



## **THE CITY OF SAN DIEGO CITY COUNCIL OFFICES**

### **INSTRUCTIONS FOR PREPARING THE ARTS, CULTURE, AND COMMUNITY FESTIVALS FUNDING REQUEST FOR QUALIFICATIONS**

Arts, Culture, and Community Festivals Funding (ACCF) funding is allocated to private nonprofit organizations that produce programs, projects and events that provide access to excellence in culture and the arts for residents of, and visitors to, San Diego, and enrich the lives of the people of San Diego and build healthy, vital neighborhoods. The allocation of ACCF funds is governed by Council Policy 100-23, which can be viewed at the following website: [http://docs.sandiego.gov/councilpolicies/cpd\\_100-23.pdf](http://docs.sandiego.gov/councilpolicies/cpd_100-23.pdf). Funds awarded to an organization are paid on a reimbursement basis only.

The application process includes two steps: Request for Qualifications (RFQ), then Request for Proposals (RFP). Applicants must complete and submit the Request for Qualifications (RFQ) by the deadline of September 30, 2018, 11:59 p.m. Applicants are encouraged to submit applications and required documentation prior to the deadline to correct potential errors. Council Administration will hold office hours and workshops to answer questions and concerns related to process requirements.

Council Administration will evaluate RFQs based on completeness and fulfillment of City requirements. Based on these evaluations, each applicant is assigned one of two grades: 1) Qualified, or 2) Not Qualified. Please note that not all Qualified applicants will receive funding. Funding allocations are at the discretion of Council Offices.

#### **ACCF Funding Application Overview**

- On the first page of the application, please provide the name of the organization which is applying for funding, the title of the event or program for which funding is requested, the dollar amount of the funding request, and the date of the application.
- This information will be filled in automatically on pages 2 – 6 of the application.

#### **Section 1. Organizational Information**

- To be eligible for ACCF funding, an organization must be a recognized nonprofit entity and/or tax-exempt status entity. Check which type of eligibility applies.
- Provide Federal Tax Identification number.
- Provide the street address and mailing address (if different) of the organization.
- Provide the name, title, email, phone number and/or fax for **two** contact persons for the organization. Contact persons should be individuals who will be responsible for



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overseeing the expenditure of ACCF funds, and/or administering the project, program or service for which ACCF funds are being requested. One of the contact persons must be an Authorized Signatory who is authorized and responsible for entering into contracts and agreements on behalf of the organization.

#### **Section 2. Event/Program Summary**

- Provide the address or location where the program or event will take place, including the City Council District(s) and community(ies) served.
- Provide a description of the program or service for which ACCF funding is requested.
- Describe how ACCF funds will be used, including specific types of expenditures and estimated costs. Be specific as possible. (Only expenditures related to those program activities described in the Event/Program Summary and Budget Summary (Program) provided in the Application for Funding will be reimbursed.)
- Describe how the program or event will provide access to excellence in culture and the arts for residents of, and visitors to, San Diego, including the estimated number of people that will be served.

#### **Section 3. Event/Program Budget Information**

- Provide the estimated total cost of the program or event, including personnel and non-personnel expenses.
- List all funding sources, beginning with requested ACCF funds, which will be used to fund the program or event. Individual donors do not need to be identified, but rather, may be listed as "Private Donations". Attach additional pages if necessary.
- Calculate total funding and estimated surplus or deficit, which is calculated as total funding minus total expenditures.
- Provide the date by when the program or event is anticipated to be completed. If there is no anticipated completion date (i.e. such as for ongoing programs), specify when the eligible expenditures for which ACCF funding is being requested will be completed.

#### **Section 4. Prior City Funding**

- List all sources of City funding that has been received by the organization over the past three years.
- Provide year in which funding was received, type of funding that was received, amount requested, amount awarded, and a brief description of the program or event for which City funds were used. Attach additional pages if necessary.

#### **Section 5. Organizational Financial Summary**

- Provide the number of part-time and full-time employees.



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- Provide all of the funding sources for the organization, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year.
- Individual donors do not need to be identified, but rather may be listed in the aggregate as “Private Donations.”
- Provide total operating expenditures, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year.
- Calculate estimated operating surplus or deficit, calculated as total funding minus total expenditures.
- Sign and date the application.

#### **IMPORTANT – Required Supplemental Documentation (Non-Profit Organization only)**

In addition to the completed application form, the following supplemental documentation must be submitted at the time of application:

- Proof of Nonprofit Status (nonprofit only)
- Proof of Good Standing from the Secretary of State **and** Attorney General (nonprofit only)
- Proof of Insurance (ACORD Certificate of Insurance)

\*Please refer to website for examples of required documentation.

All paperwork must be submitted via email by September 30, 2018, 11:59 p.m. with PDF Attachments to:

[ACCF@SanDiego.gov](mailto:ACCF@SanDiego.gov)

#### **Evaluation Scoring and Criteria**

Applicants scored Not Qualified will enter a 5-day Cure Phase. Council Administration staff will share issues identified in the RFQ and the organization will have 5 working days to address the issues in question. If an applicant can correct or provide clarifying information to an extent which moves their score to Qualified they will be moved to the Qualified list provided to City Council Officers. If they are not able to correct or clarify it, then the applicant will be directed to resources to help improve their competitiveness for future funding cycles.

Applicants scored Qualified and selected for funding by a Council Office will be given access to the Request for Proposal. Further instructions to follow.

#### **A word about fiscal sponsors...**

*A fiscal sponsor is a nonprofit, tax-exempt organization that chooses to support a project by receiving funds from a private foundation, a government agency, or tax-deductible donation and passing them on to the project. The fiscal sponsor assumes the liabilities, legal and tax reporting*



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*requirements associated with accepting funding. For more specific instruction, fiscal sponsors and their sponsored applicant are strongly encouraged to seek professional legal and accounting counsel to determine how best to structure their business relationship. In this context:*

- *Legal: The fiscal sponsor would be the applicant, and if awarded funding, would become the contractor. The fiscal sponsor must comply with The City of San Diego's contractual requirements.*
- *Relationship: The sponsored applicant must become employees or volunteers of the fiscal sponsor for the duration of the project. Project expenses must be paid directly by the fiscal sponsor to vendors and suppliers. All activities performed by the project personnel, including writing grant proposals or requesting donations, will be done so on behalf of the fiscal sponsor. All funds raised are the property of the fiscal sponsor.*
- *Liabilities: Because the project is being conducted on behalf of the fiscal sponsor, the project activities create the same liabilities for the fiscal sponsor as would any other program. The fiscal sponsor is liable for the actions and omissions of the project personnel - whether employees or volunteers - within the scope of their project work. If the project has unpaid bills, borrows money, injures someone, damages property, infringes someone's copyright, or undertakes the obligation to supply goods or services to others - all these are the fiscal sponsor's liabilities.*
- *Tax Reporting: Depending on the commitments made to granters and donors, the fiscal sponsor may be required to designate money for the project as a restricted fund on its financial records and on its Form 990 return. Payroll tax returns must also be filed for employee compensation.*