

FY24 ACCF Companion FAQ

Important Notice:

This guide is only applicable to those awardees who completed the **full ACCF application** and is not applicable to CCSD/OSP awardees. Awardees who completed the abbreviated application (CCSD/OSP recipients) will have their allocation added to their total award with the Commission for Arts and Culture as a contract amendment. As such, these awardees should follow the reporting requirements provided by the Commission. Please remain cognizant of updates on the [ACCF webpage](#) or emails sent from ACCF@sandiego.gov and your assigned grant coordinator.

When will I receive my ACCF award?

ACCF payments are disbursed to grantees on a reimbursement basis only. Council Administration will contact the grantee toward the end of the City's Fiscal Year 2024 (July 1, 2023 – June 30, 2024) to provide a standard final reporting form. Funds will not be reimbursed without the submission and approval of the documentation required under the funding Agreement. This process is expected to occur in the early summer of 2024.

Is my ACCF award guaranteed?

ACCF awards are not guaranteed and should be considered tentative until the award is passed by the full City Council and the funding Agreement is signed by all parties. Grantees must also remain in good standing by meeting the following criteria:

1. Remain in good standing as a tax-exempt entity with all relevant agencies:
 - a. [California Secretary of State \(SOS\)](#)
 - b. [California Attorney General \(AG\)](#)
 - c. [Internal Revenue Service \(IRS\)](#)
2. Provide timely responses to any inquiries from City staff.

When will I receive a funding Agreement?

ACCF grant awards are subject to approval by the full City Council. Unlike prior years, Council Administration is seeking Council approval prior to sending funding Agreements to grantees for signature. We expect this process to be complete by springtime in 2024.

What expenses are covered by the funding Agreement?

Eligible program expenses are those closely related to the Project/Program/Service Summary section of the application as enclosed in the signed funding Agreement. All expenses must be incurred within the City's Fiscal Year 2024 (July 1, 2023 – June 30, 2024).

It is important to retain the following documentation for each expense:

1. Proof of Payment
 - a. Documentation describing the details of a purchase, such as an invoice or receipt.
2. Proof of Purchase
 - a. Documentation verifying that the expense was incurred, such as a canceled check, credit card statement, or bank statement.

Your organization must retain these records throughout the fiscal year for submission during the reporting period.

What expenses are not covered under the funding agreement?

ACCF funds cannot be used for purposes that are not provided for by the executed funding Agreement. Funds cannot be used for any purpose prohibited by laws governing the use of public funds, including for private, political, religious, or fundraising purposes or activities. Funds also cannot be used for food, beverages, or travel.

Can I begin purchasing prior to receiving a finalized funding Agreement?

Yes, purchases may be made at any time throughout Fiscal Year 2024 (July 1, 2023 – June 30, 2024). However, reimbursement is not guaranteed until the award is approved by the full City Council, the funding Agreement is signed by all parties, and reimbursement documentation is submitted and approved by Council Administration.

What about grant reporting?

Your assigned grant coordinator will provide a reporting form near the end of Fiscal Year 2024, which ends on June 30, 2024. The Final Report must be submitted within 60 days after the program's completion, or no later than July 31, 2024, whichever occurs sooner. If your program activities conclude prior to the end of the fiscal year, you should notify your assigned grant coordinator.

The Final Report will include an Expenditure Reporting Form on which grantees will be required to submit both proof of purchase and proof of payment documentation for all purchases, as detailed above.

What if my award is above \$10,000?

Additional financial disclosure documentation must be submitted if City funding is \$10,000 or greater. This includes evidence of financial status, which should be provided by submitting a statement of revenues and expenditures and a balance sheet for your organization. This will be due 60 days after the program's completion, or no later than July 31, 2024, whichever occurs sooner. Grantees are encouraged

to submit this documentation as a part of their Final Report. There are additional reporting requirements if your award is \$75,000 or greater. Please contact your assigned grant coordinator for more information.

What if I cannot provide all the required documentation in my Final Report?

Grantees must submit the required reporting documentation for all expenses. Any unreported expenses will not be reimbursed, reducing the total reimbursement payment.

How is ACCF different from CPPS?

ACCF awards are focused on arts and culture and have a narrower set of eligible activities, whereas CPPS awards are for community projects generally and have a broader set of eligible activities. CPPS awards are paid on an upfront basis, whereas ACCF payments are paid on a reimbursement basis only.