

Name of Organization	
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### 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, State, Zip	
Phone	
Fax	
Email	
Website	

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

Check One:	<input type="checkbox"/> Level I \$2,000,000 or more	<input type="checkbox"/> Level II \$300,000 - \$1,999,999	<input type="checkbox"/> Level III Up to \$299,999
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**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 will not 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 NOT submit their Intent to Apply forms until AFTER 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](mailto:nbrookes@sandiego.gov)  
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