WDC 2024 COMMUNITY-DRIVEN DESIGN GRANTS PROGRAM GUIDELINES
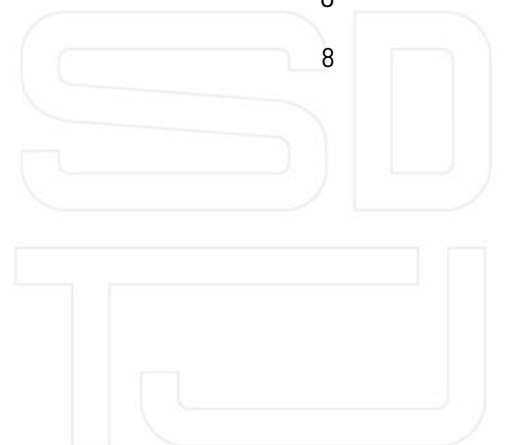
A Partnership of World Design Capital 2024 and the City of San Diego

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2023-2024 GRANTS PROGRAM TIMELINE*

2023

    December 15   **Guidelines released; application portal opens.**

    December 19   **Holiday break****

2024

January 3	Grants Program staff returns.
January 5	Virtual Information Session, 3:00 p.m.***~
January 10	In-Person Humanity-Centered Design Workshop, 2:00- 3:30
January 12	Virtual Office Hours 2:00-3:30 p.m.***~
January 17	Virtual Office Hours 4:00-5:00 p.m. ~
January 23	Virtual Office Hours 10:00-11:00 a.m. ~
January 29	Virtual Office Hours 10:00-11:00 a.m.***~
January 31	**Application deadline 5:00 p.m.**
February 12	Panel review and selection process
February 20	**Awardee notification**
March 8	Signed agreements due
March 15	**Award distribution and Activity start date.**
November 30	**WDC 2024 Grants Program Activities are completed.**

~Links for virtual sessions and Office Hours are in the Additional Resources page on the application portal.

* All dates are subject to change. See the WDC 2024 website for timeline updates.

** Due to the winter holidays, Grants Program staff will be unavailable from December 19, 2023, through January 3, 2024.

*** Notes workshops with Spanish translation available.

Questions? Contact Victoria Plettner-Saunders at grants@wdc2024.org

AN INTRODUCTION TO THE WORLD DESIGN CAPITAL 2024

What is WDC 2024?

The World Design Capital designation is a year-long program of the World Design Organization (WDO) that showcases how cities are using design to improve the lives of their residents. Through a competitive process, San Diego and Tijuana were selected together for the richness and diversity of our history, culture, and design community, and for our commitment to cross-border collaboration.

World Design Capital 2024 (WDC 2024) showcases our region as a global destination for arts, culture, innovation, and design. We will bring together millions of residents alongside global leaders to celebrate, exchange ideas and demonstrate how cities can develop collaboratively, united by the physical spaces, economies, and cultures we share.

San Diego Tijuana is the first cross-border region to be designated World Design Capital by the WDO. It is the first time a U.S. city has been selected. We hold this title along with cities such as Valencia, Spain; Seoul, South Korea; and Cape Town, South Africa.

WDC 2024 is managed by San Diego Tijuana World Design Capital 2024, the nonprofit organization that coordinates and oversees the region's planning, programming, execution, and community involvement in the WDC 2024 designation. WDC 2024 was founded by five organizing partners who share an interest in furthering the goals of WDC 2024: the Burnham Center for Community Advancement, City of San Diego, City of Tijuana, Design Forward Alliance, and The Design Lab at UC San Diego.

WDC 2024 Goals

1. To showcase all that our region has to offer and position ourselves as a global destination for arts, culture, innovation, and design transformation.

2. To be an example to the world of design — to show how cities can develop collaboratively, united by the physical spaces, economies, and cultures they share, rather than being divided by what makes us different.

3. To strengthen the way our region thinks and works together, both now and beyond 2024. We want cross-border collaboration and community-driven design to apply to all of our work as a region, so that it can help solve some of our most pressing issues.

4. To highlight design that is community-driven and includes as many distinct voices, perspectives, and experiences as possible in the promotion and execution of human-centered design principles.

WDC 2024 Partners

The City of San Diego is the eighth largest city in the United States and the second largest in California. TheCity of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life, and world-renowned location make it the ideal place to work, live, and play. The City's Mission, as stated in the Strategic Plan is "Every day we serve our communities to make San Diego not just a fine city, but a great City." It 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. Programs, partnerships, and initiatives range from funding and public art to cross-sector and creative industries. This grants program is made possible entirely by the City through a generous funding allocation to WDC 2024.

The City of Tijuana, a vibrant and multicultural city, is a dynamic center of creativity and opportunity driven by its unique blend of cultures. This fusion fuels a flourishing industrial and creative environment, nurturing innovation, and artistic expression, in line with our commitment to promoting an equitable and inclusive creative economy and cultural ecosystem. The city has witnessed remarkable growth across diverse innovative sectors, from technology to the arts, making it a fertile ground for the cultivation of fresh ideas and creative solutions.

The Burnham Center for Community Advancement is a think-and-do tank that helps make the San Diego Tijuana region a better place to live, work and play for all. We serve as a nexus point where community stakeholders and multi-sector partners come together to identify regional needs, find innovative solutions, and tackle some of our most pressing needs.

Design Forward Alliance advocates for human-centered design as a regional approach to improve economic, social, and civic life in our community. DFA ignites conversation and action around how human-centered design can improve the way we live, work and play, and provide businesses, educators, and government with the tools to affect real and lasting change.

The Design Lab at the University of California, San Diego is focused on providing research, education, and community interaction to advance best practices in human-centered design and to address complex problems facing society. The Lab focuses on design as a way of thinking, of focusing upon how people interact with complex systems and technology, and upon ensuring that we solve the right problems.

About World Design Organization

World Design Organization (WDO)® is a globally recognized non-governmental organization that aims to promote and advance the discipline of industrial design and its power to enhance economic, social, cultural, and environmental quality of life. Founded in 1957, WDO services over 180 member organizations around the world, engaging thousands of individual designers through innovative programming and initiatives that champion 'design for a better world'. For more information and a full list of past WDC cities go to https://www.wdo.org.

WDC 2024 COMMUNITY-DRIVEN DESIGN GRANTS PROGRAM

I.   GUIDELINES

San Diego Tijuana World Design Capital 2024 seeks applications from eligible San Diego-based nonprofit arts, culture, and design organizations; cultural districts; Small Local Business Enterprises (SLBE); Property Business Improvement Districts (PBID); Business Improvement Districts (BID); and other nonprofit community and business associations for the design, development, and presentation

of WDC 2024-related activities such as programs, projects, and initiatives in communities and neighborhoods across San Diego's nine Council Districts.

Funded by the City of San Diego, the WDC 2024 Community-Driven Design Grants Program (Grants Program) enables nonprofit organizations and other designated business entities located within the City of San Diego's geographic boundaries, to design, develop, and implement humanity-centered activities that support WDC 2024 goals and responds to one or more of WDC 2024's core focus areas.

In addition, each grant awardee will automatically be considered by WDC 2024 to be an endorsed community program and entitled to be a part of the Design to Action (D2A) Network, to receive cohort project support and coaching, if deemed appropriate.

These guidelines are provided to inform interested applicants about the Grants Program, its goals and eligibility requirements, where to apply, an overview of the review criteria and selection processes. In addition, they include a timeline for technical assistance opportunities, deadlines, grantee selection, and notification.

A. What is a Community-Driven Design Activity?

A Community-Driven Design Grants Program Activity (Activity) is a program, project, event, festival, activation, and other similar activity open to the public that addresses one or more of the following WDC core focus areas and has the potential to lead to lasting-change in the region through humanity-centered design (See VII. Resources).

B. WDC 2024 Grants Program Goals

Successful applications will clearly demonstrate the Activity's ability to meet the following WDC 2024 Grants Program goals:

- Accomplish a short-term collective impact or long-term systems change through humanity-centered design;
- Engage the San Diego Tijuana region's stakeholders and audiences;
- Provide an opportunity to prototype and scale-up so that the Activity could continue after 2024; and
- Provide content unique to the San Diego Tijuana region's cultural and economic ecosystem.

C. WDC 2024 Core Focus Areas

A proposed Activity must respond to and align with one or more of the following WDC 2024 core focus areas:

- **Arts & Culture:** Provide a lens for exploring diverse perspectives, fostering connections and a sense of shared humanity.
- **Climate & Sustainability:** Address the urgent need to protect the planet's environment; promote social equity; and ensure economic, social, environmental, and political wellbeing for our present and future.

- **Health & Wellbeing:** Bring attention to various aspects of health — including physical activity, interaction with the natural environment, emotional resilience, social connections, access to fresh and high-quality food, healthcare, and supportive environments for all stages of life.
- **Planning & Placemaking:** Support and encourage shaping the built environment to improve the quality of life for San Diegans, and the creation of welcoming, inclusive, vibrant places that promote culturally important spaces and places.
- **Science & Technology:** Focus on science and technology that drive progress, innovation, and the development of new capabilities, providing us new opportunities to shape the way we live, work, and interact with the world.
- **Youth & Education:** Focus on recognizing the potential of young people as drivers of positive change, and aim to provide them with the tools, opportunities, and support to lead fulfilling lives and contribute to the betterment of their communities and society at large.

D. Other Areas of Interest

- **Homelessness and Innovative Border Design:** We also encourage applications addressing homelessness and innovative border design that fall within the above focus areas.
- **Benefits for Children and Youth:** While not a core focus area, eligibility requirement, nor guarantee of funding, applicants whose applications describe how their Activity is designed (in whole, or in part) to benefit children and youth will receive an advantage in the application scoring process.

E. Eligibility Requirements

Each application requires a lead applicant, and only eligible organizations and businesses may be the lead applicant. Although WDC 2024 is a San Diego Tijuana regional initiative, this City of San Diego-funded Grants Program is open only to San Diego (city) based:

- 501(c)3 nonprofit arts, culture, and design organizations;
- 501(c)6 nonprofit business or professional association;
- City and state designated arts and cultural districts;
- City of San Diego certified Small Local Business Enterprises (SLBEs), including organizations consistent with San Diego City Council Policy 100-10 (e.g., Emerging Local Business Enterprises (ELBEs). For a list of eligible certified SLBE and ELBE entities, refer to the City of San Diego's SLBE/ELBE approved vendor list; and
- Property (PBIDs), Business Improvement Districts (BIDs) and other community and business associations.

Interested applicants who do not meet at least one of the eligibility requirements have two options:

1. Consider applying in partnership with an eligible business or organization.
2. Use a fiscal sponsor (See Section V.1).

While an eligible San Diego-based nonprofit applicant may propose an Activity in partnership with a nonprofit based in San Diego county or in Tijuana, the funded Activity must take place within the city of San Diego.

Diverse geographic representation across all nine City Council districts is an important element of the Grants Program. We encourage applicants from throughout the city of San Diego to propose an Activity that enables citywide community participation.

WDC 2024 Host Region Partners, sponsors, or donors are not eligible to apply for or receive funding from the Grants Program.

F. Grant Amounts

This is a highly competitive program. A total of $550,000 is available to fund 17 successful applications. There are three funding categories. Grants will be awarded as follows:

- Four (4) grants of $75,000 each
- Eight (8) grants of $25,000 each
- Five (5) grants of $10,000 each

To encourage Activity that benefits children and youth within the six core focus areas, at least $250,000 of the $550,000 will be directed towards applications that specifically identify how the Activity, either in whole or in part, benefits children and youth.

Applicants will select a funding category for their Activity. The WDC Grants Program staff reserves the right to adjust the funding amount at their discretion and for any purpose.

Awardees will receive 85% of their funded amount upon receipt of a fully executed agreement. The final 15% will be disbursed upon receipt of final documentation at the Activity's completion.

G. Matching Funds

Neither cash nor in-kind matching funds are required. However, we strongly encourage applicants to seek or use additional funding so as not to rely solely on WDC Grants Program. Applicants showing additional resources to support their proposed Activity will be required to identify the source and whether the cash or in-kind support is confirmed or unconfirmed at the time of submittal. WDC 2024 is committed to ensuring a high degree of public access to Activities funded through the Grants Program. While presentations and participation must be open and accessible to the public generally, they may reach specific audiences or charge a fee if such restrictions do not discriminate as described here in Section V.15, Conditions for Submission. To understand how matching and in-kind support will be considered in the application scoring process see Section B, Application Review and Scoring.

Electronic Application Submission

All applications are submitted electronically through the WDC application platform (https://www.wdc2024grants.gosmart.org). Under no circumstances will applications submitted by mail, e-mail, fax, or in-person be accepted for any reason. Only applications submitted through the

WDC platform by the deadline will be accepted. Applicants who do not meet the eligibility requirements and applications that have substantially incomplete responses will not advance to the Grants Review Committee (GRC) for scoring.

H. Application Deadline

Applications may be submitted at any time once the application portal is open on December 15, 2023. All applications are due, without exception, by 5:00 p.m. on Wednesday, January 31, 2024.

Please start the process early as last-minute technical issues could occur and late applications will not be accepted.

I. Other Application Requirements

Only one application is permitted per applicant. This includes organizations acting as fiscal sponsors.

Grants Program funds may be used by the grantee for any purpose associated with the success of the Activity that are not included on the list of Funding Limitations (See Section IV.)

II. REVIEW CRITERIA OVERVIEW

In addition to basic information about the applicant organization (Parts I & II), the Grants Program review criteria has four parts: Activity Design (Part III), Activity Management (Part IV), Activity Budget with notes (Part V), and Work Samples with notes (Part VI).

The following information is provided as overview of each of those sections. They are included here for review purposes only. All applications must be submitted through www.WDC2024Grants.gosmart.org to be eligible for funding. "Organization" is a universal term that refers to all applicant business and organization types.

A. Applicant Overview (10 points)

- What is the organization's mission or purpose?
- Describe how the organization fulfills its mission or purpose. Who do you serve? What types of programs and/or services do you provide?
- How does your organization engage with the community you serve?
- Describe why you are interested in participating in the WDC 2024 Community-Driven Grants Program. How does this opportunity align with your mission or purpose?

Related Experience

- Does your organization have annual signature events? If so, describe them.
- Describe your organization's previous experience with large scale activities, presentations, performances or events similar in scope and scale to the one you propose here.

WDC 2024 Community-Driven Design Grants Program Guidelines

B. Activity Design (55 points)

Activity Design is an opportunity to describe all aspects of your Activity. The questions below represent key narrative questions in the application. In the application portal each question below has space for a narrative response.

Basic Information

- Activity Title
- Briefly describe your Activity in two or three sentences.
- Please select the WDC 2024 core focus area(s) your Activity addresses.
- Please identify the Council District(s) in which your Activity will take place.
- All Activities must take place between March 15 and November 30, 2024. When do you propose presenting your Activity?
- Where in the city will your Activity take place? Please be as specific as possible, include the neighborhood, streets or other location information. If you selected "Citywide" in the previous question, please explain how your Activity takes place in all 9 Council Districts.
- What is your Activity's intended goal(s)? What do you hope to achieve through its implementation?
- Describe the activities, performances, or other events through which you will engage the community, support WDC 2024 goals and address one or more of the core focus areas. Who will you collaborate or partner with? Is this a new Activity for your organization or is it something you have had experience presenting? Provide as much detail as possible.
- How does your Activity specifically address the WDC 2024 core focus area(s) you previously identified?
- Who is your intended audience?
- How many people do you anticipate engaging through your Activity?

Children and Youth

The City of San Diego has a commitment to supporting children and youth by prioritizing the use of a portion of the WDC 2024 Community-Driven Design Grant funds for those Activities that benefit children and youth in whole, or in part.

- Within your chosen focus area, does your Activity benefit children and youth? If so, how?

Short and/or Long-Term Impact

- How will your Activity accomplish short-term collective impact or long-term systemic change through humanity-centered design?

Reflecting the Cross-Border Ecosystem

- How is your Activity designed to reflect the unique San Diego Tijuana cross-border cultural and economic ecosystem?

Long-Term Potential

- What potential does your Activity have to continue after 2024? How might that happen?

Humanity-Centered Design

- What role does humanity-centered design play in the development and implementation of your Activity?

Cross-Border Engagement

- How will your Activity engage stakeholders and audiences on both sides of the San Diego Tijuana border?

Public Benefit

- How will you ensure your Activity is open and accessible to the public?

C. Activity Management (20 points)

The following section requests information about how you will manage the design and implementation of your Activity and your team. Include all known partners, collaborators and support staff. Be prepared to provide confirmation upon request for any collaborators or partners you include in your descriptions.

Leadership, Staff and Personnel Support

- Please provide brief biographies of all key Activity leadership such as project managers, coordinators, consultants, and other individuals who will, in large part, implement and enable the success of this Activity. Upload a .pdf document that includes the individual's name, title, brief biography and the role they play in the development and implementation of the Activity. Do not include links to outside websites as they will not be viewed.

Partners and Collaborators

- Please upload a .pdf document that lists all Activity partners or collaborators. Each listing should include organization name, contact person with contact information, and the role they will play in the implementation of the Activity. If a collaborating or partnering organization is unconfirmed at time of application, please indicate it in your listing. If you have no collaborators or partners, you may skip this question. If no document is uploaded, application reviewers will assume your organization is the sole participant.

Timeline

Awardees will be notified by February 15, 2024, and awards will be distributed by March 15. Activity design and implementation can start at any time after March 15, 2024. All Activities should be completed by November 30, 2024.

- Given the abbreviated timeline for design and implementation, how will you ensure that you will meet your funded Activity goals?
- Will any aspect of your Activity require City permitting? (Y/N/Don't know)

D. Activity Expenses, Grant Request, Matching Funds with Notes (15 points)

The application portal includes a table for entering Activity expenses. The table calculates subtotals and totals. Additionally, a second table allows the applicant to provide information about any matching funds (cash or in-kind) if projected, to support Activity expenses. Finally, a third section in Part V requires applicants to provide detailed budget notes. Instructions for each section are provided on the application portal.

E. Work Samples with Notes (15 points)

Applicants are required to upload images, documents, audio and/or video samples that are representative of previous activities, programs, presentations, exhibitions or other events that are similar in scope and scale to the one for which Grants Program funds are requested. Additionally, an annotated image list is requested to assist the GRC with interpreting the work samples and their relevance to the proposed Activity. Information about the number, type, and size of work samples is provided on the application portal, as well as detailed instructions for how to upload them.

III. SELECTION PROCESS

A. Overview

The basis for all application evaluation is the quality and completeness of the narrative responses to the review criteria, its alignment and responsiveness to the selected core focus areas and the WDC 2024 Grants Program goals, the quality and relevance of the work samples and the budget's accuracy. Additionally, the GRC will consider the Activity's benefits to children and youth within the applicant's chosen core focus area(s), as appropriate.

Grantee selection is a multi-step process. WDC 2024 Grants Program staff will first evaluate each application for eligibility and completeness. Only applications that meet the eligibility requirements in Section I.D will advance to the GRC.

B. Application Review and Scoring

Applications will be reviewed within their selected funding category. There are two levels of application review:

Level I

Applications that are complete and meet the eligibility requirements will be reviewed by the GRC, a diversely composed team of subject matter experts in the WDC 2024 core focus areas and humanity-centered design, as well as those familiar with the WDC 2024 goals. Each application will receive an overall score as follows:

5 – Exemplary: Activity proposed fully achieves the purpose of the Grants Program and the application responds to all the review criteria while meeting the Activity requirements to the highest

degree. The Activity clearly aligns with WDC 2024 goals and strongly addresses one or more of the core focus areas. The application addresses the role of humanity-centered design in the design and implementation of the Activity to the highest degree. The applicant has designed an Activity that clearly encourages public participation and accessibility. Projected revenue from tickets or other admission fees is 25% or less of the matching funds, including in-kind contributions. This application should be considered for funding before any lower scoring applications are funded.

4 – Strong: Activity proposed strongly achieves the purpose of the Grants Program and the application provides substantial responses to the review criteria and Activity requirements. The Activity clearly aligns with WDC 2024 goals and strongly addresses one or more of the core focus areas. The application clearly addresses the role of humanity-centered design in the design and implementation of the Activity. The applicant has designed an Activity that encourages public benefit through participant accessibility. Projected revenue from tickets or other admission fees does not comprise more than 35% of the matching funds, including in-kind contributions. This application should be considered for funding before any lower scoring applications are funded.

3 – Fair: Activity proposed moderately achieves the purpose of the Grants Program. The application provides a fair response to the review criteria and Activity requirements. The Activity somewhat aligns with WDC 2024 goals and addresses one or more of the core focus areas fairly well. The application addresses the role of humanity-centered design in the design and implementation of the Activity, but not as strongly as higher scoring applications. Applicant shows average commitment to public benefit generally. Projected revenue from tickets or other admission fees comprises more than 35% of the matching funds, including in-kind contributions. This application is an average candidate for funding.

2 – Marginal: Activity proposed minimally achieves the purpose of the Grants Program. The application lacks a well-developed response to the review criteria and Activity requirements. The application does not adequately align with WDC 2024 goals, nor does it address the core focus areas. The application does not properly address the role of humanity-centered design in the design and implementation of the Activity. Applicant relies heavily on projected revenue from tickets or other admission fees rather than contributions, cash on hand, or in-kind support. The application should not be considered for funding.

1 – Weak: Activity does not achieve the purpose of the Grants Program. The application is not fundable through the Grants Program as it does not respond to the review criteria and/or Activity requirements. This application should not be considered further under any circumstances.

Each GRC member will score the individual parts of the review criteria (Activity Design, Budget, and Work Samples) with a similar 1 to 5 scale as well as assign an overall score. A total of points 115 are available. The GRC will meet in a review session and discuss all eligible applications, assigning a final score following their deliberations.

Level II

Applications receiving an overall score of 4 or 5 will advance to the WDC Grants Program staff. They

will make the final decisions to ensure the funded Activities represent Council Districts citywide and the six core focus areas as well as provide a diverse array of Activities for public participation as part of WDC 2024.

IV. FUNDING LIMITATIONS

Grantees are prohibited from using any funds awarded through the Grants Program for any of the following:

1. Inherently religious activities: worship, instruction, proselytization;

2. 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;

3. Voter registration drives and related activities;

4. Re-granting activities;

5. Any elementary or secondary schools, school districts, colleges, or universities, both public and private;

6. Tuition for academic study;

7. Capital outlay for construction, purchase, or improvement of facilities, or capital outlay for purchase of equipment, unless otherwise specified within these guidelines;

8. Contests and competitions including gifts, prizes, and awards;

9. Travel, lodging, and transportation costs;

10. Alcohol, cannabis, or tobacco-related products;

11. Cash reserves;

12. Fines and penalties, accumulated deficits, and debt reductions;

13. Employees of the Host Region Partners, their sponsors and supporters, current employees of the City of San Diego and their immediate families, as well as WDC 2024 employees and contractors;

14. The City of San Diego or any other government entity; and

15. Any Activities that discriminate against any person based on race, gender, expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability.

V. CONDITIONS FOR SUBMISSIONS

With the submission of the application, the applicant acknowledges, understands, and accepts the following conditions:

1. Applicants applying with a fiscal sponsor must provide a letter of agreement between the

fiscal sponsor and the applicant signed by a representative from both parties and submitted with the application. A blank signature field will not be accepted. If a grant is awarded, the fiscal sponsor becomes the legal contract holder with WDC 2024.

2. WDC 2024 and City of San Diego accept no financial responsibility for any costs incurred by applicants.

3. WDC 2024 and City of San Diego are not responsible for the loss or damage of any materials submitted.

4. Submission of an application to the Grants Program does not guarantee funding.

5. Applicants proposing an activity already endorsed or sponsored by WDC 2024 through any other program are eligible to apply for a Community-Driven Design Grant but are not guaranteed funding from this Grants Program.

6. Applicant acknowledges that appeals will not be accepted for applications submitted in response to this call for submissions.

7. WDC 2024 Host Region Partners, sponsors and donors, are not eligible to apply for, or receive, a grant award under this call for submissions.

8. Applicant agrees that, if selected, WDC 2024 will review and approve all news releases pertaining to this call for submissions and/or subsequent agreement(s).

9. Applicant agrees that, if selected, the WDC Grants Program staff reserves the right to adjust or change the funding amount at their discretion.

10. Applicants awarded funding must obtain a fully executed agreement before any funds are released.

11. Applicants awarded funding are required to comply with all required local, state and federal registrations as applicable to its organization type. Registrations must be current and active during the grant activity period.

12. Grants may be taxable income to the grantee. Grantees should consult their accountant or financial advisor on how to report the grant income to the IRS.

13. Grantees must submit a final performance report in the required format in accordance with the award agreement.

14. By submitting an application, applicants acknowledge that information submitted as part of their application may be disclosed to the public pursuant to a request under the California Public Records Act.

15. Funds will not be provided to any applicants or Activity that discriminate against any person based on race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability.

16. Applicants are solely responsible for the accuracy and truth of the submitted information. Any applicant found to have 1) given false information or 2) submitted more than one application may be immediately disqualified.

17. The grantee retains all rights to the grantee's Activity for the duration of the copyright. Through an award agreement, the grantee will be required to grant to WDC 2024 and City of San Diego, and other parties duly authorized by WDC 2024 and City of San Diego, a nonexclusive, irrevocable, and royalty-free license to reproduce any intellectual property.

18. WDC 2024 reserves the right to reject, in whole or in part, any responses to this call for submissions, to not accept a response submitted after any applicable cut-off time or date, to not accept an application recommended by any panels, to initiate an alternate process, to reissue this call for submissions and/or cancel this call for submissions, in whole or in part, at any time without prior notice and make no representation that any agreement will be awarded to any applicant. Additionally, WDC 2024 expressly reserves the right to postpone opening responses to this call for submissions and/or to waive for its own convenience informalities or irregularities in the responses received.

19. WDC 2024 reserves the right to revise these guidelines by addendum. WDC 2024 is bound only by what is expressly stated in these guidelines and any authorized written addenda thereto. Addenda will be posted on the WDC 2024 website https://www.wdc2024.org. Applicants are responsible for checking the website for any possible addenda up to the final submission date. Applicants are solely responsible for responding to any required or optional updates related to this call for submissions or the award resulting from this process.

VI.   TECHNICAL ASSISTANCE OPPORTUNITIES

A. Information Sessions

WDC Grants Program staff are available to offer guidance and clarification as you prepare your application. Technical assistance offerings include:

- One (1) virtual informational presentation will take participants step by step through the guidelines, application requirements and application platform. There will be time for Q & A as well as Spanish translation available. The information session will be recorded and posted to the WDC 2024 website as well as on application portal's Additional Resources page for future reference.
- Four (4) drop-in virtual Q&A opportunities (Office Hours) are available for applicants to receive assistance from staff in real time. Zoom links for Office Hours are posted on the WDC 2024 Grants Program webpage and on the application portal's Additional Resources page.

B. E-mail Support

Applicants may also send questions via e-mail to grants@wdc2024.org at any time. Responses will be provided within 48 hours except when queries are received on Friday or during office holiday closures. In those cases, every effort will be made to provide a timely response (See page 2).

C. Humanity-Centered Design Workshop

On January 10, 2024 (2:00-3:30 p.m.) WDC 2024 will offer an in-person Humanity-Centered Design Workshop for Community-Driven Design Grants Program Applicants at Park & Market, 1100 Market Street, San Diego, CA 92101. While participation in the workshop is not mandatory, we highly encourage applicants and potential applicants to attend this interactive, informational opportunity. Participants will learn about Humanity-Centered Design, explore the five principles, and complete an exercise to apply design to their proposed program, project, event, festival, activation, and other similar activity.

Accessibility Assistance

WDC 2024 reasonably provides translation, interpretation, alternative forms, disability-related modifications, or accommodations. Requests for these services for the WDC Grants Program may be made by contacting the Grants Program staff at grants@wdc2024.org. We recommend that you contact WDC Grants Program staff well in advance of the deadline to ensure your needs can be accommodated.

VII. RESOURCES

A. Definitions

501(c)3 Nonprofit Organization refers to organizations organized and operated exclusively for charitable, literary, educational, or other specified purposes that are tax exempt under Internal Revenue Code Section 501(c)(3).

501(c)6 Nonprofit Organization refers to business associations such as leagues, chambers of commerce, real estate boards, and boards of trade, which are not organized for profit.

Applicant refers to the business or organization that is requesting grant funds and would be implementing the proposed activity were they to become a grantee.

Arts and Culture Organizations are those nonprofit arts and culture organizations with a mission statement clearly focused on the development, production, service, or presentation of arts and cultural activities and programming.

Arts and Cultural Districts are well-defined geographic areas with a high concentration of arts and cultural resources and activities. Eligible Arts and Cultural Districts have received state or local designation through a certification process.

Activity refers to a program, event, festival, or other similar activity you are proposing that is open to the public and addresses one or more of WDC 2024's core focus areas.

Design Organization refers to nonprofit professional support and networking associations for those

in the design industry such as architecture, graphic arts, etc.

Fiscal Sponsor refers to a nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects.

B. Five Principles of Humanity-Centered Design

To be "humanity-centered" is to be concerned with the whole ecosystem, not just humans, and how everything interacts with each other. For this Grants Program, humanity-centered Activities should endeavor to align with the five humanity-centered design principles by:

1. Solving the core, root issues, not just the problem as presented (which is often the symptom, not the cause).

2. Focusing on the entire ecosystem of people, all living things, and the physical environment.

3. Taking a long-term, systems point of view, realizing that most complications result from the interdependencies of the multiple parts and that many of the most damaging implications upon society and the ecostructure only reveal themselves years or even decades later.

4. Continually testing and refining the proposed designs to ensure they truly meet the concerns of the people and ecosystems for whom they are intended.

5. Being designed with the community, and as much as possible supporting designs by the community. Grants Program applicants serve as enablers, facilitators, and resources, aiding the community to meet their concerns.