

Issued January 31, 2017

**Addendum 3 – Fiscal Year 2018 Application Guidelines**

**CCSD: Creative Communities San Diego**

The City of San Diego Commission for Arts and Culture

1. Creative Communities San Diego Program Application Guidelines- Appendix 2- Timeline has been updated.
2. The FY18 CCSD Request for Proposals (RFP) Tear Sheet has been added to the FY18 Creative Communities San Diego Program Application Guidelines as Appendix 3.

## **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

**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

## Appendix 3

### Request for Proposals (RFP) Tear Sheet

#### Fiscal Year 2018 Creative Communities San Diego (CCSD)

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 a brief description of the project for publication in the City's promotional materials. Include the name of the event(s), location(s), dates(s), a summary of what will happen at the event(s) and cost to participate (if any). [NARRATIVE: 500 CHARACTERS](#)
5. Indicate whether the project is new or has been produced before. [CHECKBOXES: THE PROJECT IS NEW, THE PROJECT HAS BEEN PRODUCED BEFORE](#)
6. Provide the date(s) of the project. [NARRATIVE: 75 CHARACTERS](#)
7. Provide the total estimated budget for the project. [NARRATIVE: 10 CHARACTERS](#)
8. Is your organization acting as a fiscal sponsor for the purposes of seeking funding for the project? [CHECKBOXES: YES, NO](#)
9. 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 project. [ATTACH PDF](#)
10. Provide up to three work samples that are representative of the projects your organization produces and provide a current calendar of scheduled activities, if available. [ATTACH MULTI-MEDIA FILES](#)

#### SECTION 2: PROPOSED PROJECT

1. What project does your organization propose to produce between July 1, 2017 and June 30, 2018? [NARRATIVE: 2500 CHARACTERS](#)

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2. What are the goals and objectives of the project your organization is proposing? [NARRATIVE: 2500 CHARACTERS](#)
3. How will the project align with the City's goal of celebrating arts, culture and creativity in San Diego's neighborhoods? [NARRATIVE: 2500 CHARACTERS](#)
4. What are the measurable impacts of the project and how will the impacts achieve the stated goals and objectives? [NARRATIVE: 2500 CHARACTERS](#)

### SECTION 3: COMMUNITY ENGAGEMENT

1. What are your organization's outreach efforts that informed your decision to propose this project? [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 will your organization do to ensure that the project is accessible? [NARRATIVE: 2000 CHARACTERS](#)
3. What are the characteristics and size of the target audience(s) for the project? Include information about how the target audience was identified. [NARRATIVE: 2500 CHARACTERS](#)
4. Why will the project be relevant to this target audience(s) and how will they learn of, access and experience the proposed project? [NARRATIVE: 1500 CHARACTERS](#)

### SECTION 4: ORGANIZATIONAL CAPACITY

1. What is your organization's experience with producing projects of similar scale and complexity? [NARRATIVE: 1500 CHARACTERS](#)
2. What are the resources, including potential partners, your organization will access to facilitate the production of the project (e.g. rehearsal space, location, community partners etc.)? [NARRATIVE: 1500 CHARACTERS](#)
3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the project. Include information about the qualifications of each key person responsible for ensuring that the project is accessible and relevant to the target audience(s). [NARRATIVE: 1500 CHARACTERS](#)

### SECTION 5: PROJECT BUDGET & SPENDING PLAN

1. What is the proposed budget for the project? Provide the operating income and expenses for the two previous iterations of this project and the proposed project. In the table, include projected revenue, in-kind donations and expenses. Include the amount of funds your organization requests from the Commission as a part of the line item "Local government income". [INTERACTIVE CALCULATOR](#)
2. What amount of funds is your organization requesting from the Commission? [NARRATIVE: 10 CHARACTERS](#)

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3. Provide details to describe any income or expense categorized as "Other." [NARRATIVE: 500 CHARACTERS](#)

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