



## How to Complete a FY19 AEEI Final Performance Report

### For Nonprofit Organizations Awarded AEEI Contracts in Fiscal Year 2019

These instructions are for each nonprofit organization (Contractor) that has completed the scope of services related to its FY19 Arts Education Enrichment Initiative (AEEI) contract.

#### QUICK START SUMMARY:

1. Read these instructions and review the FY19 contract amendment.
2. Prepare the required financial disclosures and draft responses to the narrative questions.
3. Login to Go Smart Account at <https://sandiego.gosmart.org/>.
4. Select Current Programs/Applications on the top menu.
5. Locate the FY19 AEEI Request for Proposal, and select *Final Report- Start*.
6. Complete all required questions and upload documents.
7. Once completed select *Submit* at the end of the report.

#### DETAILED INSTRUCTIONS:

##### **What information does is needed to complete the financial disclosures?**

- FY19 invoice forms
- Profit and loss statement for the project

##### **What information is needed to complete the narrative questions?**

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

##### **How many examples of materials crediting the City of San Diego should be uploaded?**

Each project is required to provide a minimum of one (1) and maximum of three (3) examples that show the use of the City logo and language required by Article 5.7 of FY19 and FY18 contract.

##### **What format is required to upload documents?**

All documents should be submitted in PDF format.

##### **Who can be contacted with questions or for technical assistance?**

Contact Karla Centeno, Arts and Culture Project Manager at [KCentenoAgui@sandiego.gov](mailto:KCentenoAgui@sandiego.gov)

## Substantive Questions

### Fund Expenditures

1. What the total project budget for FY19 AEEI?
2. What percentage of the project's total budget came from the FY19 AEEI funds?
3. How were AEEI funds spent? Use submitted invoices to complete the table showing expenditures reimbursed with City funds.

### Financial Disclosures

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

### Narrative Questions

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

### Feedback

1. Please share any suggestions that could make the application, contract or payment process more user-friendly.

### Acknowledgement

1. Attach a minimum of one (1) and a maximum of three (3) examples, in PDF format, crediting the City in your project's promotional materials.