



## City Council Funding of Arts, Culture and Community Festivals (ACCF) with Discretionary Transient Occupancy Tax Allocation

### Contract Initiation Instructions

**BEFORE SUBMITTING YOUR APPLICATION**, please contact your City Council Office to confirm funding availability.

An Arts, Culture and Community Festivals (ACCF) **Contract with the City of San Diego** through the City Council Offices consists of a standard contract including ACCF Application exhibit and additional documentation listed below. All of these items must be submitted to the appropriate City Council Office funding the program, service or event before your contract can be routed for execution.

Your application is subject to approval by the full City Council.

### Checklist

1. ACCF Application
2. Evidence of Insurance (see separate Insurance Requirements document for specific language and coverage required)
  - a. Certificate of Commercial General Liability and additional insured endorsement
  - b. Automobile Liability coverage and endorsement (if no autos owned, submit Automobile Declaration)
  - c. Workers Comp Policy and endorsement for Waiver of Subrogation of rights (if no employees, submit Workers Comp Declaration)
3. CA Secretary of State Non-Profit Active Status Verification
4. CA Attorney General Non-Profit Active Status
5. Equal Benefits Ordinance Compliance form
6. Drug-Free Workplace Certification form
7. Most recent IRS 990 form
8. Electronic Payment Enrollment Form (optional)

Your chief executive officer must sign and return the two (2) copies of the standard contract that will be supplied to you.

Additional information regarding the contract requirements is available on the City Council website:

- <http://www.sandiego.gov/citycouncil/accf.shtml>

Questions?

Please contact your City Council Representative at (619) 236-6440.