



Creative Communities San Diego Funding Guidelines

[Application Page Link](#)

Applications due by November 25, 2024 at 8:00 a.m. Pacific Time

Table of Contents

Section 1	Introduction	p. 2
Section 2	Creative Communities San Diego	p. 2
Section 3	Who is Eligible to Apply?	p. 3
Section 4	How Much Funding is Available?	p. 5
Section 5	How to Apply	p. 5
Section 6	Conditions of Submission	p. 7
Section 7	Option to Renew for Returning Applicants	p. 9
Appendix 1	Part 1 Application Tear Sheet	p. 12
Appendix 2	Part 2 Application Tear Sheet	p. 15
Appendix 3	Key Dates and Deadlines	p. 17
Appendix 4	Technical Assistance	p. 20



Section 1: Introduction

The City of San Diego (City) Department of Cultural Affairs (DCA) advances and drives an equitable and inclusive creative economy and cultural ecosystem by investing in the work of artists and creatives, and the institutions and systems that amplify creative work and experiences; cultivating local participation and access; and advancing San Diego as a global city.

Committed to equitable economic development, DCA staff, facilitate the City's art and culture investments in organizations, artists, and neighborhoods. Programs, partnerships, and initiatives range from funding and public art to cross-sector capacity building, creative industries, and data collection.

The City through DCA annually funds operational support to arts and culture nonprofit organizations and to community-centered projects based in arts and culture. These funds awarded through a competitive application and review process, with the goal to expand access to arts and culture in every City Council district and amplify neighborhood creativity and cultural experiences.

The City believes that equity is an achievable outcome when disparities are eliminated in systems and when everyone has access to inclusive City services and resources that are essential to reaching opportunities and thriving in San Diego. This belief informs City strategic planning and budget development.

The source of the funding is Transient Occupancy Tax (TOT), a tax levied on individuals who stay overnight in hotels, motels, and other lodging establishments. Governing the allocation of TOT funding is Council Policy 100-03 that allows for Creative Communities San Diego as funding category. A portion of the City's TOT revenue is used to: *enhance the economy and strengthen the arts, cultural and creative sectors; contribute to San Diego's national and international reputation as a creative, cultural destination; provide access to excellence in culture and the arts for residents and visitors; enrich the lives of the people of San Diego; and build healthy, vital neighborhoods* as governed by Council Policy 100-03.



Section 2: Creative Communities San Diego

Creative Communities San Diego centralizes arts and culture in neighborhoods across San Diego. CCSD provides project support for tax-exempt nonprofit organizations to deliver dynamic projects in San Diego neighborhoods that: engage



diverse communities in arts, culture, and creativity; and contribute to a more accessible and sustainable creative ecosystem. Projects can take a variety of artistic and cultural forms, from film and video screenings, art exhibitions and performances to festivals, parades, and other activities in a similar vein. Projects must occur within Fiscal Year 2026 (July 1, 2025 – June 30, 2026). Projects produced by organizations conducting not-for-profit work that do not hold tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code or with less than two full and consecutive years of operating with its own independent governing board may be eligible for funding using a nonprofit fiscal sponsor that satisfies the necessary requirements.



Section 3: Who is Eligible to Apply?

Your organization is eligible to apply for CCSD funding if:

- **NONPROFIT STATUS:** Your organization holds tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code at the time of application that is verifiable by an IRS letter of determination attached to the Part 1 Application; AND
- **PUBLIC BENEFIT:** Your organization’s project must have a clear presentation that is open to the public, or meaningful and accessible engagement component within the activity period. While presentations and participation must be open to the public generally, they may reach specific audiences or charge a fee as long as such restrictions do not discriminate on the bases as described in Section 6; AND
- **HISTORY OF OPERATIONS:** Your organization has at least two full and consecutive years of operating with its own independent governing board (not under a fiscal sponsor);
- **SERVICE AREA:** Your organization maintains principal offices in San Diego county that can be verified by one of the required proof of address documents to be attached to the Part 1 Application, with an exception for arts service organizations with offices in San Diego county and primary headquarters in California; AND
- **PROJECT LOCATION:** Your location must take place within the city of San Diego; AND
- **MISSION ALIGNMENT:** Your project aligns with the purpose of TOT funding:
 1. To enhance the economy and strengthen arts, cultural, and creative sectors;
 2. To contribute to San Diego’s national and international reputation as a creative, cultural destination;
 3. To provide access to excellence in culture and the arts for residents and visitors;



4. To enrich the lives of the people of San Diego; and
5. To build healthy, vital neighborhoods.

MANDATORY MEETING FOR FIRST-TIME APPLICANTS: All first-time applicants to the City's CCSD funding category must schedule and attend a mandatory one-on-one technical assistance session with City staff before submitting Part 1. Failure to schedule and participate in this meeting will result in ineligibility to apply for funding. Reference Appendix 4 for scheduling information.

FISCAL SPONSORS: Organizations conducting not-for-profit work without federal tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code, or with less than two full and consecutive years of operating with its own independent governing board, may be eligible to apply for CCSD funding for a not-for-profit project using a fiscal sponsor. The applicant organization—not the fiscal sponsor— will be considered by the City as the applicant. Applicant organization must be an organizational entity; the City does not accept applications from individual applicants within the CCSD organizational category. If funding is awarded, the applicant organization and the fiscal sponsor will enter into an agreement with the City. Applicants using fiscal sponsors must submit all required materials for the fiscal sponsor at the time of application, including a letter of agreement. See FY26 Fiscal Sponsorship Requirements on the use of fiscal sponsors for CCSD funding as well as a resource list of fiscal sponsors. FY26 Fiscal Sponsorship Requirements and resources are listed at <https://www.sandiego.gov/arts-culture/funding/ccsd>.

Your organization is NOT eligible for a CCSD award if:

- **GENERAL OPERATING SUPPORT:** Your organization is seeking funding for general operating support (the City offers a different funding category called Organizational Support Program (OSP) for general operating support. Guidelines for OSP can be found at <http://www.sandiego.gov/arts-culture/funding/osp>).
- **ORGANIZATIONAL TYPE:** Your organization is an elementary or secondary school, school district, college, university, other government entity.
- **FINANCES:** Your organization has outstanding financial obligations or debts of any kind to the City.
- **RE-GRANTING:** Your organization's primary purpose is grantmaking.
- **MULTIPLE APPLICATIONS:** Your organization has applied or will apply for Fiscal Year 2025 funds through any of the following TOT categories: Organizational Support Program (OSP) or Economic Development as defined in Council Policy 100-03. Your organization must determine which one TOT category is the best match for your organization.

Section 4: How Much Funding is Available

The amount of money an applicant can be awarded is calculated using an algorithm and is dependent on several factors including the organization's submitted project budget, the rank given to the organization's proposal, the total amount of funds available for distribution and the number of organizations receiving awards. For reference, in FY25, CCSD applicants were awarded between 3%–50% of their total project budgets. The minimum award amount an applicant can receive in FY26 is \$5,000.

In Fiscal Year 2025:

- Projects with budgets between \$10,000 \$29,999 were awarded on average approximately 24% of the total project budget.
- Projects with budgets between \$30,000 and \$99,999 were awarded on average approximately 12% of the total project budget.
- Projects with budgets over \$100,000 were awarded on average approximately 10% of the total project budget.

Matching Income Requirement for Applicants: The matching requirement for all CCSD awards is 1:1. CCSD funded projects with project budgets of \$100,000 or less may use in-kind contributions to fulfill up to 50% of their match. The applicant must receive all matching income during the activity period.



Section 5: How to Apply

1. **TWO-STEP APPLICATION PROCESS:** The application process includes two steps: Part 1 and Part 2. Applications are accepted via the online platform Fluxx. Only applications submitted via the Fluxx platform will be accepted. Online resources, the application platform and technical assistance opportunities are listed at <https://www.sandiego.gov/arts-culture/funding/ccsd>
2. **PART 1:** Complete and submit the online Part 1 form by the deadline (Appendix 3).
3. **PART 1 EVALUATION:** City staff evaluate the strength of each applicant's ability to deliver the obligations of a City award using the information provided in response to the Part 1. This team uses a standard scoring system to evaluate Eligibility; Administrative Capacity & Governance Practices; Financial Management; and Past Performance on City Agreements (if applicable). Each applicant is assigned either: 1) Qualified; or 2) Not Qualified.



4. **PART 1 CURE PERIOD:** Applicants deemed “Not Qualified” will be given a specified number of days to address any incorrect or missing Part 1 components. The Part 1 will then be reevaluated. Applicants deemed “Not Qualified” after the reevaluation will not advance but may be offered technical assistance to prepare for future funding cycles.
5. **PART 2:** Applicants deemed “Qualified” will be given access to the online Part 2 form, and the form must be completed and submitted by the deadline (Appendix 3). Some applicants may be eligible to request the “Option to Renew” in lieu of submitting a response to Part 2. (Learn more about the Option to Renew in Section 7 of these guidelines).
6. **PART 2 EVALUATION PANELS:** Peer advisory panels composed of artists, cultural workers, and arts field professionals from all disciplines and backgrounds throughout San Diego, North America, and Baja California, evaluate the proposals and the degree to which each applicant’s proposed project aligns with the City’s goals for the use of TOT funds. The advisory panels use a standard scoring system to evaluate each section of the proposal – Proposed Project; Community Engagement; Production Capacity; Diversity, Equity, Inclusion, and Accessibility; and Achievement in Emphasis Areas – and assign a rank to each proposal: Very Aligned with scoring criteria (Ranks in the 4 range); Aligned with scoring criteria (Ranks in the 3 range); or Not Aligned with scoring criteria (Ranks in the 2 range). The meetings where proposals are ranked are open to the public. During the panels, applicants will be given an opportunity to give a brief, live introduction to their application. Details, including dates, times, and specific conditions will be provided to applicants and to the public during the Part 2 phase.
7. **RANKS:** Proposals receiving ranks of 2+, 2, or 2- will be deemed “Not Aligned with scoring criteria” and will not be recommended to receive an award.
8. **APPEALS:** Any applicant not recommended to receive an award may submit a written appeal to staff no later than 5:00 p.m. on the tenth calendar day following notification from staff to the applicant that no award is being recommended. Staff will review the appeal and present it to the Commission for Arts and Culture (Commission) advisory board for review and recommendation to the City. The City will make the final ruling. Upon request from an appellant, staff will provide written comments submitted by the Commission advisory panels, when available, to help the appellant prepare their response.
9. **CALCULATING AWARD AMOUNTS:** Ranks are converted into a monetary award amount using an algorithm that is dependent on several factors including the applicant’s rank, the total project budget as calculated in the Part 1, the total amount of funding available for the CCSD funding category for distribution, and the number of organizations receiving awards.
10. **AUTHORIZING AWARDS:** The Commission receives the ranks as recommended by the review panels for recommendation to the City. The role of the Commission is to confirm that the review process has been fair. The



meeting where the Commission receives this information is open to the public and will be announced in advance. The monetary award amount for each applicant that results from the application evaluation process is forwarded to the Mayor and City Council. Only the Mayor and City Council can authorize awards. Therefore, award amounts are not final until authorized by the Mayor and City Council during the annual budget process.



Section 6: Conditions for Submission

1. The City reserves the right to reject, in whole or in part, any responses to this Part 1/Part 2, to not accept a response submitted after any applicable cut-off time or date, not to accept a proposal recommended by any of the Commission advisory panels or the Commission, to initiate an alternate process, to reassign an applicant from one funding category to another (OSP or CCSD) at any point in the process, to reissue this Part 1/Part 2 and/or cancel this Part 1/Part 2, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any applicant. Additionally, the City expressly reserves the right to postpone opening responses to this Part 1/Part 2 for its own convenience and/or to waive minor informalities or irregularities in the responses received.
2. The City reserves the right to revise this Part 1/Part 2 by addendum. The City is bound only by what is expressly stated in this Part 1/Part 2 and any authorized written addenda thereto. Addenda will be posted on the City's website at <https://www.sandiego.gov/arts-culture/funding>. It is the applicant's responsibility to check the website up to the final submission date for any possible addenda.
3. The City accepts no financial responsibility for any costs incurred by applicants. The City is not responsible for the loss or damage of any materials submitted.
4. The submission of a response to this Part 1/Part 2 does not guarantee funding.
5. The applicant is solely responsible for responding to any required or optional updates related to this Part 1/Part 2 or related to the award that is a result of this process.
6. First-time applicants to CCSD acknowledge they must schedule and attend a mandatory one-on-one technical assistance session with City staff. Failure to schedule and participate in this meeting will result in ineligibility to apply for funding.
7. Funds awarded to an applicant may be paid in advance of project activities and on a reimbursement basis pursuant to awarded agreement. Eligible expenses must be incurred by an applicant during the FY26 activity period between July 1, 2025 and June 30, 2026 for the City to advance and reimburse



- pursuant to an awarded agreement.
8. Any applicant awarded CCSD funding is required to provide a \$1 cash match for every \$1 awarded. The minimum award amount is \$5,000. CCSD funded projects with project budgets of \$100,000 or less may use in-kind contributions to fulfill up to 50% of their match. The project budget submitted in Part 1 will be used to determine eligibility for use of in-kind as a portion of the match. Match income must be received by the applicant during the activity period (between July 1, 2025 and June 30, 2026.)
 9. Each applicant awarded funding must receive an executed agreement from the City before any funds are released. It can take a minimum of 5 months from July 1 for the City to provide an executed agreement, dependent on the awardee's expediency in submitting required documentation and information and the City's contracting review process.
 10. Each applicant awarded funding is required to comply with all required state and federal registrations including, but not limited, to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, evidence of non-debarment via The System for Award Management (SAM). All registrations must be current and active during the period of performance.
 11. All applicants receiving funding of \$10,000 or more must submit required financial disclosure documentation evidencing the financial status of the organization's last completed fiscal year with final performance report pursuant to an awarded agreement.
 12. An applicant receiving funding equaling \$75,000 or more must also submit the following: applicants with an operating budget under \$2 million must submit a financial review of the organization's most recently completed fiscal year conducted by an independent certified public accountant within 150 days of the end of that fiscal year; applicants with an operating budget of \$2 million or more must submit audited financial statements of the organization's most recently completed fiscal year conducted by an independent certified public accountant within 150 days of the end of that fiscal year.
 13. An applicant receiving funding in the amount of \$500,000 or more, when that funding represents more than 10% of the organization's annual budget, must also submit salary and wage ranges for each of its job classifications, including actual executive salaries and benefits packages.
 14. Each applicant awarded funding is required to deliver a progress report and a final performance report pursuant to awarded agreement in a format requested by City staff.
 15. The applicant acknowledges that any and all information submitted as part of their application for this opportunity may be disclosed to the public pursuant to a request under the California Public Records Act.
 16. City funds may NOT be used for:
 - Inherently religious activities: worship, instruction, or proselytization.



- Lobbying, including activities in lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
 - Voter registration drives and related activities.
 - Re-granting.
 - Tuition for academic study.
 - Capital outlay for construction, purchase, or improvement of facilities (including artwork installation on City property), or capital outlay for purchase of equipment.
 - Contests and competitions including gifts, prizes, and awards.
 - Travel, lodging, and transportation costs.
 - Food, alcohol, or beverages for hospitality or entertainment functions.
 - Projects where fundraising is the primary purpose of the project.
 - Contributions and donations to other individuals or entities.
 - Cash reserves and endowments.
 - Fines and penalties, accumulated deficits, and debt reductions.
17. City funds will not be provided to any applicants or activities that discriminate against any person on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability.
18. The applicant is solely responsible for the accuracy and truth of the information they submit to the City. Any applicant found to have 1) provided false information to the City, or 2) submitted more than one application for TOT funds in a single fiscal year may, at any point, be immediately disqualified from receiving funding.



Section 7: Option to Renew for Returning Applicants

An applicant that has been awarded a Fiscal Year 2025 agreement or agreement renewal, is seeking a Fiscal Year 2026 agreement and meets eligibility requirements is considered a “returning applicant.” All applicants, returning and new, must submit a response to the FY26 Part 1. A returning applicant whose response to the Part 1 is deemed qualified may indicate one of the following preferences:

1. Request the option to renew its agreement; or
2. Submit a response to the Part 2.

Requesting the Option to Renew: Returning applicants may request the City execute the option to renew their agreement. If the request is granted by the City, the



returning applicant will not have to submit a response to the FY26 Part 2 for panel evaluation, and their most recent panel issued rank will carry over to calculate the FY26 award amount. The City may, at its sole discretion and at any time, direct an applicant to submit a response to the Part 2 for panel evaluation.

The City will only exercise the option to renew for up to two separate but consecutive one-year periods, for a total of three years. For example, if an applicant held an agreement for the FY24 funding cycle, and it was renewed in FY25, the applicant could request a second option to renew for the FY26 funding cycle.

If an applicant organization applied through a fiscal sponsor and was awarded a FY25 agreement or agreement renewal, the applicant organization may be eligible to request the option to renew for FY26, if using the same returning fiscal sponsor for the same project. The agreement renewal would be updated to include both the applicant organization and fiscal sponsor.

Only those returning applicants (and applicants organizations using the returning fiscal sponsors as specified above) that meet the following conditions are eligible to request the option to renew:

- The returning applicant's response to the FY26 Part 1 is deemed qualified.
- The returning applicant has had no significant changes in scope of funded project from last submitted Part 2 response.
- The returning applicant has not ended the past two fiscal years in a significant deficit.
- The returning applicant was recommended for funding and successfully executed an agreement in FY25 (July 1, 2024- June 30, 2025). If the returning applicant's FY25 agreement is not executed and/or fulfilled, the returning applicant will not be eligible to receive an agreement renewal for FY26.
- The returning applicant has had no significant changes in operations since last submitted Part 2, including but not limited to: A) changes in the organization's mission; B) changes in the majority of the membership of the board of directors; or C) changes in financial status such that fulfilling the terms of the FY26 agreement, including the matching funds requirement, are at risk of not being met.
- The returning applicant acknowledges, understands, and accepts that any FY26 award amount will be calculated using the project budget submitted in response to the FY26 Part 1.
- The returning applicant acknowledges, understands, and accepts that their prior rank will carry over and be used as a factor to calculate the FY26 award amount.
- The returning applicant acknowledges, understands, and accepts that the FY26 award amount may not be the same as the FY25 award amount due



to the variable factors in the award calculation.

- At the City's sole discretion, if the returning applicant's annual operating budget and/or project budget has fluctuated more than 20% from the previous fiscal year, the returning applicant may be required to submit a response to the FY26 Part 2 and go through the panel evaluation process.

Submitting a Response to the Part 2: Returning applicants (and applicant organizations that applied through a fiscal sponsor and were awarded a FY25 agreement or agreement renewal) may elect to submit a response to the FY26 Part 2 for panel evaluation. The rank given to the returning applicant's response to the FY26 Part 2 will be used to calculate the FY26 award amount. Returning applicants that elect to submit a response to the FY26 Part 2 are not guaranteed to receive the same rank as their prior-year rank.

Only those returning applicants (and applicant organizations using returning fiscal sponsor as specified above) that meet the following conditions are eligible to submit a response to the FY26 Part 2:

- The returning applicant's response to the FY26 Part 1 is deemed qualified.
- The returning applicant acknowledges, understands, and accepts that any FY26 award amount will be calculated using the project budget submitted in response to the FY26 Part 1.
- Returning applicants that elect to submit a response to the FY26 Part 2 are not guaranteed to receive the same rank as their prior-year rank.
- The returning applicant acknowledges, understands, and accepts that the rank given during the FY26 Part 2 evaluation will be used as a factor to calculate the FY26 award amount.
- The returning applicant acknowledges, understands, and accepts that the FY26 award amount may not be the same as the FY25 award amount due to the variable factors in the award calculation.



Appendix 1

Part 1 Application Tear Sheet

Section 1: Applicant Profile

- Are you a new applicant to the City’s CCSD funding category?
- Workforce Report:
 - The objective of the Equal Employment Opportunity Outreach Program, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law.
 - Provide demographic information about your staff and board members.
- Provide a Project Summary.
- Indicate whether project is a new project.
- Indicate organization category.
- Indicate project category of activities.
- Indicate primary discipline of project.
- Start Date and End Date of Project.
- City Council District(s) in which project will occur.
- Specify on which month and day your organization’s fiscal year ends.
- Project Budget:
 - Indicate expected amount and category of contributed revenue.
 - Indicate expected amount and category of earned revenue.
 - Indicate expected amount and category of expenses.
 - Explain sources of anticipated in-kind revenue.
 - Explain any revenue or expenses categorized as “other.”
- Specify if the application is being supported by a fiscal sponsor.
 - Provide details about fiscal sponsor.
 - Indicate whether fiscal sponsor can provide evidence of at least two years of independent operations.
 - Attach required letter of agreement between applicant and fiscal sponsor.

Section 2: Eligibility Survey

- Upload an IRS letter of determination verifying the 501(c)(3) or 501 (c)(6) status of the applicant organization. (May be fiscal sponsor.)
- Upload evidence of principal offices within San Diego county limits (or if an arts service organization, maintain offices in San Diego county and primary headquarters in California.)
 - Acceptable documents bearing the applicant organization’s name include:
 - Utility or municipality bills
 - Bills for water, electricity or gas



- Bank Documents
 - Current account statements
- A signed copy of a lease/rental agreement
- An official tax document from the most recent tax year
- A telephone account document for a physical landline
- Select one of the TOT funding purposes below with which your organization aligns:
 - Enhance the economy and strengthen the arts, cultural and creative sectors.
 - Contribute to San Diego's national and international reputation as a creative, cultural destination.
 - Provide access to excellence in culture and the arts for residents and visitors.
 - Enrich the lives of the people of San Diego.
 - Build healthy, vital neighborhoods.

Section 3: Administrative Capacity and Governance Practices

- Upload an organizational chart showing names and titles of your organization's staff.
- Provide a list with names, titles and brief biographies of each board member of your organization.

(If your organization is using a fiscal sponsor, please complete the Administrative Capacity and Governance Practices section above using fiscal sponsor's information).

Section 4: Financial Management

- Upload your organization's board-approved annual operating budget for the current fiscal year and provide total budget amount.
- Upload Profit and Loss or Complete Financial Statements for the last two completed fiscal years.
- Provide total expenses and total revenues for the three most recently completed fiscal years.
- Provide information about the financial health of your organization and rationale for any variations in expenses or revenues over 20% from year to year.
- Provide relevant details to give an accurate picture of your organization's financial position.

(If your organization is using a fiscal sponsor, please complete the Financial Management section above using fiscal sponsor's information).



Section 5: Option to Renew for Returning Applicants

- Returning applicants that may be eligible to renew may select the option to renew or to submit a Part 2 application.
- Indicate whether in the last two years the applicant organization has ended a fiscal year in deficit.
- Indicate whether the organization's annual budget has varied by more than 20% year to year. If so, comment on the nature and reason for the variance.



Appendix 2

Part 2 Application Preview

Section 1: Applicant Profile

- Carried over from Part 1 Application.

Section 2: Proposed Project

- What is the project that your organization plans to produce between July 1, 2025 to June 30, 2026 ? Include information about when and where the project occurs, what the project entails, how many people are served/engaged and how they are engaged.
- Explain how your organization's project aligns with the purpose of TOT funding. Clearly specify with which City goals the project aligns:
 - Goal 1: Enhance the economy and strengthen the arts, cultural and creative sectors.
 - Goal 2: Contribute to San Diego's national and international reputation as a creative, cultural destination.
 - Goal 3: Provide access to excellence in culture and the arts for residents and visitors.
 - Goal 4: Enrich the lives of the people of San Diego.
 - Goal 5: Build healthy, vital neighborhoods.
- Upload a minimum of three and a maximum of five substantive work samples that are representative of the work your organization produces, including but not limited to artistic work, programmatic documents, collateral, images, or audio/visual clips.

Section 3: Community Engagement

- How is the core community/audience involved in the design of the project? How does your organization know that the project is relevant to this core community/audience? What is the impact of this project? Provide quantitative and qualitative data to show the impact of your organization's project. If your organization is a service organization whose primary mission is to provide services to artists, arts and culture organizations, or other groups please address the impact of your project to both your core audience as well as the benefit to the public.
- Describe the proposed project's core community/audience in terms of geography, council district(s), age, cultural and economic characteristics, as applicable. Address if and how your project engages the following: artists, neighborhoods, volunteers, spectators/public. If your organization is a service organization whose primary mission is to provide services to artists, arts and culture organizations, or other groups please address the groups served through the project.



Section 4: Production Capacity

- Describe your organization’s experience with producing projects of similar scale and complexity.
- What are the resources, including potential partners, your organization will access to facilitate production of the project (e.g., artist housing, rehearsal space, etc.)

Section 5: Diversity, Equity, Inclusion, and Accessibility

- Describe how your organization and its project contribute to diversity, equity, accessibility, and inclusivity?
- Specify how the applicant and its project activities decrease disparities and/or advance equitable outcomes for underserved/distinct communities or groups in the city of San Diego?
- Describe how the applicant’s staff, production team and/or and board reflect the core community/audience you identified in Section 3 and how the applicant evaluates the effectiveness of these efforts utilizing quantitative and qualitative data.

Section 6: Project Budget and Spending Plan

- Utilizing the project budget provided in Part 1 describe income or expenses categorized as “other.”
- Provide details to clarify line items in the project budget submitted in Part 1.

Section 7: Achievement in Emphasis Areas

- Describe how your project has made achievements in one of the emphasis areas of City funding listed below:
 - Option 1: Provide evidence that your organization has received national or international recognition in the last three years.
 - Option 2: Provide evidence that your organization has made an investment in San Diego’s professional artists.
 - Option 3: Provide evidence that your organization has made an investment in activities in the San Diego Promise Zone or Community(ies) of Concern.
 - Option 4: Provide evidence that your organization has generated overnight hotel stays in the city of San Diego.
 - Option 5: Provide evidence that your organization has improved its impact through collaboration to help build vital, healthy neighborhoods.
 - Option 6: Provide evidence that your organization has expanded access to arts and culture in parks, recreation centers and libraries.



Appendix 3 Key Dates and Deadlines

October 15, 2024

Application guidelines and online Part 1 form becomes available for applications.

October 15, 2024 - November 20, 2024

Virtual technical assistance workshops and resources including office hours available with staff (via videoconferencing or telephone). More information is available at <https://www.sandiego.gov/arts-culture/funding/ccsd>

November 20, 2024, 9:00 a.m.

Last day for questions regarding Part 1.

November 25, 2024, 8:00 a.m.

Part 1 submissions due.

November 25 - December 16, 2024

Part 1 evaluated for eligibility and compliance with City guidelines.

December 16 - December 23, 2024 at 11:59 p.m.

"Cure" period for applicants deemed "Not Qualified" due to missing or incomplete materials in the Part 1.



January 2, 2025

Results of “Cure” period announced.

January 21, 2025

Online Part 2 portal opens.

January 21 – February 10, 2025

Virtual technical assistance TBD (all dates posted on the City website and all successful Part 1 applicants will receive email notification). Flexible office hours available with staff (via teleconferencing or telephone).

February 10, 2025, 5:00 p.m.

Last day for questions regarding the Part 2.

February 18, 2025, 8:00 a.m.

Responses to the Part 2 due.

March 13 – March 27, 2025

Panels review and recommend ranks responses to the Part 2.

March 28, 2025

Results announced to applicants.

March 28 – April 7, 2025

Appeals period (10 days.)



April 11, 2025

Commission's Policy & Funding Committee review of panel recommendations.

April 25, 2025

Commission reviews Part 2 ranks recommended by Policy & Funding Committee and recommends for inclusion in FY26 proposed City budget.

June 30, 2025

Final award amounts confirmed through City's appropriation ordinance.

July 1, 2025– June 30, 2026

FY26 activity period.

July 21 - September 8, 2025

FY26 agreements awarded, signed, and returned.

July 31, 2026 5:00 pm

Final reports due.

* All dates are approximate and subject to change. All times are Pacific Time.



Appendix 4

Technical Assistance

City staff is committed to being available to applicants during the application period. On-demand video technical assistance tutorials are available on the Commission for Arts and Culture website during the application period. More than 70 slots of virtual office hours will be available. All applicants have the opportunity to schedule one-on-one technical assistance sessions and to meet directly with staff. All first-time applicants to the City's CCSD funding category must schedule a one-on-one technical assistance session and to meet directly with staff. Applicants may also send questions via email to staff at any time at arts@saniego.gov. Please note the deadline for questions related to the Part 1 application in Appendix 3. Responses will be provided within two working days up until the questions deadline.

The City is committed to providing an equitable and inclusive environment for all individuals. Consistent with these principles and applicable laws, the City reasonably provides translation, interpretation, alternative formats, disability-related modifications or accommodations. We recommend that you contact staff well in advance of the deadline to ensure your needs can be accommodated. Requests for these services for the application phase may be made by email.

Bookings for technical assistance can be made [here](#).

More information will be available on the [website](#). For further assistance, related to application or access, contact: City staff at arts@saniego.gov.

