



Commission for Arts and Culture

Instructions

How to Complete a FY20 AEEI Final Performance Report

QUICK START SUMMARY:

1. Read these instructions and review the FY20 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 FY20 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?

- FY20 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. Please reference Article IV: Intellectual Property Rights of your contract.

How many project images should be uploaded? Please attached a minimum of 3 and a maximum of 5 images

What format is required to upload documents?

All documents should be submitted in JPG or PNG format.

Who can be contacted with questions or for technical assistance?

Contact Karla Centeno, Arts and Culture Project Manager at KCentenoAgui@san Diego.gov

Substantive Questions

Fund Expenditures

1. What the total project budget for FY20 AEEI?
2. What percentage of the project's total budget came from the FY20 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. Effects of COVID-19: Please share what effects Covid-19 and Covid-19 response have had, if any, on your organization's ability to complete the AEEI project. Include details on programming that was cancelled or postponed, closures, effects on staffing, financial impact and any organizational and/or creative work arounds undertaken during the FY20 funding year.
2. Project Highlights: Using both qualitative and quantitative data, share project highlights that align with each of the AEEI goals:
 - a. Engage youth in artist-led learning experiences focused on visual, performing, or language arts, or a combination thereof;
 - b. Develop artistic abilities and creativity of youth;
 - c. Develop new art audiences by increasing exposure to and appreciation of San Diego's local artists;
 - d. Enrich arts education programming that takes place in the San Diego Promise Zone (SDPZ), which includes public schools, recreation centers, public parks and libraries; and
 - e. Support collaborations between nonprofit organizations, artists and K-12 partners. Were they able to be overcome? If so, how? If not, what could be done differently in the future?
3. Challenges: What were the two biggest challenges encountered during the project? Were you able to overcome them? If so, how? If not, what could be done differently in the future?
4. Measurable Impact:
 - a. How many students actively participated in the project?
 - b. How many local artists participated in the project? List their names.
 - c. How many sessions with local artist(s) did the students have?
 - d. Describe the artistic medium and format of the sessions
 - e. Describe the culminating art production
5. What project was implemented with AEEI funds? Indicate whether the AEEI project was a new or pre-existing project.
6. Besides financial resources, what are the two most pressing issues facing arts education and why?
7. The City is responsible for ensuring that funds benefit San Diegans of diverse cultures, ethnicities, incomes, abilities, genders, ages, orientations and neighborhoods. How was the AEEI project accessible and inclusive?

Feedback

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

Acknowledgment

1. Attach a minimum of one (1) and a maximum of three (3) examples, in JPG or PNG format, crediting the City in your project's promotional materials.
2. Attach a minimum of 3 and a maximum of 5 images to your final report. Images should be photographs of programming and/or activities supported by this funding (not fliers). Professional digital photography is encouraged where feasible.