



Commission for Arts and Culture



Courtesy of Art of Elan

Arts and Culture Funding

Fiscal Year 2023 New Agreements and Projects with Fiscal Sponsors Handbook

Welcome!

On behalf of the City of San Diego, Mayor Todd Gloria, and the Commission for Arts and Culture, *congratulations* on your fiscal year 2023 funding award from the City of San Diego!

Whether you are returning as a funding recipient or you are receiving funding for the first time, our team is excited to welcome you to the FY23 funding year. We recognize the high-quality work your organization does to integrate arts and culture into the lives of residents throughout the city, as well as our visitors from Southern California and the world. Thank you for all you do every day to make our city a better place to live, work, and visit.

We at the Commission for Arts and Culture are grateful to Mayor Gloria and our City Council for their strong and vocal support of this funding program. Please join us in thanking our elected leadership in restoring funding to pre-pandemic levels.

Although we are much farther along in restoring our lives back to normal, we know that it will take a number of years for the sector to fully recover. Please know the team at the Commission for Arts and Culture are here for you as you embark on this funding year.

Here's looking forward to a brighter, healthier new fiscal year.

Warmly,

Warmly,



Jonathon Glus,
Executive Director
Commission for Arts and Culture

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New Agreement/Fiscal Sponsors Handbook

For Organizations Awarded Arts and Culture Funding in Fiscal Year 2023

These instructions are for organizations, referred to as funding recipients or awardees, that have been approved for a funding award in FY23 after submitting a response to the request for proposals through the City of San Diego's (City) Organizational Support Program (OSP) or Creative Communities San Diego (CCSD.) ***This is not for those organizations granted an option to renew unless your project has a fiscal sponsor.***

All agreements are now processed in Adobe Sign!

All OSP and CCSD funding agreements with the City are now processed exclusively using Adobe Sign for digital signing and document upload. An agreement will be sent to the e-mail address of your organization's director that was specified in the FY23 RFQ funding application. Access your agreement in Adobe Sign in order to sign the agreement. Please be sure to fill in all mandatory fields such as your title with the funded organization, signature and required attachments. For organizations applying for CCSD project funding with a fiscal sponsor, both the director of the organization acting as a fiscal sponsor and the director of the applicant organization will be sent and must sign the agreement.

How to complete your agreement:

Review your agreement:

Confirm that these unique details in the agreement are accurate:

- Article 1.1.1 Funding Award Recipient's Mission

- Article 2.2 Contact Information

- Article 3.1 Total TOT Funding Awarded

Pay special attention to agreement requirements such as:

- Article 3.1.2 Matching Requirement Amount

- Article 3.3 Mandatory Reporting (including Financial Disclosures)

Prepare to attach the required documents*

- 1) California Department of Justice Charity Registration (see instructions)
- 2) California Secretary of State Business Listing (see instructions)
- 3) U.S. Government System for Award Management (SAM) Debarment Search (see instructions)

Prepare to attach optional documents

- 1) Optional memo for FY23 scope of activities update (mandatory if there have been significant changes impacting your organization or project since the submission of your application.)

Sign the document in Adobe Sign per instruction in your e-mail and include name/title.

*For organizations receiving CCSD project funding by applying with a fiscal sponsor the registrations and verifications must be uploaded for the organization acting as the fiscal sponsor.

If your organization agrees to the terms and conditions of the agreement and can perform the general scope of activities (Exhibit A of the agreement) then sign the agreement in Adobe Sign and insert your name and title in the specified fields on the last page of the contract.

Required Attachments

In order to complete and sign your agreement in Adobe Sign you must attach required documentation to your agreement as part of the signing process:

1. California Department of Justice Charity Registration (mandatory)
 - a. See Appendix A for instructions
2. California Secretary of State Business Listing (mandatory)
 - a. See Appendix B for instructions
3. U.S. Government System for Award Management (SAM) Debarment Search (mandatory)
 - a. See Appendix C for instructions
4. FY23 Scope of Activities update (optional*)

*If your organization is unable to fulfill general delivery of scope of activities or meet other obligations such as the required match, financial disclosures, etc., you are able to decline your award with no negative impact to future funding opportunities by sending a formal notification of decline via email to Kip Eischen at JEischen@sandiego.gov.

When must the agreement be completed in Adobe Sign?

The City must receive agreements that are signed and executed with all required attachments uploaded into Adobe Sign by **11:59 pm on Wednesday August 31, 2021**. The receipt of a signed agreement with all required attachments is considered a formal acceptance of award. **Signed agreements not received by the August 31 deadline will be considered declined.**

Organizations that don't meet the deadline will receive a deficiency in "Performance on Past City Agreements" of the FY24 RFQ and may be deemed non-qualified for future funding.

Still need help?

If you have read everything in the handbook and instructions and followed specified steps and still require more information contact Kip Eischen at JEischen@sandiego.gov.

What is the process for receiving award payments after the agreement is signed and completed?

Awards are distributed in three separate payments. Organizations are NO LONGER REQUIRED to request reimbursement through invoices to the City. The payment process is in three steps as follows:

- 1) First payment: 50% of award
 - a. The first payment is a 50% advance of the total allocated award. Organizations DO NOT need to submit invoices for this advance payment. The first 50% payment is intended to serve as an advance early payment. The issuance of the first payment does not require any invoice or reporting beforehand. The first payment will be sent during Fall 2022 after your agreement is fully executed.
- 2) Second payment: 35% of award
 - a. The second payment is 35% of the total allocated award. Organizations are eligible to receive the second payment upon submission of the Progress Report. The Progress Report must include a description of supported activities that have been undertaken since the award period start date and those that are scheduled for the remainder of the activity period. The payment section of the progress report must show eligible expenses that amount to 50% of the total award, which is equal to the first advance payment, to become eligible for the second payment. The Progress Report will be available on the Commission for Arts and Culture website under the Funding Section and applicable OSP and CCSD funding program for current awardees during Fall 2022 unless other instructions are provided. Send completed progress reports to Kip Eischen at JEischen@sandiego.gov unless other instructions provided. Issuance of the second payment does not require an invoice submitted to the City.
- 3) Third/Final Payment: 15% of award
 - a. The final payment is 15% of the total allocated award. Organizations are eligible to receive the third payment upon completion of the Final Report and associated surveys. The Final Report will include multiple components including the Final Report made available during Winter/Spring 2023 through the FY23 RFQ Section of your GoSmart application profile via a hyperlink that begins with "Final Report" and associated surveys unless other instructions provided. In order to become eligible for the final payment organizations must demonstrate 100% of the match requirement as well as eligible expenses for the second 50% of the total award on the Final Report. Look out for additional updates.

Want to sign up for electronic payments? Ask staff for an electronic funds transfer form or access it here https://www.sandiego.gov/sites/default/files/eft_form.pdf and email it to Kip Eischen at JEischen@sandiego.gov.

Acknowledgement

Publicly acknowledging your award from the City helps people understand the impact of public arts funding and the broad range of activities transient occupancy tax dollars support.

- Credit: Recipients are required to acknowledge the award in advertisements relating to activities funded, including print, online, and broadcast; by using the City's Commission for Arts and Culture logo and the following credit line: *"Financial support is provided by the City of San Diego through the Commission for Arts and Culture."* City's Commission logo can be found [here](#) under Agreement Management Materials.

- Social Media: Recipients who have active social media accounts, are encouraged to acknowledge the City in posts related to the work in which awarded funds are used and to tag the Commission for Arts and Culture's Instagram @SDArtsCulture and use the SDArtsandCulture hashtag in relevant social media posts.

City's social media:

Instagram: tag @SDArtsCulture

Twitter: tag @SDArtsComm followed by #SDArtsAndCulture

LinkedIn: tag @City of San Diego followed by #SDArtsAndCulture

Facebook: tag @City of San Diego followed by #SDArtsAndCulture

Getting it right

- Choose one person to be the lead contact at your organization.
- Keep your contact information up to date with your agreement manager.
- Read all instructions and provided documents.
- Still have questions? We are here to help. Email us for assistance.
- Be patient. Internal City processes often take longer than you think.
- Keep detailed records; it makes reporting easier.
- Take advantage of opportunities for help, such as technical assistance workshops, office hours and online resources.
- Start the agreement process early and allow enough time to review the accuracy of the required agreement documents before submittal.

What expenses are eligible?

Funding allocations are disbursements for eligible expenses, which means expenses in the amount of your award must be documented. Organizations are only eligible for the second and third scheduled payments upon submission of reports and required documentation of expenses or matches. Eligible expenses are those made to assist an organization in its annual operating program (OSP) or related to the specific project proposed (for funding through CCSD scope of activities) in support of your organization's mission that is focused on the development, production, service or presentation of arts and cultural activities in the city of San Diego.

What expenses are ineligible?

Please refer to page 8 of the FY23 OSP and FY23 CCSD guidelines for expenses ineligible for reimbursement. Categories of ineligible expenses include religious activities, lobbying or voter-related activities, re-granting, tuition, capital outlays for equipment or improvement of facilities, contests and competitions including prizes, travel costs such as transportation or lodging, donations to individuals or entities, cash reserves/endowments, fines/deficit or debt payments, food, alcohol or beverages for hospitality and expenses to support activities primarily aimed at fundraising.

What information about expenses is needed?

The Progress Report and the Final Reports will each request documentation of eligible expenses for 50% of the total award. The reports will have tables for expenses in which organizations must record the following for each expense:

- Description of the expense

- Amount of the expense

- Vendor or employee name

- Date of payment

- Payment type: check, credit card or direct deposit (if paid for with a check, include the check number under payment type)

What additional documentation of expenses is required?

Invoices and proofs of payment must be kept on file as stated in Article 5.2 of your agreement.

Expenses Paid for by check

Check number to be included in itemized expenses table. Organizations are not required to submit copies of invoices or canceled checks.

Expenses Paid for with credit card

Copies of the itemized receipts.

A copy of the credit card statement with the expenses highlighted.
The City is unable to reimburse these purchases without full itemization.

Expenses Using direct deposit (payroll expenses only)

A copy of the statement from the payroll company with the expenses highlighted.

What are the match income requirements?

Pursuant to funding guidelines, all recipients are required to match their funding award. The organization's required match amount is stated in Article 3.1.2 of the agreement. All matching income must be received during funding activity period; for FY23 this is from July 1, 2022 - June 30, 2023. Information on matching requirement calculations can be found in Section 4 of the FY23 funding guidelines.

Matching funds can come from:

Contributed income, such as, but not limited to, donations from individuals, foundations, corporations, or other government entities.
Earned revenue, such as, but not limited to, ticket sales, gift shop income, or program fees.

Matching funds cannot come from:

Funds received from the City of San Diego.

What information about match income is needed?

On the match income table record the following for each income source:

Description of income source
Amount of funds from the source
Date the funds were received
Match income total for this request
Match income from previous requests, if applicable
Total match income demonstrated to date

APPENDIX A

California Department of Justice Charity Registration Check

[Registry Verification](#)

Search the Files of the Registry of Charitable Trusts

The Registry Verification Search tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

Potential donors are encouraged to research organizations using this query tool and those available from the [Secretary of State](#), [Franchise Tax Board](#) and [IRS](#) to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our [Resources](#) and [Donation Tips](#).

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type:

Record Type:

Registry Status:

County:

City:

State:

ZIP Code:

STEP 1:

- Search by one of the following:
 - Organization Name
 - FEIN (no dashes)
 - State Charity Number
 - SOS/FTB Number (no dashes)
 - Click "Search"

STEP 2:

- Upon search a table will populate under the below column headers.
- The entry under the status column should read "Current"



[HOME](#) [ABOUT](#) [MEDIA](#) [CAREERS](#) [REGULATIONS](#) [RESOURCES](#) [PROGRAMS](#) [CONTACT](#)

Click on the Organization Name for details about the registration or report record. The maximum number of records shown per page is 50. If there are multiple pages of the search results, the clickable page numbers will be displayed at the bottom. If you get too many results or do not find the organization for which you are searching, click the 'Search Again' button and change the search criteria. It is best to search by something that is as unique to the organization as possible such as State Charity Registration Number, FEIN, SOS Corporate Number, or an unusual portion of their name. To see all registration and report records associated with an organization, avoid searching by State Charity Registration Number as that is record-specific.

ORGANIZATION NAME	RECORD TYPE	REGISTRY STATUS	RCT NUMBER	FEIN	CITY
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California Department of Justice Charity Registration Check

[Registry Verification](#)

STEP 3:

- Clicking on your entity name in the search results will navigate to the "Registrant Details" page seen below
- Print the entire webpage to pdf (right click then print then select pdf) to ensure that all details are included
- Save the pdf for upload into your contract in Adobe Sign



State of California Department of Justice		Office of the Attorney General					
HOME	ABOUT	MEDIA	CAREERS	REGULATIONS	RESOURCES	PROGRAMS	CONTACT
<h2>Registrant Details</h2>							
Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents.							
Organization Name:	LACMA ALLIANCE	IRS FEIN:	861980093				
Entity Type:	Public Benefit	SOS/FTB Corporate/Organization Number:	4675116				
Registry Status:	Current - Awaiting Reporting			Renewal Due/Exp. Date:	5/15/2022		
RCT Registration Number:	CT0278214			Issue Date:	3/2/2022		
Record Type:	Charity Registration			Effective Date:	3/2/2022		
Date of Last Renewal:				DBA:			
<h2>Mailing Address</h2>							
Street:	801 S GRAND AVE UNIT 425						
Street Line 2:							
City, State Zip:	LOS ANGELES CA 90017						
<h2>Filings & Correspondence</h2>							
Founding Documents				Click on Document Type at the left to open PDF			
<h2>Annual Renewal Data</h2>							
Status of Filing:							
Accounting Period Begin Date:	1/1/2021						
Accounting Period End Date:	12/31/2021						
Filing Received Date:							
Form RRF-1 Reject/Incomplete Reason:							

APPENDIX B

California Secretary of State Business Listing Check

[California Secretary of State](#)

California Secretary of State

Business UCC

Login

Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Search by name or file number

Advanced

Results: 1

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
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© 2022 CA Secretary of State

STEP 1:

- Search by organization name or Secretary of State file number

STEP 2:

- Upon search a table will populate under the below column headers.
- The entry under the status column should read "Active"

STEP 3:

- Upon searching your entity name will come up under the "Entity Information" column.
- Click the blue box with the name of your organization under the "Entity Information" column to reveal additional details

LACMA

Advanced

Results: 8

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
LACMA ALLIANCE (4675116)	12/17/2020	Active	Nonprofit Corporation - CA - Public Benefit	CALIFORNIA	DEBORAH RICKS

California Secretary of State Business Listing Check

[California Secretary of State](#)

California Secretary of State

Business UCC Login

Business Search

The California Business Search provides access to available information for **corporations**, **limited liability companies** and **limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

LACMA ALLIANCE (4675116)

Initial Filing Date	12/17/2020
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Public Benefit
Principal Address	801 SOUTH GRAND \$425 LOS ANGELES, CA 90017
Mailing Address	14996 LA CUMBRE DR. PACIFIC PALISADES, CA 90272
Statement of Info Due Date	12/31/2022

STEP 4:

- Upon clicking your entity name in the “Entity Information Column” after the search results a gray box, as seen to the right, will pop up showing various statuses with state organizations
- Take a screenshot of this entire page, showing the box at right, or print the webpage to pdf
- Save the file or pdf for upload to your contract in Adobe Sign

APPENDIX C

U.S Government System for Award Management (SAM) Check

[SAM.GOV](https://sam.gov)

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

STEP 1:

- Create an account by entering in a valid e-mail address, selecting a language and reading/accepting Rules of Use.
- There is a two-step verification process for logging in. Follow instructions and click the links through the e-mail you provided when prompted.

STEP 2:

- Begin the search on the "Search" tab after log-in
- Expand the "Select Domain" box by clicking +
- Select "Entity Information"

 SAM.GOV®

[Requests](#) [Notifications](#) [Workspace](#) [Sign Out](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words e.g. 1606N020Q02



Search Results

Saved Searches

Actions

Select Domain

All Domains

All Domains
Contract Opportunities
Assistance Listings
Entity Information
Federal Hierarchy
Wage Determinations



Select Criteria

Choose your filters and run your report to begin.

Entity

Entity Name

Unique Entity ID

CAGE / NCAGE

Location

Entity Status

☒ Active
☒ Inactive
☒ ID Assigned

Reset

STEP 3:

- Type in your Organization name under "Entity Name"
- Ensure ALL THREE of the following boxes are checked
 - Active
 - Inactive
 - ID Assigned

U.S Government System for Award Management (SAM) Check

[SAM.GOV](https://sam.gov)

Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs

Exclusions

Responsibility / Qualification

KINGSMAN STAFFING LLC

Unique Entity ID
E3QLJV522BE3

CAGE/NCAGE
861U8

Physical Address
**810 Taylor ST STE 200
Elyria, Ohio
44035-6232, United States**

Registration Status
Active Registration

Expiration Date
Jun 2, 2023

Purpose of Registration
All Awards

Mailing Address
**810 Taylor ST
STE 200
Elyria, Ohio
44035, United States**

Version

Current Record

Download

Follow

STEP 4:

- Clicking on the Entity Name from the prior search step will navigate to an Entity Information Page
- Download the page or take a screenshot of the basic data shown above
- An active registration status is not required
- The SAMS check is to ensure that your organization is not debarred

NOTE:

- Your organization may not be registered with the SAMS system
- Registration is not required for agreements with the City
- If your organization is not registered please send a screenshot of the search dialogue box in Step 3 with your organization name typed in the Entity Name Box and the "No results found" message

STEP 5:

- Save the screenshot or downloaded pdf of either your entity information page or the "No matches found" dialogue box with your organization's name in the "Entity Name" field for upload to your contract in Adobe Sign

SAM.GOV

Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Search

All Words

e.g. 1606N020Q02

Search Results

Saved Searches

Actions

Select Domain
Entity Information

All Entity Information

Entities

Disaster Response Registry

Exclusions

No matches found

We couldn't find a match for your search criteria.
Please try another search or go back to previous results.

Go Back