



GUIDELINES

A WORKFORCE DEVELOPMENT INITIATIVE

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SECTION 1: Introduction

Artists Count: San Diego+Tijuana (Artists Count) is a workforce development initiative that provides individual artists with the time, space, and resources they need to create new work or expand existing projects. It also serves as a research effort to collect vital data about the work lives of artists in the San Diego-Tijuana region to inform cultural policies that address artists' needs.

Artists Count is a collective-impact collaborative effort led by the Prebys Foundation, the City of San Diego Cultural Affairs, the International Community Foundation, and San Diego ART Matters, serving as the program's administrative backbone. These partners share a commitment to strengthening the region's creative workforce and expanding access to artistic opportunity across the San Diego-Tijuana region.

The initiative builds on Far South/Border North, launched in 2022 and led by the City of San Diego Cultural Affairs, which successfully demonstrated the impact of direct investment in artists across the region. Artists Count continues this work by supporting artists at pivotal moments in their practice and addressing the ongoing need for sustainable funding in a region where the high cost of living has made it difficult for artists to build careers.

The program name has a deliberate double meaning: Artists Count, because they are vital contributors to social cohesion, innovation, and economic growth – on both sides of the border – and their work deserves investment and supportive policies. This project is essentially an “Artists Count,” an effort to gather information and collect data that bolsters this case for support.

Artists Count offers a total of **\$1.3 million in direct funding** to artists living and working in **Tijuana, Mexico, the City of San Diego, and San Diego County**, along with professional development, networking opportunities, and support for public presentations.

These guidelines outline the purpose, eligibility, requirements, and selection process for the funding component of Artists Count. General information on the initiative's research component is shared later in these guidelines.

SECTION 2: About the Partners

Artists Count partners include the [City of San Diego Cultural Affairs \(Cultural Affairs\)](#), a section within the Economic Development Department responsible for the City's arts, culture, and creative industries; the [International Community Foundation](#), a nonprofit organization based in National City that facilitates charitable giving from U.S. donors to overseas communities, mainly in Mexico and Latin America; the [Prebys Foundation](#), a philanthropic organization focused on addressing inequities in health, art accessibility, and youth opportunities through strategic investments and community partnerships; and [San Diego ART Matters \(SDAM\)](#), the region's leading arts advocacy and service organization dedicated to ensuring the growth and success of the creative sector.

Together, the partners adopted values that guided the development of this initiative and these guidelines, inspired by the principles and practices of Trust-Based Philanthropy. The

Trust-Based Philanthropy approach acknowledges and seeks to redress the inherent power imbalances between public and private funders and entities seeking financial support. Artists Count explicitly encourages a cultural shift that focuses on the needs and dreams of artists working in communities in the following ways:

- Simplifying processes, streamlining paperwork, and removing insider jargon that may alienate or exclude some seeking support.
- Being transparent and responsive about decision-making processes and timelines, responding promptly, and clearly communicating initiative goals and expectations.
- Providing support beyond the check. Non-monetary support, such as referrals, workforce training, and networking opportunities, strengthens leadership, capacity, and financial stability for artists at every stage of development.

SECTION 3: Artists Count Goals

Artists Count provides flexible funding that gives artists the time and space to create new work or advance work in progress. Competitive project applications will align with the following goals, which are considered equally important in the review process.

Strong applications demonstrate thoughtful attention to each area, presenting a well-rounded proposal that reflects artistic strength, meaningful timing, public engagement, and readiness.

Goal 1: Artistic Innovation & Creativity

Does the proposed project demonstrate originality, artistic intention, and creative vision, contributing meaningfully to the cultural landscape of the San Diego–Tijuana region?

Reviewers look for:

- Clear, compelling artistic ideas
- Evidence of artistic exploration or experimentation
- Work that reflects strong intention and expression

Goal 2: Career Advancement, Timing & Artistic Context

Does the proposed project reflect a key moment in the applicant’s artistic journey where funding will meaningfully strengthen artistic or professional development?

Reviewers look for:

- Ties to a new phase, idea, or turning point
- Alignment with long-term goals
- Clear explanation of why this moment matters now

Goal 3: Audience and Community Impact

Does the proposed project expand cultural participation and reach new or underserved audiences? Community impact may be intimate or large-scale.

Reviewers look for:

- A sense of who will engage with the work
- How the project increases public access or participation
- How the work provides public benefit and contributes to community or regional vitality

Goal 4: Feasibility and Readiness

Is the artist prepared to responsibly carry out the proposed project within the Artist Count timeline and structure?

Reviewers look for:

- Greater clarity and specificity
- Thoughtful responses across all prompts
- Internal consistency (idea, goals, timeline, budget alignment)
- Evidence of follow-through capacity

Goal 5: Collaboration and Connections (Optional)

Projects may foster collaboration or connections with other artists, across disciplines, or communities or geographies—particularly across the San Diego–Tijuana region.

Note: Collaboration is optional. However, additional consideration will be given to artists who have a fully conceived and integrated collaborative idea.

Goals Summary

Competitive applications demonstrate strength across all of the following equally weighted areas:

- Strong artistic intention or innovation
 - A meaningful next step in the applicant’s career
 - A clear sense of audience or public benefit
 - Overall feasibility and readiness
 - (Optional) Collaborative significance
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SECTION 4: About the Opportunity

Artists Count provides work opportunities for artists in three geographic categories. Artists may apply to only one category.

Tijuana, Mexico:

- Awards: 20 at \$10,000 each
- Eligibility: Artist's primary residence and project must take place in Tijuana, Mexico

City of San Diego:

- Awards: 10 at \$50,000 each
- Eligibility: Artist's primary residence and project must take place within city of San Diego limits

San Diego County:

- Awards: 12 at \$50,000 each
- Eligibility: Artist's primary residence and project must take place within San Diego County (excluding the city of San Diego)

Artists may apply funding toward:

- Time for completing artistic work
- Materials, supplies, or production costs
- Living expenses
- Any other expenses needed to complete the project

Artists determine how funds will be spent, with some restrictions.

Before selecting a category:

- Know which category applies to you based on where you live.
 - Know which category applies to you based on where your project will take place.
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SECTION 5: Getting Started: Proving Eligibility

To begin, all applicants must prove eligibility by completing the online survey:

<https://goapply.akoyago.com/artistscount>. Only those who meet the requirements will continue in the application process.

You are eligible to apply if you meet all the following requirements:

1. Artistic Practice

You identify as an artist. You and your work generally meet the following definition: An individual who self-identifies as an artist, maintains an intentional and ongoing artistic practice, and can demonstrate a body of work or sustained creative activity in their field.

This self-identification may be based on a variety of criteria, including but not limited to the artist's body of work, educational background, experience, past commissions, exhibition/performance record, publications, and production of artworks.

Artists at all career levels and working within all disciplines are eligible to apply. Artists with at least two years of experience may be more competitive applicants.

2. Residence Requirement

- You must verify residence for at least two consecutive years in:
 - City of San Diego, OR
 - San Diego County (excluding the City of San Diego), OR
 - Tijuana, Mexico
- Your primary residence must be in one of the above geographies when applying AND you must anticipate that your primary residence will remain in the same geography through the completion of the agreement period.

3. Age Requirement

You are 18 or older on or before the eligibility cutoff date.

4. Tax Documentation

You can complete the required income reporting forms based on your country of residence (U.S. or Mexico).

SECTION 6: Conditions, Restrictions, and Requirements

Although you may meet the eligibility criteria above, you will not proceed to the next stage of the application process if any of the following additional conditions apply:

- You are currently enrolled as a full-time student.
 - You are an elected official, commissioner, board/committee member, agent, officer, or employee of an Artists Count partner—or an immediate family member of one.
 - You are applying on behalf of a 501 (c) (3) or 501 (c) (6) nonprofit organization or government entity.
 - You or your proposed project discriminates based on race, gender, gender identity, gender expression, religion, ethnicity, national origin, sexual orientation, age, or disability.
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Other Requirements and Considerations

- **Public Presentation Requirement**

All awarded artists must make a public-facing presentation at the conclusion of their project, which may include (but not limited to):

- exhibitions
- performances
- readings
- screenings
- workshops
- community events
- open studios

The presentation format or approach should be free, open to the public, accessible and appropriate to the artist’s discipline.

- **Artist Team Applications**

Teams of artists who have a history of working together and are organized under a group name may apply. One team member must serve as the primary applicant. The primary applicant must meet the residence and other requirements to apply as outlined above.

- **Priority in Under-Resourced Communities**

Artists interested in applying for funds within the city of San Diego should prioritize Promise Zones, Communities of Concern, and areas identified by indicators such as the Climate Equity Index or the Economic Hardship Index as the geographic focus of their project.

- **Projects Unique to the Region**

Projects that provide unique content to the San Diego-Tijuana region's arts and cultural ecosystem or engage San Diego Tijuana region's stakeholders and audiences are of interest.

What This Means For You:

- Artists Count is intended for individuals with established or emerging practices who are prepared to use dedicated funding to meaningfully advance their work. Artists do *not* need to be well-known, have formal training, or be full-time artists to be eligible.
 - This opportunity is not well-suited to casual hobbyists or one-time projects.
 - All projects must be public-facing and relevant to the intended audience.
 - Your primary residence and the geographic area where your project will happen are both important to eligibility.
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What to Do and Know Before you Apply

- Follow emailed instructions and register [here](#) to apply in the Akoya Go online portal to begin the process. All requested information must be submitted through the portal.
- Attend an information session to understand the purpose of the Initiative and determine if this opportunity is right for you.
- Take advantage of technical assistance, which is available through in-person information sessions, webinars, office hours, and Help Desk email support throughout all stages of the application process. Accommodation for language or accessibility will be provided upon request.
- Plan to submit early – before each deadline - to avoid last-minute glitches. Late submissions cannot be accepted.

If you are invited to submit a Letter of Intent or full application, you should also know the following:

- **Accuracy of Information.** Please review your information carefully before submitting. Incomplete or inaccurate information may affect eligibility or review.
- **Applying does not guarantee funding.** This is a competitive process, and not all eligible applicants will be invited to move forward in the selection process or receive an award. Artists approved for awards are not guaranteed future awards.
- **The application process may change.** Program guidelines, timelines, or procedures may be updated if needed. Any updates will be shared on the Artists Count website.

- **Prepare at your own expense.** There is no fee to apply. However, applicants are responsible for any personal costs related to preparing their materials.
- **Awards are made through a formal agreement.** If selected, you will be required to sign an agreement outlining expectations, timelines, and reporting before any funds are released.
- **Funds are taxable income.** Awarded artists are responsible for reporting award income in accordance with applicable tax laws.
- **Equity and respect are core values.** Artists Count does not support projects or practices that discriminate against individuals or communities.
- **Intellectual Property.** Artists retain full ownership of work contracted through this process. By accepting an award, artists grant the Artists Count partners permission to use images, excerpts, or documentation of the funded project for non-commercial purposes, including promotion, reporting, education, and public information. Artists will be credited whenever possible.
- **City of San Diego Additional Provisions and Restrictions.** Certain required provisions and restrictions of the City of San Diego, our public agency partner, must be disclosed in both these guidelines and the agreement. To learn about these provisions and restrictions, see Appendix 4.

We share these details to promote transparency and clarity—not to limit artistic freedom. Our goal is to support artists with trust, flexibility, and respect, while meeting our responsibilities as program partners.

SECTION 7: Submissions, Review and Final Selections

Artists Count includes a multi-stage submission and review process:

1. Eligibility Screening (See Section 5 for information)
2. Letter of Interest (invitation only) – Staff Review
3. Full Application (invitation only) – Panel Review
4. Final Selection – Staff Review

What This Means For You:

- Only artists who meet the eligibility requirements will be invited to submit a Letter of Interest.
- Not all artists who submit a Letter of Interest will be invited to submit an application.

- The staff, which include representatives from the Funding Partners, make all final decisions regarding funding.

Letter of Interest (LOI)

After eligibility is confirmed, artists will be invited to submit a Letter of Interest (LOI).

The LOI is a brief submission designed to help Artists Count identify applicants who are well-aligned with the program's goals and ready to move forward to the full application stage. It allows artists to introduce their practice, share a project idea, and explain why this opportunity matters at this moment — without having to complete a full proposal.

The LOI does not require a budget, timeline, or work samples.

LOI Review Process

Letters of Interest will be reviewed by Artists Count staff:

- San Diego ART Matters (City of San Diego and County of San Diego)
- International Community Foundation (Tijuana)

The LOI serves as an internal screening stage prior to panel application review. Due to the anticipated volume of submissions, a limited number will advance to the full application stage.

What Staff reviewers will assess:

- Alignment with the goals of Artists Count
- Clarity of artistic practice and proposed project idea
- Appropriateness of the project for this funding opportunity
- Readiness to develop a full application

The LOI stage helps ensure that artists invited to submit full applications are strong matches for the program, supporting a thoughtful and manageable review process.

At this stage, your project description does not need to be highly technical or fully developed. We are looking for clarity, alignment, and potential.

What This Means for You

The LOI is an opportunity to:

- Introduce yourself
 - Share your background and work in your own words
 - Describe a project you are excited to pursue
 - Demonstrate why this opportunity is a strong fit for you at this time
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Use of Artificial Intelligence (AI)

To support an efficient and equitable review process, Artists Count may use technology to help organize and summarize submitted materials for staff and panelists. All evaluations, discussions, and funding decisions are made by human reviewers.

Applicant information is handled in accordance with our privacy and data protection policies.

Advancing to the Full Application

Based on the review of Letters of Interest, a select number of artists will be invited to submit a full application. Advancement decisions are informed by alignment with program goals and overall competitiveness within the applicant pool. Artists Count reserves the right to adjust the number of applicants invited to this stage based on submission volume and proposal quality.

Artists who advance will receive a formal invitation to complete a full application through the online portal. Those not invited to proceed will be notified.

The full application allows invited artists to expand upon their artistic practice, project concept, and readiness to carry their proposed work forward with support from Artists Count. This stage requires more detailed information, including:

- Expanded narrative responses
- A project budget summary
- A timeline
- High-quality work samples of relevant, recently completed work
- Additional supporting materials, if applicable

Full applications are reviewed and scored by an independent panel of external artists, arts professionals, and cultural workers. Panelists evaluate proposals using a weighted scoring rubric aligned with Artists Count’s goals. Final funding recommendations are based on panel scoring and deliberation.

How Applications Are Scored

Applications are scored across the following areas. **Each of the four core criteria is weighed equally within the 100-point scoring rubric.** Reviewers evaluate applications holistically, considering artistic strength, career timing, audience impact, and feasibility as equally important components of a strong proposal.

The following scoring criteria directly reflect the Artists Count Goals outlined in Section 3.

- **Artistic Innovation and Creativity (25 points)**
The originality, clarity, and artistic intention of the proposed work.
- **Career Advancement, Timing and Artistic Context (25 points)**
The opportunity aligns with a meaningful moment in the artist’s practice.
- **Audience and Community Impact (25 points)**
The project has the potential to engage audiences, increase access to the arts, or contribute to cultural vitality.
- **Feasibility and Readiness (25 points)**
The planned approach, as described, is realistic and achievable given the initiative timeline and available resources.
- **Bonus (Optional): Collaboration & Connections (+3 points)**
Additional points may be awarded for projects that include intentional and fully integrated collaboration or community connections.

The maximum core score is 100 points, with up to 3 additional bonus points available for optional collaboration. Collaboration is not required, and applicants will not be penalized for proposing solo projects.

How Final Selections are Made

Following the panel review process, applications are ranked, highest to lowest, based on their rubric scores. The Artists Count staff/partners then review the highest-scoring applications to select a final cohort of **42** awardees.

While panel scores are the primary basis for selection, the partners may also consider additional factors to ensure the final cohort reflects the breadth and diversity of the region. These balancing considerations may include artistic discipline, geographic distribution, and representation across the San Diego–Tijuana region.

Final decisions are guided by a commitment to fairness, transparency, balanced representation, and alignment with Artists Count's goals. This approach helps ensure that awards are made through a rigorous review process while supporting a cohort that reflects the diversity of artists and practices across the region.

SECTION 8: Awards, Agreements and Payments

- All applicants will be notified of award decisions by email prior to any public announcements.
 - Because of the volume of applications and the competitive nature of the process, award decisions are final and not subject to appeal.
 - Applicants who are not selected may request brief summary feedback, which we offer as a learning opportunity to support future applications.
 - Awarded artists must sign an Agreement outlining their scope of work, plan for public presentations, reporting requirements, and acceptance of other initiative related conditions.
 - Payments are typically issued within 30 days after the Agreement is signed. Unforeseen issues may temporarily delay payment.
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SECTION 9: Support and Resources

Artists Count awardees receive additional benefits and services through two resource hubs – one located in San Diego County and one in Tijuana, Mexico. Planned services may include invitations to networking events with fellow awardees, workshops on the business of art, and a dedicated website for information sharing. Participation in Hub activities is voluntary and free for participating artists and may also be open to the public.

In addition to these services, Artists Count will offer funded artists access to an **Artists Count Partner Directory**—a list of nonprofit and public-serving organizations in San Diego County and Tijuana that are open to supporting artist projects.

The Directory may include venues such as theaters, museums, cultural centers, libraries, parks, and community-based arts organizations. Partner organizations are selected based on shared values and readiness to work with artists, not based on artistic discipline or budget size.

The Partner Directory is intended to make it easier for artists to access space, expertise, and institutional resources while supporting fair, professional, and respectful working relationships.

How artists can use the Directory:

- Funded artists may reach out directly to any partner listed in the Directory.

- Participation is optional and artist-initiated.
- Partner organizations are not required to accept artist proposals.
- All project details—such as scope, timeline, and payment—are worked out directly between the artist and the partnering organization.

Payment and expectations:

- Artists receive funding through Artists Count, which they will use to implement their projects.
- Partner organizations agree to support artists, who may, but are not expected to provide pro-bono services.
- Any costs (such as space rental, staffing, or technical support) should be discussed and agreed upon in advance and between the partner organization and the artist.

What to know about roles and limits:

- Artists Count does not place artists, match partners, or negotiate agreements.
- Artists Count is not a party to any contracts or arrangements between the partner organization and the artist.
- Using the Directory is optional; it is meant to be a resource, not a requirement.

SECTION 10: About Artists Count – The Survey

An important part of Artists Count is a research initiative that collects data on artists' lives to assess their needs and explore how cultural policy and philanthropy can create more jobs and funding opportunities.

The research project is facilitated by the Policy and Innovation Center (PIC), a dynamic think tank and social impact incubator, working in partnership with the Brookings Institute. Housed within the San Diego Foundation at Liberty Station, PIC is dedicated to conducting cutting-edge research, uniting diverse stakeholders, shaping evidence-based policy recommendations, piloting scalable solutions, and channeling resources into communities to address systemic issues.

All artists living and working in the San Diego – Tijuana region are encouraged to complete the survey. However, survey participation is optional and does not affect funding decisions for those who apply to Artists Count.

To complete the survey, click on this link:

https://sdrpic1.qualtrics.com/jfe/form/SV_eG9SLgGRRziGVqS

PIC research is made possible in part by a generous grant from the Parker Foundation, with additional support from the City of San Diego Cultural Affairs, California Arts Council, Prebys Foundation, and San Diego ART Matters.

APPENDICES

- Appendix 1: Application Timeline
- Appendix 2: Key Definitions
- Appendix 3: Technical Assistance
- Appendix 4: City of San Diego Additional Provisions and Restrictions

Appendix 1: Application Timeline

(All dates are approximate and subject to change. Visit the Artists Count website for the most up-to-date schedule as well as information regarding workshops and events.)

SPRING 2026

Eligibility Screening Opens	Tuesday, April 14, 2026
Eligibility Deadline (5:00 p.m. PST)	Friday, May 15 – 5:00 pm
Eligibility Notifications	Monday, May 18
Letter of Intent (LOI) Opens	Wednesday, May 20
LOI Deadline (5:00 p.m. PST)	Friday, June 19

SUMMER 2026

LOI Staff Review Period	June 29 – July 10
Guidelines and full application open (Invitees Only)	Friday, July 17
Application deadline (5:00 p.m. PST)	Friday, August 21

FALL 2026

Panel Review and Selection Period	August 31 – September 30
Artist Notifications (Approved/Declined)	Friday, October 2, 2026

Agreements and Payments Processing	October 5 - 30
All Artist Projects Begin	November 2
Artist Hub Activities Begin	November 9

SPRING 2027

Mid-Project Check-in	March – April 2027
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FALL 2027

Artist Hub Activities End	October 31
All Artist Projects End	November 30

WINTER 2028

Artist Final Reports Due	January 4, 2028
Closing Event and Public Celebration	January 25 – 29

SPRING 2028

Project Final Reports Released to Public	March 2028
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Appendix 2: Key Definitions

Artist:

An artist is an individual who self-identifies as an artist, maintains an intentional and ongoing artistic practice, and is actively engaged in the creation, presentation, or development of artistic work. Artists may work across visual, performing, literary, media, multidisciplinary, social, or cultural/heritage traditions. Professional status is demonstrated through commitment to one’s practice, a body of work, and participation in artistic, cultural, or community contexts, regardless of formal education or institutional affiliation.

Letter of Interest (LOI):

Often used interchangeably with a Letter of Inquiry or Letter of Intent, a Letter of Interest (LOI) is a brief, formal document shared with a potential funder to introduce a proposed project and gauge their interest before submitting a full proposal. It serves as a screening tool to determine if there is a strong alignment between the applicant's project and the funder's mission, saving time for both parties.

Public-Facing Project:

A creative activity or work that includes a public presentation or sharing of results open to the public. Formats may include exhibitions, performances, screenings, readings, workshops, open studios, or digital presentations. A public-facing project is also an activity or work that deepens the community's understanding of an artist's creative process, the themes the artist chooses to highlight, and the information shared that may benefit the community in some meaningful or measurable way.

Artistic Practice:

The ongoing methods, approaches, themes and processes an artist uses to create work.

Primary Residence:

The address where an applicant lives for most of the year and can provide documentation for eligibility.

Work Samples:

Examples of past artistic work that demonstrate the applicant's artistic practice, quality, and capacity (images, video clips, writing excerpts, or past project documentation).

Appendix 3: Technical Assistance

Artists Count offers support throughout the application period. Applicants are encouraged to seek assistance early to ensure adequate time for guidance or accommodation.

Information sessions (webinars and in-person workshops) will be held at the start of the program to introduce the opportunity and provide an overview. Virtual office hours will be held throughout each stage of the application intake process, where applicants can ask questions in a group setting. An email help desk will respond to applicant questions within 24 hours of submission.

The Artists Count website is designed to provide the most up-to-date information regarding how to participate in the funding opportunity and survey. Details and registration links for all events will also be posted on the website. An FAQ (Frequently Asked Questions) document will be available on the Artists Count website and will be updated with new questions and answers as needed.

Accessibility & Language Support:

Translation, interpretation, alternative formats, and disability-related accommodation are available upon request.

How to Get Help:

All questions related to eligibility, Letters of Interest, application, accessibility requests, contracts, and payments: San Diego ART Matters – info@artistscount.org. Due to the high volume of inquiries about this program, one-on-one phone consultations and individual coaching may be difficult to provide and should not be expected.

Appendix 4: City of San Diego Additional Provisions and Restrictions

The following provisions are required by one of our public funding partners:

The City of San Diego funding source is the Transient Occupancy Tax (TOT), a tax imposed on individuals who stay overnight in hotels, motels, and other lodging establishments. The allocation of TOT funds is governed by Council Policy 100-30, which allows the Impact category to change periodically to reflect important City priorities. Part of the City’s TOT revenue is designated to: boost the economy and support the arts, cultural, and creative sectors; help establish San Diego’s reputation as a national and international cultural destination; provide access to quality culture and arts experiences for residents and visitors; enrich the lives of San Diego’s residents; and foster healthy, vibrant neighborhoods as outlined in Council Policy 100-03.

The City has partnered on Artist Count, a targeted collective impact funding initiative, which aligns with its Impact funding category and the City’s Creative City cultural plan.

The following are additional provisions and restrictions that the City of San Diego must disclose in the application guidelines and the artist agreement. These restrictions mainly pertain to activities where the use of City funding is not allowed.

1. City funds may not be used for:

- a. Inherently religious activities: worship, instruction, or proselytization.
- b. 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.
- c. Voter registration drives and related activities.
- d. Regranting.
- e. Tuition for academic study.

- f. Contests and competitions, including gifts, prizes, and awards.
- g. Food, alcohol, or beverages for hospitality or entertainment functions.
- h. Projects where fundraising is the primary purpose of the project.
- i. Contributions and donations to other individuals or entities.
- j. Cash reserves and endowments.
- k. Fines and penalties, accumulated deficits, and debt reductions.
- 1. Artists who have outstanding financial obligations or debts to the City of San Diego.

2. Additional Notes:

- Capital outlay for construction, purchase, or improvement of facilities (except artwork installation on the City of San Diego property), or capital outlay for purchase of equipment and travel, lodging, and transportation costs, are eligible expenses under these guidelines.
- All applicants receiving TOT funds of \$10,000 or more, but less than \$75,000, within a single fiscal year must submit required financial disclosure documentation evidencing the financial status of the applicant's last completed fiscal year with a final performance report pursuant to an awarded agreement.
- The applicant acknowledges that 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.