

Manage Your Award

For Organizations Awarded Arts and Culture Funding in Fiscal Year 2025

These instructions are for organizations, referred to as funding recipients or awardees, that have been approved for a funding award in FY25 through the City of San Diego's (City) Organizational Support Program (OSP) or Creative Communities San Diego (CCSD) for funding activity period July 1, 2024 – June 30, 2025. It's important to note that all organizations, whether receiving a new award for Fiscal Year 2025, for projects with a fiscal sponsor, or granted an option to renew, will complete a Fiscal Year 2025 agreement.

Your role as a funding recipient is crucial in this process. OSP and CCSD funding agreements are processed via Adobe Sign for digital signing. When ready, your agreement will be sent to the Executive Director listed on your application, via an Adobe Sign email, for signature. For organizations applying for CCSD project funding with a fiscal sponsor, the City will send the agreement to both the director of the organization acting as a fiscal sponsor and the director of the applicant organization for signatures, ensuring all parties are involved in the process.

How to prepare for the upcoming agreement process

Detailed instructions will be sent to you during the week of August 5.

What is the process for receiving award payments after the agreement is signed and completed?

Awards are distributed in two separate payments as follows:

First payment: 85% of the award

The first payment is an 85% advance of the allocated award. This first 85% payment will serve as an advance early payment. Issuing the first payment does not require any invoice or reporting beforehand. The City will issue the first payment during Fall 2024 after your agreement is fully executed.

Second/Final payment: 15% of the award

The final payment is 15% of the total allocated award. Organizations can receive final payment upon completing the Final Report and associated surveys. The final report will include multiple components, including the final report made available during Spring 2025. To become eligible for the final payment/total award, organizations must demonstrate 100% of the match requirement and eligible expenses for 100% of the total award on the final report. Look out for additional updates.

Acknowledgment

Publicly acknowledging your award from the City helps people understand the impact of public arts funding and the range of activities that Transient Occupancy Tax dollars support.

Credit: Funding recipients are required to acknowledge the award in advertisements relating to funded activities, including print, online, and broadcast, by using the City's Commission for Arts and Culture logo and the following credit line: *Financial support is provided by the City of San Diego through the Commission for Arts and Culture.* The City's Commission logo can be found [here](#) under Agreement Management Materials.

Social Media: Funding recipients with active social media accounts are encouraged to acknowledge the City in posts related to funded activities, tag the Commission for Arts and Culture's Instagram @SDArtsCulture, and use the #SDArtsandCulture in relevant social media posts. You can reference the award announcement social media kit [here](#).

Questions?

Reference the [FY25 OSP Guidelines](#) and [FY25 CCSD Guidelines](#) for additional information about eligible expenses and matching requirements. If you still have questions, remember that our support is always available. We are here to assist you and ensure that your organization has all the information you need. Don't hesitate to reach out at arts@sandiego.gov.