City of San Diego
Commission for Arts and Culture

Fiscal Year 2010
Organizational Support Program Application
Forms and Checklists

The forms and checklists included herein are provided for your convenience.

Please do not attempt to use these forms and checklists before carefully reviewing the complete *FY2010 Guidelines* which include instructions for how to complete each of these forms.

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CITY OF SAN DIEGO
COMMISSION FOR ARTS AND CULTURE
VIBRANT CULTURE VIBRANT CITY

20 years feel the VIBE

Vibrant Culture Vibrant City

Name of Organization	

Intent to Apply Form

All applicants must state their intent to apply by completing this form and returning it to the Commission by September 30, 2008.

Name of Contact Person	
Mailing Address	
City, Sate, Zip	
Phone	
Fax	
Email	
Website	

Please indicate your organization's Annual Operating Income (AOI)
(See Guidelines page 14 for definition of AOI.)

Check One:	☐ Level I $2,000,000 or more	☐ Level II $300,000 - $1,999,999	☐ Level III Up to $299,999

Note: *You must check all 8 boxes that follow to be eligible to apply to the OSP Program.*

1) ☐ **Yes, we have Nonprofit Status**: We are able to demonstrate proof of tax exempt 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 at the time of application.
2) ☐ **Location**: At least 75% of our core programming takes place within San Diego City limits. For the purposes of this application, core programming is defined as the artistic and/or cultural activities produced or presented by your organization that are essential to the fulfillment of your mission and purpose, your highest priority and fundamental to your organization's sustainability. Under this definition, and with some exceptions, core programming does not include education, outreach, touring, and cultural tourism marketing activities.
3) ☐ **Primary Mission**: Our organization's mission statement addresses the creation, preservation and presentation of arts and culture programming and/or support services.
4) ☐ **Arts and Culture Budget**: The majority of the organization's income is used for the purpose of producing, exhibiting or presenting arts and cultural programming and/or support services.
5) ☐ **Track Record**: Our organization has a three (3) year history of ongoing arts and culture programming within the City of San Diego prior to the deadline.
6) ☐ **Compliance**: Our organization is in compliance with all existing OSP contracts (if applicable).
7) ☐ **Matching Funds**: Our organization is able to meet the City's required 3:1 matching requirement.
8) ☐ **CDP Compliant**: Our organization has created its on-line profile with the California Cultural Data Project (CDP).

Our Organization Will Complete:

☐ LONG FORM: Please respond to the Acknowledgement box below and submit this form.
☐ SHORT FORM: If eligible for Short Form, please check the appropriate Short Form Eligibility Criteria box(es) below:

Short Form Eligibility Criteria:
Note: *You must check all 10 boxes to be eligible to apply using the Short Form.*

- ☐ Our organization has satisfactorily completed City contracts for three (3) or more consecutive years.
- ☐ Our organization holds a rank of 3+ or higher.
- ☐ Our organization's executive, artistic and/or administrative staff has not changed during the past year.
- ☐ Our venue has not changed during the past year.
- ☐ Our annual operating fund deficit has not exceeded 5% for the **two (2**) previously completed fiscal years. The definition of operating fund is the FASB Unrestricted Fund less its Property and Equipment (Fixed Assets) and In-kind components.
- ☐ There have been no significant changes in program objectives as stated in the current year contract, and objectives as outlined in the contract.
- ☐ Our organization has not submitted short form applications for all three of the previous funding cycles (FY07, FY08, FY09).
- ☐ Our organization submitted its FY09 Exhibit A for a contract on or before August 29, 2008.
- ☐ All of our organization's insurance requirements are current (see *Guidelines*, page 10).
- ☐ Our organization submitted its FY08 Final Report (exclusive of audit, if required) on or before September 30, 2008*.

LONG AND SHORT FORM ACKNOWLEDGEMENT

☐ ***With the submittal of this form to the Commission, I acknowledge the deadline for the FY10 OSP application is October 24, 2008 and that late applications <u>will not</u> be accepted.***

Note: The deadline for submitting this FY10 OSP ***Intent to Apply Form*** is September 30, 2008. *Organizations intending to apply in short form should <u>NOT</u> submit their Intent to Apply forms until <u>AFTER</u> submitting their FY09 Exhibit A Form and FY08 Final Report.*

Return this form to the Commission by email, fax, or ground delivery to:

Nigel Brookes, Arts Management Associate
City of San Diego Commission for Arts and Culture
1200 Third Avenue, Suite 924
San Diego, CA 92101-4106
Email:nbrookes@sandiego.gov
Fax: 619-236-6812

Name of Organization	

Form A. Application Cover Page

Legal Name of Applicant	
Mailing Address	
City, Sate, Zip	
Phone	
Fax	
Email	
Website	

Contact Person	
Title	
Phone	
Fax	
Email	

Authorized Signatory Name	
Title	
Phone	
Fax	
Email	

Chief Executive	
Title	
Phone	
Fax	
Email	

Circle One:	Long Form	Short Form

Circle One:	Level I $2,000,000 or more	Level II $300,000 - $1,999,999	Level III Up to $299,999

In the space below, provide a brief description of your organization and what it plans to do during Fiscal Year 2010. This information will be edited and used on the Commission's website, so please limit your response to 3-4 sentences (100 words maximum). You may attach one additional page listing your FY2010 season highlights.

Name of Organization	

Form B: Calculating Your AOI and Requested Amount

Because an accurate calculation of the applicant's Annual Operating Income (AOI) is critical to the Commission's funding methodology, and because this is the first year of implementing the California Cultural Data Project (CDP), please complete the following table and include it with your application.

Staff will compare the "Total Unrestricted Income" number produced by the CDP with the AOI, and if they are reasonably identical throughout the applications, the use of this form will be discontinued in future years.

1	Enter Total Unrestricted Income Less In-kind >Line 34-c from your Funder Report for the City of San Diego	

2	Does Line 34-c include any **Fixed Assets** (property and equipment)? If yes, enter that amount.	
3	Does Line 34-c include any **Temporarily or Permanently Restricted Income**? It shouldn't if you did you CDP data entry correctly. But if it does, enter that amount here:	
4	Does Line 34-c include any **Capital <u>Gains</u>**? If yes, enter that amount here:	
5	Does Line 34-c include any **Value of Collections**? If yes, enter that amount here:	
6	Does Line 34-c include any **Unrealized Investment <u>Gains</u>**? If yes, enter that amount here:	
7	Total Lines 2-6. Enter that amount here:	
8	Subtract Line 7 from Line 1. Enter that amount here:	

9	Does Line 34-c include any **Capital Losses**? If yes, enter that amount here (as a positive number):	
10	Does Line 34-c include any **Unrealized Investment <u>Losses</u>**? If yes, enter that amount here (as a positive number):	
11	Add lines 9 + 10. Enter that amount here:	
12	Add lines 8 + 11. Enter that amount here: **This is your Annual Operating Income (AOI)**	

13	What percentage of your AOI are you allowed to Request (see Table A on page 22)? Enter that percentage here:	
14	Multiply Line 13 by Line 12. Enter that amount here: **This is your Requested Amount**	

Name of Organization	

Form C: Mission Statement Goals and Objectives

Please review pages 26-27 from the *FY 2010 Organizational Support Program Guidelines* before completing this form.

Mission Statement:

Goal 1: (Programming)

Measurable Objective A:

Measurable Objective B:

Measurable Objective C:

Etc.

Goal 2: (Related to Diversity)

Measurable Objective A:

Measurable Objective B:

Measurable Objective C:

Etc.

Goal 3:

Measurable Objective A:

Measurable Objective B:

Measurable Objective C:

Etc.

Continue the format identified above.

Name of Organization	

Form D: Board Resolution

Resolution of the Board of Directors of the aforementioned organization approving the application for Organization Support Program Funding from the City of San Diego Commission for Arts and Culture for Fiscal Year 2010.

WHEREAS, Chapter III, Article 5, of the San Diego Municipal Code provides for the imposition of a tax on transient occupants of hotel rooms in the City of San Diego, the proceeds of which are to be used for the promoting of the City of San Diego, including cultural purposes, and for certain other purposes as the Council may direct; and

WHEREAS Council Policy 100-03 sets forth guidelines, standards and procedures for the allocation and expenditure of TOT funds; and

WHEREAS, the aforementioned organization is a legally constituted nonprofit corporation completely directing and in control of its own affairs through its own officers or members;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the above mentioned organization, hereby:

1. Approves filing an application for Organizational Support funding for the City's fiscal year FY 2010;

2. Certifies that said organization understands Council Policy 100-3 and will comply with the guidelines, standards and procedures thereof;

3. Appoints the person indicated as follows as its agent to conduct all negotiations; execute and submit all documents including but not limited to applications, contracts, amendments, billing statements, and so on which may be necessary to operate the aforementioned organization;

Name of authorized agent and title _____

4. Certifies support of the organizational goals and objectives as outlined in the accompanying application;

5. (For FY 2009 OSP Long Form Applicants Only): Certifies that both the chief elected and chief executive officers have read the FY 2009 OSP Panel Comments.

Chief elected officer initial here: _____

Chief executive officer initial here: _____

Adopted [insert date]: _____

_____

Chief Elected Officer Printed Name and Signature (please specify title)

_____

Chief Executive Officer Printed Name and Signature (please specify title)

Name of Organization	

Form E: Education and Access Tables 1-3

Please review pages 29-32 from the *FY 2010 Organizational Support Program Guidelines* before completing this form.

	TABLE 1		**TABLE 2**		**TABLE 3**	
City Council District	Outreach to K-12 Schools		Outreach Community Organizations (other than K-12 schools)		Inreach from all organizations (schools and other)	
	Schools	Students and Teachers	Organizations	Participants	Organizations	Participants
1						
2						
3						
4						
5						
6						
7						
8						
Total						
	Attach a list by City Council District of these schools.		Attach a list by City Council District of these "other" (non-school) organizations.		Attach a list by City Council District of these schools and other organizations.	

Name of Applying Organization:	

Long Form Application Checklist

Please submit an original plus 12 copies of the following in the following order:
Please 3-hole punch all copies.

REQUIRED DOCUMENTS

- ❒ Form A: Application Cover Page (Authorized Signature required)
- ❒ Form B: Calculating Your Annual Operating Income (AOI) and Amount Requested
- ❒ Form C: Mission Statement, Goals and Objectives
- ❒ Form D: Board Resolution (Authorized signature required)
- ❒ Form E: Education and Access Tables 1 - 3
- ❒ Narrative Section (Items 1 – 9)
- ❒ California Cultural Data Project Funder Report for City of San Diego Commission for Arts and Culture – Organizational Support Program Application (printout from the CDP website)
- ❒ Printout of a San Diego Art + Sol Calendar Listing
- ❒ Key Staff Roster and Short Bios (dated)
- ❒ Board Roster and Short Bios (voting members clearly indicated and dated)
- ❒ Articles of Incorporation **(Include with the Original copy only)** Circle here if: **On File**
- ❒ Certificate of Tax-Exempt Status **(Include with the Original copy only)** Circle here if: **On File**

NON-REQUIRED ATTACHMENTS

Applicants are highly encouraged to support and substantiate statements made in the Review Criteria Narrative with credible, relevant and current documentation, such as:

- ❒ Plans, for example strategic, diversity, debt reduction, etc.
- ❒ Program information, such as teacher guides, student guides, sample curricula or lesson plans, sample evaluation instruments (no more than 3 samples)
- ❒ Recent critical reviews or feature articles (no more than 3 clippings, no older than 3 years - 10 years for national publications) with dates clearly indicated
- ❒ Support letters (no more than 3)
- ❒ Programs or brochures (no more than 3 samples)
- ❒ Websites (up to 5 printed pages from the website)

AUDIO-VISUAL DOCUMENTATION (OPTIONAL)

Accepted formats:

- ❒ CD or DVD (12 copies), containing, but not limited to: PowerPoint slide shows, Website imagery, audio files, video files, photographic documentation
- ❒ Publications (12 copies)

*Please note, these audio-visual materials will be viewed outside the panel meeting by application reviewers and will **not** be returned.*

Name of Applying Organization:	

Short Form Application Checklist

Please submit an original plus 4 copies of the following in the following order:
Please 3-hole punch all copies.

❒ The following obligations have been met:

- FY 2009 Exhibit A of contract submitted by August 30, 2008
- All required insurance documents are current
- FY 2008 Final Report submitted by September 30, 2008 (excluding audit)

REQUIRED DOCUMENTS

❒ Form A: Application Cover Page (Authorized Signature required)

❒ Form B: Calculating Your Annual Operating Income (AOI) and Amount Requested

❒ Form C: Mission Statement, Goals and Objectives

❒ Form D: Board Resolution

❒ Form E: Education and Access Tables 1-3

❒ California Cultural Data Project Funder Report for City of San Diego Commission for Arts and Culture – Organizational Support Program Application (printout from the CDP website)

❒ Printout of a San Diego Art + Sol Calendar Listing

❒ Key Staff Roster and Short Bios (dated)

❒ Board Roster and Short Bios (voting members clearly indicated and dated)

❒ Articles of Incorporation **(Include with Original copy only)**

❒ **Check Here If On File**

❒ Certificate of Tax-Exempt Status **(Include with Original copy only)**

❒ **Check Here If On File**