

City of San Diego Commission for Arts and Culture
Organizational Support Program
Final Performance Report

Cover Sheet, Checklist and Statement of Compliance

Due within 90 days of the completion of your fiscal year or September 30, whichever comes first.

Fiscal Year		Amount of Funding	
Contract #		Total Expenses	

Organization		
Mailing Address		
City, State, Zip		
Person completing this form	Name	
	Title	
	Telephone	
	Fax	
	Email	

Attachments Checklist

All of the following must be received and approved prior to authorizing final payment.

- Final Request for Payment
- Responses to the 10 Narrative Questions
- Acknowledgement Plan Report
- Contractor Survey

The following additional items are required of organizations receiving more than \$10,000. All Cultural Data Reports must reflect the current fiscal year. This means you must complete your data entry for the fiscal year covered by this Report by September 30.

- Annual Report** from the California Cultural Data Project (select report year).
- Unrestricted Activity Trend Report** from the California Cultural Data Project (select report year and the year prior to report year).
- Balance Sheet Trend Report** from the California Cultural Data Project (select report year and the year prior to report year).
- For organizations receiving more than \$75,000: **Audited Financial Statements** (must include Statement of Activities and Statement of Financial Position)

Statement of Compliance

I hereby certify and affirm that I am authorized to enter into legal contracts on behalf of the above organization, that all information provided in this Final Performance Report is true and accurate, that all terms and conditions as set forth in the Agreement with the City of San Diego Commission for Arts and Culture have been met, and that all expenditures have been made within the spirit and letter of City Council Policy 100-03.

Signature	Date
Print Name	Title

Narrative Questions

Please attach this cover sheet to your answers to the following questions. There is no page limit to this report.

1. To what extent did you meet the measurable objectives identified in your Exhibit A?
Please refer to the Exhibit A of your contract in which you identified your goals and measurable objectives. On a separate sheet (or sheets) of paper, please identify each measurable objective as set forth in your Exhibit A followed by a brief description of the extent to which that objective was accomplished. If you exceeded or fell short of your projection for any of the objectives, please explain.
2. Other than the objectives set forth in the Exhibit A, what other significant accomplishments did your organization achieve during the reporting period?
3. How did OSP funding help you meet your organization's goals for the year as well as any other accomplishments?
4. Are there new challenges or opportunities that you experienced this year that may require significant attention, resources or organizational effort in the coming year?
5. Please list any significant changes in your organization's managerial or artistic staff, venue or board membership during the past year.
6. Based on your experiences to date, what have been the strengths of the Organizational Support Program?
7. What have been the weaknesses of the Organizational Support Program?
8. What suggestions for improvement do you have?
9. How can the Commission better serve your organization?
10. Please provide any comments you may have (positive or negative) regarding the Cultural Data Project. Please let us know if you have used it for anything other than submitting applications.

This Final Performance Report is due within 90 days of the completion of your fiscal year or September 30, whichever comes first. Failure to submit a complete Final Performance Report on times disqualifies an organization from submitting a short form application for the following year (if otherwise eligible) and may result in disqualification of a subsequent application for funding.

Mail Final Report and Attachments to

Commission for Arts and Culture
1200 Third Avenue, Ste 924
San Diego, CA 92101-4106