



Commission for Arts and Culture

FINAL PERFORMANCE REPORT FOR FISCAL YEAR 2016 OSP CONTRACTS

Submission Instructions and Checklist

Due no later than August 31, 2016 at 5:00 p.m.

Thank you for providing arts and culture services to The City of San Diego in Fiscal Year 2016. We appreciate the work your organization has done over the last year to serve San Diego's residents and visitors. Please read these instructions before completing and submitting the final performance report. A checklist of required materials is included.

The final performance report must be submitted online via <https://sandiego.cgweb.org> no later than August 31, 2016 at 5:00 p.m. Only submissions through the online portal will be accepted; no hand-delivered, emailed or mailed reports will be accepted. FY16 reimbursement payments, FY17 contracts and FY18 applications may be withheld or suspended, if all FY16 contractual obligations—including the submission of a complete and accurate FY16 Final Performance Report by the deadline—are not fulfilled.

To access the Final Performance Report form:

1. Go to <https://sandiego.cgweb.org/login.php> and log in using your organization's username and password. Use the same login information that was used for the application.
2. Select **"Edit Profile"** on the left side bar. Review and make sure your organization's contact information is accurate.
3. Select **"Current Programs and Applications"** on the left side bar.
4. Locate your organization's FY16 OSP Final Performance Report form. Be sure to select the **"OSP Final Performance Report"**

**CHECKLIST OF REQUIRED MATERIALS FOR SUBMITTING
FY16 OSP FINAL PERFORMANCE REPORT**

SECTION 1. FINANCIAL DISCLOSURES FOR PERIOD OF 07/01/15 – 06/30/16

ALL OSP Contractors must submit:

- Annual report in .pdf format (A report generated in CDP a.k.a. DataArts is acceptable.)
- Total amount of FY16 funding received through The City of San Diego Commission for Arts and Culture
- Completed table showing expenditures reimbursed with City funds

ADDITIONAL REQUIREMENT for OSP Contractors receiving a total amount of funding equaling \$10,000 or more:

- Statement of activities (a.k.a. income statement) in .pdf format (A report generated in CDP a.k.a. DataArts is acceptable.)
- Statement of financial position (a.k.a. balance sheet) in.pdf format (A report generated in CDP a.k.a. DataArts is acceptable.)

ADDITIONAL REQUIREMENT for OSP Contractors receiving a total amount of funding equaling \$75,000 or more:

- Audited financial statements in .pdf format

SECTION 2. NARRATIVE QUESTIONS

- Responses to all the questions are required.

SECTION 3. ATTACHMENTS

- Attach a minimum of one (1) and a maximum of three (3) examples (in .pdf format) of crediting The City of San Diego Commission for Arts and Culture in your organization's promotional materials

TIP: Saving a copy of your organization's online submission is strongly recommended.

A confirmation notice will be emailed upon the City's receipt of the final performance report. The notice indicates only that the submission has been received; the notice does not serve as confirmation that the submission is complete and accurate.

A confirmation notice will be emailed upon the City's receipt of the final performance report. The notice indicates only that the submission has been received; the notice does not serve as confirmation that the submission is complete and accurate. Commission staff will review the submitted information and contact your organization if it is found to be incomplete or inaccurate. Saving a copy of your organization's online submission is strongly recommended. To save a copy of the Final Performance Report, use the Current Programs and Applications page in the online portal; find the FY17 Final Performance Report listing and select PDF on the bottom line. This will automatically generate a PDF of the submitted report.

INSTRUCTIONS FOR SUBMITTING FY16 OSP FINAL PERFORMANCE REPORT

The final performance report must be submitted online via <https://sandiego.cgweb.org> no later than August 31, 2016 at 5:00 p.m. To access the Final Performance Report form:

1. Go to <https://sandiego.cgweb.org/login.php> and log in using your organization's username and password. Use the same login information that was used for the application.
2. Select **"Edit Profile"** on the left side bar. Review and make sure your organization's contact information is accurate.
3. Select **"Current Programs and Applications"** on the left side bar.
4. Locate your organization's FY16 OSP Final Performance Report form. Be sure to select the **"OSP Final Performance Report"**

SECTION 1. FINANCIAL DISCLOSURES FOR PERIOD OF 07/01/15 – 06/30/16

ALL OSP Contractors must submit:

- Annual report in .pdf format (A report generated in CDP a.k.a. DataArts is acceptable.) Instructions for using CDP (a.k.a. DataArts) to generate reports can be found later in this document.
- Total amount of FY16 funding received through The City of San Diego Commission for Arts and Culture. Calculate the total by adding the "Total Contract Amount" found in Article 3.1 of the contract and the total amount of funding stated on any amendment your organization might have received for augmentations from the Mayor and/or City Council.
- Completed table showing expenditures reimbursed with City funds. How were OSP funds spent? Reference your organization's FY16 Contract Exhibit A and Request for Payment forms. Use the expense categories provided to detail the allocation of funds.

ADDITIONAL REQUIREMENT for OSP Contractors receiving a total amount of funding equaling \$10,000 or more:

- Statement of activities (a.k.a. income statement) in .pdf format. A statement of activities reports revenues such as contributions, program fees, membership dues, grants, investment income, and funding released from restrictions. An "Unrestricted Activity Trend Report" generated through CDP (a.k.a. DataArts) is acceptable. Instructions for using CDP (a.k.a. DataArts) to generate reports can be found later in this document.
- Statement of financial position (a.k.a. balance sheet) in.pdf format. A statement of financial position reports your organization's assets, liabilities and the difference in

their totals. A "Balance Sheet Report" generated through CDP (a.k.a. DataArts) is acceptable. Instructions for using CDP (a.k.a. DataArts) to generate reports can be found later in this document.

ADDITIONAL REQUIREMENT for OSP Contractors receiving a total amount of funding equaling \$75,000 or more:

- Audited financial statements in .pdf format. Audited final statements are those which have been prepared in accordance with generally accepted accounting principles (GAAP) and audited by a Certified Public Accountant, in accordance with generally accepted accounting standards (GAAS). Should the closing of your organization's fiscal year prevent you from including the requisite audited financial statements by August 31, 2016 at 5:00 p.m., please provide a brief explanation and the estimated date that the materials will be submitted to the Commission (1,000 characters). Under no circumstances will these requisite audited financial statements be accepted more than one hundred-fifty (150) calendar days from the end of the fiscal year (June 30, 2016). All requisite audited financial statements are due to the Commission by November 28, 2016 at 5:00 p.m. without exception. Audited financial statements submitted between August 31, 2016 and November 28 2016 shall be emailed to Whitney Roux at wroux@san Diego.gov

SECTION 2. NARRATIVE QUESTIONS

- Responses to all the questions are required.

Organizational Reflection:

1. Besides financial resources, what does your organization believe are the three most pressing issues facing arts and culture non-profit organizations in San Diego and what indicators lead your organization to believe this? The Commission wants to understand the most pressing and widespread challenges arts and culture contractors are experiencing to inform future initiatives. (3,300 characters)
2. Please list the source and income percentage your organization was successful at procuring and/or generating in FY16 to meet your contracted match requirement? The total match amount required is found in Article 3.1.2 of your contract. Prior to answering please review the information provided on the Match Income Tables on submitted Requests for Payment forms. (3,300 characters)
3. What percentage of your organization's total budget came from the FY16 contract award?

Process Improvement:

4. Is FY16 the first year your organization was awarded a contract through The Commission for Arts and Culture? If yes, how did you first hear about applying for funding through The Commission for Arts and Culture?
 - A. Email
 - B. Attendance at a monthly Commission meeting
 - C. Twitter
 - D. Commission's website: www.sandiego.gov/arts-culture
 - E. Other - Please describe (250 characters):

5. What are your organization's top two preferred methods for receiving communications from The Commission for Arts and Culture? *Select two.*
 - A. Email
 - B. Attendance at a monthly Commission meeting
 - C. Twitter
 - D. Commission's website: www.sandiego.gov/arts-culture
 - E. Other - Please describe (250 characters):

6. Help us spend your time and our time wisely: Does your organization find our live, in-person technical assistance workshops for groups helpful in working with the Commission?
 - A. Yes
 - B. No
 - C. Don't know

7. Any tips your organization can offer to help us improve our live, in-person technical assistance workshops for groups? (1000 characters)

8. Help us improve our technical assistance offerings. What other formats would your organization prefer? *Select your top two most preferred options.*
 - A. Live Webinar or Teleconference with Q&A
 - B. Recorded Webinar or Teleconference
 - C. Instruction Manual
 - D. One-on-one meetings with Commission staff
 - E. Other - Please describe (250 characters):

SECTION 3. ATTACHMENTS

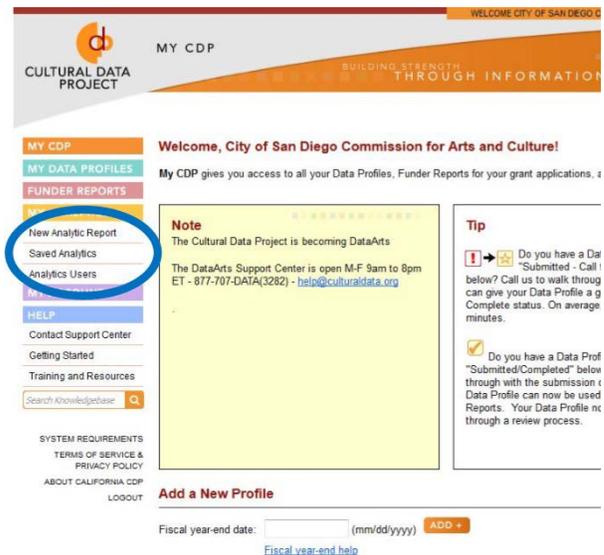
- Attach a minimum of one (1) and a maximum of three (3) examples (in .pdf format) of crediting The City of San Diego Commission for Arts and Culture in your organization's promotional materials

Questions? Whitney Roux, Arts and Culture Funding Programs Coordinator

WRoux@sandiego.gov or (619) 236-6798

Instructions for Using CDP (a.k.a. DataArts) to Generate Reports

- Using your organization's CDP information login to CDP- <http://www.culturaldata.org/>
- On the left hand side review the tabs, and select **MY ANALYTICS**.
- Then select **NEW ANALYTICS REPORT**.



- View the sidebar menu for a list of options, select:

ANNUAL REPORT
OR
UNRESTRICTED ACTIVITY
OR
BALANCE SHEET



- For **UNRESTRICTED ACTIVITY** and **BALANCE SHEET** only: Select **TREND**



- For **ANNUAL REPORT**: Select the most recently completed fiscal year, that most closely aligns with the timing of the contract, July 1, 2015-June 30, 2016.

- For **UNRESTRICTED ACTIVITY** and **BALANCE SHEET**: Select the two most recently completed fiscal years that most closely align with the timing of the contract, July 1, 2015-June 30, 2016.

- Select **VIEW REPORT**.

- Once the report is generated, go to the top right of the page and select **PRINT**; this will save the report as a PDF.

- Save using the naming convention:

“ORGANIZATIONNAME_FY16_Annual Report” or

“ORGANIZATIONNAME_FY16_Statementof Activities” or

“ORGANIZATIONNAME_FY16_Statementof FinancialPosition”

- Customizing with your organization’s name or abbreviation.

- Upload the saved documents into the online portal.

