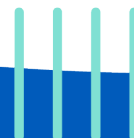




Table of Contents

Section 1	Congratulations	p. 2
Section 2	Agreement Process	p. 2
Section 3	Preparing for the Agreement Process	p. 2
Section 4	Instructions for uploading verification documents	p. 2
Section 5	Updating Head of Organization Information	p. 3
Section 6	Receiving Award Payments	p. 3
Section 7	Acknowledgment of City of San Diego Cultural Affairs and Prebys Foundation Support	p. 4
Section 8	Social Media Acknowledgment	p. 4
Section 9	Organizational Support Program: FY27 Library Activation Requirement	p. 4
Section 10	Questions?	p. 6



Congratulations!

Your organization has been awarded City of San Diego Cultural Affairs (City) funding through the Organizational Support Program (OSP) or Creative Communities San Diego (CCSD) for Fiscal Year 2027. This funding supports your activities from July 1, 2026 – June 30, 2027. We are excited to partner with you in continuing to strengthen and support San Diego's arts and cultural sector.

Whether your organization is receiving a new award, applying for project funding with a fiscal sponsor, or granted an option to renew, you will need to complete a Fiscal Year 2027 agreement.

Agreement Process

As a funding recipient, your organization will sign the funding agreement via Adobe Sign. The agreement will be sent to the Executive Director listed in your application. If your organization is applying for CCSD project funding with a fiscal sponsor, the City will send the agreement to both the fiscal sponsor's director and your organization's director for signature.

Preparing for the Agreement Process

To become eligible to receive funds and sign your agreement, you must upload the following required verification documents to the City's grants management system, Fluxx:

1. California Department of Justice Charity Registration
2. California Secretary of State Business Listing
3. U.S. Government System for Award Management (SAM) Debarment Search

Instructions for Uploading Verification Documents:

1. Log into your Fluxx account here: <https://sandiegoarts.fluxx.io/>
2. In the Grantee Portal, select "Verification Document Upload" from the left-hand menu.
3. Click the "+" icon next to each required document.
4. Click "Add files" and select your document. The file name will appear next to your selection.
5. Click "Start upload" and wait until the upload reaches 100%.

6. Once your documents are uploaded, they will no longer display the “+” icon, indicating you’ve successfully submitted them.

Ensure the following documents are uploaded by **August 3, 2026** to maintain eligibility for funding:

- Department of Justice Charity Registration
- Secretary of State Business Records Check
- SAMS Debarment Search

Updating Head of Organization Information

In preparation for signing your organization’s agreement, please ensure that the Head of Organization entered in Fluxx is the Executive Director who will sign the agreement. **This email address must be current and correct.** If there has been a staffing change, follow these steps to update the Head of Organization:

1. Ensure the Director who will sign the agreement has created a Fluxx user account and linked their account to your organization.
2. Email gromberger@sandiego.gov with the necessary changes.

Receiving Award Payments

First Payment (85% of Award)

This payment is an advance of 85% of the total award and will be issued after your agreement is fully executed in Fall 2026. No invoice or reporting is required to receive this payment.

Final Payment (15% of Award)

The final payment will be 15% of the total allocated award. To receive the final payment, your organization must submit the Final Report and complete associated surveys in Summer 2027. Organizations must demonstrate eligible expenses to receive the final payment.

A portion of grant recipients will receive payments directly from the City of San Diego, while others will be paid directly by the Prebys Foundation. The timing of your payment will be unaffected by which organization issues it.

You will be notified and provided instructions if any additional action is required on the part of your organization in order to receive your payment.

Acknowledgment of City of San Diego Cultural Affairs and Prebys Foundation Support

As all FY27 OSP grants are partially funded by the Prebys Foundation, OSP recipients must acknowledge the support of both the City of San Diego Cultural Affairs and the Prebys Foundation on all promotional materials related to their funded activities, including performances, exhibitions, public events, and, for operating support recipients, throughout the grant period.

Required Credit Line:

- “This activity is funded in part by City of San Diego Cultural Affairs and the Prebys Foundation.”

Required Logo:

Please ensure the logos for the City of San Diego Cultural Affairs ([download here](#)) and the Prebys Foundation ([download here](#)) are visible on your website, flyers, social media, and other promotional materials. This is crucial for highlighting the funding that makes your important work in our community possible.

Social Media Acknowledgment

Funding recipients with active social media accounts are encouraged to tag Cultural Affairs (@SDArtsCulture) and the Prebys Foundation (@prebysfound), and to use the hashtag #SDArtsandCulture in relevant posts.

Organizational Support Program: FY27 Library Activation Requirement

The City of San Diego requires Organizational Support Program (OSP) awardees receiving \$25,000 or more in funding to fulfill a Library Activation Requirement.

This initiative is part of our broader goal to expand access to arts and culture throughout the city, especially in underrepresented areas. With 35 branches and the Central Library, the San Diego Public Library system welcomes over 6.6 million visitors annually serving as an ideal partner for reaching diverse audiences through free, public programming.

Eligible OSP organizations must present at least one free, public arts and culture activity at a San Diego Public Library location between July 1, 2026, and June 30, 2027.

Examples of qualifying activities include:

- Performances
- Readings or lectures
- Hands-on workshops
- Artist talks or demonstrations

The activity should:

- Align with your organization's mission and purpose for TOT funding,
- Be consistent with the [Library's goals](#) and appropriate for the community the branch serves
- Be free and open to the general public
- Take place at any San Diego Public Library location

To propose your activity, please complete the Right of Entry (ROE) form:

<https://forms.office.com/g/6pypZUVhhv>.

The Right of Entry Form (ROE) is a required document for all public-facing programming hosted at City library branches. It allows your organization to offer a free event or service that benefits the public.

You'll need to provide the following information:

- Organization name
- Name and description of the proposed activity
- Primary contact responsible for the ROE agreement
- Preferred library branch
- Preferred date (or best approximation)

Submitting the ROE form *does not* confirm your reservation. A representative from the San Diego Public Library will follow up with a formal agreement. You must have a fully executed (counter-signed) ROE before your event takes place.

Please note that obtaining a ROE can take several weeks, depending on a branch library's schedule.

For questions or to discuss your proposed activity, please contact:
Laura Yee, Adult/Senior Engagement Coordinator
Email: LYee@sandiego.gov

We're excited to see how your work contributes to activating library spaces and enriching the cultural life of our city.

Questions?

For additional information on eligible expenses and matching requirements, please reference the [FY27 OSP Guidelines](#) and [FY27 CCSD Guidelines](#).

If you have further questions or need assistance, please don't hesitate to reach out to Cultural Affairs at arts@sandiego.gov. We're here to support you!

We look forward to celebrating your work in the arts and culture sector in Fiscal Year 2027!