

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.

## **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 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](#)

## Appendix 3

### 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](#)

## Appendix 3

### 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](#)

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