities and programming;

PUBLIC BENEFIT: Your organization's activities include, either:

- Presentation that is open to the public, or
- Meaningful and accessible engagement component.

While presentations and participation must generally be open to the public, they may target specific audiences or charge a fee, provided these restrictions do not discriminate (see Section 8);

HISTORY OF OPERATIONS: Your organization has been operating for at least two full, consecutive years with its own independent governing board (not under a fiscal sponsor);

SERVICE AREA: Your organization is headquartered in the city of San Diego (verified by the proof of address submitted in Part 1 application and provides activities in the city of San Diego;

MISSION ALIGNMENT: Your organization's mission aligns with the purpose of TOT funding:

1. To enhance the economy and strengthen arts, cultural, and creative sectors;
2. To contribute to San Diego's national and international reputation as a

- creative, cultural destination;
3. To provide access to excellence in culture and the arts for residents and visitors;
 4. To enrich the lives of the people of San Diego; and
 5. To build healthy, vital neighborhoods.



Section 5: Who is Not Eligible to Apply?

Your organization is not eligible to apply for OSP funding if any of the following conditions apply:

SEEKING PROJECT SUPPORT: Your organization is seeking funding for a specific project. For this purpose, the City offers a different funding category called Creative Communities San Diego (CCSD). The CCSD guidelines are available at: <https://www.sandiego.gov/economic-development/cultural-affairs/funding/ccsd>.

ORGANIZATIONAL TYPE: Your organization is categorized as an elementary school, secondary school, school district, college, university, or any other government entity.

UNPAID DEBT TO THE CITY: Your organization has any outstanding financial obligations or debts owed to the City.

RE-GRANTING: Your organization's primary function is to serve as a grantmaker.

MULTIPLE APPLICATIONS: Your organization has either already applied for or intends to apply for Fiscal Year 2027 funding in a different TOT category (such as OSP or Economic Development under Council Policy 100-03). Each organization is permitted to apply in only one TOT category.



Section 6: Award Amounts and Matching Requirements

The amount awarded to each successful applicant is determined by an algorithm that considers several factors, including:

- The annual operating income (AOI) that the organization submitted in Part 1.
- The rank assigned to the organization's application in Part 2.
- The total amount of OSP funds available for distribution.
- The number of organizations that will receive OSP awards.

For reference, in Fiscal Year 2026, organizations that applied for OSP funding received awards between 2% and 21% of their annual operating income. In Fiscal Year 2027, the minimum award amount that successful applicants can receive is \$10,000.

In Fiscal Year 2026:

- OSP applicants with an AOI between \$10,000 and \$99,999 were awarded, on average, 21% of their AOI.
- OSP applicants with an AOI between \$100,000 and \$299,999 were awarded, on average, 9% of their AOI.
- OSP applicants with an AOI between \$300,000 and \$999,999 were awarded, on average, 7% of their AOI.
- OSP applicants with an AOI between \$1 million and \$4 million were awarded, on average, 6% of their AOI.
- OSP applicants with an AOI between \$4 million and \$10 million were awarded on average 4% of their AOI.
- OSP applicants with an AOI of more than \$10 million were awarded, on average, 2% of their AOI.

Matching Income Requirement:

All OSP awards require organizations to match the amount they receive, meaning the organization needs to raise or contribute an amount equal to the City's award to fund general operations (1:1 match).

Organizations must receive all matching income during the FY27 activity period.

Example:

- If your organization receives \$100,000 in OSP funding, your organization must also report at least \$100,000 in income from other sources, like donations, grants, or eligible revenue.



Section 7: Application Process

1. Create or Log in to Fluxx Account

- New applicants must create a Fluxx user account and register their organization in Fluxx by following the instructions in the [Fluxx User Registration Guide](#). Returning applicants can log in using their existing account.

2. Two-Step Application Process

- Applications must be submitted only through Fluxx; paper or emailed applications will not be accepted. The application process consists of two parts: Part 1 and Part 2.
- In Part 1, City staff will evaluate your organization's eligibility for the OSP funding category. In Part 2, a peer advisory panel will review and rank your narrative Part 2 application.
- For applicant resources, technical assistance opportunities, and guides, visit: <https://www.sandiego.gov/economic-development/cultural-affairs/funding/osp>

3. Part 1 Submission

- Complete and submit Part 1 by the deadline indicated in Appendix 4.

4. Part 1 Evaluation

- City staff will evaluate each applicant's ability to fulfill the obligations associated with a City award based on information provided in Part 1. This team uses a standardized scoring system to evaluate the following areas: Eligibility, Administrative Capacity & Governance Practices, Financial Management, and Past Performance on City Agreements (if applicable). Each applicant will receive one of two evaluations: Qualified or Not Qualified.

5. Part 1 Cure Period

- Applicants deemed as "Not Qualified" will have 10 days to correct any missing or inaccurate information. After these corrections are made, staff will re-evaluate Part 1. If the applicant is still deemed "Not Qualified," they will not advance in the process but may receive technical assistance to help them prepare for future funding cycles.

6. Part 2 Submission

- Applicants deemed "Qualified" in Part 1 will receive a notification to complete and submit Part 2 by the specified deadline (refer to Appendix 3). Some applicants may qualify for an "Option to Renew" instead of having to submit Part 2 (see Section 9.)

7. Part 2 Evaluation Panels

- Part 2 applications are reviewed by peer advisory panels consisting of artists, cultural workers, and arts professionals from across North America.
- The panels review the Part 2 applications, evaluating each section Activities, Community Engagement, Programming Capacity, Diversity, Equity, Inclusion, and Accessibility, and Achievement in Emphasis Areas. They use a standardized scoring system to ensure that the applications align with the City's goals. The applications are ranked as follows:
 - Very Aligned (ranks in the 4 range)
 - Aligned (ranks in the 3 range)
 - Not Aligned (ranks in the 2 range)
- The virtual panel meetings, where applications are evaluated and ranked, are open to the public.

8. Ranks

- Part 2 applications that receive ranks of 2+, 2, or 2- will be considered "Not Aligned" with the scoring criteria and will not be recommended for a funding award.

9. Appeals

- Applicants who are not recommended for a funding award may submit a written appeal to the staff by 5:00 p.m. on the tenth calendar day following their notification. Staff will review these appeals and present them to the Commission for Arts and Culture (Commission) advisory board for recommendation to the City. The City makes the final decision. Upon request, staff may provide written comments from the panel deliberation (when available) to assist applicants in preparing their appeal.

10. Calculating Award Amounts

- Award amounts are determined using an algorithm that considers:
 - The annual operating income (AOI) that the organization submitted in Part 1.
 - The rank assigned to the organization's application in Part 2.
 - The total amount of OSP funds available for distribution.
 - The number of organizations that will receive OSP awards.

11. Authorizing Awards

- The Commission receives the ranks recommended by the review panels and provides recommendation to the City. The Commission's role is to ensure that the review process was fair. The meetings where

the Commission receives this information are open to the public and will be announced in advance.

- The monetary award amount for each applicant resulting from the evaluation process is forwarded to the Mayor and City Council. Only the Mayor and City Council have the authority to authorize these awards. Award amounts are not final until they are approved during the annual budget development process.



Section 8: Conditions for Submission

1. The City reserves the right to reject, in whole or in part, any responses to the Part 1/Part 2, to not accept responses submitted after the deadline, to decline an application recommended by the Commission advisory panels or the Commission, to initiate an alternate process, to reissue or cancel the opportunity, guidelines, and Part 1/Part 2, in whole or in part, at any time without prior notice, and makes no representation that any agreement will be awarded.
2. The City reserves the right to postpone opening responses to Part 1/Part 2 for its own convenience, and/or to waive minor informalities or irregularities in the responses received.
3. The City reserves the right to revise these guidelines, Part 1/Part 2 by addendum. The City is bound only by what is expressly stated in these guidelines and any authorized written addenda, which will be posted at <https://www.sandiego.gov/economic-development/cultural-affairs/funding>. It is the applicant's responsibility to check the website for updates through the final submission date any possible addenda.
4. The City accepts no financial responsibility for any costs incurred by applicants and is not responsible for the loss or damage of any materials submitted.
5. Submitting a response to Part 1/Part 2 does not guarantee funding.
6. Applicants are solely responsible for responding to any required or optional updates related to this Part 1/Part 2 application process or to any resulting award.
7. Funds awarded to an applicant may be paid in advance of activities and on a reimbursement basis, pursuant to the agreement. Eligible expenses must be incurred by the applicant during the FY27 activity period between July 1, 2026 and June 30, 2027.

8. Any applicant awarded OSP funding must provide a \$1 cash match for every \$1 awarded. The minimum award amount is \$10,000. All matching income must be received by the awarded applicant during the activity period between July 1, 2026 and June 30, 2027.
9. Applicants awarded funding must receive an executed agreement from the City before any funds are released. It can take a minimum of 5 months from July 1 to fully execute agreements, depending on the applicant's submission of required documentation and the City's contracting review process.
10. Applicants awarded funding must comply with all required state and federal registrations, including but not limited to: California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, and evidence of non-debarment via the System for Award Management (SAM). All registrations must be current and active during the activity period between July 1, 2026 and June 30, 2027.
11. Applicants receiving funding of \$10,000 or more must submit required financial disclosure documentation evidencing the financial status of the organization's last completed fiscal year with their final performance report.
12. Applicants receiving funding equaling \$75,000 or more must also submit:
 - Organizations with operating budgets under \$2 million: a financial review of the organization's most recently completed fiscal year conducted by an independent certified public accountant (CPA), within 150 days of fiscal year-end.
 - Organizations with budgets of \$2 million or more: audited financial statements of the organization's most recently completed fiscal year conducted by an independent CPA, within 150 days of fiscal year-end.
13. Applicants receiving funding in the amount of \$500,000 or more, when that funding represents more than 10% of the organization's annual budget, must also submit salary and wage ranges for each job classification, including executive salaries and benefits.
14. Awarded applicants are required to submit a progress report and a final report pursuant to awarded agreement in the format requested by City staff.
15. Applicants acknowledge that any information submitted as part of their application may be disclosed to the public pursuant to a request under the California Public Records Act.
16. City funds may NOT be used for:
 - Inherently religious activities: worship, instruction, or proselytization.
 - Lobbying, including activities in lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific

lobbying appeals to the public.

- Voter registration drives and related activities.
 - Re-granting.
 - Tuition for academic study.
 - Capital outlay for construction, purchase, or improvement of facilities (including artwork installation on City property), or capital outlay for purchase of equipment.
 - Contests and competitions including gifts, prizes, and awards.
 - Travel, lodging, and transportation costs.
 - Food, alcohol, or beverages for hospitality or entertainment functions.
 - Activities where fundraising is the primary purpose of the activity.
 - Contributions and donations to other individuals or entities.
 - Cash reserves and endowments.
 - Fines and penalties, accumulated deficits, and debt reductions.
17. City funds will not be provided to any applicants or activities that discriminate against any person on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability.
18. Applicants are solely responsible for the accuracy and truthfulness of all information submitted. Any applicant found to have: provided false information to the City, or submitted more than one application for TOT funds in a single fiscal year may be disqualified from receiving funding at any time.



Section 9: Option to Renew for Returning Applicants

An applicant who received a Fiscal Year 2026 (FY26) award agreement or agreement renewal and is now seeking a Fiscal Year 2027 (FY27) agreement, and meets eligibility requirements is considered a “returning applicant.”

All applicants, both returning and new, must submit a response to the FY27 Part 1. A returning applicant’s response to the Part 1 is deemed qualified may choose one of the following options:

1. Request the option to renew their agreement; or
2. Submit a response to Part 2.

Requesting the Option to Renew:

- Returning applicants who successfully executed a FY26 award agreement may request that the City renew their agreement.
- If approved, the applicant will **not** need to submit a response for Part 2 of the FY27 application process, and their most recent panel rank will carry over to calculate the FY27 award amount.
- The City reserves the right, at its sole discretion and at any time, to require any applicant to submit Part 2 for panel evaluation, even if they have requested a renewal.

Eligibility Requirements to Request the Option to Renew

Only returning applicants may request the Option to Renew if all the following conditions are met:

- The FY27 Part 1 response has been deemed qualified by City staff.
- There have been no significant changes in scope of the funded activities since the last Part 2 submission.
- The applicant has not ended the past two fiscal years with a significant deficit.
- The applicant was recommended for funding and successfully executed a FY26 agreement (covering the period from July 1, 2025 to June 30, 2026). If the FY26 agreement was not executed or fulfilled, the applicant is not eligible for renewal.
- There have been no significant operational changes since the last Part 2 submission, which includes, but not limited to:
 - Changes to the organization's mission.
 - Changes in the majority of the board of directors' membership.
 - Changes in financial status that might jeopardize fulfilling the terms of the FY27 agreement, including meeting the matching funds requirement.
- The applicant acknowledges, understands, and accepts that any FY27 award amount will be calculated based on the FY27 Part 1 annual operating income.
- The applicant acknowledges, understands, and accepts that the prior rank will carry over and be used as a factor in determining the FY27 award amount.
- The applicant acknowledges, understands, and accepts that the FY27 award amount may differ from the FY26 award amount due to variable factors in the calculation.

- At the sole discretion of the City, the returning applicant may be required to submit a Part 2 application and undergo panel evaluation.

Submitting a Response to Part 2

Returning applicants have the option to submit a response to FY27 Part 2 for panel evaluation.

- The applicant will be invited to submit Part 2 if their FY27 Part 1 response is deemed qualified by City staff.
- The rank assigned to the FY27 Part 2 response will be used to calculate the FY27 award amount.
- Returning applicants who submit Part 2 are not guaranteed to receive the same rank as they did in the previous year.



Appendix 1

Part 1 Application Tear Sheet

This tear sheet summarizes all application questions and requirements for easy reference.

Document Format Requirement

All documentation submitted as part of your application must be in **PDF format**. Other file types will not be accepted.

Section 1: Applicant Profile

- Has your organization previously received TOT funding through the Organizational Support Program (OSP) or Creative Communities San Diego (CCSD) funding categories?
- Are you a new applicant to the OSP funding category?
- Specify on which month and day your organization's fiscal year ends.
- Workforce Report:
 - The objective of the Equal Employment Opportunity Outreach Program, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law.
 - Provide demographic information about your staff and board members.
- AOI Calculator
 - Provide the following information based on the organization's last completed fiscal year:
 - Total operating revenue
 - In-kind revenue
 - Revenue with donor restrictions
 - Any portion of a multi-year grant or donation recorded as unrestricted but not received
 - Unrealized/ unrestricted gains on investments (do not enter loss)
 - An attached statement of activities verifying the above figures
- The category of your organization's primary activities.

Section 2: Eligibility Survey

- Upload an IRS letter of determination verifying the 501(c)(3) or 501(c)(6)

status of the applicant organization.

- Upload the following documents as part of your application. If your organization is selected for an award, you will be required to resubmit these documents for verification by the City before your agreement can be executed. Submit the following verification documents in the format specified in the [Verification Guide](#).
 - **California Department of Justice Charity Registration:** Upload a current and active registration to demonstrate your organization's compliance.
 - **California Secretary of State Business Listing:** Upload documentation that verifies your organization's active business status.
 - **U.S. Government System for Award Management (SAM) Debarment Search:** Upload a current search report confirming that your organization is not debarred or suspended from federal contracts.
- Upload evidence of headquarters within city of San Diego limits.
 - Acceptable documents bearing the applicant organization's name include:
 - Utility or municipality bills
 - Bills for water, electricity or gas
 - Bank documents
 - Current account statements
 - A signed copy of a lease/rental agreement
 - An official tax document from the most recent tax year
 - A telephone account document for a physical landline
- Select one of the TOT funding purposes below with which your organization aligns:
 - Enhance the economy and strengthen the arts, cultural and creative sectors.
 - Contribute to San Diego's national and international reputation as a creative, cultural destination.
 - Provide access to excellence in culture and the arts for residents and visitors.
 - Enrich the lives of the people of San Diego.
 - Build healthy, vital neighborhoods.

Section 3: Administrative Capacity and Governance Practices

- Upload an organizational chart showing names and titles of your organization's staff.

- Provide a list with names, titles and brief biographies of each board member of your organization.

Section 4: Financial Management

- Upload your organization's board-approved annual operating budget for the current fiscal year and provide total budget amount.
- Upload Profit and Loss or Complete Financial Statements for the last two completed fiscal years.
- Provide total expenses and total revenues for the three most recently completed fiscal years.
- Provide information about the financial health of your organization and rationale for any variations in expenses or revenues over 20% from year to year.
- Provide relevant details to give an accurate picture of your organization's financial position.

Section 5: Option to Renew for Returning Applicants

- Returning applicants that may be eligible to renew may choose the option to renew or to submit a Part 2 application.
- Indicate whether in the last two years the applicant organization has ended a fiscal year in deficit.
- Indicate whether the organization's annual budget has varied by more than 20% year to year.
 - If so, comment on the nature and reason for the variance.



Appendix 2
**Organizational Support Program
Annual Operating Income (AOI) Calculator Worksheet**

What is AOI?

Annual Operating Income (AOI) is a standardized measure used by the City of San Diego to calculate Organizational Support Program (OSP) funding awards. Award amounts are determined using an algorithm that considers:

- Applicant's rank
- Annual operating income (AOI)
- Total funds available in the OSP category
- Number of organizations receiving awards

AOI is based on the organization's most recently completed fiscal year and must be verified by the Financial Statement of Activities. Applicants must use accurate, up-to-date figures.

In Fluxx, applicants will provide the values listed below, and the system will automatically calculate AOI.

AOI Calculation – Worksheet

Please complete the table below using figures from your organization's most recently completed Statement of Activities.

Required Information	Amount (\$)
Total Operating Revenue	_____
Less: In-kind Revenue	_____
Less: Revenue with Donor Restrictions	_____
Less: Portion of multi-year grant or donation recorded as unrestricted but not yet received	_____
Less: Unrealized unrestricted gains on investments	_____
Final AOI (system will calculate in Fluxx)	_____

+ Applicants must upload the **Statement of Activities** used to prepare this calculation.

Sample Statement of Activities (*Illustrative Example Only*– FY2024)

AOI Example Nonprofit

For the Year Ended June 30, 2024

Revenue & Support	Without Donor Restrictions	With Donor Restrictions	Total
<i>Contributions & Grants</i>	\$1,200,000	\$200,000	\$1,400,000
<i>Program Service Revenue</i>	\$400,000	–	\$400,000
<i>Government Grants</i>	\$150,000	\$75,000	\$225,000
<i>In-kind Contributions (donated goods/services)</i>	\$147,000	–	147,000
<i>Multi-Year Grant Recorded as Unrestricted but Not Yet Received</i>	\$57,000	–	\$57,000
<i>Investment Income (Unrealized Gains)</i>	\$63,000	–	\$63,000
Total Revenue & Support	\$2,017,000	\$275,000	\$2,292,000

AOI Calculation from this Statement

Using the organization's statement of activities, the **Annual Operating Income (AOI)** is calculated as follows:

- **Total Operating Revenue (Without Donor Restrictions):** \$2,017,000
- **Less: In-kind Revenue:** \$147,000
- **Less: Revenue with Donor Restrictions:** \$275,000
- **Less: Multi-Year Grant Recorded as Unrestricted but Not Yet Received:** \$57,000
- **Less: Unrealized Unrestricted Gains on Investments:** \$63,000

Final AOI = \$1,475,000



Appendix 3

Part 2 Application Tear Sheet

Section 1: Applicant Profile

- Carried over from Part 1 Application.

Section 2: Activities

- Describe the primary activities that your organization plans to conduct between July 1, 2026 and June 30, 2027. Include information about where the activities occur, how often, what the activities entail, how many people are served/engaged and how they are engaged.
- Explain how your organization's activities align with the purpose of TOT funding. Clearly specify with which City goals the activities aligns:
 - Goal 1: Enhance the economy and strengthen the arts, cultural and creative sectors.
 - Goal 2: Contribute to San Diego's national and international reputation as a creative, cultural destination.
 - Goal 3: Provide access to excellence in culture and the arts for residents and visitors.
 - Goal 4: Enrich the lives of the people of San Diego.
 - Goal 5: Build healthy, vital neighborhoods.
- Upload a minimum of three and a maximum of five substantive work samples that are representative of the work your organization produces, including but not limited to artistic work, programmatic documents, collateral, images, or audio/visual clips.

Section 3: Community Engagement

- Describe the core community/audience for your organization's activities in terms of geography, council district(s), age, cultural and economic characteristics, as applicable. Address if and how your activities engage the following: artists, neighborhoods, volunteers, spectators/public. If your organization is a service organization whose primary mission is to provide services to artists, arts and culture organizations, or other groups please address the groups served.
- Describe how the core community/audience is involved in the design of the activities and how your organization knows activities are relevant to this core community/audience. What are the impacts of these activities? Provide quantitative and qualitative data to show the impact of your organization's activities. If your organization is a service organization whose primary mission is to provide services to artists, arts and culture organizations, or

other groups please address the impact of your direct services to both your core audience as well as the benefit to the public.

- OSP funds are meant to support San Diego arts and culture; if activities contain virtual components, describe engagement with the core community/audience described above and what tools will track engagement and the success of activities.

Section 4: Programming Capacity

- Describe experience with producing activities of similar scale and complexity.
- Describe the resources, including potential partners, your organization will access to operate the activities (e.g., artist housing, rehearsal space, etc.)
- Provide the name, title, applicable education, experience, and other qualifications of each key person responsible for designing and producing the activities. How does each key person contribute to the impact of your activities? (Include up to five people, such as designers, producers, program managers, implementers, etc.)

Section 5: Diversity, Equity, Inclusion, and Accessibility

- Describe how your organization and its activities contribute to diversity, equity, accessibility, and inclusivity.
- Specify how the applicant and its activities decrease disparities and/or advance equitable outcomes for underserved/distinct communities or groups in the city of San Diego.
- Describe how the applicant's staff and board reflect the core community/audience you identified in Section 3 and how the applicant evaluates the effectiveness of these efforts utilizing quantitative and qualitative data.

Section 6: Achievement in Emphasis Areas

- Describe how your organization has made achievements in one of the emphasis areas of City funding listed below:
 - Option 1: Provide evidence that your organization has received national or international recognition in the last three years.
 - Option 2: Provide evidence that your organization has made an investment in San Diego's professional artists.
 - Option 3: Provide evidence that your organization has made an investment in activities in the San Diego Promise Zone or Community(ies) of Concern.
 - Option 4: Provide evidence that your organization has generated overnight hotel stays in the city of San Diego.

- Option 5: Provide evidence that your organization has improved its impact through collaboration to help build vital, healthy neighborhoods.
- Option 6: Provide evidence that your organization has expanded access to arts and culture in parks, recreation centers and libraries.



Appendix 4

Key Dates and Deadlines

October 8, 2025

Application guidelines are available.

October 8, 2025

Applicants can begin drafting Part 1 in the Fluxx Grantee Portal after selecting a funding opportunity under the “Cultural Affairs Funding Program” tab.

October 8, 2025 - November 10, 2025

Technical assistance workshops and resources including office hours available with staff (via videoconferencing or telephone). More information is available at <https://www.sandiego.gov/economic-development/cultural-affairs/funding/osp>

November 6, 2025, 11:59 p.m. Pacific Time

Last day for questions regarding Part 1.

November 13, 2025, 8:00 a.m. Pacific Time

Part 1 submissions due.

November 13 - November 28, 2025

Part 1 evaluated for eligibility and compliance with City guidelines.

December 1 - December 12, 2025, at 11:59 p.m. Pacific Time

“Cure” period for applicants deemed “Not Qualified” due to missing or incomplete Part 1 materials. Applications requiring cure can be found under “Changes Required” in the Fluxx Grantee Portal.

January 8, 2026

Results of Part 1 and “Cure” period announced in Fluxx.

Applicants required to complete Part 2 can find their applications under “Part 2 Drafts” in the Fluxx Grantee Portal.

Returning applicants granted a renewal will see their applications listed as “Under Review.” The returning applicant’s most recent panel-issued rank will carry over to calculate the FY27 award amount. **No action is required from organizations granted a renewal.**

January 8, 2026

Part 2 of the application opens and is assigned to eligible applicants in the Fluxx Grantee Portal under “Part 2 Drafts”

January 8 - February 6, 2026

Virtual technical assistance dates posted on the City website. Flexible office hours available with staff (via teleconferencing or telephone).

February 6, 2026, 11:59 p.m. Pacific Time

Last day for questions regarding the Part 2.

February 9, 2026, 11:59 p.m. Pacific Time

Responses to the Part 2 due.

March 9 – March 20, 2026

Panels review and recommend ranks responses to the Part 2.

March 23, 2026

Results announced to applicants.

March 23 – April 2, 2026

Appeals period (10 days.)

April 9, 2026

Commission's Funding Committee review of panel recommendations.

April 23, 2026

Commission reviews Part 2 ranks recommended by Funding Committee and recommends for inclusion in FY27 proposed City budget.

June 30, 2026

Final award amounts confirmed through City's appropriation ordinance.

July 1, 2026– June 30, 2027

FY27 activity period.

July 7- September 8, 2026

FY27 agreements awarded, signed, and returned.

July 31, 2027, 5:00 p.m. Pacific Time

Final reports due.

* All dates are approximate and subject to change. All times are Pacific Time.



Appendix 4

Technical Assistance

Technical assistance refers to the support provided by City staff to help applicants successfully navigate the funding application process.

During the technical assistance period, applicants can access the following resources:

- **On-demand tutorials** available on the Cultural Affairs website.
- [Schedule one-on-one virtual office hours](#) via Teams video calls.
- **Email support** at ojones@sandiego.gov.

One-on-one technical assistance for Part 1 of the application will be available from October 8, 2025, to November 10, 2025, and for Part 2 from January 8 to February 6, 2026.

The City is committed to creating an equitable and inclusive process. In line with this commitment, translation, interpretation, alternative formats, and disability-related accommodations are available upon request.

Applicants are encouraged to contact staff well in advance of deadlines to ensure their needs can be met. For more information or to request assistance, visit the Cultural Affairs website or email City staff at ojones@sandiego.gov.

