



WELCOME!

**TECHNICAL ASSISTANCE WORKSHOP
ORGANIZATIONAL SUPPORT PROGRAM (OSP)
CREATIVE COMMUNITIES SAN DIEGO (CCSD)**



WORKSHOP FORMAT:



- 1. HOUSEKEEPING NOTES**
- 2. FOUR APPLICATION CONTENT SECTIONS**
- 3. EVALUATION RUBRIC**
- 4. TECHNICAL OVERVIEW – USING THE ONLINE PORTAL**
- 5. Q & A**



- 1. Overview of developments to FY17 applications.**
- 2. These are not grants. You are applying for a job to be hired as a City Contractor, providing arts and culture programs/services on the City's behalf.**



FUNDING PROGRAM GOALS:



CITY OF SAN DIEGO STRATEGIC PLAN

VISION:

A WORLD CLASS CITY FOR ALL

MISSION:

**TO EFFECTIVELY SERVE AND SUPPORT OUR
COMMUNITIES**



FUNDING PROGRAM GOALS:



CITY OF SAN DIEGO VALUES:

INTEGRITY

SERVICE

PEOPLE

EXCELLENCE



FUNDING PROGRAM GOALS:



CITY OF SAN DIEGO GOALS:

1. **PROVIDE HIGH QUALITY PUBLIC SERVICE**
2. **WORK IN COLLABORATION WITH OUR COMMUNITIES TO CREATE SAFE AND LIVABLE NEIGHBORHOODS**
3. **CREATE AND SUSTAIN A RESILIENT AND ECONOMICALLY PROSPEROUS CITY**



FUNDING PROGRAM GOALS:



COUNCIL POLICY 100-03
Arts, Culture, Community Festival
Category of TOT



FUNDING PROGRAM GOALS:



OSP PROGRAM:

General Operating Support for delivery of programs with an emphasis on services that impact San Diego's quality of life and tourism.



FUNDING PROGRAM GOALS:



CCSD PROGRAM:

1. Project support to community-based festivals, parades, and celebrations, with an emphasis on promoting neighborhood pride and community reinvestment.
2. Projects that make arts and culture more available and accessible in San Diego neighborhoods, and encourage people of diverse backgrounds and ages to share their heritage and culture.

FOUR APPLICATION CONTENT SECTIONS



- 1) **SECTOR SUSTAINABILITY**
 - a) Governance & Leadership
 - b) Administrative Capacity
 - c) Fiscal Competence
 - d) Institutional Advancement
- 2) **ARTISTIC EXCELLENCE**
- 3) **ENGAGEMENT**
- 4) **EQUITY & INCLUSION**

KEY PERFORMANCE INDICATORS (KPI'S)



- 1) **Review criteria used by panelists when evaluating your application.**
- 2) **KPI's are listed at the top of each of the FOUR CONTENT SECTIONS to utilize as guiding principles when reviewing your responses to the application questions.**

III. ENGAGEMENT

KEY PERFORMANCE INDICATORS:

- The organization demonstrates capacity to evaluate program effectiveness.
- The organization provides impactful inreach and outreach activities commensurate to the organization's mission, and capacity.
- The organization can measure impact both quantitatively and qualitatively.
- The organization provides high-quality public events with relevant content that results in more engaged audiences.

a. How does your organization define ENGAGEMENT?

b. Describe the core audience your organization serves that speaks to your organization's uniqueness. (Consider your organization's competitive advantages and niche for serving this specific demographic). How has your organization engaged this particular audience?

c. Provide specific examples of how you know your organization's program/services is meeting the needs of this specific demographic.

d. Describe the methods you use for measuring the effectiveness of your engagement activities and programmatic impact.

e. List your organization's top ENGAGEMENT achievements of the past three years.

f. IN-REACH is defined as: The attendance by groups of people coming to any venue owned, rented or otherwise controlled by an organization from any of the City's Council Districts.

Select one INREACH activity and share a brief story of how an individual/group of individuals were impacted by experiencing a particular program/service your organization provides. Provide demographic information about the beneficiary/beneficiaries, and the location/City Council District in which the activity took place.

g. OUTREACH is defined as: Programs and services implemented at locations other than an organization's primary location, including those locations that are owned or rented and those

GOALS AND OBJECTIVES SECTION

(Deliverables)



- **GOAL** = What are you trying to achieve?
- **OBJECTIVE** = What are you going to do to try to achieve your goal that is measurable and time-specific?
- Write at least **ONE GOAL** related to each of the **FOUR APPLICATION CONTENT SECTIONS**.
- If you receive an award, you will need to include how you **MEASURED** these goals in your required final report.

GOALS AND OBJECTIVES SECTION *(a.k.a. Your Deliverables)*



CONTENT SECTION #1 (OF 4)

SECTOR SUSTAINABILITY

***NOTE: This content section has four subsections:
select one of the following subsections:***

- 1. Governance & Leadership, or***
- 2. Administrative Capacity, or***
- 3. Fiscal Competence, or***
- 4. Institutional Advancement***

GOALS AND OBJECTIVES SECTION

(Examples)



SECTOR SUSTAINABILITY GOAL:

(Related to Governance & Leadership)

IMPROVE BOARD RECRUITMENT PRACTICES

OBJECTIVES:

- **By the next board retreat, assess board composition and evaluate what skills are needed to ensure a diverse governing body.**
- **Recruit 3 new board members by December 31, 2016.**

GOALS AND OBJECTIVES SECTION

(Example)



SECTOR SUSTAINABILITY GOAL:

(Related to Institutional Advancement)

STRENGTHEN FUNDRAISING CAPACITY

OBJECTIVES:

- **By January 15, 2017, hire a contract grant writer**
- **By June 30, 2017, apply for 3 new foundation grants**

GOALS AND OBJECTIVES SECTION

(Example)



CONTENT SECTION #2 (OF 4)

ARTISTIC EXCELLENCE

ARTISTIC EXCELLENCE GOAL:

PRESENT NEW ARTISTIC WORK

OBJECTIVE:

- By January 15, 2017, present new world premiere play by Tony award winning playwright Joe Schmo.

GOALS AND OBJECTIVES SECTION

(Example)



CONTENT SECTION #3 (OF 4) – ENGAGEMENT

ENGAGEMENT GOAL:

DEVELOP TRADITIONALLY UNDERSERVED AUDIENCES

OBJECTIVE:

- By the end of the 2016-2017 season, increase the number of audience members under the age of 30 by 15% (as measured by surveys and school field trip teacher attendance rosters)

GOALS AND OBJECTIVES SECTION

(Example)



CONTENT SECTION #4 (OF 4) – EQUITY & INCLUSION
(Consider: programming, staff, board, beneficiaries, etc.)

EQUITY & INCLUSION GOAL:

IMPROVE ACCESSIBILITY

OBJECTIVES:

- During the 2016-2017 season, offer 3 sensory friendly performances of the ABC Show
- On January 15, 2017, offer 2 free performances of the XYZ Show to military families
- During the 2016-2017 season, offer 2 ASL performances for the hearing impaired.

OSP APPLICANTS ONLY: INREACH AND OUTREACH DATA COLLECTION TOOLS



1. Online Survey Monkey to collect info about **SCHOOLS**.
 - **NOTE: THERE ARE 2 SURVEY MONKEYS!**
 - **BONUS FEATURE:** Eliminate guesswork -- now includes pre-populated school name and respective Council District
2. Application NARRATIVE to collect info about **NON-SCHOOL** related activities (what you did, where, # of people served)
 - **BONUS FEATURE:** Eliminate guesswork -- now includes zip codes for City Council Districts

OSP APPLICANTS ONLY:
CULTURAL DATA PROJECT (CDP)
FUNDER REPORT



1. Submit your Data Profile to CDP Staff by **January 27, 2016 by 9:00 a.m.**
2. Upload your approved and verified **FUNDER REPORT** in the Fiscal Competence section in the online application.
3. Attachment should NOT contain the “DRAFT” watermark.

OSP APPLICANTS ONLY:

CDP FUNDER REPORT BUDGET NOTES



Explain major variances both both increases and decreases

- Annual Operating Income (AOI) of \$499,000 or less = explain 10%+ variances
- Annual Operating Income (AOI) of \$500,000 or more = explain 20%+ variances

EXAMPLES:

Revenue Line Item #17: Strong investment performance

Revenue Line Item #28: NEA award was larger

Expense Line Item #34: Cost of materials increased

CCSD APPLICANTS ONLY:



- **FISCALLY SPONSORED ORGANIZATIONS:** An established nonprofit, tax-exempt organization that chooses to support a project. Assumes liabilities, legal and tax reporting requirements associated with accepting contract award. Becomes the applicant.
- **EVENT PRODUCER:** Entity responsible for implementing proposed project.

FOR BOTH OSP AND CCSD APPLICANTS



- **REQUIRED CASH MATCH:** Contractors must match City funding at a 3:1 CASH ratio for every \$1 the City invests. Cash match may come from a variety of earned or contributed revenue sources, but cannot come from The City of San Diego.
- **EXCEPTION – (CCSD PROGRAM ONLY)**
 - Contractors with project TOTAL CASH EXPENSES of **\$30,000 or less** must match City funding at a 2:1 ratio. You can include up to 50% of in-kind contributions; maximum up to \$10,000.
EXAMPLE: Your project TOTAL CASH EXPENSES is \$25,000. You can include in-kind contributions of \$5,000 to bring your TOTAL CASH EXPENSES to \$30,000. If your award amount is \$5,000, your 2:1 match would be \$10,000. Using the above exception, you can include \$5,000 from in-kind contributions as part of your 2:1 match and the remaining \$5,000 needs to come from other cash contributed or earned revenue sources.
- **REIMBURSEMENT:** Spend it, you pay for the expense and then invoice/request for reimbursement. No advance payments. Expenses need to incur during FY17 dates: July 1, 2016 to June 30, 2017.

FOR BOTH OSP AND CCSD APPLICANTS



- **Get to the point. Be succinct.**
- **No jargon - don't make the reader guess at what you are trying to say.**
- **Help the reader's eyes. Organize thoughts. Use HEADERS and Bulleted Lists**
- **Online application only allows CAPS or "*" to format. You can also use "-, numbers, or letters" to create bulleted lists.**

HEADER:

- **Bulleted list**
- **Bulleted list**
- **Bulleted list**
- ***EMPHASIZE SOMETHING***

FOR BOTH OSP AND CCSD APPLICANTS



- **DANCE BREAK!**
- **SAY HI TO YOUR NEIGHBOR!**
- **RELAX!**
- **SMILE!** 😊

The FY17 Evaluation Rubric

Why use a rubric?

- ▶ Objective
- ▶ Allows applicants to see where they can improve.
- ▶ Evaluating the APPLICATION not the Applicant!

Key Performance Indicators (KPIs)

- ▶ Best Practices
- ▶ Signs of health and stability
- ▶ Relevant to the nonprofit arts sector
- ▶ Can be found in the application

Rubric Criteria

- ▶ Credibility
- ▶ Competence
- ▶ Engagement

- ▶ Four Points Possible
 - ▶ Strong-4 Points
 - ▶ Good- 3 Points
 - ▶ Basic- 2 Points
 - ▶ Weak- 1 Point

Credibility

- How well do you support the statements in your application?
- Think of this as your references, past history and the evidence to support your statements.

Credibility- Strong (4 Points)

- ▶ Consistent evidence (e.g. citations from media or academia, work samples, testimonials, critical reviews, etc.) is provided to support claims.
- ▶ Source of the evidence is a trade publication, national or international media, accredited university, a person widely recognized as an expert or another trustworthy source.
- ▶ Problem-solving logic is well articulated to explain the ideas and actions explored to arrive at a solution.
- ▶ Consistently provides details to show how the organization identifies with and compares to other similar organizations

Credibility- Weak (1 Point)

- ▶ Minimal evidence is provided to support claims.
- ▶ Source of the evidence is vague, uncited, or almost entirely anecdotal.
- ▶ Problem-solving logic is not articulated to explain the ideas and actions explored to arrive at a solution.
- ▶ Provides minimal details to show how the organization identifies with and compares to other similar organizations.

Credibility- Example

Applicant says- “ Theatre of the Living is the greatest performing arts producer in all of Southern California.”

- Where is the evidence to support this claim?
- What evidence can help you articulate this claim?

Credibility- Example

Applicant says- “ The LA Times named Theatre of the Living in the top performing art producers in Southern California (April 25, 2015); and NPR called *Hi My Name Is...* “a model for modern theater” (Fresh Air, March 15, 2015).

Competence

- How well written and concise is the application?
- Is there attention to detail?
- Does it show thoroughness and thoughtfulness?

Competence - Strong (4 Points)

- ▶ All the questions are answered completely.
- ▶ Grammar, spelling and punctuation are correct.
- ▶ The narrator's point of view is third person.
- ▶ Minimal repetition.
- ▶ No extraneous information is given.
- ▶ Information is organized logically.
- ▶ Information is expressed concisely.
- ▶ In nearly all cases, word choices are specific.

Competence - Weak (1 Point)

- ▶ Answers to some questions are missing, incomplete, or too vague to be responsive.
- ▶ Several grammar, spelling and punctuation errors.
- ▶ The narrator's point of view is first or second person.
- ▶ Significant repetition.
- ▶ Ideas are meandering.
- ▶ Main ideas are hard to find in the narrative.
- ▶ Word choices are vague or generic.

Engagement

- How well are you telling your story?
- Is it compelling?
- Does it make us want to know more?

Engagement- Strong (4 Points)

- ▶ Tone is natural and easy.
- ▶ Consistently uses transitions to connect ideas and facilitate flow.
- ▶ Consistently piques and retains the reader's interest using language that “shows” rather than “tells” and varied length of sentence structure.
- ▶ Consistently conveys the personality/spirit of the organization.

Engagement- Weak (1 Point)

- ▶ Tone is monotone or flat.
- ▶ Lacks transitions to connect ideas and facilitate flow.
- ▶ Does not pique and retain the reader's interest. Language is vague and sentence structure is run-on or choppy or awkward. Does not convey the personality/spirit of the organization.

Remember: We're hiring you to produce arts and culture experiences!

So use your application to tell a great story.

Show that you are credible, competent and sell yourself!

Using the Online Application

City of San Diego Commission for Arts and Culture

Getting Started

Go to: <https://sandiego.cgweb.org/>

The screenshot shows a web browser window with the address bar displaying <https://sandiego.cgweb.org/login.php>. The page content includes the logo for 'vibrant culture vibrant city' and the text 'City of San Diego Commission for Arts and Culture'. A 'Database Status: Connected January 10th, 2016 12:59 pm' message is visible in the top right. On the left side, there is a vertical menu with buttons for 'Home', 'Tips on Using the System', 'INSTRUCTIONS: How to Upload Digital Samples', 'Important Eligibility Requirements', and 'Login'. The 'Login' button is circled in red. Below the menu is an 'Adjust font size' section with 'AAAA' text. The main content area features a login form with 'User Name:' and 'Password:' labels, input fields, and a 'Login' button. Below the form are links for 'Forgot your Username or Password?' and 'Enter your email address:' with a 'Remind me!' button. At the bottom, there is a link for 'New to the site? Click Here to create a new profile.' and a 'Tech Tips' icon.

Update Your Profile Information

Tech Tips

Primary Contact Information

Salutation: Mr.

* First Name: Carlos - test -

Middle Initial:

* Last Name: Cristani - test -

* Phone: (858) 232-2375

* Email: cristiani@peninsulaconsultants

* Confirm Email: cristiani@peninsulaconsultants

* Username: cristiani

* Password: *****

* Confirm Password: *****

Applicant Information

* Legal Name (Organization or Individual): Test Organization

Date of 501(c)3 incorporation (if applicable): 01 - 01 - 2013

FEIN/TAX ID (if applicable):

* Address: 5217 Mangot Pl

Address (line 2):

* City: San Diego

* Country: UNITED STATES

* State/Province: California

* Postal Code: 92124

* Phone: (858) 232-2375

Fax:

* Congressional District: 0
For At-Large Districts enter "00"

* State House District: 0

* State Senate District: 77
Find your district numbers at Vote Smart by entering in your 9-digit zip code.

Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Tips on Using the System

INSTRUCTIONS: How to Upload Digital Samples

Important Eligibility Requirements

Logout

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Current Programs & Applications

vibrant culture vibrant city
Commission for Arts and Culture
City of San Diego

City of San Diego Commission for Arts and Culture
Carlos - test - Cristiano - test - - Test Organization

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Home
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A A A A

T Tech Tips

FY16 Creative Communities San Diego (CCSD) Application for Funding

The Creative Communities San Diego (CCSD) provides financial support for eligible projects implemented by eligible nonprofit organizations. Model projects offer opportunities for San Diego residents in every community and visitors to create, learn about, enjoy and participate in arts and culture.

Eligible projects achieve one or more of the goals identified in this application and include, but are not limited to festivals, parades, out-of-school arts education, and single productions and exhibits.

Available: October 25th, 2014 12:01 AM
Final Submission Deadline: February 7th, 2015 11:59 PM

FY15 Contract Requirements (OSP and CCSD)

This "application" will help you get all your FY15 Contract requirements together. You will still need to submit two hard copies of everything. The actual "Agreement" will be handed out at the contracts workshop on July 30, 2014 or mailed to you after that if you do not attend the workshop.

Available: July 16th, 2014 12:00 PM
Final Submission Deadline: December 31st, 2014 5:00 PM

FY14 OSP Final Report Form

Use this form to submit your FY14 OSP Final Report. The deadline is September 30, 2014. The deadline date below says "December 30, 2014" in order to allow late submissions. Contractors submitting a FY14 Final Report after September 30, 2014, however, are not eligible to submit a FY16 Short Form Application.

Available: June 24th, 2014 9:12 AM
Final Submission Deadline: December 30th, 2014 5:00 PM

FY16 Organizational Support Program (OSP) Application for Funding

The Organizational Support Program (OSP) provides core support or general operating support for arts and culture nonprofit organizations located within the City of San Diego. Core support may be used not only for the delivery of services or other activities directly in pursuit of the organization's mission, but also for administrative and fundraising expenses (overhead).

Diversity and the inclusive environment that it engenders are core values of the City of San Diego Commission for Arts and Culture (Commission). The Commission welcomes organizations that embody and embrace diversity and believes that they will be positioned to grow and help San Diego become a more vibrant city.

Application Pages



FY17 Organizational Support Program (OSP) Application for Funding #OSP17-0001

Application Pages

- Organizational Information
- I.A. SECTOR SUSTAINABILITY: Governance and Leadership
- I.B. SECTOR SUSTAINABILITY: Administrative Capacity
- I.C. SECTOR SUSTAINABILITY: Fiscal Competence
- I.D. SECTOR SUSTAINABILITY: Institutional Advancement
- I.D. SECTOR SUSTAINABILITY: Institutional Advancement
- II. ARTISTIC PROGRAMMATIC EXCELLENCE
- III. ENGAGEMENT
- IV. Outreach and Inreach Information
- V. EQUITY & INCLUSION
- VI. GOALS AND OBJECTIVES
- Work Samples
- Info: Calculating Annual Operating Income
- Contacts
- Submit Application



All Pages in the Application

Organizational Information

Are you a new applicant to the Commission for Arts and Culture?

[help!](#)

- Yes, I am a new applicant
- No, I have been previously funded by the Commission

*What is your organization's mission statement?

Character Count: 0 out of 500

*Please describe three of your core programs and services.

Character Count: 0 out of 2000

*What is the number of the Council District where your primary administrative offices are located.

[help!](#)

Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Tips on Using the System

INSTRUCTIONS: How to Upload Digital Samples

Important Eligibility Requirements

Logout

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A A A A

n. Attach your current Conflict of Interest policy with the date of adoption. Attach as a PDF.

No file uploaded.
[upload file](#)

*o. Describe the board's role in strategic planning. How does the board participate with staff in determining programmatic and administrative strategies and overall long-term priorities?

Answer to this question.

Character Count: 2 out of 1500

*p. Describe the board's role in approving annual budgets, and reviewing periodically reports that the organization has the necessary resources to carry out its mission.

Answer to this question.

Character Count: 24 out of 1500

[Did I Complete This Page?](#)



Questions Types

- ▶ Narrative
- ▶ File Uploads
- ▶ Tables
- ▶ Yes or No
- ▶ Work Samples

Answering Narrative Questions

I-A. SECTOR SUSTAINABILITY- Governance and Leadership

KEY PERFORMANCE INDICATORS:

- There is a culture of high expectations, transparency, integrity, and accountability.
- The board provides effective governance; understands their legal and fiduciary responsibilities; and have practices in place to ensure accountability to themselves as a governing body for the organization.
- The board understands its role in ensuring that the organization has the necessary resources to carry out its mission.
- Board Member's skills are relevant to the organizations needs and constituents served.
- The board is appropriately sized and genuinely independent, (not dominated by employees, family, beneficiaries and or business partners).

Save Work

*a. Describe your board's composition. Explain how their skills and experience are relevant to the organization's needs and constituents that you serve. Describe how you ensure a balanced composition to make up a diverse governing body that is also genuinely independent (not dominated by family, employees, beneficiaries, or business partners).

Character Count: 0 out of 1500

*b. Attach brief biographies of your board members with respective term limits. Attach as a PDF.

No file uploaded.
[upload file](#)

*c. Describe you board professional development and on-boarding strategies. How do Board Members receive training about what is expected of them?

Character Count: 0 out of 1000

*d. Attach a job description or Board Agreement, including date of adoption. Attach as a PDF.

No file uploaded.
[upload file](#)

*e. Are any of your board members or any members of their immediate family compensated in any way by your organization?

- Yes.
 No.

f. If yes, please disclose the specifics and provide the rationale for allowing this practice to take place.

*g. Are any staff, contractors, volunteers or board members related to each other or each other's immediate family members?



Narrative

Answering File Upload Questions

I-A. SECTOR SUSTAINABILITY- Governance and Leadership

KEY PERFORMANCE INDICATORS:

- There is a culture of high expectations, transparency, integrity, and accountability.
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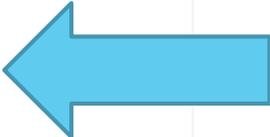
No file uploaded.
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File Upload

Answering Table Questions

I-C. SECTOR SUSTAINABILITY- Fiscal Competence

3 YEARS PROJECT BUDGET *EXPENSE* TABLE

Use the first two sections of this table to account for project-specific expenses.

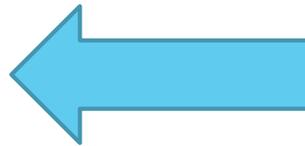
-PERSONNEL EXPENSES (Section 1): SHOULD NOT show payments to staff that have responsibilities other than implementing the project.

-OPERATING EXPENSES (Section 2): SHOULD NOT show payments or any percentage of general operating expenses, for example rent, phone, or electric. SHOULD NOT include any expenses compensated for by in-kind donations.

- OVERHEAD EXPENSES (Section 3): SHOULD show General Operating expenses such as rent, phone, or electric. The total in OVERHEAD EXPENSES should not be more than 10% of the total expenses for the project.

If this is a new project, leave the first two columns BLANK.

	2 Years Past Project (FY15)	Most Recently Completed Project (FY16)	Proposed Project (FY17)
Section 1: PERSONNEL - Cash Expenses - Project-Only			
1. Artists	163,047	158,083	230,000
2. Technical/Production	20,850	23,467	26,000
3. Contracted Project Management	52,646	57,727	77,050
4. Security	24,337	29,289	26,000
5. All Other Personnel	12,090	15,776	27,700
Subtotals:	272,970	284,342	386,750
	2 Years Past Project (FY15)	Most Recently Completed Project (FY16)	Proposed Project (FY17)
Section 2: OPERATING - Cash Expenses - Project-Only			
6. Rent/Facility	12,469	0	0
7. Materials/Supplies	270,613	0	0
8. Marketing/Publicity	0	0	0
9. Insurance (only if its just for the project)	0	0	0
10. Printing	0	0	0
11. Fees/Licenses/Permits	0	0	0
12. Other	0	0	0
Subtotals:	283,082	0	0
	2 Years Past Project (FY15)	Most Recently Completed Project (FY16)	Proposed Project (FY17)
Section 3: OVERHEAD (List each "overhead" expense line item in the blank spaces.			



Table

Answering Yes or No Questions

***e. Are any of your board members or any members of their immediate family compensated in any way by your organization?**

Yes.

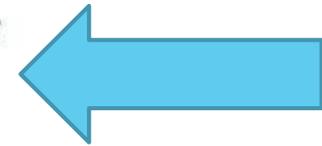
No.

f. If yes, please disclose the specifics and provide the rationale for allowing this practice to take place.

***g. Are any staff, contractors, volunteers or board members related to each other or each other's immediate family members?**

Yes

No.



Yes or No

n. Attach your current Conflict of Interest policy with the date of adoption. Attach as a PDF.

No file uploaded.
[upload file](#)

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*p. Describe the board's role in approving annual budgets, and reviewing periodically reports that the organization has the necessary resources to carry out its mission.

Answer to this question.

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[Did I Complete This Page?](#)



Work Samples

The process of building your Media Library and adding Work Samples to your FY17 Application.

Work Samples Process

Step 1: Removing Your Past Media Files
(For Previous Applicants)

Step 2: Adding new Media Files

Step 3: Select Media Files to attach as
Work Samples to FY17 Application

Be sure to read the Media Files Rules

- ▶ Each type of Media has its own rules about the size and types of files that can be uploaded.
- ▶ Find these by clicking on- Manage Work Samples, then the Media Type.
- ▶ Example:
 - ▶ Image Uploading Rules
 - ▶ **Dimensions:** 1920 pixels horizontal / 1920 pixels vertical
 - ▶ **File Format:** Baseline JPG (do not use progressive JPG format)
 - ▶ **Compression :** Please size your image to be no more than 1.8 MB in file size.



City of San Diego Commission for Arts and Culture
Carlos - test - Cristiani - test - - Test Organization

Database Status: Connected
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Home

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INSTRUCTIONS: How to Upload Digital Samples

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Final Submission Deadline: February 7th, 2015 11:59 PM

FY15 Contract Requirements (OSP and CCSD)

This "application" will help you get all your FY15 Contract requirements. The contracts workshop on July 30, 2014 or mailed to you after that if you do not attend the workshop.

Available: July 16th, 2014 12:00 PM
Final Submission Deadline: December 31st, 2014 5:00 PM

FY14 OSP Final Report Form

Use this form to submit your FY14 OSP Final Report. The deadline is September 30, 2014. The deadline date below says "December 30, 2014" in order to allow late submissions. Contractors submitting a FY14 Final Report after September 30, 2014, however, are not eligible to submit a FY16 Short Form Application.

Available: June 24th, 2014 9:12 AM
Final Submission Deadline: December 30th, 2014 5:00 PM

FY16 Organizational Support Program (OSP) Application for Funding

The Organizational Support Program (OSP) provides core support or general operating support for arts and culture nonprofit organizations located within the City of San Diego. Core support may be used not only for the delivery of services or other activities directly in pursuit of the organization's mission, but also for administrative and fundraising expenses (overhead).

Diversity and the inclusive environment that it engenders are core values of the City of San Diego Commission for Arts and Culture (Commission). The Commission welcomes organizations that embody and embrace diversity and believes that they will be positioned to grow and help San Diego become a more vibrant city.

Click on Manage Work Samples

Home

Edit Profile

Current Programs &
Applications

Manage
Work Samples

Tips on Using the
System

INSTRUCTIONS: How to
Upload Digital Samples

Important Eligibility
Requirements

Logout

Adjust font size:



Welcome! You are at the Manage Samples Main Menu.

This menu allows you to create and maintain your "banks" of work samples.

There are four types of samples collected here:

1. Images
2. Audio
3. Video
4. Written

Each sample type has its own "Manage Samples Bank." Consider these banks as your Image Portfolio, Audio Inventory, Video Inventory and Written Document Library.

These banks will list existing samples and allow you to modify, remove, enlarge, duplicate samples, or add new samples. You can use these banks to maintain your work samples that may be requested by the City of San Diego Commission for Arts and Culture. This is the collection tool for these samples. This is not your application. There will be a separate selection tool within the actual application.

For instructions on how to upload files to each of these banks and then select which files from each bank to add to your application, click on the **INSTRUCTIONS: How to Upload Digital Samples** button in the blue navigation bar to the left.

All samples must be attached to the application using the "Work Sample" page of the application. Samples panel.

You have used 0.386% of your storage quota
(498.071 MB remaining)

Images

This is where you can create an inventory of your images.

Audio

This is where you can create an inventory of audio samples. You will upload your audio files here.

Video

This is where you can create an inventory of video samples. You will upload your video files here.

Written Documents

This is where you can create a library of written documents (including the CDP Funder Report for OSP applicants). You will upload a PDF version of your documents here.

You have used 0.386% of your storage quota
(498.071 MB remaining)

Click on the various types of media to see if you have samples left from previous years.



- Home
- Edit Profile
- Current Programs & Applications
- Manage Work Samples
- Tips on Using the System
- INSTRUCTIONS: How to Upload Digital Samples
- Important Eligibility Requirements
- Logout

Adjust font size:
A A A A



Image Bank:

Welcome to your Image Bank! This is where you manage your inventory of images and select which ones to attach to the application.

All image files must be formatted at 1920x1920 pixels and saved as a JPG.

Click [here](#) for more image file formatting instructions.

To get to your application click [Current Programs & Applications](#).

You currently have 2 of 10 possible images



You have used 0.386% of your storage quota
(498.071 MB remaining)

[Click to Add Images](#)



title: CAC WORK SAMPLE 1
file size: 1.109 MB
Permission granted for marketing use.

[detail view](#) | [modify](#) | [remove](#) | [duplicate](#)



title: CAC WORK SAMPLE 2
file size: 0.819 MB
Permission granted for marketing use.

[detail view](#) | [modify](#) | [remove](#) | [duplicate](#)

You currently have 2 of 10 possible images



See your images from past years.

Step 1: Removing Past Media Files

- Inside Work Samples Library
- Click “Remove”

[Click to Add Images](#)



title: CAC WORK SAMPLE 1

file size: 1.109 MB

Permission granted for marketing use.

[detail view](#) | [modify](#) | [remove](#) | [duplicate](#)



title: CAC WORK SAMPLE 2

file size: 0.819 MB

Permission granted for marketing use.

[detail view](#) | [modify](#) | [remove](#) | [duplicate](#)

Step 2: Adding New Media Files

- Inside Work Samples Library
- Click “Add Images”



The screenshot displays a media library interface with two entries. At the top, a button labeled "Click to Add Images" is circled in red. Below it, the first entry features a thumbnail of a building with a sign that says "WELFARE". To the right of the thumbnail, the text reads: "title: CAC WORK SAMPLE 1", "file size: 1.109 MB", and "Permission granted for marketing use." Below the thumbnail and text are the links "detail view", "modify", "remove", and "duplicate". The second entry features a thumbnail of two people exercising on a ball. To the right, the text reads: "title: CAC WORK SAMPLE 2", "file size: 0.819 MB", and "Permission granted for marketing use." Below this thumbnail and text are the same links: "detail view", "modify", "remove", and "duplicate".

**Be sure to read
the Media Files
Rules!**

Step 3: Assign to your FY17 Application

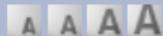
The image shows a screenshot of a web application interface. On the left is a vertical sidebar with several buttons: Home, Edit Profile, Current Programs & Applications, Manage Work Samples, Tips on Using the System, INSTRUCTIONS: How to Upload Digital Samples, Important Eligibility Requirements, and Logout. Below the sidebar is a font size adjustment tool with the text 'Adjust font size:' and five 'A' icons of varying sizes. The main content area on the right features a 'Tech Tips' logo in the top right corner. It contains three sections of information:

- FY16 Creative Communities San Diego (CCSD) Application for Funding**: A blue arrow points to the 'Current Programs & Applications' button in the sidebar. A black callout box with white text says 'Click on Current Programs and Applications'. The text below describes the CCSD program and includes a 'Final Submission Deadline: February 7th, 2015 11:59 PM'.
- FY15 Contract Requirements (OSP and CCSD)**: Text describing the application process and includes 'Available: July 16th, 2014 12:00 PM' and 'Final Submission Deadline: December 31st, 2014 5:00 PM'.
- FY14 OSP Final Report Form**: Text describing the report form and includes 'Available: June 24th, 2014 9:12 AM' and 'Final Submission Deadline: December 30th, 2014 5:00 PM'.

At the bottom, there is a section for **FY16 Organizational Support Program (OSP) Application for Funding** with introductory text.

[Home](#)[Edit Profile](#)[Current Programs & Applications](#)[Manage Work Samples](#)[Tips on Using the System](#)[INSTRUCTIONS: How to Upload Digital Samples](#)[Important Eligibility Requirements](#)[Logout](#)

Adjust font size:



FY17 Organizational Support Program (OSP) Application for Funding #OSP17-0001

[Application Pages](#)

- [Organizational Information](#)
- [I-A. SECTOR SUSTAINABILITY- Governance and Leadership](#)
- [I-B. SECTOR SUSTAINABILITY- Administrative Capacity](#)
- [I-C. SECTOR SUSTAINABILITY- Fiscal Competence](#)
- [I-D. SECTOR SUSTAINABILITY- Institutional Advancement](#)
- [I-D. SECTOR SUSTAINABILITY- Institutional Advancement](#)
- [II. ARTISTIC/PROGRAMMATIC EXCELLENCE](#)
- [III. ENGAGEMENT](#)
- [IV. Outreach and Inreach Information](#)
- [V. EQUITY & INCLUSION](#)
- [VI. GOALS AND OBJECTIVES](#)
- [Work Samples](#)
- [Info: Calculating Annual Operating Income](#)
- [Contacts](#)
- [Submit Application](#)

Organizational Information

Are you a new applicant to the Commission for Arts and Culture?

help!

- Yes, I am a new applicant
- No, I have been previously funded by the Commission

*What is your organization's mission statement?

Character Count: 0 out of 500

*Please describe three of your core programs and services.

Tips on Using the System

INSTRUCTIONS: How to Upload Digital Samples

Important Eligibility Requirements

Logout

Adjust font size:
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Please check your granting agency's guidelines for sample requirements.

✓ You have assigned 0 sample to your current submission.

Work Samples

Images

You have 2 Images in your bank.

[Image Bank](#)

You've submitted 0 of them to this application.

[Make Selection](#)



Audio Samples

You have no Audio Samples in your bank.

[Audio Bank](#)

Video Samples

You have no Video Samples in your bank.

[Video Bank](#)

Written Documents

You have no Written Documents in your bank.

[Writing Bank](#)

Sample Sort Order

Samples will be viewed as shown below:

Click on Make Selection

Important Eligibility Requirements

Logout

Adjust font size:
A A A A

Work Samples

Images

You have 2 Images in your bank.

Image Bank

You've submitted 0 of them to this application.

Make Selection

Save Close Frame

You must click "Save" within this frame to save your selection. Once you have made your selection click the "Close Frame" button to continue.

Select your samples below:



Select 'CAC WORK SAMPLE 1' for Application #OSP17-0001

title CAC WORK SAMPLE 1

file size 1.109 MB

Permission granted for City of San Diego Commission for Arts and Culture marketing use.

detail view



Select 'CAC WORK SAMPLE 2' for Application #OSP17-0001

title CAC WORK SAMPLE 2

file size 0.819 MB

Permission granted for City of San Diego Commission for Arts and Culture marketing use.

detail view

Save



Click Save

Click the "close frame" button to continue.

Audio Samples

The End!