The City of SAN DIEGO | **Commission for Arts and Culture** | **Instructions**

How to Complete a FY17 CCSD Final Performance Report

For Nonprofit Organizations Awarded Arts and Culture Contracts in Fiscal Year 2017

These instructions are for each nonprofit organization (Contractor) that has completed the scope of services related to their organization's FY17 Creative Communities San Diego (CCSD) contract.

QUICK START SUMMARY:

1. Read these instructions and review your organization's FY17 contract and Exhibit A.
2. Prepare the required financial disclosures and draft responses to the narrative questions.
3. Access the final performance report online at https://sandiego.cgweb.org/login.php.
4. Select *Edit Profile* on the left sidebar. Review and make sure the contact information is accurate.
5. Select *Current Programs and Applications* on the left sidebar.
6. Locate and select *FY17 CCSD Final Performance Report*. Do not click on the OSP version.
7. Complete all required questions and upload documents.
8. Once completed select *Submit* at the end of the report.

DETAILED INSTRUCTIONS:

What financial disclosures are required?

The financial disclosures required are dependent on the total award amount received by your organization under the FY17 CCSD contract. This amount is stated in Article 3.1 of the contract. If an organization has received augmented funds from the Mayor or City Council, the total award amount will be stated in the amendment to the contract. Once you know your organization's total award amount, review the following financial disclosure requirements.

What information does my organization need to complete the financial disclosures?

- FY17 request for payment forms for the project
- Profit and loss statement for the project
- Financial statements as described below, if applicable

All contractors must provide the following financial disclosures:

About the Project:

- CCSD Funds Expenditures Table
- Match Income Information Table

- Project Profit and Loss Statement
- Upload the *final report document,* generated by DataArts
    - If you have not completed a DataArts cultural data profile, please visit
      https://da.culturaldata.org/register to register and input your information. If needed, see
      instructions at the end of this document.
- Income Statement and Balance Sheet, if applicable
- Audited Financial Statements, if applicable

Additional Requirement for CCSD Contractors receiving a total amount of CCSD funds received equaling $10,000 or more:

Projects using a Fiscal Sponsor:

If your project used a fiscal sponsor for the FY17 CCSD contract, provide the following required documents, per Council Policy 100-03, from the fiscal sponsor organization:

- Statement of activities (a.k.a. income statement): A statement of activities reports revenues such as contributions, program fees, membership dues, grants, investment income, and funding released from restrictions.
- Statement of financial position (a.k.a. balance sheet): A statement of financial position reports your organization's assets, liabilities and the difference in their totals.

Projects not using a Fiscal Sponsor:

If your project did not use a fiscal sponsor, the final report document provided by DataArts, fulfills the requirement for a balance sheet and income statement.

Additional Requirement for CCSD Contractors receiving a total amount of CCSD funds received equaling $75,000 or more:

About the Organization or the Fiscal Sponsor:

Audited financial statements, submitted in a PDF format, are required. Audited final statements are those that 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). Contractors must submit Audited Financial Statements within 150 days of the end of your organization or fiscal sponsor's last completed fiscal year. For example, if your organization's fiscal year closes on June 30, 2017, your financial statements are due November 28, 2017.

Should the closing of your organization or fiscal sponsor's fiscal year prevent you from including the requisite audited financial statements by August 31, 2017, at 5:00 p.m., please provide a brief explanation and the estimated date you will submit the materials to the Commission

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

- The FY17 contract's Exhibit A, including the stated "Goals and Objectives."
- Projects will need to provide information on each of the goals and objectives stated in the Exhibit A, including the extent to which your organization met the goal and accomplished the objectives. See the substantive questions at the end of this document for a detailed list.

How many examples of materials crediting The City of San Diego should be uploaded?

Your project is required to provide a minimum of one (1) and maximum of three (3) examples that shows the use of the City logo and language required by Article 5.7 of the FY17 contract.

What format is required to upload documents?

All documents should be submitted as a PDF.

Who can I contact with questions or for technical assistance?

Contact Whitney Roux, Arts and Culture Funding Programs Coordinator at wroux@sandiego.gov.

Substantive Questions

Financial Disclosures

1. What was your organization's FY17 CCSD total award amount?
2. What percentage of the project's total budget came from the FY17 CCSD funds received?
3. How were CCSD funds spent? Complete the table showing expenditures reimbursed with City funds.
4. What sources were used to provide the required match income? Complete the table showing the source and income percentage your organization was successful in procuring and/or generating in FY17 to meet the match income requirement.
5. Upload your project's Profit and Loss statement showing actuals for revenue and expenses.
6. Upload the *final report document* generated by DataArts. If needed, see instructions at the end of this document.
7. If available, upload Audited Financial Statements for your organization or fiscal sponsor's last completed fiscal year. (If applicable)
8. If audited financial statements are not available at the time of this report, when does your organization or fiscal sponsor's fiscal year end? (If applicable)

Narrative Questions

1. For each of your project's goals and objectives, described in Exhibit A, answer the following: (1000 characters per section)
    i. Did your organization achieve this project goal?
    ii. If yes, describe the success in meeting the goal. Which objectives were met and which were not?
    iii. If no, what were the challenges that prevented your organization from meeting your project objectives and achieving the goal?
    iv. What impact has the outcome of this goal had on your project and its constituents?
2. 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? (500 characters)

Process Improvement

1. 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. (500 characters)

Acknowledgement

1. Attach a minimum of one (1) and a maximum of three (3) examples, in PDF format, crediting The City of San Diego in your project's promotional materials.

Instructions for Using DataArts

QUICK START SUMMARY:

1. Visit http://culturaldata.org/get-started/
2. Watch the instructional video at https://vimeo.com/180309446
3. Create a login for your organization/project.
4. Input your FY17 project data and, if available, any data from prior years.
5. Once your data profile is complete, you will be ready to run reports.
6. Using the *Reports* area, select the funder report function.
7. Select The City of San Diego Commission for Arts and Culture, *Final Report Document*.
8. Download your report as a PDF, and upload it to the final performance report on Go Grants.

If you have questions about using DataArts, email their *Help Desk* at help@culturaldata.org or call 877-707-DATA (3828).