



MEMORANDUM

From: Gary Margolis, Program Manager

To: Creative Communities San Diego Program (CCSD)
Organizational Support Program (OSP)
Executive Directors and Contacts

Re: FY13 Additions/Changes to CCSD and OSP Applications and Guidelines

And: FY13 Application Preparation Workshops (Flyer Attached)
RSVP by **August 21, 2011** at this link:
https://www.surveymonkey.com/s/FY13_Application_Workshops_RSVP

And Intent to Apply Forms (**Due September 30, 2011**)

CCSD: https://www.surveymonkey.com/s/FY13_CCSD_Intent_to_Apply

OSP: https://www.surveymonkey.com/s/FY13_OSP_Intent_to_Apply

FY13 Additions and Changes

At its regular meeting on Friday, July 15, 2011, the City of San Diego Commission for Arts and Culture adopted several additions/changes to the OSP and CCSD Guidelines and Applications which will take effect beginning with the FY13 cycle. Please see below a summary of those changes. If you have any questions, please contact me.

FY13 Deadlines:

PLEASE BE AWARE THAT THE APPLICATION DEADLINES FOR THE OSP AND CCSD PROGRAMS HAVE BEEN CHANGED FOR FY13.

- **THE FY13 CCSD APPLICATION DEADLINE WILL BE OCTOBER 21, 2011.**

- THE FY13 OSP APPLICATION DEADLINE WILL BE NOVEMBER 18, 2011.

PLEASE MAKE A NOTE OF THESE CHANGES.

Other Changes - Both Programs:

- Nonprofit eligibility is limited to 501(c)3 and 501(c)6 only. (All other eligibility restrictions still apply.)
- Grounds for Appeal – Language has been changed to make it clear that an applicant may appeal a rank for any mistake made by Commission staff that “negatively influenced the panel’s evaluation of the applicant’s request for funding.” Prior language seemed to focus only on staff errors that occurred during the pre-panel processes.
- Staff and Board Rosters – Language will be added to the instructions to make it clear to applicants that they do not have to include “private” information in their rosters due to the fact that applications are public records.
- Number of copies to submit – Long Form applicants must now submit an original and 14 copies – for a total of 15 copies.
- Beginning with FY13, the Acknowledgement Plan and Report are no longer required. Adherence to the Commission’s acknowledgement policy, however, is still a requirement and is part of the contract.

Creative Communities San Diego:

- The Guidelines will no longer contain the word “outcomes” when describing what the Commission is trying to accomplish with this program. The word “goals” will be used instead.
- A new CCSD “goal” is being added to the Guidelines to make it clear that capacity building projects are eligible for funding: *“The project contributed to the strengthening of the organizational capacity of nonprofit arts and culture organizations.”*
- Applicants must specifically identify one or more of the listed CCSD goals in their mission statement, goals and objectives section (three or more for regionally significant projects).
- The Guidelines will specifically state that arts education projects are not required to have culminating events and that the quality of arts education projects will not be evaluated based on the quality of student work, but on the quality of the teaching.
- Beginning with FY13, an applicant may apply through a fiscal sponsor for a maximum of three (3) years.

Organizational Support Program:

- Any application submitted with a Cultural Data Project Report stamped with a “draft” watermark will be deemed “ineligible” and will not be reviewed by a panel.

- For FY13 only, any organization that, as a result of the November application date, can submit data for a more recent fiscal year than it would have been able to do if the application deadline were in October, may do so. For example, if your FY12 application contained Cultural Data Project data for FY08 and FY09, normally for FY13, you would have submitted FY09 and FY10. If, however, because of the November deadline, you can now submit FY11 data, you may submit FY10 and FY11. This scenario might apply to a few audited organizations with June fiscal year-end dates. **Please contact me when you know that you will be taking advantage of this one-time offer.**
- A new OSP goal is being added to the Guidelines to make it clear that organizations whose mission focuses primarily on arts education and/or other forms of lifelong learning in the arts are eligible to apply to the OSP: *“To support opportunities for San Diego residents and visitors to develop throughout their lives knowledge of, skills in, and/or appreciation for arts and culture except as otherwise excluded by these guidelines.”*
- The following goals with measurable objectives are required as part of the Mission Statement, Goals and Objectives section:
 1. Programming
 2. Diversity
 3. Financial health (new)
 4. Reducing/eliminating deficits/debts (if applicable) (new)
- Cultural Tourism Marketing: In the past we have required applicants to submit one example of their usage of the Art+Sol marketing website. Beginning with FY13, applicants must submit a 120 days “report” of all their usage of the website. The “report” is generated by the website and is free.
- A “Governance Inventory” is being added as a **pilot project** to help applicants with their board development efforts. **This inventory will not be used to evaluate applicants.**
- The Guidelines will include a suggested template for formatting Cultural Data Project-related budget notes.

Applications and Guidelines:

- FY13 CCSD Applications and Guidelines will be posted to the website by August 12.
- FY13 OSP Applications and Guidelines will be posted to the website by August 31.

Application Preparation Workshops:

Creative Communities San Diego (CCSD) Program Workshops (chose one):

(FY13 CCSD Application Deadline: Friday, October 21, 2011)

Monday, September 12, 2011, 2:00 – 4:00 PM
 City of San Diego Ridgehaven Training Facility
 9601 Ridgehaven Court
 San Diego, CA 92123

or

Tuesday, September 13, 2011, 2:00 – 4:00 PM

Valencia Park/Malcolm X Library
5148 Market Street
San Diego, CA 92114

Please RSVP by August 24, 2011 by clicking on the link below, then completing and submitting the survey:

https://www.surveymonkey.com/s/FY13_Application_Workshops_RSVP

Organizational Support Program (OSP) Workshops (choose one):

(FY13 OSP Application Deadline: Friday, November 18, 2011)

Monday, October 3, 2011, 2:00 – 4:00 PM
City of San Diego Ridgehaven Training Facility
9601 Ridgehaven Court
San Diego, CA 92123

or

Tuesday, October 4, 2011, 2:00 – 4:00 PM
Valencia Park/Malcolm X Library
5148 Market Street
San Diego, CA 92114

Please RSVP by August 24, 2011 by clicking on the link below, then completing and submitting the survey:

https://www.surveymonkey.com/s/FY13_Application_Workshops_RSVP

As always, thank you for all you do to support arts and culture in San Diego. Please let me know if you have any questions, and good luck with FY13!

Gary

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Website: [Vibrant Culture Vibrant City](#)

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