



Commission for Arts and Culture

Instructions

How to Complete a FY18 AEEI Final Performance Report

For Nonprofit Organizations Awarded AEEI Contracts in Fiscal Year 2018

These instructions are for each nonprofit organization (Contractor) that has completed the scope of services related to their organization's FY18 Arts Education Enrichment Initiative (AEEI) contract.

QUICK START SUMMARY:

1. Read these instructions and review your organization's FY18 contract amendment and attached Exhibit.
2. Prepare the required financial disclosures and draft responses to the narrative questions.
3. Login to your organization's Go Smart Account at <https://sandiego.gosmart.org/>.
4. Select Current Programs/Applications on the top menu.
5. Locate the FY18 AEEI Request for Proposal, and select *Final Report- Start*.
6. Complete all required questions and upload documents.
7. Once completed select *Submit* at the end of the report.

DETAILED INSTRUCTIONS:

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

- FY18 request for payment forms
- Profit and loss statement for the project

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

Information about your project's attendance, challenges and successes.

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 FY18 contract.

What format is required to upload documents?

All documents should be submitted in PDF format.

Who can I contact with questions or for technical assistance?

Contact Leticia Gomez Franco, Civic Art Project Manager at GomezL@sandiego.gov.

Substantive Questions

Fund Expenditures

1. What was your **project's** FY18 AEEI total budget?
2. What percentage of the project's total budget came from the FY18 AEEI funds?
3. How were AEEI funds spent? Using your submitted request for payment forms, complete the table showing expenditures reimbursed with City funds.

Financial Disclosures

1. Upload your **project's** profit and loss statement showing actuals for revenue and expenses.

Narrative Questions

1. Project Highlights: Using both qualitative and quantitative data, share highlights of your project that align with each of the AEEI goals:
 - a. Engage students in artist-led learning experiences focused on visual, performing, or language arts, or a combination thereof;
 - b. Develop new art audiences in all participants;
 - c. Expand exposure to and appreciation of San Diego's local artists (Describe selected participating artist(s) and highlights of their participation);
 - d. Enrich arts education programming in San Diego public schools (Describe selected participating school(s) and highlights of their participation); and
 - e. Support collaborations between nonprofit organizations, artists and K-12 schools.
2. Project Challenges: What were the three biggest challenges encountered during the project? Were you able to overcome them? If so, how? If not, what would you do differently in the future?
3. Measurable Impact:
 - a. How many students participated in the project?
 - b. How many sessions with local artist(s) did the students have?
 - c. Describe the artistic medium and format of the sessions
 - d. Describe the culminating art production
4. Besides financial resources, what does your organization believe are the two most pressing issues facing arts education efforts in San Diego and what indicators lead your organization to believe this?
5. The Commission is responsible for ensuring that City's funds benefit San Diegans of diverse cultures, ethnicities, incomes, abilities, genders, ages, orientations and neighborhoods. How did your organization ensure that the project was accessible and inclusive?

Feedback

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.

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.