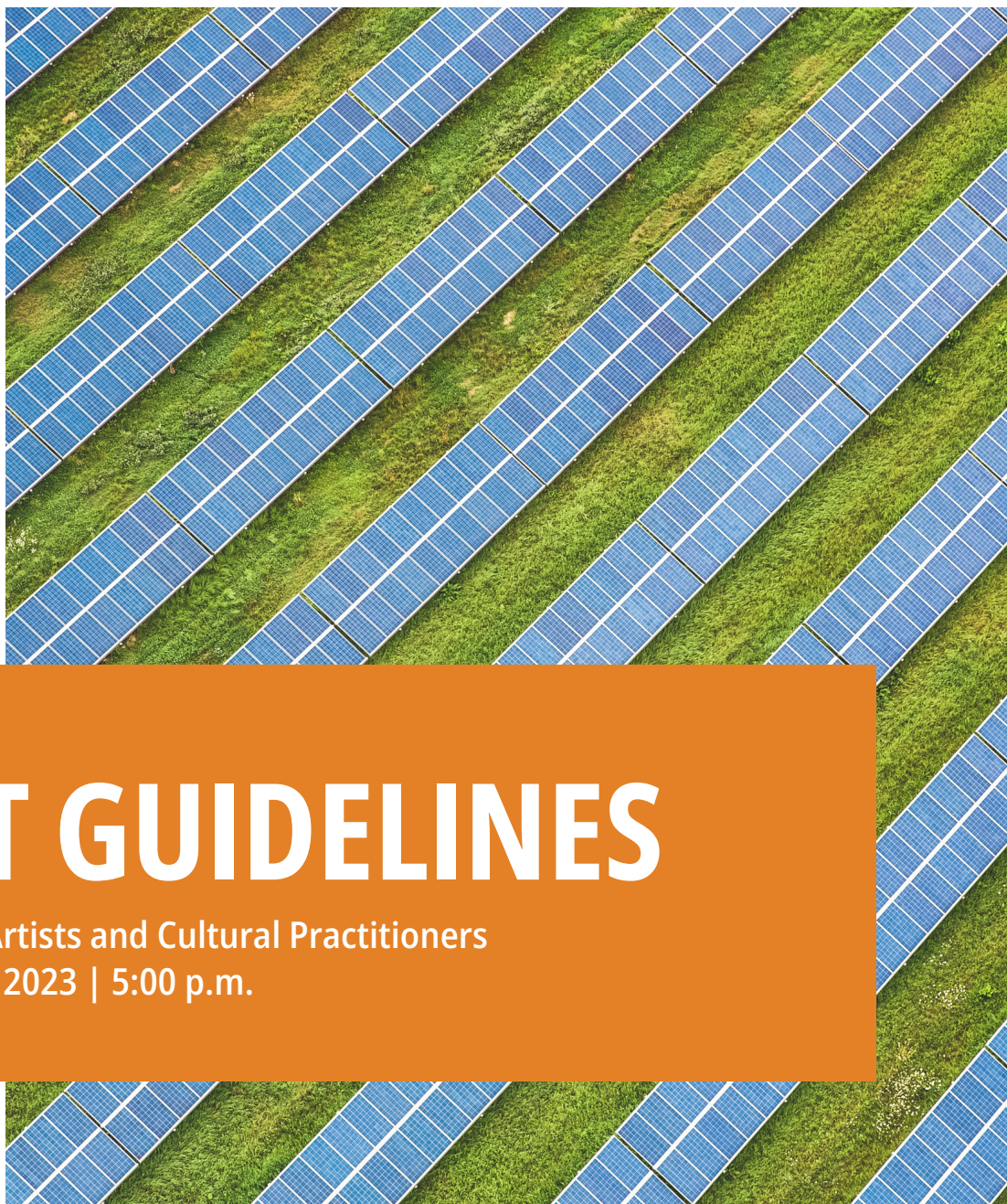


FAR  
SOUTH  
BORDER  
NORTH



# GRANT GUIDELINES

**Round I: Individual Artists and Cultural Practitioners**

**Deadline: March 22, 2023 | 5:00 p.m.**



Far South Border North is a program of the City of San Diego and its regional partners, including Catalyst of San Diego & Imperial Counties, San Diego Regional Arts and Culture Coalition and The San Diego Foundation. The program is funded through a California Arts Council Creative Corps grant.



# ARTISTS & CULTURAL PRACTITIONERS IN COMMUNITY

San Diego and Imperial Counties

## GRANT GUIDELINES ROUND 1: INDIVIDUAL ARTISTS AND CULTURAL PRACTITIONERS

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Questions?  
Contact: [sandiegoracc@gmail.com](mailto:sandiegoracc@gmail.com)

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## Section 1: Introduction

The City of San Diego (City), in collaboration with Catalyst of San Diego & Imperial Counties (Catalyst), The San Diego Foundation (Foundation), and the San Diego Regional Arts and Culture Coalition (SDRACC), seeks applications from eligible individual artists and cultural practitioners to participate in *Far South/Border North: Artists and Cultural Practitioners in Community* (FSBN). FSBN is a program designed to provide artists and cultural practitioners opportunities to develop and implement media, outreach, and engagement campaigns that address one or more of the program's goals.

The FSBN goals are to increase public awareness related to 1) public health to stop the spread of COVID-19 and associated diseases or health disparities; 2) water and energy conservation, climate mitigation, and emergency preparedness, relief, and recovery; 3) civic engagement, including election participation; and 4) social justice and community engagement.

In addition to fulfilling the above goals, FSBN is a job creation and infrastructure development opportunity to increase how artists and cultural practitioners engage in public work and highlight the importance of intersectionality in tackling pressing regional challenges.

Working independently and in cohorts to address the FSBN goals, grantees will center their public awareness campaigns in communities ranked in the lowest quartile of the California Healthy Places Index (HPI) for San Diego and Imperial counties.

Funding for FSBN is part of the \$60 million in California Creative Corps grants awarded to 14 statewide administering organizations by the California Arts Council. The City of San Diego, through the Commission for Arts and Culture, received funding of \$4.75 million to administer a program for the Far South Regional Service Area, which includes the geographical boundaries of San Diego and Imperial counties.

These guidelines describe the program, the eligibility requirements, the application, and the selection process.

## Section 2: About the FSBN Regional Partnership

FSBN implementation is through a bi-county, regional collaborative. Led by the City of San Diego, the implementation partners include Catalyst of San Diego & Imperial Counties, San Diego Regional Arts and Culture Coalition, The San Diego Foundation, and five nonprofit social service and community development organizations. Described below are members of the FSBN Regional Partnership:

**The City of San Diego** advances and drives an equitable and inclusive creative economy and cultural ecosystem by investing in the work of artists and creatives, and the institutions and systems that amplify creative work and experiences. Programs, partnerships, and initiatives range from funding and public art to cross-sector and creative industries.

**Catalyst of San Diego and Imperial Counties** works with local, statewide and national funders seeking to learn about and fund solutions to community problems existing in San Diego and Imperial Counties. For more than 40 years, Catalyst - previously known as San Diego Grantmakers - has grown from a small group of philanthropists to a broad, action-driven network of organizations that collaborate across sectors with foundations, community organizations, government entities, businesses, impact investors, and more.

**The San Diego Foundation** is a community foundation founded in 1975 by a group of civically engaged San Diegans who recognized the need for a charitable organization that could engage philanthropy to serve community needs and charitable causes in San Diego County.

**The San Diego Regional Arts and Culture Coalition** is an arts advocacy and service organization. Founded in 1989 to advocate for stable funding by the City of San Diego, SDRACC has since expanded its reach to serve the entire San Diego County. SDRACC and its network of local arts advocates continually strive to maintain public funding for arts and culture and build public will to support a strong creative sector.

**FSBN Social Impact Hubs (Hub)** are nonprofit social service and community development organizations that support grantees throughout their creative process. Each Hub has a specialty area of focus and is strategically located in the region to ensure a broad geographic reach across the two counties.

### **Section 3:      How FSBN Works**

FSBN grants, which will be implemented in two funding cycles, are awarded through a competition open to individual artists and cultural practitioners and nonprofit organizations and units of governments to regrant to artists and cultural practitioners. The first cycle will fund a cohort of individual artists and cultural practitioners; the second cycle will fund nonprofit organizations and units of government that will, in turn, regrant to a second cohort of individual artists and cultural practitioners.

Applying to FSBN is a two-part application process – Part 1 - Eligibility and Part 2 - Qualifications. Both of these are described in Sections 4 and 5 below. A diverse community panel will evaluate the applications using a scoring rubric (See Section 5, Application and Panel Review, for more details).

Applicants approved to participate in FSBN will each receive direct funding, mentorship, and opportunities to contribute to public awareness campaigns. Direct funding of approximately \$33,333 includes \$25,000 for artist/cultural practitioner fees and \$8,333 for project costs (materials, supplies, rentals, artist/vendor fees, etc.). It is anticipated that approximately 60 artists will be awarded funding in the first round of FSBN.

Each grantee will enter into an agreement, outlining their obligation as a participant in FSBN, which will generally include, but is not limited to the following: participation in Hub activities, research, planning and project development for public awareness campaign that can be executed within the allocated project costs, and implementation of the project.

Each grantee will be assigned to a Hub. The Hubs will provide technical assistance, mentoring, and other support services that will assist the grantee through all phases of their creative process to develop and implement a public awareness campaign project. It is anticipated that these Hub activities will include approximately four (4) Hub convenings, two (2) cross-Hub networking events, and one (1) culminating FSBN program event. Grantees are expected to communicate, connect and support meaningful engagement with designated HPI communities (See Appendix 2) over 12 months. Grantees will implement projects in San Diego and Imperial counties.

The FSBN application for individual artists and cultural practitioners launches in February 2023.

The application for nonprofit organizations and units of governments to regrant to artists and cultural practitioners opens in May 2023.

### **Section 4:      Eligibility Requirements**

Any artist or cultural practitioner residing in San Diego county or Imperial county who is 18 years of

age or older is eligible to apply.<sup>1</sup>

Completing Part 1 - Eligibility is the first step for interested applicants. Begin by visiting the FSNB website ([farsouthbournorth.com](https://farsouthbournorth.com)), accessing the eligibility Submittable link and responding to the required questions. Only those who meet the eligibility requirements will receive an email notification and link to the application, Part 2 - Qualifications.

Note: Interested applicants are highly encouraged to complete Part 1 - Eligibility no later than March 17, 2023, to ensure ample time to receive eligibility verification and access to the application, Part 2 – Qualifications, before the March 22 deadline.

## **Section 5: Application and Panel Review**

1. **Information Sessions:** Applicants are highly encouraged to attend information sessions organized by the FSNB partners before submitting applications. See Appendix 5 for more information. Accommodations may be provided upon request for those with disabilities.
2. **Application Procedures:** Eligible applicants will apply to Part 2 - Qualifications online during the open application period. The program will only accept electronic applications received through the FSNB online application portal. Interested applicants must first complete Part 1 Eligibility via Submittable. Eligible applicants will receive an email notification with a Submittable link to the application, Part 2 Qualifications.
3. **Panel Review:** A diverse panel of community volunteers will review and score applications utilizing the criteria below:
  - Professional Capacity and Readiness. The applicant's professional capacity and readiness to participate in FSNB as evidenced in application materials.
  - Project Design and Implementation. Evidence of capability in developing and implementing a campaign that addresses FSNB program goals in collaboration with FSNB partners; and applicable interest in or experience working with artistic media, creative processes, and activities that are appropriate to the FSNB goals as identified in Section 1 paragraph 2 of these guidelines.
  - Accessibility. Evidence of the applicant's interest in or experience with community-building and public engagement in the development and implementation of artistic/cultural work; and demonstrated understanding in managing accessibility of campaign.
  - Health Equity. Evidence of the applicant's creative and technical skills to positively impact the health and well-being of communities in the lowest quartile of the HPI in the Far South Service Area, including, but not limited to addressing equity, diversity, and inclusion.
4. **Scoring:** Panelists will provide an overall score for each application based on a point system:
  - A score of 3 indicates that the applicant is well-qualified based on their responses to the review criteria.
  - A score of 2 indicates that the applicant is qualified based on their responses to the review criteria.
  - A score of 1 indicates that the applicant is not qualified based on their responses to the review criteria.

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<sup>1</sup> See Appendix 4 for definitions of artist and cultural practitioner. Applicants are required to provide verification of age and current residence in San Diego county or Imperial county as part of the application process.

Applications with a score of 1 will not be recommended for funding.

5. **Authorizing Awards:** The FSNB partners will review the recommendations to ensure that the panel followed the review process consistently and fairly. The FSNB partners will make final funding decisions and authorize awards.
6. **Award Announcement:** All applicants will be notified of the outcome of the review process via email before public announcements.
7. **Agreements and Payments:** Each applicant awarded funding must receive an executed agreement before any funds are released. Agreements and payments follow the process below:
  - a. Grantees will complete an agreement at the start of the activity period that will outline the scope of work over 12 months, including participation in Hub activities and the development and implementation of a campaign project.
  - b. Upon execution of an agreement, the grantee will receive an advance payment for 95% of the \$25,000 artist/cultural practitioner fees (\$23,750).
  - c. Upon development and acceptance of a detailed project plan that will include a campaign description, budget and timeline, grantee will receive funds for project costs such as materials and supplies (\$8,333).
  - d. The grantee will receive a payment for the remaining 5% of the \$25,000 artist/cultural practitioner fee (\$1,250) upon submittal of a final report.

## **Section 6: Conditions for Submissions**

With the submission of a response to this application, the applicant acknowledges, understands, and accepts the following conditions:

1. The City and the FSNB partners reserve the right to reject, in whole or in part, any responses to this call for submissions, to not accept a response submitted after any applicable cut-off time or date, to not accept an application recommended by any panels, to initiate an alternate process, to reissue this call for submissions and/or cancel this call for submissions, in whole or in part, at any time without prior notice and make no representation that any agreement will be awarded to any applicant. Additionally, the City and its FSNB partners expressly reserve the right to postpone opening responses to this call for submissions and/or to waive for its own convenience informalities or irregularities in the responses received.
2. The City and the FSNB partners reserve the right to revise these guidelines by addendum. The City and its FSNB partners are bound only by what is expressly stated in these guidelines and any authorized written addenda thereto. Addenda will be posted on the FSNB website at [farsouthbournorth.com](https://farsouthbournorth.com). It is the applicant's responsibility to check the website up to the final submission date for any possible addenda.
3. The City and the FSNB partners accept no financial responsibility for any costs incurred by applicants.
4. The City and the FSNB partners are not responsible for the loss or damage of any materials submitted.
5. The submission of an application to this funding opportunity does not guarantee funding.
6. The applicant is solely responsible for responding to any required or optional updates related to this call for submissions or the award resulting from this process.
7. The applicant acknowledges that appeals of the panel review process and award outcome will not be accepted for applications in response to this call for submissions.

8. Elected officials, commissioners, board members, committee members, agents, officers, and employees of the City and the FSNB partners and their business partners or their immediate family members are not eligible for a grant award under this call for submissions.
9. The applicant agrees that, if selected, the City and FSNB partners will review and approve all news releases pertaining to this call for submissions and/or subsequent agreement(s).
10. Each applicant awarded funding must receive an executed agreement before any funds are released.
11. Applicants should anticipate up to one month to complete a grant award agreement and an additional month before receiving payment.
12. Grants are taxable income to the grantee. Grantees should consult their accountant or financial advisor on how to report the grant income to the IRS.
13. Grantees must submit progress reports and a final performance report in the required format under an awarded agreement.
14. The applicant acknowledges that information submitted as part of their application may be disclosed to the public pursuant to a request under the California Public Records Act.
15. Grant payments may be distributed in increments to ensure accountability and completion of key deliverables.
16. Funds will not be provided to any applicants or activities that discriminate against any person based on race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability.
17. Applicants are solely responsible for the accuracy and truth of the submitted information. Any applicant found to have 1) provided false information and 2) submitted more than one application may be immediately disqualified from receiving funding.
18. The grantee retains all rights to the grantee's project as the sole artist and author of the project for the duration of the copyright. Through an award agreement, the grantee will be required to grant to City and other parties duly authorized by City a nonexclusive, irrevocable, and royalty-free license to reproduce any intellectual property.

## Appendix 1: Application Worksheet

(The FSNB application is submitted online through the Submittable platform. Use this tear sheet as a tool to prepare for the application process.)

### PART 1 - ELIGIBILITY

#### Section 1: Basic Information

1. Legal Name
2. Alias/Nickname (if applicable)
3. Primary Residence Address: (Street, City, State, Zip Code)
4. Other Contact Information:
  - a. Email
  - b. Phone
5. Artistic Practice: Please select from the [U.S. Labor Statistics](#) list of occupations under 27-0000 (Arts, Design, Entertainment, Sports, and Media Occupations) and enter the occupation number that best aligns with your work as an artist/cultural practitioner.

#### Section 2: Eligibility Survey

1. Does your artistic/cultural practice align with the definition of artist or cultural practitioner as described in Appendix 4? (Yes/No)
2. Are you 18 years of age or older? (Yes/No)
3. If YES to #2, please attach evidence of birthdate. Accepted documents for proof of birthdate include Driver's license, or State ID, or birth certificate. (Upload pdf)
4. Is your primary residence in San Diego or Imperial county? (Yes/No)
5. If yes to #4, please upload evidence of residency. Accepted proof of residency includes the following: current utility or other similar bills that are in your name (water, electricity, gas), a signed copy of a current lease/rental agreement, scanned copy of your State ID showing your current address, or a current telephone account bill for a physical landline. (Upload pdf)

Note: If you answered "No" to any of the above, you are not eligible for this funding program. Thank you for your interest.

### PART 2 – QUALIFICATIONS

#### Section 1: Applicant Information

1. Legal Name
2. Alias/Nickname (if applicable)
3. Address for Primary Residence: (Street, City, Zip Code)
4. Address for Place of Business (if not place of Residence) e.g., workshop or studio (Street, City, Zip Code)
5. Other Contact Information:
  - a. Email
  - b. Phone
6. Online/Social Media Information:
  - a. Website
  - b. Twitter
  - c. Instagram
  - d. Facebook
  - e. Other

7. Artistic/Cultural Practice: Please select from the [U.S. Labor Statistics](#) list of occupations under 27-0000 (Arts, Design, Entertainment, Sports, and Media Occupations) and enter the occupation number that best aligns with your work as an artist/cultural practitioner.

## **Section 2: Narrative**

1. Statement of Interest.
  - a. In the space below, describe why you are interested in this FSN grant opportunity. (250-word maximum)
2. Description of Artistic/Cultural Practice.
  - a. Describe your current artistic/cultural practice (what you do, why you do it and how you do it (approach and methodology). (200-word max)
  - b. Where do you primarily develop or produce your work (workshop, studio, at home, in the community, etc.)? (50-word max)
  - c. Where (geographic location(s), facility, etc.) do you directly present to or engage an audience/community (such as installations, exhibitions, workshops, performances, etc.) as part of your current artistic/cultural practice. (50-word max)
  - d. Describe your interest in or experience incorporating health equity, public engagement, and accessibility principles and practices in your work. (150-word max)
  - e. Describe any partnerships or collaborations with others to produce your work. (150-word max)
3. Provide examples of how your artistic/cultural practice intersects with one or more of the FSN goals listed below. If your work currently does not intersect with these goals, please explain your interest in this intersectional work. (250-word maximum).
  - Public health to stop the spread of COVID-19 and associated diseases or health disparities
  - Water and energy conservation, climate mitigation, emergency preparedness, relief, and recovery
  - Civic engagement, including election participation
  - Social justice and community engagement

## **Section 3: Attachments and Work Samples**

1. Attach a current artist/cultural practitioner resume or curriculum vitae (CV) in a .pdf format.
2. Attach examples of past work (such as artistic work, programmatic collateral, critical reviews) containing at least three but not more than a total of 10 images/documents/videos. External links to websites and videos will not be reviewed; only examples included in the application submission will be considered.
  - a. Submit images in .jpg or .png format with a maximum file size of 3 MB each.
  - b. Submit documents (three-page maximum) in .pdf format
  - c. Submit videos in .mp4, .mov, or similar format. All submitted videos' total combined running time may not exceed three minutes.

Attach an annotated image list in .pdf format, which clearly describes each example of past work included in your application. Annotations for each example of past work may include information

such as title/project name, location, commissioning agency (if applicable), project budget, completion date, medium, dimensions (if applicable), and a brief description.

### **PART 3 – DEMOGRAPHICS**

Responses to questions below are voluntary, collected to provide data for internal program assessment and development needs, and are not part of the application. Demographic information in this section will not be shared with the panel, but information may be shared after the selection process ends and final approval of the award agreements for reporting purposes in aggregate form only, with no responses attributable to any individual.

1. Which race/ethnicity listed below best describes you? (Please select one)
  - a. American Indian or Alaskan Native
  - b. Asian
  - c. Native Hawaiian/Other Pacific Islander
  - d. Black/African/African American
  - e. Hispanic
  - f. White
  - g. Two or more races/ethnicities (please specify)
  - h. Other (please specify)
  - i. Prefer not to answer
2. What is your age? (Please select one)
  - a. 18-24
  - b. 25-34
  - c. 35-44
  - d. 45-54
  - e. 55-64
  - f. 65+
  - g. Prefer not to answer
3. What is your gender identity? (Please select one)
  - a. Female
  - b. Male
  - c. Non-Binary
  - d. Gender not listed here
  - e. Prefer not to answer
4. In what branch(es) of the U.S. military have you served? (select all that apply) (Drop Down)
  - a. Did not serve in the military
  - b. Air Force
  - c. Army
  - d. Coast Guard
  - e. Marines
  - f. Navy
5. Do you have a longstanding illness, disability, or infirmity? (The Equality Act of 2010 defines a person as disabled if they have a physical or mental impairment that has a substantial long-term (i.e., lasted or is expected to last 12 months) and an adverse impact on the person's ability to carry out normal day-to-day activities.) (Yes/No/Prefer not to answer)
6. Which of the following best describes your current place of residence?

- a. Urban
- b. Suburban
- c. Rural
- d. American Indian Reservation

## **Appendix 2: About the Healthy Places Index and Health Equity**

As a California Creative Corps-funded program, FSNB prioritizes communities with the highest levels of need and that specifically rank in the lowest quartile of the HPI in San Diego and Imperial counties.

The HPI is a project of the Public Health Alliance of Southern California, a collaboration of the executive leadership of 10 local health departments in Southern California, representing more than 60% of the state's population.

The main goal of the HPI is to advance health equity through open data. It provides community leaders, policymakers, academics, and other stakeholders with the tools to identify inequity, prioritize equitable investment, and strengthen community voices with sound, validated data. It is a go-to data tool for hundreds of state and local government agencies, foundations, advocacy groups, hospitals, and other organizations that want to apply a health equity lens to their work.

Health equity is the state where everyone has a fair and just opportunity to attain their highest level of health. Achieving this requires ongoing societal efforts to:

- Address historical and contemporary injustices;
- Overcome economic, social, and other obstacles to health and health care; and
- Eliminate preventable health disparities.

Where we live and our racial and ethnic backgrounds are strongly tied to well-being and life expectancy measures – even more so than genetics. Decades of research have demonstrated how health outcomes are strongly tied to neighborhood environments and community conditions, which are, in turn, linked to race. However, conditions that support health – access to education, good job opportunities, and healthy food and water – vary drastically by neighborhood.

Communities in the lowest quartile of the California HPI and located in the Far South Regional Service Area can be explored through the following link: <https://map.healthyplacesindex.org/?redirect=false>

### **Appendix 3:   \*FSBN Application Timeline**

February 15, 2023:	Release guidelines and application
<b>Wednesday, March 22, 2023:</b>	<b>Application deadline at 5:00 p.m.</b>
April 3 - 7:	Panel evaluation process
April 10 - 14:	Results announced to applicants
April 17 – April 27:	Agreements awarded, signed, and returned
April 28, 2023:	Results announced to the public
May 1, 2023:	Grantees paired with Hubs/campaign planning begins
October 1, 2023 – April 30, 2024:	Grantees implement campaigns
November 1 – November 30:	Mid-term reports due
May 1 - May 24, 2024:	Final reports due

\*All dates are approximate and subject to change. See Appendix 5 for technical assistance schedule. Visit the FSBN website for timeline updates.

## Appendix 4: Definitions

**Accessible** - All people can perceive, understand, navigate, and interact with programs, activities, and information.

**Artist** - An individual generally recognized by critics and peers as a professional practitioner of the visual, performing, media, or language arts, or a combination thereof, based on that professional practitioner's body of work, educational background, experience, past commissions, exhibition/performance record, publications, and production of artworks.

**Civic Engagement** - Individual and collective actions designed to identify and address issues of public concern. Civic engagement can take many forms, from individual voluntarism to organizational involvement to electoral participation. It can include efforts to directly address an issue, work with others in a community to solve a problem or interact with the institutions of representative democracy.

**Community Engagement** – An intentional and strategic process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, or affiliation to identify and address issues affecting their well-being.

**Cultural Practitioner** - Experienced artists, educators, and culture bearers skilled at making and sharing creative and cultural experiences with others. This group includes (but is not limited to) artists and community engagement specialists working in cultural spaces, community spaces, museums, galleries, theatres, dance and drama companies, and festivals, as well as freelance artists, performers, and writers.

**Health Equity** - The state in which everyone has a fair and just opportunity to attain their highest level of health.

**Public Health Awareness** – Communications campaigns seeking to change how people think about and act to make positive decisions about their health. Public health awareness campaigns involve a broad set of communication strategies and activities to disseminate relevant and persuasive health information to people who need such information to lead healthy lives. For FSNB, Public Health Awareness is defined as messaging that helps "stop the spread of COVID-19" as part of its Public Health Awareness campaigns.

**Social Justice:** Justice is the concept of fairness. Social justice is fairness as it manifests in society, including healthcare, employment, housing, and more. In a socially-just society, human rights are respected, and discrimination is not allowed to flourish. For social justice to become a reality, four pillars must be built: human rights, access, participation, and equity. Social justice can't be achieved without these four principles.

## Appendix 5: Technical Assistance

FSBN partners are available to offer guidance and clarification in preparing your application. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are deaf, hard of hearing, deaf-blind, have difficulty speaking, or require language translation may receive accommodations upon request.

Information sessions and office hours with available staff will be scheduled from February 22 through March 21. More information is available under “Resources” on the FSBN website at <https://www.sandiego.gov/far-south-border-north/grants>.

For further assistance, contact:

- *Application or Access:* FSBN partner, SDRACC at [sandiegoracc@gmail.com](mailto:sandiegoracc@gmail.com).
- *Online Technical Support:* Submittable at <https://www.submittable.com/help/submitter/>.