



Commission for Arts and Culture

Posted March 25, 2016

FY17 Funding Program Key Dates for Applicants

This timeline pertains only to key dates related to the FY17 funding application process.

April 8, 2016, 5:00 p.m.

Applicants' ranks and funding cut-off point announced. Applications with ranks above the "cut-off" point are recommended for funding awards and applications below the "cut-off" point are not recommended for funding awards.

April 18, 2016 5:00 p.m.

Appeals due. Instructions for the appeal process can be found in the next section, FAQs.

April 21, 2016, 11:59 p.m.:

Appeal decisions announced to appellants.

April 22, 2016, 11:59 p.m.:

List of award recommendations published on the Commission's website:

<https://www.sandiego.gov/arts-culture/funding>

April 26, 2016:

The Commission confirms the list of award recommendations to be sent to the Mayor and City Council for approval.

By June 30, 2016:

Notice of final award amounts sent to those applicants approved to receive funding.

Frequently Asked Questions (FAQs)

When will I learn whether my organization has been recommended to receive funding?

April 8, 2016, 5:00 p.m.

What if my organization is not recommended to receive funding?

Your organization has the option to appeal. Any applicant not recommended by the Commission for an award has the option to submit a written appeal no later than 5:00 p.m. on the tenth calendar day following notification that no award is being recommended. Only those applicants not recommended for an award can submit an appeal. Applicants may **not** appeal application ranks. The appeal process is not a forum for providing general feedback about the entire application process; an opportunity to provide feedback about the entire

application process will be provided at a later date. Appeals must respond to the following question: Describe your reasoning for why you believe that the application evaluation process was not applied fairly to your application. Comments must be concise, factual and limited to your reason for submitting an appeal. Appeals must be submitted in writing to Anjanette Maraya-Ramey, Senior Manager of Arts and Culture Funding Programs, via email at amarayaramey@sandiego.gov no later than 5:00 p.m. on April 18, 2016. Appeals will be routed to the Executive Director for review and ruling. Late submissions will not be considered.

When can I receive panel comments related to my FY17 application?

Applicants preparing an appeal may request and receive an oral, synthesized summary of their panel comments between Monday, April 11 at 9:00 a.m. and Friday April, 15 at 5:00 p.m. All other applicants, may request to receive their panel comments after June 30, 2016. To request panel comments, contact Senior Manager of Arts and Culture Funding Programs, Anjanette Maraya-Ramey at amarayaramey@sandiego.gov or 619-236-6788.

How are awards determined? What factors affect my award amount?

There are several factors that determine awards and award amounts. Please refer to the online FY17 OSP or CCSD Guidelines (Appendix 3) for an explanation.

<https://www.sandiego.gov/arts-culture/funding>

When will I find out about the dollar amount of my recommended funding award?

On April 22, 2016 (by 11:59 p.m.) final ranks and tentative award recommendations will be published on the Commission's website. : <https://www.sandiego.gov/arts-culture/funding> Award amounts are **tentative** until the City finalizes its budget approval process in June. Applicants will receive an official award letter by June 30, 2016 with their final award amount. The award letter will include detailed instructions on next steps of the FY17 contract process.

Where can I find more information about the Commission meetings?

A list of Commission meetings are available on the MEETINGS & EVENTS tab of the Commission for Arts & Culture's website. The agenda, time, and location will be posted 72 hours prior to the meeting date.

<https://www.sandiego.gov/arts-culture/events>

I am a current (FY16) contractor. When can I submit my request for payment and/or final report for FY16?

Direct inquiries regarding FY16 contracts to Arts and Culture Funding Programs Coordinator, Whitney Roux, at wroux@sandiego.gov of 619-236-6798.

I would like to request technical assistance and/or a meeting with Commission staff in the Funding Programs.

A schedule of quarterly office hours starting in June 2016 will be posted on our website at <https://www.sandiego.gov/arts-culture/funding>.