



Commission for  
Arts and Culture



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# Arts and Culture Nonprofit Relief Grant Initiative

*For Arts and Culture Organizations*

*Applicant Guidelines*



## Application Guidelines

### Arts and Culture Nonprofit Relief Grant Initiative For Arts and Culture Organizations

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Questions?  
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## **Section 1: Introduction**

The City of San Diego (City) advances and drives the economy and creative ecosystem by investing in new and artistic media and cultural production, cultivating local participation and engagement, and advancing San Diego as a global city. Committed to equitable economic development, and cultivation of a dynamic arts ecosystem, City arts and culture staff, facilitate the City's investments in the arts, artists, and arts and culture organizations.

The City of San Diego Commission for Arts and Culture (Commission) serves in an advisory capacity to the City on promoting, encouraging, and increasing support for San Diego's diverse artistic and cultural assets, integrating arts and culture into community life and showcasing San Diego as an international cultural destination. Annually, the Commission recommends to the City the award of funding for Organizational Support Program and Creative Communities San Diego.

## **Section 2: About the Arts and Culture Nonprofit Relief Initiative**

The Arts and Culture Nonprofit Relief Grant Initiative (ACNR) builds on the longstanding commitment made by the City to invest in San Diego's arts and cultural sector. This special funding initiative, administered by City staff, will distribute relief funds for general operating support to eligible arts and culture organizations impacted by the COVID-19 pandemic. Eligible uses of funds include the following:

- Full or partial salary support for various employee positions
- Fees for artists and/or contract personnel
- Facility costs, such as rent and utilities for administrative purposes and/or delivery of arts and culture programs and services
- Costs directly associated with an applicants' ability to respond to COVID-19 and reopen to the public

Funds must be expended by June 30, 2021.

ACNR is a one-time special funding initiative in response to the impact of the COVID-19 pandemic funded by the City through unclaimed fiscal year 2021 Transient Occupancy Tax (TOT) funds within the Special Promotional Programs, Arts, Culture and Community Festivals priority area.

## **Section 3: Who is Eligible to Apply?**

Your organization is eligible to apply for a ACNR award if:

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- **NONPROFIT STATUS:** Your organization has a fully executed fiscal year 2021 contract or contract amendment with the City through the Organizational Support Program (OSP) or Creative Communities San Diego (CCSD); AND
  - **ORGANIZATION PURPOSE:** Your organization is a nonprofit, tax exempt arts and culture organization; AND
  - **SERVICE AREA:** Your organization is physically headquartered within the city of San Diego limits; AND
  - **COVID-19 IMPACT:** Your organization must have general operating expenses, which were negatively impacted by the COVID-19 pandemic. All applicants must be able to provide documented proof of economic hardship and interruptions to general operations due to COVID-19 that occurred between July 1, 2020 and January 31, 2021.

#### **Section 4: How Much Funding is Available?**

The City aims to distribute approximately 18 grant awards each in the amount up to \$15,000. There is no matching requirement for an ACNR award.

#### **Section 5: How to Apply for a ACNR Award**

1. **APPLICATION:** Apply through the online application system. Connect to the online application form through the City's website [www.sandiego.gov/arts-culture/funding](http://www.sandiego.gov/arts-culture/funding). All applications must be submitted by March 12, 2021 5:00 PST. No late applications will be accepted.
2. **OFFICE HOURS:** Take advantage of these opportunities to strengthen your application! Office hours are available on an informal and drop-in basis. All office hours will take place on Teams, Zoom or by phone. More information about office hours is available at <https://www.signupgenius.com/go/60B0F49AAA823A5FF2-arts2>
3. **TRANSLATION AND ASSISTANCE:** Applications must be filled out online and in English. If you need assistance or require different forms of access, please contact us at [kcentenoagui@sandiego.gov](mailto:kcentenoagui@sandiego.gov) or (619) 236-6849. Staff is available by email and phone to assist you.

Las solicitudes deben completarse en línea y en inglés. Si necesita ayuda o necesita diferentes formas de acceso, comuníquese con nosotros a [kcentenoagui@sandiego.gov](mailto:kcentenoagui@sandiego.gov) o al número de teléfono (619) 236-6849. El personal está disponible por correo electrónico y por teléfono para ayudarlo.



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## **Section 6: After Your Organization Applies**

1. **EVALUATION PROCESS:** City staff will first review all applications to ensure eligibility. Staff will then facilitate a panel review process of eligible applications. The panel, comprised of diverse resident representatives and arts and nonprofit professionals from the greater San Diego region, will evaluate and score applications and make funding recommendations to the City. The advisory panel will use a standard scoring system to evaluate COVID-19 Impact section questions of the application and assign a rank to each application: Very Aligned with the scoring criteria (Ranks in the 4 range); Aligned with the scoring criteria (Ranks in the 3 range); or Not Aligned with the scoring criteria (Ranks in the 2 range).
2. **AWARD RECOMMENDATIONS:** The Commission receives the ranks as recommended by the review panel for recommendation to the City. The role of the Commission is to confirm that the review process has been fair. The meeting where the Commission receives this information is open to the public and will be announced in advance.
3. **GRANT AWARD NOTICE, PAYMENT and POST-GRANT SURVEY:** If your organization is awarded funding, you will receive an augmentation to your current fiscal year 2021 OSP or CCSD contract with the City. An electronic grant award notification packet will be sent that includes a grant award letter and a contract amendment that needs to be fully executed prior to accessing funds. A short post-grant survey will be sent to all grantee organizations after the grant is awarded to report on outcomes and expenditures. Completion of the survey is required in order to receive any future funding from City.

## **Section 7: Conditions for Submission**

1. The City reserves the right to reject, in whole or in part, any applications, to not accept a funding recommendation made by any panel or advisory group, to initiate an alternate process, to reissue the guidelines and/or cancel ACNR, in whole or in part, at any time without prior notice and makes no representation that any funds will be awarded to any organization. Additionally, the City expressly reserves the right to postpone opening applications for its own convenience, and/or to waive minor informalities or irregularities in the applications received.
2. The City reserves the right to revise these guidelines by addendum. The City is bound only by what is expressly stated in these guidelines and any authorized written addenda thereto. Addenda will be posted on the City's website at [www.sandiego.gov/arts-culture](http://www.sandiego.gov/arts-culture). It shall be the organization's responsibility to check the website up to the final submission date for any possible addenda.
3. The City accepts no financial responsibility for any costs incurred by applicants. The

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City is not responsible for the loss or damage of any materials submitted.

4. The submission of an application does not guarantee funding.
5. Funds awarded to an applicant are paid on a reimbursement basis only. Expenses must be incurred by a grantee organization during the fiscal year 2021 contract period between July 1, 2020, and June 30, 2021 and can only be used for general operating needs of the organization as outlined in section 2 of the ACNR guidelines.
6. Each organization awarded funding must receive an award letter and a fully executed contract amendment from the City before submitting an invoice for reimbursement, and it can take up to 60 days from notification of ACNR award for the City to provide contract amendment, dependent on the contractor's expediency in submitting required documentation and information and the City's purchasing and contracting review process.
7. Each applicant awarded funding is required to provide proof of Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation Insurance. (Some exceptions may apply). Please be sure that the insurance documentation required in your organization's fiscal year 2021 OSP or CCSD contract is current prior to applying for ACNR grant funds. A lapse in current insurance may disqualify an organization from being awarded funding.
8. Each applicant awarded funding is required to 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, evidence of non-debarment via The System for Award Management (SAM). Please be sure that the registrations required for your organization's fiscal year 2021 OSP or CCSD contract are current and active prior to applying for ACNR grant funds. A lapse in current and active registrations may disqualify an organization from being awarded funding.
9. ACNR funds may not be used to support any of the following expenses: regranting, hospitality or foods costs; fundraising activities or services such as annual campaigns, fundraising; events, or grant writing; programs or services intended for private use, or for use by restricted membership; religious purposes; operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institution; trusts, endowment funds, or investments; capital outlay, including construction projects or purchase of land and buildings; equipment, debt repayment; out-of-state travel, or lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation.
10. The organization acknowledges that information submitted as part of their application

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for this opportunity may be disclosed to the public pursuant to a request under the California Public Records Act.

11. The organization applying for ACNR funding is solely responsible for the accuracy and truth of the information they submit to the City. Any organization found to have provided false information to the City, may at any point, be immediately disqualified from receiving funding.
12. The organization must supply any additional documentation required to ensure compliance with these guidelines.

###

## Appendix 1

### Application Tear Sheet

#### Arts and Culture Nonprofit Relief Grant Initiative

**Deadline: March 12, 2021 5:00 pm PST**

#### SECTION 1: APPLICANT PROFILE

1. Legal Name of Organization
2. DBA Name of Organization, if applicable
3. Address of Organization
4. San Diego City Council District where organization is located.
5. Organization's primary discipline ([select one](#))
6. Provide your organization's mission statement. [NARRATIVE: 500 CHARACTERS](#)
7. Contact information:
  - Director of Organization First and Last Name
  - Director of Organization Title
  - Director of Organization Email
  - Director of Organization Phone
  - Primary Contact First and Last Name
  - Primary Contact Title
  - Primary Contact Email
  - Primary Contact Phone
8. Enter the current board-approved, total projected revenues, and total projected expenses for your organization's CURRENT fiscal year (FY21).

CURRENT FISCAL YEAR SCHEDULE	DATE
Current Fiscal Year End Date (MM/DD/YY)	
CURRENT FISCAL YEAR BUDGET	TOTALS
Total Projected Revenues	
Total Projected Expenses	
Amount of Projected Deficit or Surplus	

9. Enter the year-end date, total revenues, and total expenses for your organization's last two COMPLETED fiscal years (FY19 and FY20).

LAST TWO COMPLETED FISCAL YEAR SCHEDULES	DATE
Fiscal Year End Dates (MM/DD/YY)	
LAST TWO COMPLETED FISCAL YEAR BUDGETS	TOTALS
Total Revenues	
Total Expenses	
Amount of Deficit or Surplus	

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## Appendix 1

### SECTION 2: ELIGIBILITY SURVEY

1. Does your organization have a fully executed fiscal year 2021 contract or contract amendment with the City through the Organizational Support Program or Creative Communities San Diego? **CHECKBOXES: YES, NO**
2. Does your organization primarily produce programs or services that create, preserve, and/or present arts and culture experiences? **CHECKBOXES: YES, NO**
3. Is your organization physically headquartered within city of San Diego limits? (Organization must be able to demonstrate a physical address within the city limits. P.O. boxes are not accepted). **CHECKBOXES: YES, NO**
4. Does your organization have general operating expenses, as evidences by the presence of expenses related to personnel, space, overhead etc. in your submitted operating budget in Section 1, Question 8 and 9? **CHECKBOXES: YES, NO**
5. Can your organization provide documented proof of economic hardship and interruptions to general operations due to COVID-19 that occurred between July 1, 2020 and January 31, 2021? **CHECKBOXES: YES, NO**

### SECTION 3: COVID-19 IMPACT

1. Describe your circumstances as a result of COVID-19. While many of the impacts are similar for nonprofits, your organization may have/likely has unique circumstances. Describe any of these unique impacts, if any. **NARRATIVE: 500 CHARACTERS**
  2. Describe how the COVID-19 pandemic has impacted your organization's ability to serve the community or communities served? **NARRATIVE: 500 CHARACTERS**
  3. Have you taken any of the following staffing actions, as a result of COVID-19 during the period July 1, 2020 to January 31, 2021? **CHECKBOXES (select one): LAID OFF 1-9% OF STAFF, LAID OFF 10-49% OF STAFF, LAID OFF 50-99% OF STAFF, TOTAL LAYOFF, FURLOUGHED 1-9% OF STAFF, FURLOUGHED 10-49% OF STAFF, FURLOUGHED 50-99% OF STAFF, TOTAL FURLOUGH, HIRING LEFT VACANT POSITIONS UNFILLED, RETAINED 100% OF STAFF, REDUCED ALL SALARIES, REDUCED LEADERSHIP TEAM SALARIES, NONE OF THE ABOVE**
  4. Briefly describe the staffing action selected in question 3 above in more detail. **NARRATIVE: 500 CHARACTERS**
  5. What is your organization's estimated % of income loss from the period of July 1, 2020 to January 31, 2021 that was directly caused by COVID-19 and the resulting health orders? **CHECKBOXES (select one): DECREASED BY LESS THAN 20%, DECREASED BETWEEN 20% AND 49%, DECREASED BETWEEN 50% AND 75%, DECREASED BY 75% OR MORE, REMAINED THE SAME, INCREASED.**
  6. What is the total estimated dollar amount of loss during the period of July 1, 2020 to January
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## Appendix 1

31, 2021? [NARRATIVE: 75 CHARACTERS](#)

7. Provide documentation of each cancelled program, event, or terminated contract due to COVID-19 between July 1, 2020 and January 31, 2021. Documentation can include up to five substantive documents of no more than 10 pages of correspondence, contracts, invoices, notifications of cancellation, and comparison of earned and contributed revenue from year to year. Documentation should meet or exceed dollar amount listed above. Each document should prove a unique financial loss—only one loss per uploaded document. [ATTACH PDF FILES](#)
  8. Briefly describe the documents you've provided for proof of economic hardship and interruptions to general operations due to COVID-19. [NARRATIVE: 500 CHARACTERS](#)
  9. If awarded, how does your organization intend to use the grant funds? [CHECKBOXES \(select all that apply\): FULL OR PARTIAL SALARY SUPPORT FOR VARIOUS EMPLOYEE POSITIONS, FEES FOR ARTISTS AND/OR CONTRACT PERSONNEL, FACILITY COSTS SUCH AS RENT AND UTILITIES FOR ADMINISTRATIVE PURPOSES AND/OR DELIVERY OF ARTS AND CULTURE PROGRAMS AND SERVICES, COSTS DIRECTLY ASSOCIATED WITH AN APPLICANTS' ABILITY TO RESPOND TO COVID-19 AND REOPEN TO THE PUBLIC.](#)
  10. Has your organization received any of the following COVID-19 related funding between July 1, 2020 and January 31, 2021? [\(select all that apply\): PAYCHECK PROTECTION PROGRAM \(PPP\), ECONOMIC INJURY DISASTER LOAN \(EDIL\), THE SAN DIEGO FOUNDATION COMMUNITY RESPONSE FUND, SAN DIEGO JEWISH COMMUNITY EMERGENCY RESPONSE FUND, SAN DIEGO COUNTY SMALL BUSINESS AND NONPROFIT LOAN PROGRAM, THE SAN DIEGO ARTS AND CULTURE CHALLENGE FUND, CITY OF SAN DIEGO CARES GRANT INITIATIVE FOR ARTS AND CULTURE ORGANIZATIONS, NATIONAL ENDOWMENT FOR THE ARTS CARES ART GRANT, NONE OF THE ABOVE](#)
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## **Appendix 2**

### **Application & Funding Schedule**

#### **Arts and Culture Nonprofit Relief Grant Initiative**

**February 19, 2021**

Application guidelines and online application released

**February 19, 2021 – March 11, 2021**

Office Hours available with staff (via video conferencing or telephone)

**March 11, 2021, 5:00 p.m.**

Last day for questions

**March 12, 2021, 5:00 p.m.**

Applications due

**March 2021**

Panel convenes to evaluate and recommend applications

**April 2021**

Awards announced; contract amendment begins

**June 30, 2021**

Funds must be expended by this date

# Appendix 3

ARTS AND CULTURE NONPROFIT RELIEF GRANT INITIATIVE				
APPLICATION QUESTION		EVALUATION CRITERIA FOR APPLICATION SECTION	QUALITIES OF A STRONG APPLICATION	SCORING
SECTION 1: APPLICANT PROFILE				
		NOT SCORED		
SECTION 2: ELIGIBILITY SURVEY				
	1. Does your organization have a fully executed fiscal year 2021 contract or contract amendment with the City through the Organizational Support Program or Creative Communities San Diego?	Yes = Qualified No = Not Qualified		
	2. Does your organization primarily produce programs or services that create, preserve, and/or present arts and culture experiences?	Yes = Qualified No = Not Qualified		
	3. Is your organization physically headquartered within city of San Diego limits? (Organization must be able to demonstrate a physical address within the city limits. P.O. boxes are not accepted).	Yes = Qualified No = Not Qualified		
	4. Does your organization have general operating expenses, as evidences by the presence of expenses related to personnel, space, overhead etc. in your submitted operating budget in Section 1, Question 8 and 9?	Yes = Qualified No = Not Qualified		
	5. Can your organization provide documented proof of economic hardship and interruptions to general operations due to COVID-19 that occurred between July 1, 2020 and January 31, 2021?	Yes = Qualified No = Not Qualified		
SECTION 3: COVID IMPACT		<ul style="list-style-type: none"><li>• Degree to which the organization provides evidence of negative COVID-19 impact</li><li>• Degree to which the organization shows how COVID-19 has impacted ability to serve community or communities</li><li>• Degree to which the organization has taken staffing actions due to COVID-19</li><li>• Degree to which the organization has been financially impacted by COVID-19</li><li>• Degree to which the organization shows impact to programs and interruptions to general operating due to COVID-19</li><li>• Degree to which the organization shows how funds will be used, if awarded</li></ul>	<ul style="list-style-type: none"><li>• COVID-19 impact is clearly described</li><li>• Negative impact is considerable to organization's operating budget and ability to carry out its mission</li><li>• Qualitative and quantative evidence is provided to show negative COVID-19 impact in regards to communities served, staffing, finances, programs/services and general operations</li><li>• Evidence is provided to show how the organization will used the funds, if awarded</li></ul>	Very Aligned = 4 points Aligned = 3 points Not Aligned= 2 points Unresponsive = 1 point
	1. Describe your circumstances as a result of COVID-19. While many of the impacts are similar for nonprofits, your organization may have/likely has unique circumstances. Describe any of these unique impacts, if any.			
	2. Describe how the COVID-19 pandemic has impacted your organization's ability to serve the community or communities served?			
	3. Have you taken any of the following staffing actions, as a result of COVID-19 during the period July 1, 2020 to January 31, 2021?			
	4. Briefly describe the staffing action selected in question 3 above in more detail.			
	5. What is your organization's estimated % of income loss from the period of July 1, 2020 to January 31, 2021 that was directly caused by COVID-19 and the resulting health orders?			
	6. What is the total estimated dollar amount of loss during the period of July 1, 2020 to January 31, 2021?			
	7. Provide documentation of each cancelled program, event, or terminated contract due to COVID-19 between July 1, 2020 and January 31, 2021. Documentation can include up to five substantive documents of no more than 10 pages of correspondence, contracts, invoices, notifications of cancellation, and comparison of earned and contributed revenue from year to year. Documentation should meet or exceed dollar amount listed above. Each document should prove a unique financial loss—only one loss per uploaded document.			
	8. Briefly describe the documents you've provided for proof of economic hardship and interruptions to general operations due to COVID-19.			
	9. If awarded, how does your organization intend to use the grant funds?			
	10. Has your organization received any of the following COVID-19 related funding between July 1, 2020 and January 31, 2021?	NOT SCORED		