

Issued December 11, 2017

**Addendum 2 – Fiscal Year 2019 Application Guidelines**

**OSP: Organizational Support Program**

The City of San Diego Commission for Arts and Culture

1. RFP, Section 3 – Community Engagement, Question #2, character count has been changed from 3000 to 3300.

An updated FY19 OSP RFP Tear Sheet is attached.

## Appendix 3 – Updated December 11, 2017

### Request for Proposals (RFP) Tear Sheet

#### Fiscal Year 2019 Organizational Support Program (OSP)

##### 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 current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year. [ATTACH PDF](#)
5. Provide an organizational chart showing the names and titles of your organization's staff. [ATTACH PDF](#)
6. 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](#)
7. 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](#)

##### SECTION 2: PROGRAMS/SERVICES

1. What are the primary programs/services that your organization plans to conduct between July 1, 2018 and June 30, 2019? Include information about where the programs/services occur, how often and how many people are served. [NARRATIVE: 2500 CHARACTERS](#)
2. How do your organization's programs/services 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 programs/services in terms of geography, age, cultural and economic characteristics, as applicable. [NARRATIVE: 2000 CHARACTERS](#)
2. Describe how your organization identifies the core community/audience and how your organization designs programs/services that are relevant and impactful to this core community/audience. Provide quantitative and qualitative data to show the impact of your organization's programs/services. [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. What does

your organization do to ensure that its programs/services are accessible and inclusive? [NARRATIVE: 2500 CHARACTERS](#)

#### SECTION 4: PROGRAMMING CAPACITY

1. What is your organization's experience with producing programs/services of similar scale and complexity? [NARRATIVE: 2500 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: 2500 CHARACTERS](#)
3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the programs/services. How do they contribute to the impact of your programs/services? [NARRATIVE: 2500 CHARACTERS](#)

#### SECTION 5: ACHIEVEMENT IN EMPHASIS AREAS

Select and describe one area 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: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
2. Option: Provide evidence that your organization has made a significant investment in San Diego's professional artists. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
3. Option: Provide evidence that your organization has generated significant original (artistic/cultural/programmatic) content. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
4. Option: Provide evidence that your organization has significantly improved its impact through collaboration. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
5. Option: Provide evidence that your organization 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 organization 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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