

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

The Organizational Support Funding Program

Brief Description

The Organizational Support Funding Program (OSP) provides general operating support to eligible nonprofit arts and/or culture organizations only.

For information about funding for other kinds of nonprofit organizations, see the [Creative Communities San Diego \(CCSD\) Funding Program page](#).

Eligibility & Other Requirements

To be eligible, the applicant organization must meet the following requirements derived in part from Council Policy 100-03:

Nonprofit Status

All applicants, including fiscal sponsors, must demonstrate proof of nonprofit tax-exempt status under Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code.

Primary Mission and Budget Priority

The applicant's mission must be strongly aligned with that of the Commission and may include the creation, preservation and presentation of arts and culture programming and/or support services. The majority of the applicant's income must be used for the purpose of fulfilling its mission.

Track record

The applicant must have a **three (3) year** history of ongoing arts and culture programming **within the City of San Diego** prior to the OSP deadline.

Location

At least 75% of the applicant's core programming must take 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. With some exceptions, core programming does not include education, outreach, touring and cultural tourism marketing activities.

Matching Requirement

All successful applicants must provide a \$3 cash match for every \$1 the City provides. The cash match may be from private contributions, other local, state or federal government or earned income. Commission funding cannot be used as a cash match.

Debarment Status

Any organization debarred from entering into contracts with any government entity cannot enter into a contract with the City of San Diego.

State of California Good Standing

Applicants must be in good standing with the Secretary of State, the Attorney General and Franchise Tax Board. All required filings must be current and the status of the corporation must be active. “Active” status means that your corporation has not been dissolved, suspended, surrendered or forfeited.

City of San Diego Good Standing

Current and former contractors must have submitted all required paperwork by the applicable deadlines. Examples of required paperwork include current contract initiation components (Exhibit A, insurance documents, etc.) and acceptable Final Report packages on completed OSP contracts. Review panels will be provided with and instructed to give consideration to information related to applicants not in compliance with current and/or prior contracts.

In addition, organizations awarded funding are subject to forfeiture of their award if all contract requirements are not submitted by the deadline(s) set forth in the award letter and/or contract.

Dun & Bradstreet Data Universal Numbering System (DUNS) Number

Applicants are required to have an active DUNS number.

For more information:

(866) 705-5711 http://www.dnb.com/US/duns_update/index.html

<http://fedgov.dnb.com/webform>

Limitation on Acceptance of Transient Occupancy Tax (TOT) Funds

Organizations that receive TOT funds through the City’s “Economic Development” categories as defined in Council Policy 100-03 may not also receive funds through the Commission. Economic Development categories include funds administered by the Financial Management Department and the Community and Economic Development Department.

California Cultural Data Project (CDP)

All applicants to the OSP must have entered a minimum of two years’ worth of data into the CDP and included the Funder Report for the City of San Diego Commission for Arts and Culture as part of the application. Applications submitted with a “draft” watermark on the CDP Report will be deemed ineligible for funding.

Council Policy 100-04 (Americans with Disabilities Act)

Contractors will comply with Council Policy 100-04, adopted by Resolution No. 282153 relating to the federally mandated Americans with Disabilities Act (ADA). Contractors and subcontractors will be individually responsible for their own ADA program.

Council Policy 100-17 (Drug-Free Work Place)

Contractor agrees to comply with Council Policy 100-17, which establishes that all City contractors must provide a drug-free work place and a drug education program for all employees.

Non-Discrimination

Contractors will comply with Title VII of the Civil Rights Acts of 1964, as amended; the California Fair Employment Practices Act; and any other applicable federal and state laws and regulations hereinafter enacted, as well those requirements addressed by the City’s Non-discrimination in Contracting Ordinance (Municipal Code Section 22.3401-22.3417).

Fair Labor Standards

Applicants must comply with Fair Labor Standards and compensate professional performers, artists and other personnel at the prevailing local compensation level.

Equal Benefits Ordinance

Applicants must comply with the City's Equal Benefits ordinance which requires employers to offer the same employment benefits to employees with spouses and employees with domestic partners.

Visual Art in Public Places

Proposals for such projects, both permanent and temporary, must follow the Public Art Program policies and procedures.

Acknowledgement of City Funding

All organizations awarded funding through the OSP program must acknowledge the City of San Diego Commission for Arts and Culture according to guidelines set forth in the Commission's *Acknowledgement Policy*. Copies of this document are available from the website.

Financial Statements

Financial disclosure information is required of all funding recipients. Organizations receiving funding shall provide the Commission, each year, copies of true, accurate and complete financial disclosure documentation evidencing the financial status of the organization's last complete fiscal year within 90 days of the end of that fiscal year.

Audits

If City funding is \$75,000 or greater, audited financial statements must be prepared in accordance with generally accepted accounting principles (GAAP) and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards (GAAS).

Application: <https://sandiego.cgweb.org/>