

The City of San Diego
Commission for Arts and Culture

How to Apply for Fiscal Year 2018 Arts and Culture Funding

December 20, 2016

Download slides: www.VibrantCultureVibrantCity.com or

Twitter @SDArtsComm

Improvements to the FY18 application

Getting ready to apply: Request for Qualifications (RFQ)

Evaluation criteria and scoring

Timeline of key important dates



Process Improvements

The FY18 process is designed to promote EQUITY, EFFICIENCY, and EFFECTIVENESS:

Be simpler, easier to complete and understand.

Promote fair, equitable and inclusive processes, so that organizations of all sizes and disciplines can achieve success.

Ensure stewardship and public confidence in City contracts.

Consume less of the applicant's and the City's resources.

Step 1: Request for Qualifications (RFQ)

Assess if an applicant is ready to contract with the City.

To be “ready to contract” means an applicant is eligible, accountable through governance and financial practice and has the bandwidth to manage the details of a City contract.

Looks at Administrative Capacity, Governance, Financial Management and Past Performance on Commission Contracts.

Reviewed by one trained team, including Commissioners and City Staff, who have nonprofit management expertise.

Applicants are scored as “ Ready to Contract” or “Not Ready to Contract”

Step 2: Request for Proposals (RFP)

Assess programs and services provided to citizens and visitors and how well they align with the City's goals.

Looks at Production Capacity, Budget and Spending Plan, Audience and Inclusion, and Emphasis Areas.

Reviewed by Commission Advisory Panels of Commissioners and community leaders.

****Still in development. More information coming soon!****

Request for Qualifications (RFQ)

RFQ Areas for Evaluation:

Organizational Information and Eligibility Requirements

Administrative Capacity

Governance Practices

Financial Management

Past Performance on Commission Contracts, if applicable

Organizational Information

Tell us about yourself!

Legal Name, and DBA if applicable

Contact Information



Mission Statement

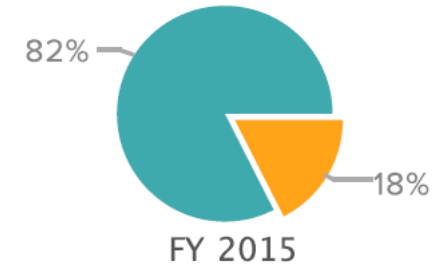
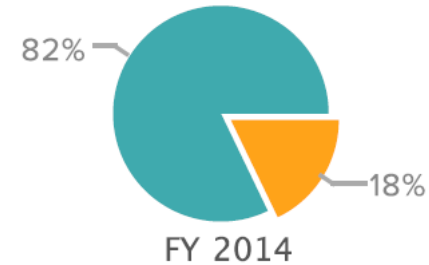
Fiscal Year End Date

Calculate your Annual Operating Income (AOI) *OSP applicants only.

Organizational Information: Calculate Your AOI

Total Contributed Revenue	\$128,487	\$133,325	4%	\$146,840	10%
Operating Investment Revenue	-\$3 -0%	\$34 0%	1,233%	\$33 0%	-3%
Total Operating Revenue	\$309,034	\$374,537	21%	\$384,693	3%
Total Operating Revenue Less In-kind	\$309,034	\$374,537	21%	\$384,693	3%

 Program Revenue
 Non-program Revenue



Report Run Date: 12/13/2016

Page 3 of 13

Administrative Capacity

Does your organization have the administrative bandwidth to manage a City Contract?

Organizational chart

Qualifications of contract administrator

Insurance requirements

Does your organization's board have sufficient oversight?

Board meeting frequency

Oversight of budgets and compensation agreements

Evaluation of organization's top executive or key volunteer

Conflict of Interest policies and oversight

Is your organization prepared to steward and manage tax payer dollars?

Liquidity (LUNA) calculation

Financial plan for addressing liquidity issues

DataArts Funder Report

Annual operating budget

Qualifications of primary financial management staff/volunteer



LUNA= Liquid Unrestricted Net Assets

Net Assets Unrestricted

- Fixed Assets**
- + Non-Current Liabilities**

For OSP applicants, you can locate these on your DataArts Funder Report, Page 8-Balance Sheet or on the balance sheet from your organization's financial statements.




Financial Management: LUNA Calculator

Balance Sheet


Assets	FY 2013	FY 2014	% Change	FY 2015
Cash	\$76,751	\$143,368	87%	\$146,397
Other current assets	\$33,370	\$49,817	49%	\$57,278
Fixed assets (net)	\$3,484	\$1,013	-71%	
Non-current assets	\$0	\$0	n/a	\$0
Total Assets	\$113,605	\$194,198	71%	\$203,675
Liabilities & Net Assets	FY 2013	FY 2014	% Change	FY 2015
Current liabilities	\$6,092	\$17,608	189%	\$15,847
Non-current liabilities	\$0	\$0	n/a	\$353
Total Liabilities	\$6,092	\$17,608	189%	\$16,200
Net Assets				
Unrestricted	\$107,513	\$176,590	64%	\$187,475
Temporarily Restricted	\$0	\$0	n/a	\$0
Permanently Restricted	\$0	\$0	n/a	\$0
Total Net Assets	\$107,513	\$176,590	64%	\$187,475
Total Liabilities & Net Assets	\$113,605	\$194,198	71%	\$203,675

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Find Grants

Find your grantmakers and submit data for an upcoming deadline, or search for new grant opportunities.



191

Grants currently
via DataArts

Your Grant Programs

Grantmaker	Grant Program	Data Submitted	Deadline	Surveys Submitted	
San Diego Commission for Arts and Culture	Organizational Support Program Application	11/14/11 at 9:30pm EST	11/18/11		View Funder Report
California Arts Council	State-Local Partnership Program	4/06/12 at 9:45pm EDT	---	✓ 06/30/2010 , ✓ 06/30/2011	View Funder Report



DataArts – culturaldata.org/

DataArts


Funder Report

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DataArts

Funder Report

Organization Information

Organization name:	City of San Diego Commission for Arts and Culture		
City:	San Diego	Federal ID #	95-6000776
State:	CA	Year organization founded:	1988
County:	San Diego	Organization type:	Program or department wi
NISP Discipline:	14 - Multidisciplinary	Fiscal year end date:	06-30
NISP Institution:	16 - Arts Council/Agency	DUNS #	624235412
NTEE:		Full-time staff:	7



Past Performance on Commission Contracts– If Applicable

Has the organization been in compliance during past contracts?

- Organization submitted late contract kit
- Organization did not perform the agreed upon scope of services
- Organization withdrew from contracting after award allocation
- Organization did not claim full award amount
- Organization submitted late final performance report
- Organization did not submit final performance report
- City terminated contract with organization for cause

Evaluation Criteria and Scoring

All Request for Qualifications will be evaluated by a trained team, including Commissioners and City Staff, and scored “Ready to Contract” or “Not Ready to Contract”

The trained team is led by The University of San Diego, School of Leadership and Education Sciences.



Evaluation Criteria and Scoring

1. Applicant Profile –Completed
2. Eligibility Survey – Meets all requirements per Council Policy 100-03 (YES or NO)
3. Administrative Capacity – Meet requirements of City procurement authorities and provides evidence of organizational structure and management systems
4. Governance Practices – Ensures good stewardship of public confidence to fulfill City contracts, board supports proper stewardship of funds and organizational accountability. Policies are designed to prevent self-dealing and corruption.



Evaluation Criteria and Scoring

1. Financial Management – Completed LUNA calculations and board-approved current annual operating budget. Organizations with less than two months of liquidity provide feasible plans for covering unexpected shortfalls. Appropriate financial management experience of staff/volunteer/contractor
2. Past Performance on Commission Contracts – history of deficiencies (e.g. late contract kits, late final reports, etc.)
3. Conditions for Submission – Completed Section (YES OR NO)

Some questions scored as either complete or not complete and some scored: Strong, Basic, Weak.

Evaluation Scoring and Criteria

Applicants scored “Ready to Contract” will be given access to the Request for Proposals.



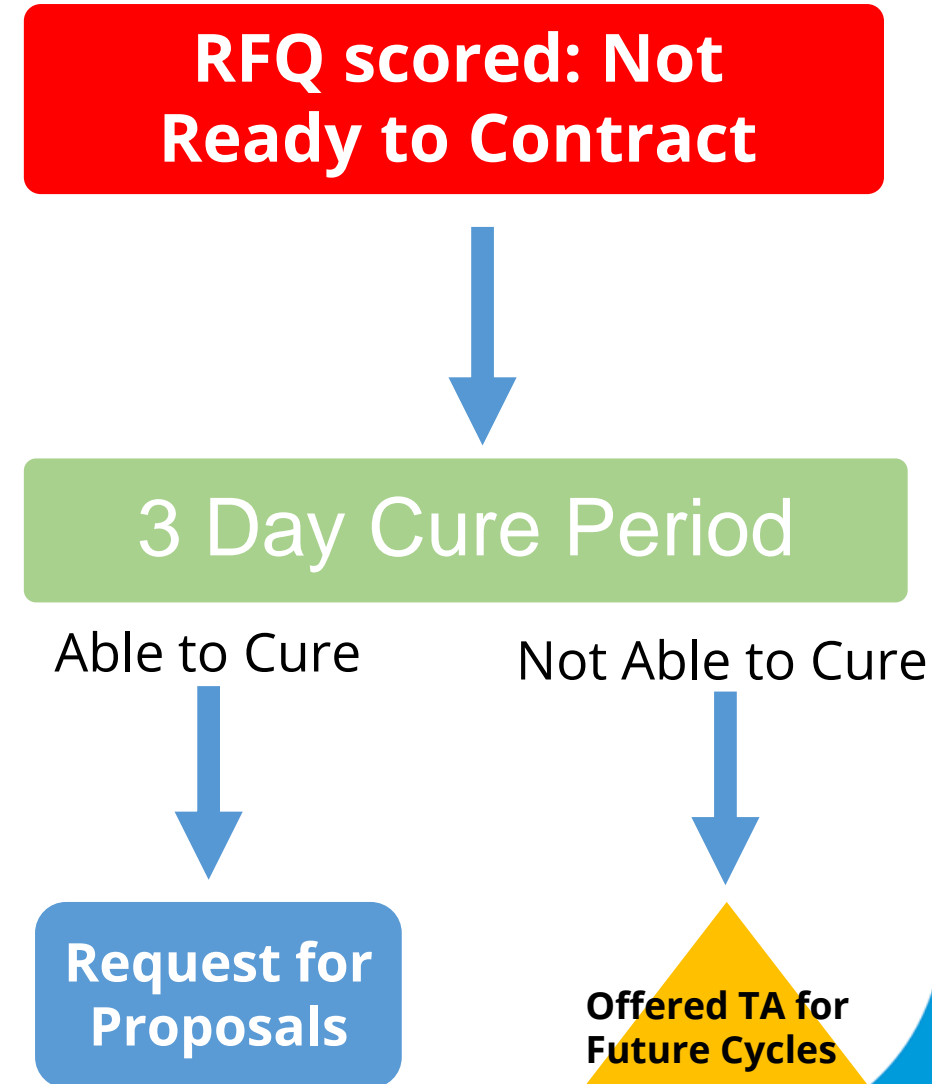
Evaluation Scoring and Criteria

Applicants scored “Not Ready to Contract” will enter a 3-day Cure Phase.

City staff share issues identified in the RFQ and the organization will have three working days to address the issues in question.

If an applicant is able to correct or provide clarifying information to an extent which moves their score to “Ready to Contract” they will be moved to the Request for Proposals.

If they are not able to correct or clarify it, then the applicant will be directed to resources to help improve their competitiveness for future funding cycles.





Key Important Dates: For 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 17, 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



Contact us!

Commission for Arts and Culture Funding Programs

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