

# FY25 ACCF Companion FAQ for Applicants

## What is ACCF?

The Arts, Culture, and Community Festivals, or ACCF, City Council funding program is a reimbursement-based grant that allows Councilmembers to award funding directly to private nonprofit organizations for programs, projects, or events that support local arts and culture.

## Who can apply for ACCF?

Tax-exempt or nonprofit organizations that produce programs, projects, or events promoting local arts and culture and that meet the requirements of [Council Policy 100-23](#). Those receiving TOT-funded grants in a *non-arts* related area, such as through the Economic Development Department, are precluded from applying for ACCF funding.

## How much ACCF funding is available?

The Fiscal Year 2025 budget includes a \$450,000 allocation for ACCF. Funding is split evenly among the nine council offices, with \$50,000 allocated to each Councilmember. Funding requests and awards must be no less than \$1,500 and the last fiscal year saw a median award of \$3,000.

## When can I apply for ACCF?

The ACCF application will be open from **August 19, 2024, to September 13, 2024**, and will be available on our [webpage](#).

## What are the two types of applications?

The **full application** allows applicants to request funding for projects promoting local arts and culture where, if awarded, a new contract managed by Council Administration will be entered between the grantee and the City. The **abbreviated application** allows those applicants receiving FY25 [CCSD](#) and [OSP](#) funding to request additional funds to be added to their contract administered by the Commission for Arts and Culture. Please note that the [Impact](#) program is not currently included.

The **full application** requires the submission of supplemental documentation, including the following:

- [Proof of Nonprofit Status \(IRS\)](#)
- [Proof of good standing with the CA Secretary of State](#)

- [Proof of good standing with the CA Attorney General](#)
- IRS Form 990, 990EZ, or 990N
- [Certification for a Drug Free Workplace](#)
- [EOC Workforce Report](#)
- [IRS Form W-9](#)

The **abbreviated application** does not require the submission of any supplemental documentation.

### **Can I apply using both applications?**

Applicants that are receiving FY25 [CCSD](#) or [OSP](#) funding may apply using both applications to receive funding for a new project and to add funds to their existing CCSD or OSP contract. Applicants not receiving FY25 CCSD or OSP funding may only complete the full application.

### **Can I apply for multiple projects?**

Yes, an eligible applicant may submit multiple applications. We ask that applicants submit individual applications for each unique project, but projects that are closely connected may be consolidated.

### **Can I request funding from multiple Councilmembers?**

Yes, applicants will have the option to request funds from as many Councilmembers as they would like within the application. An applicant may request funds from as few as one Councilmember to as many as all nine.

### **Can I apply for both ACCF and CPPS?**

Yes, applicants may receive both ACCF and CPPS awards with no conflict. Only those receiving TOT-funded grants in a *non-arts* related area, such as through the Economic Development Department, are precluded from applying for ACCF funding.

### **How is ACCF different from CPPS?**

ACCF awards are focused on arts and culture and have a narrower set of eligible activities, whereas CPPS awards are for community projects generally and have a broader set of eligible activities. CPPS awards are paid on an upfront basis, whereas ACCF payments are paid only on a reimbursement-basis.

### **What are the permissible uses of ACCF funds?**

1. **Organizational Support:** Funds may be awarded to provide ongoing operating support for eligible organizations that emphasize the delivery of

programs and services that positively impact quality of life and tourism in San Diego.

2. **Project/Event Support:** Funds may be awarded to support community-based events with an emphasis on projects and events which promote neighborhood pride and community reinvestment.

Eligible program expenses will be those closely related to the Project/Program/Service Summary in Section 2 of the approved application, particularly the Use of City Funds section. All expenses must be incurred within the City's Fiscal Year 2025 (July 1, 2024 – June 30, 2025).

### **What are the impermissible uses of ACCF funds?**

ACCF funds cannot be used for purposes that are not provided for by the application as enclosed in the executed funding Agreement. Funds cannot be used for any purpose prohibited by laws governing the use of public funds, including for private, political, religious, or fundraising purposes or activities. Funds also cannot be used for food, beverages, or travel.

### **What are some examples of projects that have been funded?**

- Barnard PTA: Annual Lunar New Year Festival
- San Diego Parks Foundation: I Love My Park Day
- Black San Diego Empowering Our Community: Jazz in the Garden
- San Diego International Sister Cities Association: World Design Capital Indigenous Forum

These are just a few of the hundreds of diverse projects that have been awarded ACCF funds. All prior funding awards are available to view on our [webpage](#).

### **How can I give myself the best opportunity for success?**

ACCF awards are made at the discretion of each Councilmember and their office – Council Administration is not involved in funding decisions. We strongly encourage applicants to contact the council offices that they are requesting funding from to better understand their funding priorities. You may find a list of ACCF Representatives for each council office [here](#). We also ask that you provide prompt responses to any inquiries from our department to ensure an efficient process.

### **When will awards be announced?**

We expect to announce FY25 ACCF grant recipients by the end of November 2024, though this may be subject to change.

### **When would I receive funding if awarded?**

ACCF funding is provided only on a reimbursement-basis and funds are disbursed at the end of the fiscal year once reporting documentation (Request for Reimbursement Payment) is reviewed and approved.

ACCF awards are not guaranteed and should be considered tentative until the award is passed by the full City Council and a funding Agreement is signed by all parties. Grantees must also remain in good standing by meeting the following criteria:

1. Remain in good standing as a tax-exempt entity with all relevant agencies:
  - a. [California Secretary of State \(SOS\)](#)
  - b. [California Attorney General \(AG\)](#)
  - c. [Internal Revenue Service \(IRS\)](#)
2. Provide timely responses to any inquiries from City staff.

### **Important Note:**

Applicants who complete the abbreviated application (CCSD/OSP recipients) and are awarded funding will have their allocation added to their total award with the Commission for Arts and Culture as a contract amendment. As such, these awardees should follow the reporting requirements provided by the Commission. Our department is not involved in these awards once they are approved. Please remain cognizant of updates on the [ACCF webpage](#) or emails sent from [ACCF@sandiego.gov](mailto:ACCF@sandiego.gov) and your assigned grant coordinator.