



## Impact Program Funding Category Guidelines

[Application Page Link](#)

Applications due November 13, 2023 at 8:00 a.m. Pacific Time

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## Section 1: Introduction

The City of San Diego (City) advances and drives an equitable and inclusive creative economy and cultural ecosystem by investing in the work of artists and creatives, and the institutions and systems that amplify creative work and experiences; cultivating local participation and access; and advancing San Diego as a global city.

Committed to equitable economic development, City arts and culture staff facilitate the City's arts and culture investments in organizations, artists, and neighborhoods. Programs, partnerships, and initiatives range from funding and public art to cross-sector capacity building, creative industries research and data collection.

The City annually awards operational support to nonprofit arts and culture organizations as well as community-centered projects and initiatives based in arts and culture. These funds are awarded through a competitive application and review process, with the goal to expand access to arts and culture in every City Council district and amplify community cultural experiences.

The source of the funding is Transient Occupancy Tax (TOT), a tax levied on individuals who stay overnight in hotels, motels, and other lodging establishments. Governing the allocation of TOT funding is Council Policy 100-30 that allows for the Impact category to change periodically in order to align with important City priorities. A portion of the City's TOT revenue is intended to be used to: *enhance the economy and strengthen the arts, cultural and creative sectors; contribute to San Diego's national and international reputation as a creative, cultural destination; provide access to excellence in culture and the arts for residents and visitors; enrich the lives of the people of San Diego; and build healthy, vital neighborhoods as governed by Council Policy 100-03*



## Section 2: Impact Funding Category

In this inaugural Impact cycle, the City acknowledges that post-pandemic the systemic challenges to the arts and culture cultural ecosystems such as the accelerated costs of creating and producing work, historical imbalances in access to funding and the need to acknowledge, encourage and preserve the cultural heritage of all San Diegans have become more apparent and pressing. This inaugural cycle of the Impact category responds to [the City of San Diego's adopted Strategic Plan and its Goal to Protect and Enrich Every Neighborhood](#), and the City's Equity commitment to bring resources to every neighborhood, recognizing the historical underinvestment in some areas of the city.



The City acknowledges that many artists and organizations are hard at work between and often outside traditional systems of arts and culture. Transforming the future of our city for all requires new models for creative change-making in and through the arts. Many artists and organizations can work across disciplines and sectors to forge new paths of transformation the arts, cultural and creative sectors, and therein, impact the very communities they serve in more meaningful, sustained ways.

For this Impact cycle, the City is calling on artists and organizations, a.k.a. change-makers, to submit ideas with transformative potential. Impact invites visionary organizations and mission-driven artists that work within, across, or in a manner related to one or more of Impact's focus areas.

In the Fiscal Years 2024-2025 (January 1, 2024 – June 30, 2025), the City through Impact will support organizations and artists working with communities to help co-create new ideas that create change. The City will award up to 10 collaborations with phased of approximately \$100,000.

As a grantee, Impact recipients will also have access to networking and peer learning support. This learning includes convening funded collaborations at the beginning of the activity period so that funding recipients can learn about each other's ideas and participate in opportunities for networking among recipients, and a culminating event. Additionally, funding recipients will participate in City-organized nonprofit or artist professional development opportunities.

Importantly, the City is looking for San Diego organizations and artists doing unique work based in, reflective of, and relevant to San Diego-designated Communities of Concern or San Diego Promise Zone, and have the commitment and capacity to work with a community(ies) to innovate in one or more of the three focus areas:

- Arts + Heritage: Your project works to sustain and innovate living traditional or folk-art practices and cultural knowledge to ensure they remain vibrant and visible parts of community life
- Arts + Sustainability: Your project promotes courageous experimentation while contributing to the sustainability of the arts sector by proposing new ways of working, new outcomes for communities, and supportive outcomes for artists (i.e., financial, beyond financial)
- Arts + Just City: Your project builds innovative arts or cultural pathways toward a more just city, with focus on local expertise and testing new ideas to address local community opportunities or challenges

This Impact pilot funding cycle doesn't support: creative artistic works with the



principal purpose of putting them before an audience; permanent and temporary public art projects, or training activities with sole purpose of helping individuals develop artistic skills.

Funded collaborations are expected to produce a project (i.e., demonstration prototype or an example) to inspire others locally, regionally, nationally, and bi-national region.

An important outcome of Impact is that learnings and results can be shared with the communities centered in the project as well as with the arts, cultural, and creative sectors. Funding recipients will be expected to document and share appropriate learnings and results with the City.

Each lead funding recipient will enter into an agreement, outlining their obligation as a participant in Impact pilot funding cycle, which will generally include, but is not limited to the following: planning and development for Impact project in year one (January 1, 2024 – June 30, 2024) that can be executed within the allocated project costs, and implementation of the project in year two (July 1, 2024 – June 30, 2025).



### **Section 3: San Diego's Communities of Concern and San Diego Promise Zone**

The Communities of Concern (COC) index was first developed in 2019, and revised in 2021, and includes a set of health and socioeconomic indicators to gauge levels of access to opportunity residents have within a census tract and assess the degree of potential impacts of climate change on these areas. The City recognizes that areas with very low, low, and moderate access to opportunity face the largest barriers and should be prioritized.

San Diego Promise Zone became one of 22 federally designated Promise Zones in the United States and one of only four in California in 2016. The San Diego Promise Zone covers a 6.4-square-mile targeted area that spans East Village and Barrio Logan east to Encanto and is home to the City's most culturally rich and ethnically diverse neighborhoods, but also some of the most disadvantaged and under-resourced communities.

Impact (2024-2025) aligns with the San Diego Promise Zone and COC index and identifies the areas with very low, low and moderate\* access areas of the city of San Diego in greatest need of support.



For city of San Diego-based artists and organizations, view this [Communities of Concern map](#) (toggle to map layers Communities of Concern and City of San Diego CEI (Revised 2021) and [San Diego Promise Zone map](#) to determine whether at minimum lead applicant (and ideally collaborative partners) is located in a COC or the San Diego Promise Zone.



#### Section 4: Who is Eligible to Apply?

Collaborations of organizations and artists applying for funding must designate a lead applicant who will submit an application on behalf of the collaborative partnership. The lead applicant should be the artist or organization that has the responsibility for managing the funding award for the collaborative partnership.

Lead applicant must:

- Be an artist\*<sup>1</sup> or team of artists who have a history of working together, organized under a group name; an arts and culture organization with tax-exempt nonprofit status under 501(c)(3) or (6) of the Internal Revenue Code at the time of application; or an organization with tax-exempt nonprofit status under 501(c)(3) or (6) of the Internal Revenue Code and history of producing art projects at the time of application.
- Be must be based in city of San Diego's Communities of Concern (COC) or San Diego Promise Zone when applying through completion of the activity period.
  - Artist lead applicant must reside within the city of San Diego's COC or in San Diego Promise Zone for at least two consecutive years, be at least 18 years old, and not be enrolled as a full-time student.
  - Organization lead applicant must be headquartered in and primarily serving city of San Diego's COC or San Diego Promise Zone and have two full and consecutive years of operating with its own independent governing board.

Priority consideration will be given to lead applicants whose collaborative partners are also based in San Diego COC and/or San Diego Promise Zone.

- Have an annual operating budget below \$500,000 as must each of its collaborative partners.
- Form and lead a city of San Diego-based collaborative partnership that at a minimum includes:
  - If lead applicant is an artist, are you collaborating with an arts and culture organization or an organization with history of producing art projects? OR,



- If lead applicant is an arts and culture organization, are you collaborating with an artist or organization with history of producing arts projects? OR,
- If lead applicant is an organization with a history of producing art projects, are you collaborating with an arts and culture organization or an artist?
- Ensure project has a clear presentation that is open to the public, or meaningful and accessible engagement component within the performance period in alignment with Impact pilot cycle requirements. While presentations and participation must be open to the public generally, they may reach specific audiences or charge a fee as long as such restrictions do not discriminate on the bases as described in Section 6;
- Ensure project takes place within the city of San Diego’s designated COC and/or in San Diego Promise Zone.
- Ensure project aligns with one or more of the Impact pilot cycle focus areas.
- Participate in networking and peer learning activities.
- Track, collect, document, and report project data.

*\*Throughout these Guidelines, the singular term “artist” also means artist teams.*

<sup>1</sup> *The City adheres to definition of “artist” which is contained in San Diego Municipal Code section 26.0701 et seq.*

**FISCAL SPONSORS:** A nonprofit organization conducting work without federal tax-exempt nonprofit status under section 501(c)(3) or (6) of the Internal Revenue Code, or with less than two full and consecutive years of operating with its own independent governing board, may be eligible to apply as a lead organization applicant for Impact funding using a fiscal sponsor. The lead applicant organization—not the fiscal sponsor— will be considered by the City as the lead applicant. Lead organization applicant must not be an individual or for-profit entity (fiscal sponsors may not be used by lead artist applicants). If funding is awarded, the applicant organization and the fiscal sponsor will enter into an agreement with the City. Lead organization applicants using fiscal sponsors must submit all required materials for the fiscal sponsor at the time of application, including a letter of agreement. See Fiscal Sponsorship Requirements on the use of fiscal sponsors for Impact funding as well as a resource list of fiscal sponsors. Fiscal Sponsorship Requirements and resources are listed under “Resources” – dropdown.

In order to be eligible for Impact funding **lead applicant must NOT:**

- Be a current recipient of Fiscal Year 2024 funds through the following TOT category: Economic Development as defined in Council Policy 100-03.
- Be a member of a collaborative partnership applying for Impact and also apply as the lead applicant for Impact.



- Be an artist or organization that has outstanding financial obligations or debts of any kind to the City.
- Be an artist or organization with a primary purpose of grantmaking.
- Be an elementary or secondary school, school district, college, university, or other government entity.
- Submit an existing project unless clear evidence of iterating, innovating and expanding in alignment with Impact focus area(s).
- Submit projects that have received funding under the City’s Creative Communities San Diego or Far South/Border North: Artists and Cultural Practitioners in Community California Creative Corps program. Impact applications must be for a distinctly different project and purpose.



### Section 5: How Much Funding is Available?

Funding for an 18-month period of approximately \$50,000 per fiscal year will be awarded to up to ten applicants. Phased funding of \$50,000 for planning and development in year one (January 1, 2024 – June 30, 2024) and \$50,000 for implementation in year two (July 1, 2024 – June 30, 2025).

There is no matching requirement. Funding for Year 2 implementation is contingent on demonstrated progress on planning and development toward focus area objectives, adherence to funding requirements, and funds for year two being appropriated and authorized by City Council.



### Section 6: How to Apply

1. APPLICATION PROCESS: Applicant selection is a multi-step process. Applications are accepted via the online Impact application portal. Only applications submitted via the Impact application portal will be accepted. Online resources and technical assistance opportunities are listed under “Resources” dropdown here. (Accommodations may be made upon request for those with disabilities).

2. APPLICATION: Complete and submit [the online application form](#), and the form must be completed and submitted by the deadline (Appendix 2). This form will include a series of questions about the idea and collaborative partnership structure. City staff pre-screens each application to verify eligibility and completeness. Applicants that do not meet the Eligibility Requirements will not advance to the panel review



process.

3. **CRITERIA:** For this Impact pilot funding cycle, applicants will be evaluated on how well their application shows the following:

- **Project impact and public benefit:** how the project represents a forward-thinking answer to a clearly identified need. How well the project innovates within one or more of Impact’s three focus areas as a foundational element, its potential to inspire others in the region and beyond, and its ability to produce learnings and results that can be shared with the communities centered in the project as well as with the arts, cultural, and creative sectors.
- **Quality and qualifications:** how well your project planning and activities align with best practices or values of the community(ies) served. The qualifications of lead applicant and collaborators demonstrate experience, ability, and capacity to achieve the desired outcomes. Demonstrate deeply rooted relationships and a history of trust with frontline, grassroots, and/or under-resourced communities to achieve the project.
- **Feasibility:** the ability to complete your project within 18 months and within the allotted timeline for planning and development and implementation. This is demonstrated through the qualifications of you and your collaborators, your budget and details provided under project development and implementation section.
- **Advancing equity:** how explicitly the project is centered in and reflective of a community or communities within San Diego’s Communities of Concern or San Diego Promise Zone. Your project holds promise to benefit individuals and communities historically marginalized or that have been disproportionately impacted by inequities through an articulated theory of change.

City recognizes that where one is based can affect access to resources and opportunities. To take a step towards balancing these disparities, collaborations where the lead applicant AND collaborative partners are all based in San Diego COC and/or San Diego Promise Zone will receive the highest priority. This equity investment criterion will support panelists in the evaluation of applications. City intends this equity investment criterion to elevate these applications through the panelists’ discussion and consideration.

4. **EVALUATION PANEL:** Peer advisory panel composed of artists, cultural workers, and arts field professionals from all disciplines and backgrounds, and who represent different parts of the city of San Diego Communities of Concern and San Diego Promise Zone, then evaluate the eligible and complete applications and the degree to which each applicant’s proposed project aligns with the City’s Impact category pilot funding cycle goals and requirements. The advisory panel uses a standard scoring system to evaluate each section of the application and assign a rank to each





application: Very Aligned with scoring criteria (Ranks in the 4 range); Aligned with scoring criteria (Ranks in the 3 range); or Not Aligned with scoring criteria (Ranks in the 2 range). Based on these evaluations, the panel will rank and recommend up to ten applications for funding.

5. APPEALS: Any applicant not recommended to receive an award may submit a written appeal to staff no later than 5:00 p.m. on the tenth calendar day following notification from staff to the applicant that no award is being recommended. Staff will review the appeal and present it to the Commission for review and recommendation to the City. The City will make the final ruling. Upon request from an appellant, staff will provide written comments submitted by the Commission advisory panel, when available, to help the appellant prepare their response.

6. AUTHORIZING AWARDS: The Commission for Arts and Culture advisory body receives the recommendations by the review panel for recommendation to the City. The role of the Commission is to confirm that the review process has been fair. The meeting where the Commission receives this information is open to the public and will be announced in advance.



## Section 7: Conditions for Submission

1. The City reserves the right to reject, in whole or in part, any responses, to not accept a response submitted after any applicable cut-off time or date, to not accept an application recommended by any of the Commission advisory panels or the Commission, to initiate an alternate process, to reissue the guidelines and/or cancel this application process, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any applicant. Additionally, the City expressly reserves the right to postpone opening responses to this application process for its own convenience, and/or to waive minor informalities or irregularities in the responses received.
2. The City reserves the right to revise these guidelines and fiscal sponsorship requirements by addendum. The City is bound only by what is expressly stated in these guidelines and any authorized written addenda thereto. Addenda will be posted on the City's website at <https://www.sandiego.gov/arts-culture/funding>. It is the applicant's responsibility to check the website up to the final submission date for any possible addenda.
3. The City accepts no financial responsibility for any costs incurred by applicants. The City is not responsible for the loss or damage of any materials submitted.



4. The submission of a response to these guidelines does not guarantee funding.
5. The applicant is solely responsible for responding to any required or optional updates related to these guidelines or related to the award that is a result of this process.
6. Funds awarded to an applicant may be paid in advance of activities and on a reimbursement basis pursuant to awarded agreement. Eligible expenses for planning and development must be incurred by an applicant during the FY24 period of performance between January 1, 2024, and June 30, 2024 for the City to advance and reimburse pursuant to an awarded agreement. Funding renewal for year two implementation (July 1, 2024-June 30, 2025) is contingent in the City's sole discretion on demonstrated progress on planning and development toward focus area objectives, adherence to funding requirements, and funds for year two being appropriated and authorized by City Council.
7. Each applicant awarded funding must receive an executed agreement from the City before any funds are released. Awardees' must be expeditious in submitting required documentation and information and the City's contracting review process and should anticipate approximately one month to complete an award agreement and an additional month before receiving payment.
8. Each applicant awarded funding is required to comply with all required state and federal registrations including. Requirements will depend on whether the lead applicant is an artist or organization. For organizations, these requirements include, but are not limited to, California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, and evidence of non-debarment via the System for Award Management (SAM). For artists, these requirements include, but are not limited to evidence of non-debarment via SAM and IRS EIN registration if working under a group name. All registrations must be current and active during the period of performance.
9. Funds are taxable income to the recipient. Awardees should consult their accountant or financial advisor on how to report the income to the IRS.
10. All applicants receiving TOT funds of \$10,000 or more, but less than \$75,000, within a single fiscal year must submit required financial disclosure documentation evidencing the financial status of the applicant's last completed fiscal year with final performance report pursuant to an awarded agreement.
10. An applicant receiving TOT funds equaling \$75,000 or more, within a single fiscal year, must also submit the following: applicants with an operating budget under \$2 million must submit a financial review of the organization's most recently completed fiscal year conducted by an independent certified public accountant



within 150 days of the end of that fiscal year.

11. The award of funds does not imply that the City will produce, exhibit, promote or present the Impact project. It is the sole responsibility of the applicant to secure a venue or site and any required permit(s), approval(s) and/or permissions(s). It is the responsibility of the applicant to build this process into their project plan, budget and timeline which should be reflected in the response to the guidelines.

12. Each applicant awarded funding is required to deliver a progress report and a final performance report pursuant to awarded agreement in a format requested by City staff.

13. The applicant acknowledges that information submitted as part of their application for this opportunity may be disclosed to the public pursuant to a request under the California Public Records Act.

14. City funds may NOT be used for:

- Inherently religious activities: worship, instruction, or proselytization.
- Lobbying, including activities in lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
- Voter registration drives and related activities.
- Re-granting.
- Tuition for academic study.
- Capital outlay for construction, purchase, or improvement of facilities (including artwork installation on City property), or capital outlay for purchase of equipment.
- Contests and competitions including gifts, prizes, and awards.
- Travel, lodging, and transportation costs.
- Food, alcohol, or beverages for hospitality or entertainment functions.
- Projects where fundraising is the primary purpose of the project.
- Contributions and donations to other individuals or entities.
- Cash reserves and endowments.
- Fines and penalties, accumulated deficits, and debt reductions.

15. City funds will not be provided to any applicants or activities that discriminate against any person on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability.

16. All applicants awarded funding must pay artists a living/livable wage. (Please see the definition of Living/Livable Wage in Appendix 4.) Each applicant will determine their own method (stipend/contract/employ, etc.) to pay artists for the funding-activity period. Applicants will also be responsible for ensuring compliance with



state and federal employment laws and regulations.

17. The recipient retains all rights to the recipient's project for the duration of the copyright. Through an award agreement, the recipient will be required to grant to City and other parties duly authorized by City a nonexclusive, irrevocable, and royalty-free license to reproduce any intellectual property.

18. The applicant is solely responsible for the accuracy and truth of the information they submit to the City. Any applicant found to have 1) provided false information to the City, or 2) submitted an application for both Arts, Culture and Community Festival and Economic Development TOT funds in a single fiscal year may, at any point, be immediately disqualified from receiving funding, or 3) more than one application, this includes one application as a lead applicant and one application as a collaborative partner for Impact, at any point, be immediately disqualified from receiving funding.



## Appendix 1 Application Tear Sheet

The Impact application is submitted online through an [online application portal](#). Only applications submitted through Seamless by the deadline will be accepted. Applicants that do not meet the Eligibility Requirements and Applications that are substantially incomplete will not advance to the panel review stage of the application process. Please start the process early as last-minute technical issues could occur and late applications will not be accepted.

Use this tear sheet as a tool to prepare for the online application process. Please review the tear sheet and prepare the requested documents and answers first before you access the online application.

### Eligibility Survey

#### Lead Organization

1. Is your organization a non-arts or arts and culture-based nonprofit maintaining headquarters in city of San Diego Communities of Concern or San Diego Promise Zone? (Yes/No)
2. Can your organization demonstrate nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code? OR Is your organization a non-arts or arts and culture-based nonprofit operating under the fiscal sponsorship of a nonprofit organization? (Yes/No)
3. Does your organization have, at a minimum, a two-year history of consistent engagement in producing arts and cultural projects at the time of application? (Yes/No)
4. Will your proposed project take place within the geographic boundaries of San Diego Communities or Concern or San Diego Promise Zone? (Yes/No)

#### Lead Artist

1. Does your artistic practice align with the definition of artist as described in Appendix 4? (Yes/No)
2. Are you 18 years of age or older? (Yes/No)
3. Is your primary residence in the city of San Diego Communities of Concern or San Diego Promise Zone? (Yes/No)
4. Will your proposed project take place within the geographic boundaries of San Diego Communities or Concern or San Diego Promise Zone? (Yes/No)

### Section 1: Applicant Profile

#### Lead Organization Applicant

1. Applicant Legal Name:
2. Applicant DBA (if applicable):
3. Mailing Address (Street, City, County, State, Zip Code):
4. Business Address (if different from mailing address) (Street, City, County, State, Zip Code):
5. Please upload evidence of organization headquarters in city of San Diego Communities of Concern or the San Diego Promise Zone. Accepted proof of residency includes the following: current utility or other similar bills that are in your organization's name (water, electricity, gas) or a signed copy of a current lease/rental agreement.
6. Applicant Primary Contact Information. (The primary contact specified will receive information relating to your application)
  - a. Name
  - b. Title
  - c. Email
  - d. Phone Number
7. Executive Director Contact Information
  - a. Name
  - b. Title
  - c. Email
  - d. Phone Number
8. Applicant Mission Statement or Purpose:
9. Year applicant began arts and culture programs and/or services:
10. Applicant Fiscal Sponsor Name (if applicable):
11. Applicant Fiscal Sponsor EIN (if applicable):
12. Fiscal Sponsor DBA (if applicable):
13. Fiscal Sponsor Mailing Address (Street, City, County, State, Zip Code)
14. Fiscal Sponsor Business Address (if different from mailing address) (Street, City, County, State, Zip Code)
15. Fiscal Sponsor Primary Contact Information:
  - a. Name
  - b. Title
  - c. Email
  - d. Phone Number
16. Applicant Online/Social Media Information:
  - a. Website
  - b. Twitter
  - c. Instagram
  - d. Facebook
  - e. Other

17. Primary Collaborative Partner Name
18. Primary Collaborative Partner Address
19. Does Primary Collaborative Partner have a primary address in San Diego Communities of Concern or the Promise Zone?
20. Does Primary Collaborative Partner have an annual operating budget of less than \$500,000?
21. Primary Collaborative Partner Mission/ Statement of Purpose.

OR

### Lead Artist Applicant

1. Legal Name
2. Alias/ Nickname (if applicable)
3. Address of Primary Residence
4. Please upload evidence of residency in city of San Diego Communities of Concern or the San Diego Promise Zone. Accepted proof of residency includes the following: current utility or other similar bills that are in your name (water, electricity, gas), a signed copy of a current lease/rental agreement, scanned copy of your State ID showing your current address, or a current telephone account bill for a physical landline.
5. Contact Information. The information provided below will be utilized for all correspondence and any communications regarding eligibility, entering into any possible contracts and questions about your application. Ensure the information entered below is accurate.
  - a. Email Address
  - b. Phone Number.
6. Online/ Social Media Information:
  - a. Website
  - b. Twitter
  - c. Instagram
  - d. Facebook
  - e. Other
7. In ten words or less describe the nature of your artistic practice and/or the primary medium of your artistic activities. (ten-word maximum)
8. Primary Collaborative Partner Name
9. Primary Collaborative Partner Address
10. Does Primary Collaborative Partner have a primary address in San Diego Communities of Concern or the Promise Zone?
11. Does Primary Collaborative Partner have an annual operating budget of less than \$500,000?
12. Primary Collaborative Partner Mission/ Statement of Purpose.



## Section 2: Narrative

**1. Statement of Interest:** Explain your interest in this Impact funding opportunity. Why is lead applicant uniquely positioned to use this funding? How does this opportunity align with lead applicant's purpose or mission? (250-word maximum)

**2. Project Impact and Public Benefit.** Please provide answers to the three-part question below. (950-word maximum)

A. Describe your preliminary proposed project and the key components/concepts that will enable a successful Impact project. Explain if this is a new project or proposed as an expansion of an existing project (note: an expansion of an existing project must demonstrate iterating, innovating and expanding in alignment with Impact focus area(s).)

B. Describe how your project will intersect with one or more of the Impact focus areas listed below. Explain what differences you hope to make for San Diego.

- Arts + Heritage: Your project works to sustain and innovate living traditional or folk-art practices and cultural knowledge to ensure they remain vibrant and visible parts of community life
- Arts + Sustainability: Your project promotes courageous experimentation while contributing to the sustainability of the arts sector by proposing new ways of working, new outcomes for communities, and supportive outcomes for artists (i.e., financial, beyond financial)
- Arts + Just City: Your project builds innovative arts or cultural pathways toward a more just city, with focus on local expertise and testing new ideas to address local community opportunities or challenges.

C. Will your proposed activities take place within San Diego Communities of Concern and/or the Promise Zone.

D. Describe how your project will engage with one or more communities in the city of San Diego Communities of Concern and/or San Diego Promise Zone and why you selected those communities for this project.

E. List the address of preliminary locations in which activities support by any funding from the Impact category will take place.





F. Describe how you and your collaborative partners will assess the impact of this project? How do you plan to collect data?

**3. Quality and Qualifications** Please provide answers to the six-part question below. (950-word maximum)

A. Describe lead applicant's background and history of work in the city of San Diego. Include in your response your experience engaging collaborative partners (i.e., organizations and artists) on projects of similar scope and scale to Impact.

B. Describe lead applicant's internal capacity to administer City-funded projects, including financial management, data tracking, evaluation and reporting.

C. Describe lead applicant's experience serving historically under-served communities that fall within the city of San Diego Communities of Concern or San Diego Promise Zone.

D. Describe how lead applicant will collaborate with organizations and artists in the project development and implementation process.

E. Briefly describe lead applicant's collaborative partners (organizations and artists) that will have a role in this project. Discuss their proposed roles and responsibilities. What steps did you take to ensure your selection process was fair, equitable and prioritized those living/headquartered in COC and San Diego Promise-designated communities?

F. The City is committed to providing artists and cultural workers with meaningful, paid work opportunities. How will lead applicant ensure that the artists and cultural workers working on this project are paid a living/livable wage?

**4. Feasibility:** (250-word maximum)

Describe the ability to complete your project within 18 months and within the allotted timeline for planning and development and implementation. This is demonstrated through the qualifications of you and your collaborators, your budget and details provided under project impact and public benefit section.

**5. Advancing equity:** Describe your approach to ensuring project centered in and reflective of a community or communities within San Diego's Communities of Concern or San Diego Promise Zone. Discuss how your efforts benefit communities and potential individuals in your response. (250-word maximum)



### Section 3: Required Attachments and Work Samples \*

\*Numbering may slightly differ between Lead Artist/ Lead Organization Applicants in this Section

You will be required to attach the following documents to submit a complete application. Incomplete applications cannot be amended or reviewed. Please ensure all required information is attached to your application.

1. Upload your age verification. Accepted Documents include Driver's License, State/United States Federal Identification Card (i.e Passport) or a birth certificate. (Lead Artist Applicants Only)

2. Project Lead and Collaborative Partners:

a. Upload a document (1-page max.) in a .pdf format with brief biographies of project lead and primary collaborative partners, including lead project administrators, consultants, and other individuals who will implement and enable the success of this project. The .pdf document should include the group and individual's name, title, and roles relevant to the planning and development and implementation of the project.

b. Upload a current résumé or curriculum vitae (CV) in a .pdf format for the artist, artistic director, and/or curator who will be responsible for delivering the artistic quality of your project. If the artist is a team of artists who have a history of working together, organized under a group name, please include your team/studio résumé or CV. If that is not available, please combine the individual résumé or CV (one right after the other) of each team member into one .pdf document.

3. Project Budget: Upload the project budget table linked here.

4. Work Samples: Upload examples of current or past projects that demonstrate work in alignment with Impact pilot purpose and goals (such as artist-engaged projects, projects with similar scale or scope). The attachments, which could include collateral, critical reviews, or photographs, etc., should be relevant to your proposal and contain at least three but not more than a total of 10 images/documents/videos. Videos may be included but do not include as an attachment. Provide a link to any videos hosted on the web.

a. Submit images in .jpg or .png format with a maximum file size of 3 MB each. b. Submit documents (three-page maximum) in .pdf format

c. Submit videos as a link. All submitted videos' total combined running time may not exceed three minutes.

Work Sample Document 1



Work Sample Document 2  
Work Sample Document 3  
Work Sample Image 1  
Work Sample Image 2  
Work Sample Image 3  
Work Sample Image 4  
Work Sample Image 5  
Work Sample Image 6  
Work Sample Image 7  
Work Sample Image 8  
Video Link 1  
Video Link 2  
Video Link 3

5. Annotated Image List: Upload an annotated image list in .pdf format, providing context for each work sample. Annotations may include project name, location, project lead, funding partners (if applicable), project budget, start and completion dates, and a brief description.

6. Fiscally Sponsored Applicants: Upload a .pdf copy of the completed Letter of Agreement between your organization and the fiscal sponsor - signed by both parties. (Lead Applicant Organizations Only)



## Appendix 2 Application Calendar

October 9, 2023

Guidelines and online application form becomes available for applications

November 8, 2023 at 3:00 p.m. Pacific Time

Last day for questions related to the application

November 13, 2023 at 8:00 a.m. Pacific Time

Applications due via the online submission tool

November 13 – December 15, 2023

Panel review and selection process

Week of December 18, 2023

Results announced to applicants

January 1, 2024 – June 30, 2024

Planning and development activity period

July 1, 2024 – June 30, 2025

Implementation activity period

\* All dates are approximate and subject to change. See Appendix 4 for a technical assistance information. Visit City website for timeline update.

### Appendix 3 Technical Assistance

City staff are available to offer guidance and clarification in preparing your application. Technical assistance will include a video resource and virtual sessions where applicants can ask questions and receive guidance. Applicants may also send questions via email to staff at any time at [arts@sanidiego.gov](mailto:arts@sanidiego.gov). Responses will be provided within 2 working days.

The City is committed to providing an equitable and inclusive environment for all individuals. Consistent with these principles and applicable laws, the City reasonably provides translation, interpretation, alternative formats, disability-related modifications or accommodations. We recommend that you contact staff well in advance of the deadline to ensure your needs can be accommodated. Requests for these services for the application phase may be made by email.

More information will be available under "Application Resources" [on the website](#). For further assistance, contact related to application or access: City staff at [arts@sanidiego.gov](mailto:arts@sanidiego.gov).



## Appendix 4 Definitions

**Artist** – An individual generally recognized by critics and peers as a professional practitioner of the visual, performing, media, or language arts, or a combination thereof, based on that professional practitioner's body of work, educational background, experience, past commissions, exhibition/performance record, publications, and production of artworks.

**Arts and Culture Organizations** – Organizations that provide services to the arts and culture sector or programming across one or more of the following artistic fields: creative place-making, creative youth development, arts education, dance, design, folk and traditional arts, literary arts, multi-disciplinary arts, music, media arts, theater, and visual arts, among others.

**Living/Livable Wage:** The wages received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and their family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs, including provision for unexpected events. [Living Wage Calculator by county.](#)

