Fiscal Year 2018 Application Guidelines

OSP: Organizational Support Program
Funding for Nonprofits

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Questions?

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Section 1:   About the Commission for Arts and Culture

The City of San Diego Commission for Arts and Culture (Commission) was established by ordinance in 1988 to serve in an advisory capacity to the Mayor and City Council of The City of San Diego (City) on promoting, encouraging, and increasing support for San Diego's diverse artistic and cultural assets, integrating arts and culture into community life and showcasing San Diego as an international cultural tourist destination. The Commission is composed of 15 volunteers (Commissioners) appointed by the Mayor and confirmed by City Council to serve terms up to eight years. A staff of eight (Commission staff), headed by an Executive Director, administers the programs and services of the Commission under the oversight and direction of the Mayor and Deputy Chief Operating Officer for Neighborhood Services.

The duties and functions of the Commissioners and Commission staff are set forth in the San Diego Municipal Code and include developing, implementing, evaluating, and/or recommending changes to public policy, legislation, programs, services, and advocacy strategies; overseeing funding allocations in support of nonprofit arts and culture organizations, artists, neighborhood arts programs, festivals, and artworks in public development; ensuring the inclusion of art in private development; managing artworks owned and controlled by the City; supporting cultural tourism and innovative arts and culture programming; and undertaking other initiatives that contribute to the quality of life, economic vitality, and vibrancy of San Diego.

The Commission annually recommends to the Mayor and City Council the award of funding for general organizational support and project-specific support for San Diego's nonprofit arts and culture organizations. These funds are awarded through two competitive processes: Organizational Support Program (OSP) and Creative Communities San Diego Program (CCSD). The source of this funding is Transient Occupancy Tax (TOT), a tax levied on individuals who stay overnight in hotels, motels, and other lodging establishments. Council Policy 100-03 governs the use of TOT money and, in accordance with the policy, a portion of the City's TOT revenue is intended to be used as follows:

1. To enhance the economy;

2. To contribute to San Diego's national and international reputation as a cultural destination;

3. To provide access to excellence in culture and the arts for residents and visitors;

4. To enrich the lives of the people of San Diego; and

5. To build healthy, vital neighborhoods.

Section 2:   About the Organizational Support Program (OSP)

The Organizational Support Program (OSP) is the annual, Commission-administered process of accepting and evaluating applications from nonprofit, tax-exempt organizations requesting TOT funding to use for general operating support with an emphasis on the delivery of programs and services that impact San Diego's quality of life and tourism. In Fiscal Year 2017, 86 nonprofit organizations received $10.6 million in TOT funding through OSP.

Section 3:   Who is Eligible to Apply?

Your organization is eligible to apply for a contract award if:

- NONPROFIT STATUS: Your organization holds tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code; AND

- HISTORY OF OPERATIONS: has a three-year history of operating with its own independent governing board (not under a fiscal sponsor); AND

- SERVICE AREA: The majority of your organization's activities take place within the limits of the city of San Diego and/or benefit San Diego residents. (Activities are defined as those produced or presented by your organization that are essential to the fulfillment of your organization's mission. Under this definition, and with some exceptions, activities do not include tuition based/fee for service classes, touring, and cultural tourism marketing activities); AND

- MISSION ALIGNMENT: Your organization operates to fulfill a mission that obviously aligns with the purpose of TOT funding which is

    1) To enhance the economy;

    2) To contribute to San Diego's national and international reputation as a cultural destination;

    3) To provide access to excellence in culture and the arts for residents and visitors; and

    4) To enrich the lives of the people of San Diego; and

    5) To build healthy, vital neighborhoods.

Your organization is <u>NOT</u> eligible to for a contract award if:

- EVENT SPONSORSHIP: Your organization is seeking funding for the sponsorship of a specific event such as a festival, a parade or a celebration. (The Commission offers a different funding program called Creative Communities San Diego [CCSD]

for event sponsorship. Guidelines to apply for CCSD can be found on the Commission's website at www.VibrantCultureVibrantCity.com)

- SCHOOLS: Your organization is a university, community college, school district, or private educational enterprise.

- REGRANTING: Your organization's primary purpose is grantmaking.

- MULTIPLE APPLICATIONS: Your organization has applied or will apply for Fiscal Year 2018 funds through another TOT category as defined in Council Policy 100-03.

Section 4: How Much Funding is Available?

The amount of money an applicant can be awarded is calculated with an algorithm and is dependent on several factors. OSP applicants are typically awarded between 2%-10% of their organization's Annual Operating Income (AOI).

In Fiscal Years 2014, 2015 and 2016:

- OSP applicants with an AOI between $10,000 and $99,999 were awarded approximately 10% of their AOI.
- OSP applicants with an AOI between $100,000 and $299,999 were awarded approximately 8% of their AOI.
- OSP applicants with an AOI between $300,000 and $999,999 received approximately 7% of their AOI.
- OSP applicants with an AOI between $1 million and $1.5 million received approximately 6% of their AOI.
- OSP applicants with an AOI between $1.5 million and $4 million received approximately 5% of their AOI.
- OSP applicants with an AOI between $4 million and $10 million received approximately 3% of their AOI.
- OSP applicants with an AOI of more than $10 million received approximately 2% of their AOI.

This information is not a guarantee of an award amount. It is offered to assist organizations in deciding whether to submit an application for funding and in estimating the 3:1 cash match, which is required for all organizations that accept OSP contracts from the Commission.

Section 5:   How to Apply for a Contract Award

1. TWO-STEP APPLICATION PROCESS: The application process includes two steps: Request for Qualifications (RFQ), then Request for Proposals (RFP).

2. REQUEST FOR QUALIFICATIONS: Complete and submit the online Request for Qualifications (RFQ) form by the deadline. Your organization must create and obtain a "Funder Report" from DataArts because it is a mandatory attachment for the RFQ. Learn more about the Funder Report from DataArts and connect to the online RFQ form through the Commission's website www.VibrantCultureVibrantCity.com

3. RFQ EVALUATION: A team comprised of members (including City staff) who are trained in City contracting processes and nonprofit management practices evaluates the strength of each applicant's ability to manage a City contract using the information provided in the RFQ. This team uses a standard scoring system to evaluate Eligibility, Administrative Capacity; Financial Management; Governance Practices; and Past Performance on Commission Contracts (if applicable). Each applicant is assigned one of two grades: 1) Ready to Contract, or 2) Not Ready to Contract. Applicants deemed "Not Ready to Contract" will be given three (3) calendar days to cure any incorrect or missing RFQ components and reevaluated. Applicants deemed "Not Ready to Contract" will not advance, but will be given appropriate technical assistance to prepare to try again in the future.

4. REQUEST FOR PROPOSALS: Applicants deemed "Ready to Contract" will be given access to the online Request for Proposals (RFP) form.

5. RFP EVALUATION PANELS: Ad hoc panels composed of Commissioners mixed with additional diverse members of the San Diego community evaluate the degree to which each applicant's proposed program or service aligns with the City's goals for the use of TOT funds using information provided in the RFP. The panels use a standard scoring system to evaluate Proposed Program or Service; Production Capacity; Budget and Spending Plan; Audience Reach; and Emphasis Areas and assign each proposal one of three grades: Very Aligned with City Goals (Ranks of 4); Aligned with City Goals (Ranks of 3); or Not Aligned with City Goals (Ranks of 2). The meetings where proposals are reviewed and graded are open to the public and will be advertised in advance.

6. COMMISSION APPROVAL OF RANKS: The panels' recommendations of the rank to give each proposal, are forwarded to the Commission for ratification or adjustment. The meeting where the Commission receives and acts on the panels'

recommendations is open to the public and will be advertised in advance. Proposals receiving ranks of 2+, 2, or 2- will be deemed "Not Aligned with City Goals" and will not be recommended to receive a contract award.

7. APPEALS: Any applicant not recommended by the Commission to receive a contract award may submit a written appeal to Commission staff no later than 5:00 p.m. on the tenth calendar day following notification from Commission staff to the applicant that no award is being recommended. Commission staff will consider the appeal and make the final ruling. Upon request from an appellant, Commission staff will provide a summary of the panel's discussion about the applicant's proposal.

8. CALCULATING AWARD AMOUNTS: Following the Commission's ratification or adjustment, the ranks are converted into a monetary award amount using an algorithm.

9. AUTHORIZING AWARDS: The monetary award amount for each applicant that results from the Commission's application evaluation process is forwarded to the Mayor and City Council. Only the Mayor and City Council can authorize awards. Therefore, award amounts are not final until authorized by the Mayor and City Council during the annual budget process. Applicants typically have a solid idea of what their contract award is likely to be in May.

Section 6:   Conditions for Submission

1. The City reserves the right to reject, in whole or in part, any responses to this RFQ, to not accept a proposal recommended by any of the evaluation panels, to initiate an alternate process, to reissue the RFQ and/or cancel this RFQ, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any organization. Additionally, the City expressly reserves the right to postpone opening responses to this RFQ for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

2. The City reserves the right to revise this RFQ by addendum. The City is bound only by what is expressly stated in this RFQ and any authorized written addenda thereto. Addenda will be posted on the City's website at www.VibrantCultureVibrantCity.com It shall be the organization's responsibility to check the website up to the final submission date for any possible addenda.

3. The City accepts no financial responsibility for any costs incurred by applicants. The City reserves the right to propose modifications to the scope of services during the contract negotiation phase between the City and the contract awardee. The City is not responsible for the loss or damage of any materials submitted.

4. The submission of a response to this RFQ does not guarantee funding.

5. Funds awarded to an organization are paid on a reimbursement basis only. Expenses must be incurred by an organization between July 1, 2017 and June 30, 2018 before the City will reimburse.

6. Any organization awarded OSP funding is required to provide a $3 cash match for every $1 awarded.

7. Each organization awarded funding must receive an executed contract from the City before submitting invoices for reimbursement and it can take 6-9 months from July 1 for the City to provide an executed contract.

8. Each organization awarded funding is required to provide proof of Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation Insurance. (Some exceptions may apply.)

9. Each organization awarded funding is required to comply with all required state and federal registrations including but not limited to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, System for Awards Management and Department of Industrial Relations DSLE Debarments. All registrations must be current during the contract period.

10. An organization receiving funding in excess of $10,000 must provide true, accurate and complete financial disclosure documentation evidencing the financial status of the organization's last completed fiscal year within 90 days of the end of that fiscal year.

11. An organization receiving funding in the amount of $75,000 or greater must submit audited financial statements prepared in accordance with generally accepted accounting principles (GAAP) and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards (GAAS).

12. An organization receiving funding in the amount of $500,000 or greater, when that funding represents more than 10% of the organization's annual budget, must provide salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.

13. Each organization awarded funding is required to deliver a final performance report detailing the extent to which the scope of services was met during the period of performance. Final reports are due within 90 days after the contract closing date.

14. City funds may not be used for alcoholic beverages, travel, meals, lodging, entertainment, capital or equipment outlay, buildup of reserves, or the purchase of awards, trophies, gifts or uniforms.

15. City funds may not be used for lobbying, religious activities or political activities.

16. City funds will not be provided to any organization found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical handicaps, age or sexual orientation.

17. Any organization found to have 1) provided false information to the City, or 2) submitted more than one application for TOT funds in in a single fiscal year may be immediately disqualified from receiving funding for one year.

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Appendix 1

Request for Qualifications (RFQ) Tear Sheet

Fiscal Year 2018 Organizational Support Program (OSP)

SECTION 1: APPLICANT PROFILE

1. Legal Name of Organization

2. DBA Name of Organization, if applicable

3. Provide your organization's mission statement. NARRATIVE: 500 CHARACTERS

4. Which month and day does your organization's fiscal year end?

5. Calculate your organization's Annual Operating Income (AOI). INTERACTIVE CALCULATOR

6. Organization's Twitter handle, if applicable

7. Contact Information

   o   Director of Organization First Name

   o   Director of Organization Last Name

   o   Director of Organization Title

   o   Director of Organization Email

   o   Director of Organization Phone

   o   Primary Contact First Name

   o   Primary Contact Last Name

   o   Primary Contact Title

   o   Primary Contact Email

   o   Primary Contact Phone

SECTION 2: ELIGIBILITY SURVEY

1. Can your organization produce proof of its tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code? CHECKBOXES: YES, NO

2. Can your organization produce proof that it has a three-year history of operating with its own independent governing board (not under a fiscal sponsor)? CHECKBOXES: YES, NO

3. Can your organization produce proof that the majority of your organization's activities take place within the limits of the city of San Diego and/or benefit San Diego residents? (Activities are defined as those produced or presented by your organization that are essential to the fulfillment of your organization's mission. Under this definition, and with some exceptions,

activities do not include tuition based/fee for service classes, touring, and cultural tourism marketing activities.) CHECKBOXES: YES, NO

4. Does your organization produce programs or services that create, preserve, and/or present arts and culture experiences? CHECKBOXES: YES, NO

5. Is your organization a service organization whose primary mission is to provide professional development and support to artists and/or arts and culture organizations? CHECKBOXES: YES, NO

6. Do your organization's activities obviously align with the purpose of TOT funding, which is: to enhance the economy; to contribute to San Diego's national and international reputation as a cultural destination; to provide access to excellence in culture and the arts for residents and visitors; and to enrich the lives of the people of San Diego; and to build healthy, vital neighborhoods? CHECKBOXES: YES, NO

7. Has/will your organization applied/apply for Fiscal Year 2018 TOT funding through Creative Communities San Diego (CCSD), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)? CHECKBOXES: YES-CCSD, YES-EDTS, YES-CEDS, NO

8. Is your organization seeking funding for lobbying, religious or political activities? CHECKBOXES: YES, NO

9. Is your organization seeking funding for programs or services that would not be open to the public? CHECKBOXES: YES, NO

10. Is your organization a university, community college, school district, or private educational enterprise? CHECKBOXES: YES, NO

11. Is your organization seeking funding to give out as grants? CHECKBOXES: YES, NO

SECTION 3: ADMINISTRATIVE CAPACITY

1. Provide an organizational chart showing names and titles of your organization's staff. ATTACH PDF

2. Provide the name, title and qualifications of the primary person who will administer the contract between your organization and the City should a contract be awarded. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 500 CHARACTERS

3. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Commercial General Liability insurance policy. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO

4. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of an Automobile Liability insurance policy. Each organization is required to maintain a minimum of "Hired and Non-

Owned" Automobile Liability insurance while under contract. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO

5. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Workers' Compensation insurance policy if your organization has at least one paid employee. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO, NOT APPLICABLE – OUR ORGANIZATION HAS NO PAID EMPLOYEES

SECTION 4: GOVERNANCE PRACTICES

1. How often does the board of your organization formally meet to conduct the business of the organization? CHECKBOXES: MONTHLY, QUARTERLY, ANNUALLY

2. Does the board of your organization approve annual budgets for the organization? CHECKBOXES: YES, NO

3. Are compensation arrangements for officers, directors, trustees, and key employees approved by the board? CHECKBOXES: YES, NO, NOT APPLICABLE– NO COMPENSATION PROVIDED/OUR ORGANIZATION HAS NO PAID EMPLOYEES

4. Does the board of your organization conduct an annual performance evaluation of the organization's top executive? CHECKBOXES: YES, NO

5. How often is the board provided with financial statements that include budgeted vs. actual revenues and expenses? CHECKBOXES: MONTHLY, QUARTERLY, ANNUALLY

6. Can your organization provide proof of having a conflict of interest policy? CHECKBOXES: YES, NO

7. Do officers, directors, or trustees, and key employees sign a conflict of interest policy at least annually? CHECKBOXES: YES, NO

8. Are officers, directors, or trustees, and key employees required to annually disclose interests that could give rise to conflicts? CHECKBOXES: YES, NO

9. Does your organization's conflict of interest policy contain specific language to prevent self-dealing? CHECKBOXES: YES, NO

10. Can your organization provide proof of regularly and consistently monitoring and enforcing compliance with its conflict of interest policy? CHECKBOXES: YES, NO

11. Describe any other significant measures the board takes to perform its governance responsibilities. NARRATIVE: 1000 CHARACTERS

SECTION 5: FINANCIAL MANAGEMENT

1. Using your organization's fiscal year-end financial statements, compute your Liquid Unrestricted Net Assets (LUNA) for each of your organization's last three complete fiscal years. INTERACTIVE CALCULATOR

2. How many months of liquidity did your organization have at the beginning of its current budget year? INTERACTIVE CALCULATOR

3. If the calculation shows that your organization has less than two months of liquidity, provide relevant information for funding any cash shortfall(s) your organization may experience during the year (e.g. board designated reserves, line of credit, etc.) NARRATIVE: 500 CHARACTERS

4. Provide your organization's Funder Report from DataArts. ATTACH PDF

5. Provide your organization's current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year. ATTACH PDF

6. Does your organization have a bank line of credit? CHECKBOXES: YES, NO

7. Provide the name, title, responsibilities, experience, education and other qualifications of the primary person responsible for your organization's financial management. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 500 CHARACTERS

8. Provide any other relevant details to give an accurate picture of your organization's financial position. NARRATIVE: 1000 CHARACTERS

SECTION 6: PAST PERFORMANCE ON COMMISSION CONTRACTS

Responses in this section will be provided by Commission staff using data collected from past performance on Commission contracts from FY16 forward.

1. Organization submitted late contract kit in FY17

2. Organization did not perform the agreed upon scope of services in FY16

3. Organization withdrew from contracting after award allocation in FY16 & FY17

4. Organization did not claim full award amount in FY16

5. Organization submitted late final performance report in FY16

6. Organization did not submit final performance report in FY16

7. City terminated contract with organization for cause in FY17

SECTION 7: CONDITIONS FOR SUBMISSION

WITH THE SUBMISSION OF A RESPONSE TO THIS RFQ, THE ORGANIZATION I REPRESENT ACKNOWLEDGES, UNDERSTANDS, AND ACCEPTS THE FOLLOWING CONDITIONS:

1. The City reserves the right to reject, in whole or in part, any responses to this RFQ, to not accept a proposal recommended by any of the evaluation panels, to initiate an alternate process, to reissue the RFQ and/or cancel this RFQ, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any organization. Additionally, the City expressly reserves the right to postpone opening responses to this RFQ for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

2. The City reserves the right to revise this RFQ by addendum. The City is bound only by what is expressly stated in this RFQ and any authorized written addenda thereto. Addenda will be posted on the City's website at www.VibrantCultureVibrantCity.com It shall be the organization's responsibility to check the website up to the final submission date for any possible addenda.

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8. Each organization awarded funding is required to provide proof of Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation Insurance. (Some exceptions may apply.)

9. Each organization awarded funding is required to comply with all required state and federal registrations including but not limited to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, System for Awards Management and Department of Industrial Relations DSLE Debarments. All registrations must be current during the contract period.

10. An organization receiving funding in excess of $10,000 must provide true, accurate and complete financial disclosure documentation evidencing the financial status of the organization's last completed fiscal year within 90 days of the end of that fiscal year.

11. An organization receiving funding in the amount of $75,000 or greater must submit audited financial statements prepared in accordance with generally accepted accounting principles (GAAP) and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards (GAAS).

12. An organization receiving funding in the amount of $500,000 or greater, when that funding represents more than 10% of the organization's annual budget, must provide salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.

13. Each organization awarded funding is required to deliver a final performance report detailing the extent to which the scope of services was met during the period of performance. Final reports are due within 90 days after the contract closing date.

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15. City funds may not be used for lobbying, religious activities or political activities.

16. City funds will not be provided to any organization found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical handicaps, age or sexual orientation.

17. Any organization found to have 1) provided false information to the City, or 2) submitted more than one application for TOT funds in in a single fiscal year may be immediately disqualified from receiving funding for one year.

CHECKBOXES: I ACCEPT THESE CONDITIONS, I DO NOT ACCEPT THESE CONDITIONS

Addendum 1 – Fiscal Year 2018 Application Guidelines
OSP: Organizational Support Program
The City of San Diego Commission for Arts and Culture

1. The enclosed RFQ scoring tool is incorporated into the Application Guidelines as Appendix 3.

2. The Conditions for Submission are amended to include the following statement: "An applicant deemed "Ready to Contract" in the RFQ phase is not guaranteed a contract nor funding. For the purpose of the FY18 OSP funding process, the term "Ready to Contract " means "qualified to contract" and enables the applicant to proceed to the second phase of the competitive application process, Request for Proposals (RFP).

3. In the online RFQ form, Section 5 – Financial Management, Question #3, the allowed character count is 1000.

4. The minimum award amount for FY18 OSP is $5,000. In other words, the smallest amount any applicant can be awarded is $5,000. Therefore, this is the smallest amount an applicant would be required to match 3:1.

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	**APPLICATION QUESTION**	**RUBRIC**	**RATIONALE**
Section 1: APPLICANT PROFILE			
	1. Is the entire section complete?	Yes = Ready to Contract (RTC) No = Not Ready to Contract (NRTC)	
Section 2: ELIGIBILITY SURVEY			
	1. Can your organization produce proof of its tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
	2. Can your organization produce proof that it has a three-year history of operating with its own independent governing board (not under a fiscal sponsor)? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
(This question varies from CCSD.)	3. Can your organization produce proof that the majority of your organization's activities take place within the limits of the City of San Diego and/or benefit San Diego residents? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
(This question varies from CCSD.)	4. Does your organization produce programs or services that create, preserve, and/or present arts and culture experiences? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
(This question varies from CCSD.)	5. Is your organization a service organization whose primary mission is to provide professional development and support to artists and/or arts and culture organizations? CHECKBOXES: YES, NO	This question must be answered but is not scored	
(This question varies from CCSD.)	6. Do your organization's activities obviously align with the purpose of TOT funding, which is: to enhance the economy; to contribute to San Diego's national and international reputation as a cultural destination; to provide access to excellence in culture and the arts for residents and visitors; and to enrich the lives of the people of San Diego; and to build healthy, vital neighborhoods? CHECKBOXES: YES,NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
(This question varies from CCSD.)	7. Has/will your organization applied/apply for Fiscal Year 2018 TOT funding through Creative Communities San Diego (CCSD), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)? CHECKBOXES: YES-CCSD, YES-EDTS, YES-CEDS, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	8. Is your organization seeking funding for lobbying, religious or political activities? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	9. Is your organization seeking funding for a project that would not be open to the public? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	10. Is your organization a university, community college, school district, or private educational enterprise? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	11. Is your organization seeking funding to give out as grants? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03

CATEGORY	APPLICATION QUESTION	RUBRIC	RATIONALE
FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
Section 3: ADMINISTRATIVE CAPACITY			
	1. Provide an organizational chart showing names and titles of your organization's staff. ATTACH PDF	Attached = RTC Not Attached = NRTC	Evidence of organizational structure and management systems in place.
	2. Provide the name, title and qualifications of the primary person who will administer the contract between your organization and the City should a contract be awarded. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 500 CHARACTERS	Strong Quals = RTC Basic Quals = RTC Weak Quals = NRTC	[STRONG] = Managed more than one contract or grant in past + BASIC quals. [BASIC] = Managed at least one contract or grant in past and has qualifications such as legal expertise, decision-making authority or access to the organization's top decision-makers, access to legal expertise and/or reasonably transferable qualifications. [WEAK] = No contract or grant management experience and no reasonably transferable qualifications.
	3. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Commercial General Liability insurance policy. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by City procurement authorities
	4. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of an Automobile Liability insurance policy. Each organization is required to maintain a minimum of "Hired and Non-Owned" Automobile Liability insurance while under contract. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by City procurement authorities
	5. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Workers' Compensation insurance policy if your organization has at least one paid employee. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO, NOT APPLICABLE – OUR ORGANIZATION HAS NO PAID EMPLOYEES	Yes = RTC N/A = RTC No = NRTC	Required by City procurement authorities

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	APPLICATION QUESTION	RUBRIC	RATIONALE
SECTION 4: GOVERNANCE PRACTICES			
	1. How often does the board of your organization formally meet to conduct the business of the organization? CHECKBOXES: MONTHLY, QUARTERLY, ANNUALLY	Monthly = RTC Quarterly = RTC Annually = NRTC	To ensure good stewardship and public confidence in City contracts and to fulfill procurement requirements, a nonprofit board must meet at least quarterly.
	2. Does the board of your organization approve annual budgets for the organization? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Annual board approval of budgets is evidence of appropriate fiscal oversight and organizational accountability.
	3. Are compensation arrangements for officers, directors, trustees, and key employees approved by the board? CHECKBOXES: YES, NO, NOT APPLICABLE – NO COMPENSATION PROVIDED/OUR ORGANIZATION HAS NO PAID EMPLOYEES	Yes = RTC N/A = RTC No = NRTC	Ongoing evaluation of compensation arrangements supports proper stewardship of funds and organizational accountability.
	4. Does the board of your organization conduct an annual performance evaluation of the organization's top executive? CHECKBOXES: YES, NO	This question must be answered but is not scored	Ongoing evaluation of the organization's top executive on at least an annual basis promotes accountability.
	5. How often is the board provided with financial statements that include budgeted vs. actual revenues and expenses? CHECKBOXES: MONTHLY, QUARTERLY, ANNUALLY	Monthly = RTC Quarterly = RTC Annually = NRTC	To ensure good stewardship and public confidence in City contracts, nonprofit boards provide ongoing oversight of finances on at least a quarterly basis.
	6. Can your organization provide proof of having a conflict of interest policy? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure good stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	7. Do officers, directors, or trustees, and key employees sign a conflict of interest policy at least annually? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	8. Are officers, directors, or trustees, and key employees required to annually disclose interests that could give rise to conflicts? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	9. Does your organization's conflict of interest policy contain specific language to prevent self-dealing? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	10. Can your organization provide proof of regularly and consistently monitoring and enforcing compliance with its conflict of interest policy? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	**APPLICATION QUESTION**	**RUBRIC**	**RATIONALE**
	11. Describe any other significant measures the board takes to perform its governance responsibilities. NARRATIVE: 1000 CHARACTERS	Answers to this question are not scored	
Section 5: FINANCIAL MANAGEMENT			
	1. Using your organization's fiscal year-end financial statements, compute your Liquid Unrestricted Net Assets (LUNA) for each of your organization's last three complete fiscal years. INTERACTIVE CALCULATOR	Complete = RTC Not Complete = NRTC	
	2. How many months of liquidity did your organization have at the beginning of its current budget year? INTERACTIVE CALCULATOR	Complete = RTC Not Complete = NRTC	
	3. If the calculation shows that your organization has less than two months of liquidity, provide relevant information for funding any cash shortfall(s) your organization may experience during the year (e.g. board designated reserves, line of credit, etc.) NARRATIVE: 1000 CHARACTERS	Strong Feasibility = RTC Basic Feasibility = RTC Weak Feasibility = NRTC	Organizations with less than two months of liquidity provide feasible plans for covering unexpected shortfalls.
(This question varies from CCSD.)	4. Provide your organization's Funder Report from DataArts. ATTACH PDF	Attached = RTC Not Attached = NRTC	
	5. Provide your organization's current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year. ATTACH PDF	Attached = RTC Not Attached = NRTC	
	6. Does your organization have a bank line of credit? CHECKBOXES: YES, NO	This question must be answered but is not scored	
	7. Provide the name, title, responsibilities, experience, education and other qualifications of the person responsible for your organization's financial management. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 500 CHARACTERS	Strong Quals = RTC Basic Quals = RTC Weak Quals = NRTC	[STRONG] = 10+ yrs. + BASIC quals [BASIC] = 2-10 years of experience and any combo of the following: financial management experience; formal education in accounting, finances or related field; formal credentialing (CPA); and/or reasonably transferable qualifications. [WEAK] = Less than 2 years of financial management experience or no reasonably transferable qualifications.
	8. Provide any other relevant details to give an accurate picture of your organization's financial position. NARRATIVE: 1000 CHARACTERS	Answers to this question are not scored	

CATEGORY	APPLICATION QUESTION	RUBRIC	RATIONALE
FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
Section 6: PAST PERFORMANCE ON COMMISSION CONTRACTS			
(Responses to Section 6 will be provided by Commission staff)	1. FY17: Organization submitted late contract kit in FY17	YES or NO	
	2. FY16: Organization did not perform the agreed upon scope of services in FY16	YES or NO	
	3. FY16 and/or FY17: Organization withdrew from contracting after award allocation in FY16 and/or FY17	YES or NO	
	4. FY16: Organization did not claim full award amount in FY16	YES or NO	
	5. FY16: Organization submitted late final performance report in FY16	YES or NO	
	6. FY16: Organization did not submit final performance report in FY16	YES or NO	
	7. FY17: City terminated contract with organization for cause in FY17	YES or NO	
		1 or 2 deficiencies = RTC 3 or more deficiencies = NRTC	
Section 7: CONDITIONS FOR SUBMISSION			
	1. Is the entire section complete?	Yes = RTC No = NRTC	

Issued December 30, 2016
Addendum 2 – Fiscal Year 2018 Application Guidelines
OSP: Organizational Support Program
The City of San Diego Commission for Arts and Culture

1. The new cut off for questions from applicants for Commission staff has been changed to January 5, 2017, at 5:00 p.m. Appendix 2 has been updated to reflect this new date.
2. In the online RFQ form, Section 4 – Governance Practices, questions 1 and 5, *Bi Monthly* has been added as a response. The RFQ scoring tool has been updated to reflect this option.
3. Commission Advisory Panels for the Request for Proposals (RFP), step two in the funding process, are scheduled to take place from March 13 – March 24, 2017. Appendix 2 has been updated to reflect new dates.

FY18

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	**APPLICATION QUESTION**	**RUBRIC**	**RATIONALE**
Section 1: APPLICANT PROFILE			
	1. Is the entire section complete?	Yes = Ready to Contract (RTC) No = Not Ready to Contract (NRTC)	
Section 2: ELIGIBILITY SURVEY			
	1. Can your organization produce proof of its tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
	2. Can your organization produce proof that it has a three-year history of operating with its own independent governing board (not under a fiscal sponsor)? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
(This question varies from CCSD.)	3. Can your organization produce proof that the majority of your organization's activities take place within the limits of the City of San Diego and/or benefit San Diego residents? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
(This question varies from CCSD.)	4. Does your organization produce programs or services that create, preserve, and/or present arts and culture experiences? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
(This question varies from CCSD.)	5. Is your organization a service organization whose primary mission is to provide professional development and support to artists and/or arts and culture organizations? CHECKBOXES: YES, NO	This question must be answered but is not scored	
(This question varies from CCSD.)	6. Do your organization's activities obviously align with the purpose of TOT funding, which is: to enhance the economy; to contribute to San Diego's national and international reputation as a cultural destination; to provide access to excellence in culture and the arts for residents and visitors; and to enrich the lives of the people of San Diego; and to build healthy, vital neighborhoods? CHECKBOXES: YES,NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
(This question varies from CCSD.)	7. Has/will your organization applied/apply for Fiscal Year 2018 TOT funding through Creative Communities San Diego (CCSD), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)? CHECKBOXES: YES-CCSD, YES-EDTS, YES-CEDS, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	8. Is your organization seeking funding for lobbying, religious or political activities? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	9. Is your organization seeking funding for a project that would not be open to the public? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	10. Is your organization a university, community college, school district, or private educational enterprise? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	11. Is your organization seeking funding to give out as grants? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	**APPLICATION QUESTION**	**RUBRIC**	**RATIONALE**
Section 3: ADMINISTRATIVE CAPACITY			
	1. Provide an organizational chart showing names and titles of your organization's staff. ATTACH PDF	Attached = RTC Not Attached = NRTC	Evidence of organizational structure and management systems in place.
	2. Provide the name, title and qualifications of the primary person who will administer the contract between your organization and the City should a contract be awarded. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 500 CHARACTERS	Strong Quals = RTC Basic Quals = RTC Weak Quals = NRTC	[STRONG] = Managed more than one contract or grant in past + BASIC quals. [BASIC] = Managed at least one contract or grant in past and has qualifications such as legal expertise, decision-making authority or access to the organization's top decision-makers, access to legal expertise and/or reasonably transferable qualifications. [WEAK] = No contract or grant management experience and no reasonably transferable qualifications.
	3. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Commercial General Liability insurance policy. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by City procurement authorities
	4. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of an Automobile Liability insurance policy. Each organization is required to maintain a minimum of "Hired and Non-Owned" Automobile Liability insurance while under contract. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by City procurement authorities
	5. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Workers' Compensation insurance policy if your organization has at least one paid employee. Will your organization be able to provide this proof at the time the contract is issued? CHECKBOXES: YES, NO, NOT APPLICABLE – OUR ORGANIZATION HAS NO PAID EMPLOYEES	Yes = RTC N/A = RTC No = NRTC	Required by City procurement authorities

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	**APPLICATION QUESTION**	**RUBRIC**	**RATIONALE**
SECTION 4: GOVERNANCE PRACTICES			
	1. How often does the board of your organization formally meet to conduct the business of the organization? CHECKBOXES: MONTHLY, BIMONTHLY, QUARTERLY, ANNUALLY	Monthly = RTC Bi Monthly = RTC Quarterly = RTC Annually = NRTC	To ensure good stewardship and public confidence in City contracts and to fulfill procurement requirements, a nonprofit board must meet at least quarterly.
	2. Does the board of your organization approve annual budgets for the organization? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Annual board approval of budgets is evidence of appropriate fiscal oversight and organizational accountability.
	3. Are compensation arrangements for officers, directors, trustees, and key employees approved by the board? CHECKBOXES: YES, NO, NOT APPLICABLE – NO COMPENSATION PROVIDED/OUR ORGANIZATION HAS NO PAID EMPLOYEES	Yes = RTC N/A = RTC No = NRTC	Ongoing evaluation of compensation arrangements supports proper stewardship of funds and organizational accountability.
	4. Does the board of your organization conduct an annual performance evaluation of the organization's top executive? CHECKBOXES: YES, NO	This question must be answered but is not scored	Ongoing evaluation of the organization's top executive on at least an annual basis promotes accountability.
	5. How often is the board provided with financial statements that include budgeted vs. actual revenues and expenses? CHECKBOXES: MONTHLY, BIMONTHLY, QUARTERLY, ANNUALLY	Monthly = RTC Bi Monthly = RTC Quarterly = RTC Annually = NRTC	To ensure good stewardship and public confidence in City contracts, nonprofit boards provide ongoing oversight of finances on at least a quarterly basis.
	6. Can your organization provide proof of having a conflict of interest policy? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure good stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	7. Do officers, directors, or trustees, and key employees sign a conflict of interest policy at least annually? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	8. Are officers, directors, or trustees, and key employees required to annually disclose interests that could give rise to conflicts? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	9. Does your organization's conflict of interest policy contain specific language to prevent self-dealing? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	10. Can your organization provide proof of regularly and consistently monitoring and enforcing compliance with its conflict of interest policy? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	**APPLICATION QUESTION**	**RUBRIC**	**RATIONALE**
	11. Describe any other significant measures the board takes to perform its governance responsibilities. NARRATIVE: 1000 CHARACTERS	Answers to this question are not scored	
Section 5: FINANCIAL MANAGEMENT			
	1. Using your organization's fiscal year-end financial statements, compute your Liquid Unrestricted Net Assets (LUNA) for each of your organization's last three complete fiscal years. INTERACTIVE CALCULATOR	Complete = RTC Not Complete = NRTC	
	2. How many months of liquidity did your organization have at the beginning of its current budget year? INTERACTIVE CALCULATOR	Complete = RTC Not Complete = NRTC	
	3. If the calculation shows that your organization has less than two months of liquidity, provide relevant information for funding any cash shortfall(s) your organization may experience during the year (e.g. board designated reserves, line of credit, etc.) NARRATIVE: 1000 CHARACTERS	Strong Feasibility = RTC Basic Feasibility = RTC Weak Feasibility = NRTC	Organizations with less than two months of liquidity provide feasible plans for covering unexpected shortfalls.
(This question varies from CCSD.)	4. Provide your organization's Funder Report from DataArts. ATTACH PDF	Attached = RTC Not Attached = NRTC	
	5. Provide your organization's current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year. ATTACH PDF	Attached = RTC Not Attached = NRTC	
	6. Does your organization have a bank line of credit? CHECKBOXES: YES, NO	This question must be answered but is not scored	
	7. Provide the name, title, responsibilities, experience, education and other qualifications of the person responsible for your organization's financial management. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 500 CHARACTERS	Strong Quals = RTC Basic Quals = RTC Weak Quals = NRTC	[STRONG] = 10+ yrs. + BASIC quals [BASIC] = 2-10 years of experience and any combo of the following: financial management experience; formal education in accounting, finances or related field; formal credentialing (CPA); and/or reasonably transferable qualifications. [WEAK] = Less than 2 years of financial management experience or no reasonably transferable qualifications.
	8. Provide any other relevant details to give an accurate picture of your organization's financial position. NARRATIVE: 1000 CHARACTERS	Answers to this question are not scored	

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	**APPLICATION QUESTION**	**RUBRIC**	**RATIONALE**
Section 6: PAST PERFORMANCE ON COMMISSION CONTRACTS			
(Responses to Section 6 will be provided by Commission staff)	1. FY17: Organization submitted late contract kit in FY17	YES or NO	
	2. FY16: Organization did not perform the agreed upon scope of services in FY16	YES or NO	
	3. FY16 and/or FY17: Organization withdrew from contracting after award allocation in FY16 and/or FY17	YES or NO	
	4. FY16: Organization did not claim full award amount in FY16	YES or NO	
	5. FY16: Organization submitted late final performance report in FY16	YES or NO	
	6. FY16: Organization did not submit final performance report in FY16	YES or NO	
	7. FY17: City terminated contract with organization for cause in FY17	YES or NO	
		1 or 2 deficiencies = RTC 3 or more deficiencies = NRTC	
Section 7: CONDITIONS FOR SUBMISSION			
	1. Is the entire section complete?	Yes = RTC No = NRTC	

Issued January 31, 2017
Addendum 3 – Fiscal Year 2018 Application Guidelines
OSP: Organizational Support Program
The City of San Diego Commission for Arts and Culture

1. Organizational Support Program Application Guidelines- Appendix 2- Timeline has been updated.
2. The FY18 OSP Request for Proposals (RFP) Tear Sheet has been added to the FY18 Organizational Support Program Application Guidelines as Appendix 3.

FY18

Issued February 1, 2017
Addendum 4 – Fiscal Year 2018 Application Guidelines
OSP: Organizational Support Program
The City of San Diego Commission for Arts and Culture

1. The enclosed Request for Proposals (RFP) Scoring Tool is incorporated into the Organizational Support Program Application Guidelines as Appendix 5.

2. The Request for Proposals Tear Sheet has been established as Appendix 4 of the Organizational Support Program Application Guidelines.

FY18

CATEGORY	APPLICATION QUESTION	GUIDELINES	SCORING	POINTS
FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)				
Section 1: APPLICANT PROFILE				
			Complete = 2 points Incomplete = 0 points	
Section 2: PROGRAMS/SERVICES				
	1. What are the primary programs/services that your organization plans to conduct between July 1, 2017 and June 30, 2018? NARRATIVE	Strong answers will provide a clear description of the main programs/services conducted by the organization. New programs that will be started during the timeframe should also be identified.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
	2. What are the goals and objectives of the programs/services your organization plans to conduct? NARRATIVE	The SMART principle is useful in evaluting goals and objectives - specific, measurable, attainable, relevant and timely. Strong answers will clearly describe the goals and objectives leading the reader to understand what the programs/services will achieve.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
	3. How do the programs/services align with the City's goal of providing excellent arts, culture and creative experiences for San Diego's communities? NARRATIVE	Strong answers will make clear links between the identified programs/services and how they contribute to achieving the City's goal.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
	4. What are the measurable impacts of the programs/services including how the impacts relate to achieving your organization's goals and objectives? NARRATIVE	Strong answers will provide qualitative and/or quantitative data regarding the specific outcomes of the program/services and how they meet the organization's goals and objectives.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
Section 3: COMMUNITY ENGAGEMENT				
	1. What are your organization's community outreach efforts? NARRATIVE	Strong answers will provide the goal of an organization's outreach programs and activities and their impacts.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
	2. The Commission is responsible for ensuring that the City's funds benefit San Diegans of diverse cultures, ethnicities, incomes, abilities, genders, ages, orientations and neighborhoods. What does your organization do to ensure that its programs/services are accessible? NARRATIVE	Strong answers will provide information on specific activities that are conducted to ensure the programs/services are broadly accessible to diverse populations.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
	3. What is the target audience(s) for the programs/services your organization plans to conduct between July 1, 2017 and June 30, 2018? Include information about how the target audience was identified. NARRATIVE	Strong answers will provide specific information on the target audiences and their size. This may include, but is not limited to, geographic, cultural, gender identity, age, ethnicity, and educational characteristics. The method used to select target audiences for the project may also be relevant.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
	4. Why will the programs/services be relevant to this target audience and how will they learn of, access and experience your organization's programs/services? NARRATIVE	Strong answers will make clear links between the target audiences and the programs/services designed to serve them. Specific activities to make the target audience aware of and experience the programs/services are also important.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
Section 4: ORGANIZATIONAL CAPACITY				
	1. What is your organization's experience with producing programs/services of similar scale and complexity?	Strong answers will provide relevant information regarding the organization's trackrecord of producing successful programs/services of similar scope, size and complexity. Current or historic examples may provide valuable evidence for evaluation.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
	2. What are the resources, including potential partners, your organization will access to operate the programs/services (e.g. artist housing, rehearsal space, etc.) NARRATIVE	Strong answers will identify the key resources needed to conduct the programs/services and the availability of those resources. The roles partners will play should be identified including the type of partners and/or specific partners who will participate.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
	3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the programs/services. Include information about the qualifications of each key person responsible for ensuring that the programs/services are accessible and are relevant to the target audience(s). NARRATIVE	Strong answers will provide specific information on the key personnel responsible for conducting the program/services and will describe how their skills and experience will lead to success.	Strong = 4 points Basic = 2-3 points Weak = 1 point Unresponsive = 0 points	
Section 5: EMPHASIS AREAS				
	1. Option: Provide evidence that your organization has received significant national or international recognition in the past three years. NARRATIVE + ATTACH PDF	Strong answers will include specific award information from calendar years 2013-2017 from a nationally or internationally recognized organization of note.	Strong = 2 points Basic = 1 point Unresponsive = 0 points	

CATEGORY	APPLICATION QUESTION	GUIDELINES	SCORING	POINTS
	2. Option: Provide evidence that your organization has made a significant investment in San Diego's professional artists. NARRATIVE + ATTACH PDF	Strong answers will describe the specific resources invested and their impact on local professional artists.	Strong = 2 points Basic = 1 point Unresponsive = 0 points	
	3. Option: Provide evidence that your organization has generated significant original (artistic/cultural/programmatic) content. NARRATIVE + ATTACH PDF	Strong answers will include one or more of the following: quantitative data, qualitative information and third-party validation. Any other evidence to be considered should be specific and measurable.	Strong = 2 points Basic = 1 point Unresponsive = 0 points	
	4. Option: Provide evidence that your organization has significantly improved its impact through collaboration. NARRATIVE + ATTACH PDF	Strong answers may include one or more of the following: quantative data, qualatative information and third party validation. Other evidence that could be considered should be specific and measurable.	Strong = 2 points Basic = 1 point Unresponsive = 0 points	
	5. Option: Provide evidence that your organization has made significant connections with underserved populations in the city of San Diego. NARRATIVE + ATTACH PDF	Strong answers may include one or more of the following: quantative data, qualatative information and third party validation. Other evidence that could be considered should be specific and measurable.	Strong = 4 points Basic = 1 point Unresponsive = 0 points	
	6. Option: Provide evidence that your organization has generated significant overnight hotel stays in the city of San Diego in the past three years. NARRATIVE + ATTACH PDF	Strong answers will include quantitative data regarding the number of overnight hotel stays generated in the past three years. The value of the hotel stays may also be relevant.	Strong = 2 points Basic = 1 point Unresponsive = 0 points	
			POINTS TOTAL	
			CAP's FINAL RANK	

RANK EQUIVALENT		POINTS
4	47.00	50.000
4-	44.00	46.999
3+	41.00	43.999
3	38.00	40.999
3-	35.00	37.999
2+	32.00	34.999
2	29.00	31.999
2-	26.00	28.999
1+	23.00	25.999
1	20.00	22.999

Appendix 3

Request for Proposals Tear Sheet (RFP)

Fiscal Year 2018 Organizational Support Program (OSP)

The City of San Diego supports a vibrant arts and culture community through the Commission for Arts and Culture. The City, in Council Policy 100-03, has made support of Arts, Culture and Community Festivals a priority for reinvesting Transient Occupancy Tax (TOT) with the following focus:

> "*To enhance and contribute to San Diego's reputation as a cultural destination by nurturing and maintaining art and culture institutions of national in international reputation; by supporting programs and projects that provide access to excellence in culture and the arts for residents and visitors; and by funding programs and events which will enrich the lives of the people of San Diego and build healthy, vital neighborhoods.*"

Applicants should emphasize areas of alignment with these goals in their application.

SECTION 1: APPLICANT PROFILE

1. Legal Name of Organization

2. DBA Name of organization, if applicable

3. Provide your organization's mission statement. NARRATIVE: 500 CHARACTERS

4. Provide your organization's Funder Report from DataArts. ATTACH PDF

5. Provide your organization's current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year. ATTACH PDF

6. Provide an organizational chart showing the names and titles of your organization's staff. ATTACH PDF

7. Provide an amount that is $5,000 or more that your organization can reasonably match at a 3:1 ratio and is no more than 20% of your organization's annual operating income. This information is used solely to determine an organization's ability to provide matching funds. Actual award amounts are determined by score and an algorithm. NARRATIVE: 10 CHARACTERS

8. Provide up to three documents from sources not within your organization, including but not limited to, reviews, letters of recommendation or articles that reflect the quality of your organization's programs/services. ATTACH PDF

9. Provide up to three work samples that are representative of the programs/services your organization produces and provide a current calendar of scheduled activities, if available. ATTACH MULTI-MEDIA FILES

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SECTION 2: PROGRAMS/SERVICES

1. What are the primary programs/services that your organization plans to conduct between July 1, 2017 and June 30, 2018? NARRATIVE: 2500 CHARACTERS

2. What are the goals and objectives of the programs/services your organization plans to conduct? NARRATIVE: 2500 CHARACTERS

3. How do the programs/services align with the City's goal of providing excellent arts, culture and creative experiences for San Diego's communities? NARRATIVE: 2500 CHARACTERS

4. What are the measurable impacts of the programs/services including how the impacts relate to achieving your organization's goals and objectives? NARRATIVE: 2500 CHARACTERS

SECTION 3: COMMUNITY ENGAGEMENT

1. What are your organization's community outreach efforts? NARRATIVE: 1500 CHARACTERS

2. The Commission is responsible for ensuring that the City's funds benefit San Diegans of diverse cultures, ethnicities, incomes, abilities, genders, ages, orientations and neighborhoods. What does your organization do to ensure that its programs/services are accessible? NARRATIVE: 2000 CHARACTERS

3. What is the target audience(s) for the programs/services your organization plans to conduct between July 1, 2017 and June 30, 2018? Include information about how the target audience was identified. NARRATIVE: 2500 CHARACTERS

4. Why will the programs/services be relevant to this target audience and how will they learn of, access and experience your organization's programs/services? NARRATIVE: 1500 CHARACTERS

SECTION 4: ORGANIZATIONAL CAPACITY

1. What is your organization's experience with producing programs/services of similar scale and complexity? NARRATIVE: 1500 CHARACTERS

2. What are the resources, including potential partners, your organization will access to operate the programs/services (e.g. artist housing, rehearsal space, etc.) NARRATIVE: 1500 CHARACTERS

3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the programs/services. Include information about the qualifications of each key person responsible for ensuring that the programs/services are accessible and relevant to the target audience(s). NARRATIVE: 1500 CHARACTERS

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SECTION 5: ACHIEVEMENT IN EMPHASIS AREAS

Applicants will receive points for providing evidence of significant achievement in up to two of six areas of emphasis. Please select up to two areas of emphasis where your organization has made a significant achievement.

1. Option: Provide evidence that your organization has received significant national or international recognition in the past three years. NARRATIVE: 1000 CHARACTERS & ATTACH PDF

2. Option: Provide evidence that your organization has made a significant investment in San Diego's professional artists. NARRATIVE: 1000 CHARACTERS & ATTACH PDF

3. Option: Provide evidence that your organization has generated significant original (artistic/cultural/programmatic) content. NARRATIVE: 1000 CHARACTERS & ATTACH PDF

4. Option: Provide evidence that your organization has significantly improved its impact through collaboration. NARRATIVE: 1000 CHARACTERS & ATTACH PDF

5. Option: Provide evidence that your organization has made significant connections with underserved populations in the city of San Diego. NARRATIVE: 1000 CHARACTERS & ATTACH PDF

6. Option: Provide evidence that your organization has generated significant overnight hotel stays in the city of San Diego in the past three years. NARRATIVE: 1000 CHARACTERS & ATTACH PDF

FY18

Issued February 22, 2017
Addendum 5 – Fiscal Year 2018 Application Guidelines
OSP: Organizational Support Program
The City of San Diego Commission for Arts and Culture

1. The deadline to ask questions has been extended until 5:00 p.m. on Friday, February 24, 2017. Appendix 2 has been updated to reflect this change.

FY18

Appendix 2

FY18 Funding Process Schedule

December 15, 2016
Application guidelines and online Request for Qualifications (RFQ) form published

December 20, 2016
Technical assistance workshops re: How to Submit an Application (RFQ)

December 29, 2016
Last day for questions re: RFQ

December 30, 2016
RFQ addenda published, if necessary

January 5, 2017, 11:59 p.m.
Responses to RFQ due

January 23, 2017
- Announce results of RFQ evaluation
- Start of 3-day "cure" period for applicants deemed "Not Ready to Contract" due to missing or incomplete materials in RFQ
- Online Request for Proposals (RFP) form published

February 2, 2017 – February 22, 2017
Technical assistance workshops and office hours available re: How to Submit a Proposal (RFP)

February 22, 2017, 5:00 p.m.
Last day for questions re: RFP

February 23, 2017
RFP addenda published, if necessary

February 26, 2017, 11:59 p.m.
Responses to RFP due

March 13 – March 24, 2017
Panels convene to discuss and recommend scores/ranks for RFPs

March 27, 2017
Results of RFP evaluation announced

March 28, 2017 – April 11, 2017
Appeals process (10 working days)

April 14, 2017
Results of appeals announced
City's FY18 proposed budget announced

FY18

April 21, 2017
Tentative award amounts calculated and announced
Policy & Funding Committee of Commission confirms tentative award amounts

April 28, 2017
Commission ratifies RFP rank recommendations from Policy & Funding Committee

May 1 – May 5, 2017
City budget hearings

May 26, 2017
Commission confirms adjusted tentative award amounts, if applicable

June 30, 2017
Final award amounts confirmed

July 1, 2017
Contracting process begins