

Issued December 11, 2017

Addendum 2 – Fiscal Year 2019 Application Guidelines

CCSD: Creative Communities San Diego Program

The City of San Diego Commission for Arts and Culture

1. RFP, Section 1 – Applicant Profile, Question #3, has been edited to read:

“Provide your organization’s mission statement. If using a fiscal sponsor, please provide the mission statement for both the fiscal sponsor Organization and the project producer.”
2. RFP, Section 1 – Applicant Profile, Question #3, character count has been changed to 1000.
3. RFP, Section 3 – Community Engagement, Question #2, has been edited to read:

“Describe how your organization identified the core community/audience and how your organization designed the proposed project to be relevant and impactful to this core community/audience. Provide quantitative and qualitative data to show the impact of your project. “
4. RFP, Section 3 – Community Engagement, Question #2 character count has been changed from 3000 to 3300.

An updated FY19 CCSD RFP Tear Sheet is attached.

Appendix 3 – Updated December 11, 2017

Request for Proposals (RFP) Tear Sheet Fiscal Year 2019 Creative Communities San Diego (CCSD)

SECTION 1: APPLICANT PROFILE

1. Legal Name of Organization
2. DBA Name of organization, if applicable
3. Provide your organization's mission statement. If using a fiscal sponsor, please provide the mission statement for both the fiscal sponsor organization and the project producer.
[NARRATIVE: 1000 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. If applicable, give a brief description of the relationship between the fiscal sponsor and the project. [NARRATIVE: 250 CHARACTERS](#)
10. 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](#)
11. 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 is the project that your organization proposes to produce between July 1, 2018 and June 30, 2019? Include information about where the project occurs and how many people are served. [NARRATIVE: 2500 CHARACTERS](#)
2. How does your project align with at least one of the City's goals per Council Policy 100-03? (Goal 1: Enhance the economy; Goal 2: Contribute to San Diego's national and international reputation as a cultural destination; Goal 3: Provide access to excellence in culture and the arts for residents and visitors; Goal 4: Enrich the lives of the people of San Diego; Goal 5: Build healthy, vital neighborhoods) [NARRATIVE: 2500 CHARACTERS](#)

SECTION 3: COMMUNITY ENGAGEMENT

1. Describe the core community/audience for your organization's proposed project in terms of geography, age, cultural and economic characteristics, as applicable. [NARRATIVE: 2000 CHARACTERS](#)
2. Describe how your organization identified the core community/audience and how your organization designed the proposed project to be relevant and impactful to this core community/audience. Provide quantitative and qualitative data to show the impact of your project. [NARRATIVE: 3300 CHARACTERS](#)
3. 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. How will your organization ensure that the proposed project accessible and inclusive? [NARRATIVE: 2500 CHARACTERS](#)

SECTION 4: PRODUCTION CAPACITY

1. What is your organization's experience with producing projects of similar scale and complexity? [NARRATIVE: 2500 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: 2500 CHARACTERS](#)
3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the project. How do they contribute to the impact of your project? [NARRATIVE: 2500 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. If this is a new project, enter 0 where it asks for "Previous" and "Current". For all projects, in the table, include projected revenue, in-kind donations and expenses. Include the amount of funds your organization estimates to receive from the Commission as a part of the line item "Local government income". [INTERACTIVE CALCULATOR](#)
2. Describe the local government income shown in Line D in the table. [NARRATIVE: 250 CHARACTERS](#)
3. Describe income and/or expenses categorized as "Other." [NARRATIVE: 1000 CHARACTERS](#)
4. Provide any details to provide clarification about line items in your projected budget from the previous page. [NARRATIVE: 500 CHARACTERS](#)

SECTION 6: ACHIEVEMENT IN EMPHASIS AREAS

Select and describe one area of emphasis where your project has made a significant achievement.

1. Option: Provide evidence that your project has received significant national or international recognition in the past three years. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
2. Option: Provide evidence that your project has made a significant investment in San Diego's professional artists. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
3. Option: Provide evidence that your project has generated significant original (artistic/cultural/programmatic) content. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
4. Option: Provide evidence that your project has significantly improved its impact through collaboration. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
5. Option: Provide evidence that your project has made significant connections with underserved populations in the city of San Diego. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
6. Option: Provide evidence that your project has generated significant overnight hotel stays in the city of San Diego in the past three years. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)

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