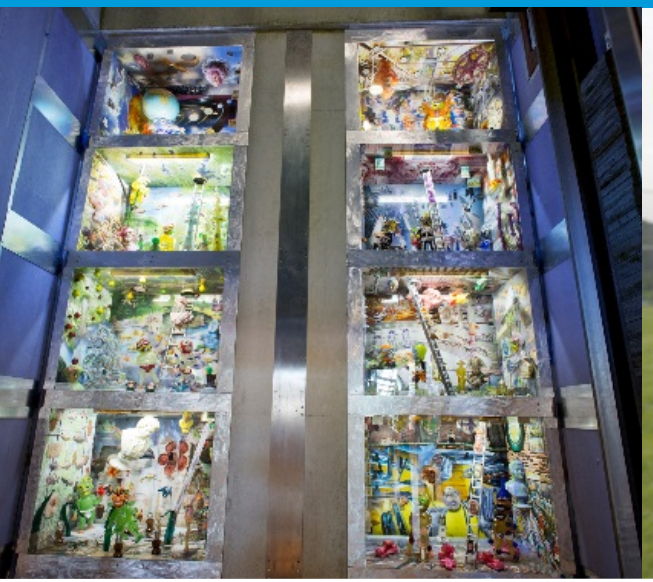
City Arts Funding:

Commission for Arts and Culture



The City of SAN DIEGO

Commission for Arts and Culture

MISSION

Vitalize the community by integrating arts and culture into community life, supporting the region's cultural assets, and showcasing San Diego as an international cultural tourism destination

VISION

Expanding our world by celebrating creativity in San Diego

Jean Isaacs San Diego Dance Theatre, *Trolley Dances*

What arts and culture funding opportunities are available?

Let’s start with our two anchor funding categories: OSP & CCSD

Opportunities Available– FY22

ORGANIZATIONAL SUPPORT PROGRAM (OSP)

Provides general operating support to San Diego arts and culture nonprofit organizations

Funding Period:
7/1/21 – 6/30/22

OSP allows for:

- General operating support for nonprofits
- Types of applicants: Theaters, Museums, Dance, Music, Heritage and Cultural, Arts Service Organization, etc.
- Delivery of arts and culture programs and services that engage residents and visitors
- Impact on San Diego's quality of life and tourism

Opportunities Available– FY22

CREATIVE COMMUNITIES SAN DIEGO (CCSD)

Provides support for projects, such as community-based festivals, parades, exhibits, and celebrations. Projects promote neighborhood pride and community reinvestment; make arts and culture activities more available and accessible in San Diego neighborhoods; and encourage people of diverse backgrounds to share their heritage and culture.

Funding Period:
7/1/21 – 6/30/22

CCSD allows for:

- Project specific support for nonprofits (don't have to be arts nonprofits)
- Types of projects: Festivals, parades, celebrations, and exhibitions
- Fiscal Sponsorship: Project producers who do not have 501c3/501c6 status can apply through a fiscal sponsor!

Now let’s check out our one-time opportunity: CARES Grant Initiative

Opportunity NOW Available

CARES GRANT INITIATIVE

Distributes one-time, relief grants for general operating support to eligible San Diego County arts and culture organizations serving communities of color disproportionately impacted by the COVID-19 pandemic.

Funding Period:
NOW – 1/31/21
+ no match!

- Application open to **SD County** orgs serving communities of color.
- Preference will be given to organizations that intentionally serve BIPOC communities that didn't received FY21 OSP/CCSD funding
- These are relief funds, so there is no match requirement, the funds are awarded upfront (not as a reimbursement) and fiscal sponsors are allowed.
- Grant funds must be expended by January 31, 2021.
- CARES applicants are encouraged to apply to FY22 OSP or CCSD

Where do the funds come from and how big are the funding awards?

For OSP and CCSD, The Commission receives a portion of the City's Transient Occupancy Tax (TOT) paid by tourists and other visitors to San Diego.
Awards are calculated taking the following factors into consideration: Organization (for OSP) or project (for CCSD) budget size, rank issued by the RFP panel, how much money is allocated to the programs and how many awards are eligible for funding.

- **OSP** Funding Awards can range from **$5,000–$600,000**
- **CCSD** Funding Awards can range from **$5,000–$140,000**

CGI is a one-time special grant initiative in response to the impact of the COVID-19 pandemic funded by Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act money awarded to the California Arts Council (CAC) through the National Endowment for the Arts, a federal agency, and allocated to their State-Local Partners, including the City of San Diego Commission for Arts and Culture. **10 awards of $1,500 will be distributed.**

Let’s check out the schedule and where to go to apply

Schedule of Opportunities: OSP & CCSD

October-November

- OSP & CCSD Guidelines Released: October 12, 2020
- Request for Qualifications Due: November 13, 2020

November - February

- Request for Qualifications Scored
- Request for Proposal Due

February-June

- Request for Proposals Evaluated and Scored
- Ranks and Award Recommendations Announced

July- August

- Contracting and Performance Period Begin

The City of San Diego's fiscal year runs from July 1 to June 30.

Schedule of Opportunities: CRI

October	• CRI Guidelines Released: October 12, 2020
November	• Applications Due: November 13, 2020
November	• Applications Evaluated & Awards Announced
January 31, 2021	• Deadline to Use Funds: January 31, 2021

Application Guidelines and Materials

- Find guidelines and application links for all 3 opportunities here: www.sandiego.gov/arts-culture/funding

- Applications are submitted via online platform, Gosmart (link on our website)

Now let’s take a glance at OSP and CCSD and the application process

MISSION ALIGNMENT

Your organization operates to fulfill a mission that aligns with the purpose of the Arts, Culture, and Community Festivals category of TOT funding, which is:

1. To **enhance** the economy;
2. To **contribute** to San Diego's international reputation as a cultural destination;
3. To **provide** access to excellence in culture and the arts for residents and visitors;
4. To **enrich** the lives of the people of San Diego; and
5. To **build** healthy, vital neighborhoods

The Application is a two-Phase Process: OSP & CCSD

RFQ → **RFP**

The City's **Request for Qualifications**. The RFQ allows the City to evaluate if an organization is eligible to apply.

The City's **Request for Proposal**. The RFP allows the City evaluate the degree to which each applicant's programs/ services align with the City's goals

Step 1: Request for Qualifications (RFQ)

DEFINING RFQ

The process assessing if an applicant is “Qualified” or “Not Qualified” to contract with the City.

Criteria include:

- Meeting eligibility requirements
- Accountability through governance and financial practice
- Bandwidth to manage the details of a City contract

WHO EVALUATES THE RFQ?

Through a contract with the University of San Diego, an outside team of non-profit financial experts trained specifically in City of San Diego contracting processes along with City staff evaluate the strength of each applicant’s ability to deliver the obligations of a City contract using the information provided in the RFQ.

Step 2: Request for Proposals (RFP)

Once an org is deemed qualified through the RFQ, they move to RFP:

DEFINING RFP

The process of assessing how well programs and services provided to citizens and visitors align with the City's goals.

Assessment areas includes:

- Programs and services
- Community engagement
- Organizational capacity
- Emphasis areas (OSP) or project budget (CCSD).

New for FY22:
-Virtual Programming
-Diversity, Equity & Inclusion efforts

WHO EVALUATES THE RFP?

Reviewed by Commission Advisory Panels composed of diverse members of the San Diego community and experienced local and national arts and nonprofit professionals. Panels occur in March and are open to the public. Applicants are encouraged to attend.

Contracting Requirements: OSP & CCSD

- Matching Requirement
  - NEW FOR FY22: Matching Requirement has been lowered to 1:1
- Funds must be used during contract period: July 1, 2021 – June 30, 2022
- All contractors must comply with City insurance requirements (due during Contracting in August 2021)
- All contractors must comply with required registrations (DOJ, SAM, SOS) (due during Contracting in August 2021)
- Funds are processed on a reimbursement basis, this means you have to have incurred and paid for the expenses before you can ask the City to reimburse you.

What if I produce an arts & culture project but don’t have 501c3/c6 status? Can I apply to CCSD?

YES! – CCSD allows for Fiscal Sponsorships

- If you are seeking funding for an art project but are not a 501c3 or 501c6, you can still apply for CCSD funding via a fiscal sponsor.
  - What's a Fiscal Sponsor?
    - Fiscal sponsorship is a formal arrangement in which a 501(c)(3) public charity sponsors a project that may lack exempt status. This alternative to starting your own nonprofit allows you to seek grants and solicit tax-deductible donations under your sponsor's exempt status. In essence the fiscal sponsor serves as the administrative "home" of the cause. Charitable contributions are given to the fiscal sponsor, which then grants them to support the cause. A fiscal sponsor is a nonprofit organization that may provides fiduciary oversight, financial management, and/or other administrative services to help build the capacity of charitable projects, groups and initiatives.

Fiscal Sponsors

- Role of a fiscal sponsor:
  - RFQ: Most of the information you'll provide in the RFQ will pertain to the Fiscal Sponsor
    - Because the fiscal sponsor is the applicant on record, and therefore responsible for fulfilling the contractual obligations, the information collected in the RFQ, pertains to the fiscal sponsor (Applicant Profile, Eligibility, Service Area, Administrative Capacity, Governance, Financial Management)
- Role of a project producer:
  - RFP: Most of the information you'll provide in the RFP will pertain to the project and the project producer
    - The RFP will asses the strength of your project and how closely it aligns with City priorities by asking you specifically about the proposed project, community engagement, your teams capacity to produce the project and your project budget.

Fiscal Sponsors

- Your Fiscal Sponsor **does** have to be:
  - A 501 c3 or 501c6
  - Have been a 501c3/501c6 for at least 3 years
  - Be fiscally solvent (have at least 1 month of liquidity)
  - Deemed qualified for contracting via RFQ process
  - Not already applying for TOT funds (an organization cannot submit multiple applications)
- Your Fiscal Sponsor **does NOT** have to be:
  - An arts organization
  - Located in the City of San Diego (your project does)

What’s Next?

- Guidelines for FY22 OSP, CCSD and CRI were released on Monday October 12.
- Guideline packets contain everything you need:
  - Eligibility Criteria
  - RFQ Questions and Score Guides
  - RFP Questions and Score Guides
  - Dates to Remember
- RFQ for OSP and CCSD due November 13, 2020
- Application for CRI due November 13, 2020
- Join us for a webinar on how to complete the RFQ
- Want to chat about arts funding and which opportunity might be best for you? Sign up for one-one-one office hours with Leticia and Karla!

Pro Tip: Use The Score Guides, they're basically cheat sheets for how to answer

Technical Assistance Opportunities

FY22 RFQ Workshops: OSP & CCSD- Join staff as we take a deep dive into the RFQ and guidelines. Register by clicking on links below:
Tuesday, October 20 @ 10:00 AM
Thursday, October 29 @ 1:00 PM

Fiscal Sponsorship 101- Join if you're a project producer or a fiscal sponsor and want to learn about applying for funding.
Friday, October 30 @ 2 PM

CARES Grant Initiative Workshop- Join staff as we take a deep dive into the Cares application. Register by clicking on links below:
Friday, October 23 @ 12:30 PM

Office Hours **SIGN UP**- These 30 min meetings are meant to provide 1:1 support to help you apply.

Click on the links to register and sign up for Office Hours!

Questions?

Commission for Arts and Culture

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