



THE CITY OF SAN DIEGO CITY COUNCIL OFFICES

INSTRUCTIONS FOR PREPARING THE ARTS, CULTURE, AND COMMUNITY FESTIVALS FUNDING APPLICATION

Arts, Culture, and Community Festivals Funding (ACCF) funding is allocated to private nonprofit organizations that produce programs, projects and events that provide access to excellence in culture and the arts for residents of, and visitors to, San Diego, and enrich the lives of the people of San Diego and build healthy, vital neighborhoods. The allocation of ACCF funds is governed by Council Policy 100-23, which can be viewed at the following website: http://docs.sandiego.gov/councilpolicies/cpd_100-23.pdf.

To apply for ACCF funding, applicants must submit a completed application form and all required supplemental documentation to one or more City Council District Offices. Funding awards may be recommended by a Council District based on the review of the application and supporting documentation. However, all funding awards to nonprofit organizations must be approved by the full City Council.

Please use the instructions below to assist you in completing the application form and submitting the application and required supplemental documentation. In addition, these instructions provide information on contracting requirements and the reimbursement process.

Application Overview

- On the first page of the application, please provide the name of the organization which is applying for funding, the title of the event or program for which funding is requested, the dollar amount of the funding request, and the date of the application.
- This information will be filled in automatically on pages 2 – 6 of the application.

Section 1. Organizational Information

- To be eligible for ACCF funding, an organization must be a recognized nonprofit entity and/or tax-exempt status entity. Check which type of eligibility applies.
- Provide Federal Tax Identification number.
- Provide the street address and mailing address (if different) of the organization.
- Provide the name, title, email, phone number and/or fax for **two** contact persons for the organization. Contact persons should be individuals who will be responsible for overseeing the expenditure of ACCF funds, and/or administering the project, program or service for which ACCF funds are being requested. One of the contact persons must be an Authorized Signatory who is authorized and responsible for entering into contracts and agreements on behalf of the organization.



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Section 2. Event/Program Summary

- Provide the address or location where the program or event will take place, including the City Council District(s) and community(ies) served.
- Provide a description of the program or service for which ACCF funding is requested.
- Describe how ACCF funds will be used, including specific types of expenditures and estimated costs. Be specific as possible.
- Describe how the program or event will provide access to excellence in culture and the arts for residents of, and visitors to, San Diego, including the estimated number of people that will be served.

Section 3. Event/Program Budget Information

- Provide the estimated total cost of the program or event, including personnel and non-personnel expenses.
- List all funding sources, beginning with requested ACCF funds, which will be used to fund the program or event. Individual donors do not need to be identified, but rather, may be listed as “Private Donations”. Attach additional pages if necessary.
- Calculate total funding and estimated surplus or deficit, which is calculated as total funding minus total expenditures.
- Provide the date by when the program or event is anticipated to be completed. If there is no anticipated completion date (i.e. such as for ongoing programs), specify when the eligible expenditures for which ACCF funding is being requested will be completed.

Section 4. Prior City Funding

- List all sources of City funding that has been received by the organization over the past three years.
- Provide year in which funding was received, type of funding that was received, amount requested, amount awarded, and a brief description of the program or event for which City funds were used. Attach additional pages if necessary.

Section 5. Organizational Financial Summary

- Provide the number of part-time and full-time employees.
- Provide all of the funding sources for the organization as a whole, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year.
- Individual donors do not need to be identified, but rather may be listed in the aggregate as “Private Donations.”
- Provide total operating expenditures, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year.



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- Calculate estimated operating surplus or deficit, calculated as total funding minus total expenditures.
- Sign and date the application.

IMPORTANT – Required Supplemental Documentation

In addition to the completed application form, the following supplemental documentation must be submitted at the time of application:

- Proof of Nonprofit Status
- Proof of Good Standing from the Secretary of State **and** Attorney General
- Internal Revenue Service Form 990 or 990EZ
- Certification of Compliance with a Drug Free Workplace
- Certification of Compliance or Exemption with the Living Wage Ordinance
- Equal Opportunity Contracting Work Force Report
- Proof of Insurance and Necessary Endorsements (Note: please refer to Insurance Requirements document on the ACCF website.)
- Electronic Payment Enrollment Form (optional)

Mail documents to:

City Council District __ (insert appropriate Council District number)
202 C Street, MS 10A
San Diego, CA 92101

ACCF Funding Agreement

- Once the application has been submitted and the City Council District has recommended a funding award, you will be provided **two** original copies of the Funding Agreement prepared by the City Attorney's Office.
- **Both copies** of the Funding Agreement must be signed and returned to Council Administration.

Reimbursement Process

- Within 60 days after completion of event (or once eligible expenditures have been made if the program is ongoing), submit a completed Reimbursement Request Form and Final Performance Report to Council Administration. Reimbursement Request Forms cannot be accepted after July 30, 2017.
- The Reimbursement Request should include proof of expenditures for each type of expenditure described in Section 2 of the Funding Application.
- Proof of expenditures may include receipts, invoices, bank/credit card statements, or other documents providing evidence that eligible expenditures have been made in accordance with the Funding Agreement and Council Policy 100-23. Please note



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expenses shall only be reimbursed if incurred and paid for by Contractor within City's fiscal year (July 1, 2016, to June 30, 2017).

- Once payment has been processed, a reimbursement check will be mailed to you by the City Comptroller's Office.