

## Welcome!

On behalf of the City of San Diego, Mayor Todd Gloria, and the Commission for Arts and Culture, *congratulations* on your fiscal year 2022 funding award from the City of San Diego!

Whether you are returning as a funding recipient or you are receiving funding for the first time, our team is excited to welcome you to the FY22 funding year.

We recognize the high-quality work your organization does to integrate arts and culture into the lives of residents throughout the city, as well as our visitors from Southern California and the world. Thank you for all you do every day to make our city a better place to live, work, and visit.

As we emerge from more than a year of the pandemic stalling virtually all aspects of our lives, we believe that this new fiscal year will continue to be transformational for all of us. Please know that staff at the Commission for Arts and Culture is committed to supporting you and your organization as we all build back and build back better.

Here's looking forward to a brighter, healthier new fiscal year, where we can once again see each other in person.

Warmly,



Jonathon Glus,  
Executive Director  
Commission for Arts and Culture

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# How to Complete a NEW Agreement

## For Organizations Awarded Arts and Culture Funding in Fiscal Year 2022

These instructions are for organizations, referred to as funding recipients or awardees, that have been approved for a funding award in FY22 after submitting a response to the request for proposals through the City of San Diego's (City) Organizational Support Program (OSP) or Creative Communities San Diego (CCSD). ***This is not for those organizations granted an option to renew.***

### INSTRUCTIONS:

#### **What should my organization do when it receives the agreement kit?**

Read everything in the agreement kit.

Confirm that these unique details in the agreement are accurate:

Article 1.1.1 Funding Award Recipient's Mission

Article 2.2 Contact Information

Article 3.1 Total TOT Funding Awarded

Pay special attention to agreement requirements such as:

Article 3.1.2 Matching Requirement Amount

Article 3.3 Invoicing

Article 3.4 Mandatory Reporting (including Financial Disclosures)

If your organization agrees to the terms and conditions of the agreement and can perform the general scope of activities (Exhibit A):

Print the signature page, sign the signature page (wet signature required), scan the signature page and **email** it along with your agreement packet, which consists of:

1. Complete agreement
2. Optional 1-page memo on FY22 scope of activities update (**this is mandatory if there have been significant changes impacting your organization or your project since the submission of your application**)
3. Exhibit A

If your organization is unable to fulfill general delivery of scope of activities or meet other obligations such as the required match, financial disclosures, etc., you are able to decline your award with no negative impact to future funding opportunities by sending a formal notification of decline via email to Senior Arts and Culture Funding Manager, Diana Agostini at arts@sandiego.gov.

### **The Elephant in the Room: COVID-19**

Let's take a minute to address COVID-19 and FY22 agreements. We understand that COVID-19 has dramatically impacted your organization's revenues and budget as well as programming and engagement. While the situation has been improving allowing many organizations to partially resume in-person activities and events, we understand that health and safety guidelines may still affect your ability to execute the activities as proposed in your application for the FY22 funding cycle. Because of this, we plan to work with you throughout the year, and ask the following of you now:

**OSP Partners:** If there have been any significant changes since the submission of your application that will have an impact on your organization, you are required to submit with your signed agreement, a memo, approximately 1-page in length on your organization's letterhead, updating us on what FY22 may now look like for you. The OSP category provides General Operating Support. Please outline general changes to your scope for City's review and approval, these may be related to your reopening plan, programming changes, operational impact including staff changes.

**CCSD Partners:** If there have been any significant changes since the submission of your application that will have an impact on your project, you are required to submit with your signed agreement, a memo, approximately 1-page in length on your organization's letterhead, updating us on what FY22 may now look like for you. Please know that the memo needs to be received by the City before your project is implemented for City's review and approval. The CCSD category is project specific support, and we will continue to support you as long as the general scope of the project will still be realized. We understand that shifts may still need to happen, so in your memo please include any plans for change of venue, change of date, project budget, or modifications to your scope to meet health and safety guidelines. Please remember that a full shift into a virtual format does not constitute fulfillment of your funded project.

### **When is the agreement packet due back to the City?**

Complete and accurate agreement packets are due back to the City by **Tuesday August 31, 2021**. The receipt of a signed agreement is considered a formal acceptance of award.

**Signed agreements not received by the August 31 deadline will be considered declined.**

Organizations that don't meet the deadline will receive a deficiency in "Performance on Past City Agreements" of the FY23 RFQ and may be deemed non-qualified for future funding.

### **Still need help?**

If you have read everything in the agreement kit and followed the instructions, but want more information, contact: [arts@sandiego.gov](mailto:arts@sandiego.gov)

### **What is included in the emailed agreement kit?**

- One agreement handbook
- One agreement kit completion checklist
- One complete agreement, unsigned

### **Where do I send a complete and accurate agreement kit?**

Signed agreements and completed agreement packets must be submitted via email to: [arts@sandiego.gov](mailto:arts@sandiego.gov)

### **How long after submitting my organization's complete agreement packet can I ask for reimbursement?**

To request reimbursement, an organization needs two things: a fully executed agreement signed by all parties and a purchase order number. Turnaround times are largely dependent on the accuracy and completeness of each organization's submission and the organization's response time when staff makes follow-up requests. Want to sign up for electronic payments? Ask staff for an electronic funds transfer form or access it here [https://www.sandiego.gov/sites/default/files/eft\\_form.pdf](https://www.sandiego.gov/sites/default/files/eft_form.pdf) and email it to [arts@sandiego.gov](mailto:arts@sandiego.gov)

### **Acknowledgement**

Publicly acknowledging your award from the City helps people understand the impact of public arts funding and the broad range of activities transient occupancy tax dollars support.

- Credit: Recipients are required to acknowledge the award in advertisements relating to activities funded, including print, online, and broadcast; by using the City's logo and the following credit line: *"Financial support is provided by the City of San Diego."* City's logo can be found [here](#) under Contract Management Materials.

- Social Media: Recipients who have active social media accounts, are encouraged to acknowledge the City in posts related to the work in which awarded funds are used and to tag the City and use the SDArtsandCulture hashtag in relevant social media posts.

City's social media:

Twitter: tag @SDArtsComm followed by #SDArtsAndCulture

LinkedIn: tag @City of San Diego followed by #SDArtsAndCulture

Instagram: tag @cityofsandiego followed by #SDArtsAndCulture

Facebook: tag @City of San Diego followed by #SDArtsAndCulture

## TIPS:

### Getting it right

- Choose one person to be the lead contact at your organization.
- Keep your contact information up to date with your agreement manager.
- Read all instructions and provided documents.
- Still have questions? We are here to help. Email us for assistance.
- Be patient. Internal City processes often take longer than you think.
- Keep detailed records; it makes reporting easier.
- Take advantage of opportunities for help, such as technical assistance workshops, office hours and online resources.
- Start the agreement process early and allow enough time to review the accuracy of the required agreement documents before submittal.

### Getting the State and Federal Registrations Right

Ensure your organization's status is "active" on the **California Secretary of State Business Listing**: <https://businesssearch.sos.ca.gov/>

Ensure your organization's status is "current" on the **California Department of Justice Charity Registration**: <http://rct.doj.ca.gov>

Ensure that your organization is not a debarred company excluded from federal assistance via the **U.S. Government System for Award Management (SAM)**: <https://sam.gov/search/> (please note that your organization does not need to have an "active" registration on SAM to meet this requirement)

It is your responsibility to keep these registrations current by updating them annually. Failure to keep them current will prevent your organization to receive City funds. Set reminders on your calendar. Before routing the agreement, staff will verify that status is and remains current.

### Getting Questions Answered Quickly

**Questions about invoicing and reimbursement?** Ready to invoice? First, check whether your organization is in possession of both an agreement, signed by all the necessary parties, and a purchase order number issued by the City. Refer to Appendix A for the Invoice for Reimbursement Template.

**Need the visuals shown at the agreement technical assistance workshop?**

**Find them here:** [www.sandiego.gov/arts-culture/funding](http://www.sandiego.gov/arts-culture/funding)

# How to Submit an Invoice for Reimbursement

## For Nonprofit Organizations Awarded Arts and Culture Funding

These instructions are for nonprofit organizations that have received a fully executed agreement and a purchase order number related to funding from the City of San Diego (City) for Organizational Support Program or Creative Communities San Diego.

### QUICK START SUMMARY:

- Read these instructions and review your organization's agreement.
- Compile the necessary information regarding expenses and matching income sources.
- Verify that all expenses are eligible for reimbursement.
- Complete the invoice using the template provided.
- Verify that the total in your itemized expenses table matches your request amount.
- If applicable, supply any required documentation for expenses.
- Sign and date the invoice based on the date of its submission.
- Submit the invoice to staff via email only at [arts@sanidiego.gov](mailto:arts@sanidiego.gov).
- If you have read and followed the detailed instructions but want more information, contact: [arts@sanidiego.gov](mailto:arts@sanidiego.gov)

**Need an invoice for reimbursement template?**

**See Appendix A in this handbook or**

**Find it online: [www.sanidiego.gov/arts-culture/funding](http://www.sanidiego.gov/arts-culture/funding)**

### DETAILED INSTRUCTIONS:

#### **When can an invoice for reimbursement be submitted?**

A recipient must possess two things before submitting an invoice to the City:

- An agreement, signed by all the necessary parties; and
- A purchase order number issued by the City. The purchase order number will be sent to your organization via email.

#### **What expenses are eligible for reimbursement?**

Funding allocations are paid out as reimbursements, which means expenses must be incurred and documented first, before they can be invoiced for. All expenses need to be incurred between July 1, 2021, and June 30, 2022. Eligible expenses are those made to

assist an organization in its annual operating program (OSP) or related to the specific project proposed (for funding through CCSD scope of activities).

**What expenses are ineligible for reimbursement?**

Categories of ineligible expenses include alcoholic beverages, travel, meals, lodging, entertainment, capital or equipment outlay, buildup of reserves, and the purchase of awards, trophies, gifts or uniforms. City funds are also not to be used for lobbying, religious activities or political activities.

**How many invoices can be submitted? And how often?**

Recipients can submit invoices between July 1, 2021, and July 31, 2022. Invoices submitted after July 31, 2022, will not be paid. OSP recipients can submit a maximum of 4 invoices and CCSD recipients can submit a maximum of 2 invoices. See Article 3.3 of your agreement for more information.

**What information about expenses is needed?**

On the expense table, record the following for each expense:

Description of the expense

Amount of the expense

Vendor or employee name

Date of payment

Payment type: check, credit card or direct deposit (if paid for with a check, include the check number under payment type)

**What additional documentation of expenses is required?**

Invoices and proofs of payment must be kept on file as stated in Article 5.2 of your agreement.

**Expenses Paid for by check**

Check number to be included in itemized expenses table. Organizations are not required to submit copies of invoices or canceled checks.

**Expenses Paid for with credit card**

Copies of the itemized receipts.

A copy of the credit card statement with the expenses highlighted.

The City is unable to reimburse these purchases without full itemization.

**Expenses Using direct deposit (payroll expenses only)**

A copy of the statement from the payroll company with the expenses highlighted.



**What are the match income requirements?**

Pursuant to funding guidelines, all recipients are required to match their funding award. The organization's required match amount is stated in Article 3.1.2 of the agreement. All matching income must be received during the period of the agreement; for FY22 this is from July 1, 2021 - June 30, 2022. Information on matching requirement calculations can be found in Section 4 of the FY22 funding guidelines.

**Matching funds can come from:**

Contributed income, such as, but not limited to, donations from individuals, foundations, corporations, or other government entities.

Earned revenue, such as, but not limited to, ticket sales, gift shop income, or program fees.

**Matching funds cannot come from:**

Funds received from the City of San Diego.

**What information about match income is needed?**

On the match income table record the following for each income source:

Description of income source

Amount of funds from the source

Date the funds were received

Match income total for this request

Match income from previous requests, if applicable

Total match income demonstrated to date

Total match income balance remaining

**How do I submit a complete and accurate invoice for reimbursement?****Via email to:**

arts@sandiego.gov

**How long does it take to receive reimbursement once an invoice is submitted?**

Recipients can expect reimbursement approximately 30 days from the invoice date. Submitting incomplete or incorrect invoices may cause payment to be delayed.