



How to Complete a FY19 CCSD & OSP Mid-Year Report

For Nonprofit Organizations Awarded Arts and Culture Contracts in Fiscal Year 2019

These instructions are for each nonprofit organization (Contractor) that has completed or is in the process of completing the scope of services related to their organization's FY19 Creative Communities San Diego (CCSD) or Organizational Support Program (OSP) contract. The mid-year report is a requirement of the FY19 contract and must be submitted before a final report and final request for payment are submitted.

Mid-Year Reports are Due on Friday, January 11th, 2019

QUICK START SUMMARY:

1. Read these instructions and review your organization's FY19 contract and Exhibit A.
2. Log in to your organization's Go Smart Account at <https://sandiego.gosmart.org/>.
3. Select Current Programs/Applications on the top menu.
4. Locate the **FY19 Request for Qualifications** and select *Interim Report- Start*.
5. Complete all required questions and upload images.
6. Once completed select *Submit* at the end of the report.

DETAILED INSTRUCTIONS:

What information does my organization need to complete the narrative questions?

Information about sector issues and digital photography of your organization's programs/services.

How many photographs of programming supported by CCSD or OSP funding should be uploaded?

Your organization is required to submit a minimum of one (1) and maximum of three (3) digital images of programming and/or activities supported by CCSD or OSP funding..

What format is required to upload documents?

All digital images should be submitted in PDF format.

Who can I contact with questions or for technical assistance?

Contact Leticia Gomez Franco, Civic Art Project Manager at GomezL@sandiego.gov.

Substantive Questions

Narrative Questions

1. Besides financial resources, what does your organization believe are the three most pressing issues facing arts and culture nonprofit organizations in San Diego and what indicators lead your organization to believe this? (1000 characters)
2. Help us to use your time and our time wisely; share any suggestions that could make the application, contract or payment process more user-friendly for your organization. (1000 characters)

Images

1. Please provide a minimum of 1 and a maximum of 3 digital images of programming and/or activities supported by this funding. Professional digital photography is encouraged where feasible, with high resolution images provided in PDF format.