



SANANTONIO.GOV/ARTS

**2021 Annual Call for Public Artists and Support Services
City of San Antonio Department of Arts & Culture Public Art Division
Information Packet**

Frequently Asked Questions

1. What is the process to apply?

Create a profile at <https://sanantonio.gosmart.org>. Select an application and complete submittals.

2. What are the submittal requirements?

Each application requires specific uploaded support materials such as: Professional Resumes and References, Statements of Interest, Descriptions of Services, Image/ Video files.

3. How long are applicants eligible once placed on the pre-qualified list?

Applicants are eligible for a three-year term, and then must reapply after the three- year term.

4. What is the composition of the San Antonio Arts Commission's Public Art Committee?

The Public Art Committee is a standing committee, consisting of Arts Commissioners and ad-hoc members. A list of members is available on our website at sanantonio.gov/arts.

5. Should artists with limited experience apply to this call?

Yes. To better diversify our pre-qualified list and select artists with a wide range of qualifications, applicants are required to identify as either an emerging public artist, mid-career public artist, or established public artist.

6. Do attached images need to be 1600 x 1600 pixels?

No, these are the maximum dimensions for height and width of attached images.

7. What should be included in the Letter of Interest?

The Letter of Interest should be a short summary explaining your interest in working with Public Art San Antonio as a public artist or as a public art support service.

8. How do I find the Call for Artist Qualification applications on the <https://sanantonio.gosmart.org/> homepage?

After you have created your profile and logged in, click on the link in the banner at the top of the page that says "Current Programs and Applications." Then, on the next screen, scroll down and click the "START" button for either the "2021 Call for Public Art Qualifications: Public Artists" or "2021 Call for Public Art Qualifications: Public Art Support Services" applications.



SANANTONIO.GOV/ARTS

9. How do I upload and/or attach work samples?

Work samples must be uploaded to your Media Library. Click on the “Upload Artwork Samples” in the application and follow the on-screen instructions. When filling out your application, you will be asked to attach images from your Media Library to your application. You can watch a video tutorial here: <https://www.youtube.com/watch?v=owmu5XUZqO4>

10. I am applying as a part of an artist team, should I create my profile and submit my application as an individual or as an organization?

If applying as an artist team, please create one unique application that identifies the team name. If you would also like to be considered individually, apply individually as well.

11. The examples of Public Art Support Services mentioned in the materials for the Annual Call do not list the services I offer. Can I still apply?

Yes. In addition to a series of checkboxes, there is also a write-in option for this section of the application. Please provide a brief description of what creative services you can offer that can support public art projects.

12. Do I need to include my City Council District? What if I do not know my district?

If you are a resident of San Antonio, we request that you identify your council district. Please use this link to find your council district here: <https://www.sanantonio.gov/council/find-my-council-member>

13. Should I self-identify as an “Emerging” or “Mid-career” public artist?

This decision is ultimately up to you, but please note that these self-identification categories were developed so that applicants of similar experience levels in public art can be evaluated holistically. If you are well-established in another field of art, but are new to public art, we recommend that you identify yourself as an Emerging Public Artist.

Identification	Number of Projects	Budget
Emerging	0 to 1	up to \$10,000
Mid- Career	1 to 5	up to \$100,000
Established	10 +	over \$100,000



SANANTONIO.GOV/ARTS

Application Pointers

Do's

1. Include images, descriptions, and budgets for your work samples.
2. Contact Public Art staff about technical problems with the online application.
3. Ask a trusted friend or colleague to review your application prior to submission.
4. Consider all of the categories for which you might be eligible.
5. Indicate your interest in the Public Art Mentorship Course in your application (if eligible).
6. Use the "Save" button throughout your application so you don't risk losing your progress.
7. Follow up with Public Art about opportunities resulting from this Call for Artists.
8. Check your email to make sure you received a confirmation message.
9. Click the actual "submit" button by 4:30pm CST on January 18, 2021.

Don'ts

1. Procrastinate
2. Contact Public Art staff to review you application/portfolio prior to the application deadline.
3. Assume that creating a profile on GoSmart is the same as submitting your application to this Call.
4. Contact San Antonio City Councilmembers to lobby for projects.

Optional: Demographic Questionnaire

In 2016, the City of San Antonio established the Office of Equity to cultivate an environment of respect and inclusiveness among the diverse populations of San Antonio. The Department of Arts & Culture Public Art Division partnered with the Office of Equity to produce an *optional* set of questions on the FY2020 application regarding: race/ ethnicity, socioeconomic status, sexual orientation, gender identity. Responses will be kept confidential and will be used to inform future outreach efforts and to facilitate a diverse and inclusive inventory of public art professionals.



SANANTONIO.GOV/ARTS

Application Instructions

Step 1: Go to <https://sanantonio.gosmart.org>.

The screenshot shows the home page of the application management system. At the top left is the City of San Antonio Department of Arts & Culture logo and the URL SANANTONIO.GOV/ARTS. At the top right, it says "Current Agency Time: October 21st, 2019 2:51 pm". Below the header is a navigation bar with "Home" and "Login" links on the left and "Tech Tips" on the right. The main content area contains a welcome message: "Welcome to the City of San Antonio's application management system for the Department of Arts & Culture!". Below this, there are two instructions: "To apply: Click on the link below to establish your Profile and Log-In." and "Once logged in, click on the tab at the top of this page titled: Current Programs & Applications. Search for the Application you wish to apply for." At the bottom of the main content area, there is a link for new users: "New to the site? Click Here to create a new profile."

Step 2: Click on “Click Here to Create a Profile”. Fill out Primary Contact Information.

The screenshot shows the "New Profile" form. At the top left is the City of San Antonio Department of Arts & Culture logo and the URL SANANTONIO.GOV/ARTS. At the top right, it says "Current Agency Time: October 21st, 2019 2:52 pm". Below the header is a navigation bar with "Home" and "Login" links on the left and "Tech Tips" on the right. The main content area is titled "New Profile" and contains a form. At the top of the form, there is a question: "* Please choose the type of profile you are creating:" with two radio button options: "Individual" (selected) and "Organization". Below this is the "Primary Contact Information" section, which includes the following fields: "Salutation" (a dropdown menu with "Select..." as the current value), "* First Name" (text input with "Test" as the value), "Middle Initial" (text input), "* Last Name" (text input with "Test" as the value), "Title" (text input), "* Phone" (text input), and "* Email" (text input).



SANANTONIO.GOV/ARTS

Step 3: Click on “Current Programs and Applications.” Select your application type.

2021 Call for Public Art Qualifications: Public Art Support Services

Program Description:
The City of San Antonio seeks professional qualifications from individuals, firms, and creative non-profit arts organizations that provide a combination of creative and technical services that can support art in public spaces and project delivery in conjunction with City-funded and bond-funded capital improvements Review additional information about this opportunity [here](#).

Message about Program:
If you have any questions about the application or require technical assistance, please email pasa@sanantonio.gov.
Answers to frequently asked questions can be found at <https://www.getcreativesanantonio.com/Public-Art/Public-Process#269853509-prequalifications>

See how a how guide [here](#)

Complete the application by clicking [START](#) below.

Available:	November 4th, 2020 12:00 AM	START
Final Submission Deadline:	January 18th, 2021 4:30 PM	Preview

2021 Call for Public Art Qualifications: Public Artists

Program Description:
The City of San Antonio seeks professional qualifications from area, state, national, and international artists for potential public art projects. The 2021 Pre-Qualified List is used to select public artists for upcoming commission opportunities. Review additional information about this opportunity [here](#).

Message about Program:
If you have any questions about the application or require technical assistance, please email pasa@sanantonio.gov.
Answers to frequently asked questions can be found at <https://www.getcreativesanantonio.com/Public-Art/Public-Process#269853509-prequalifications>

Complete the application by clicking [START](#) below.

Available:	November 4th, 2020 12:00 AM	START
Final Submission Deadline:	January 18th, 2021 4:30 PM	Preview

Powered by WESTAF

[Terms of Use](#) [Privacy Policy](#)

Step 4: Carefully read and understand “Application Information.”

CITY OF SAN ANTONIO DEPARTMENT OF ARTS & CULTURE
SANANTONIO.GOV/ARTS

Current Agency Time: November 19th, 2020 11:32 am
PATest - Public Art Test

Home Edit Profile **Current Programs & Applications** Media Library Logout Tech Tips

FY 2021 Call for Public Art Qualifications: Public Art Support Services #CPASS210137

- Application Information
- Basic Profile
- Application Questionnaire
- Upload Artwork Samples
- Demographic Information
- Submit

Application Information Application for the Annual Call for Public Art Qualifications: Support Services, San Antonio, Texas

BACKGROUND AND APPLICATION OVERVIEW

The City of San Antonio seeks professional qualifications from individuals, firms, and creative non-profit arts organizations that provide a combination of creative and technical services that can support art in public spaces and project delivery in conjunction with City-funded and bond-funded capital improvements. Qualified candidates are required to demonstrate successful experience and technical expertise in providing support and collaborative services related to art in the public realm.

The Annual Pre-Qualified List will be used to select individuals, business, and non-profit arts organizations to provide on-call services including but not limited to: consulting, curating, writing, project management, art history, art handling/installing and shipping, art appraising, restoring and conserving art, art fabrication, photo and video documentation, graphic and web-based design, and technical design. Collaborative opportunities for non-profit organizations may include the development and implementation of projects, community engagement initiatives, and public art residencies.

Once approved by City Council, all pre-qualified public art professionals remain eligible for contract opportunities over a three-year period. All who applied previously, whether selected for the pre-qualified list or not, are encouraged to reapply.

Step 5: Create “Basic Profile” and click “Save Work” upon completion.

Basic Profile

* Are you applying as an individual or team? Individual Artist
 Artist Team

If you are applying as an individual, please provide your contact information below. If you are applying as an organization or artist team, please provide the primary contact information below.

* Artist or Primary Contact Name

Artist Team Name
(if different than Artist/Primary Contact Name)

* Address 1

Address 2

* City

* State

* Zip Code

* Phone number

Step 6:

- If applying as “Public Artist”, fill out “Experience and Interest” section and click “Save Work” upon completion.

Experience and Interest

Which of the following best describes your current public art practice and level of experience. (Artist team applications must identify as a team and using the team member’s highest attained level of experience.)

Emerging public artist: artists that show professional achievement and are developing qualifications that show significant potential in the public art field. Experience includes a minimum of one relevant completed project with a budget up to \$10,000.

Mid-career public artist: artists that are recognized in their field and have a track record of exhibits and completed projects in the public art realm. Experience includes a minimum of five relevant completed projects with a budget up to \$100,000.

Established public artist: artists that lead the field of public art as evidenced by their career accomplishments and installations in a variety of scale, media and locations. Experience includes a minimum of ten relevant completed projects with budgets over \$100,000.

* Practice Level

* Have you previously been prequalified as a public artist with the City of San Antonio? Yes
 No

If so, in what year(s) were you prequalified? FY2013
 FY2014
 FY2015
 FY2016
 FY2017
 FY2018

* Are you a resident of San Antonio?

* If you are a San Antonio resident, in what council district do you reside?
(If you are not a resident, please select No District)

If you are a San Antonio resident with a business or studio address, in what council district is that address?



SANANTONIO.GOV/ARTS

- If applying as “Public Art Support Services”, fill out “Application Questionnaire” section and click “Save Work” upon completion.

Application Questionnaire

* Are you applying as an:

* Have you or your organization previously been pre-qualified through the City of San Antonio's annual call process?

Yes
 No

If so, in what year(s) were you previously pre-qualified?

FY2013
 FY2014
 FY2015
 FY2016
 FY2017
 FY2018

Experience

* Please describe your core business and experience working with art in public spaces.

Character Count: 0 out of 1500

* Please list your organization's key personnel, include their individual roles and technical expertise (education, training, and certifications) and technical proficiency (media & technical). **Note if resumes are attached.**

Step 7: Upload Artwork Samples. Tutorial can be found here:

<https://www.youtube.com/watch?v=owmu5XUZqO4>

Upload Artwork Samples

Follow the steps below to first upload images to your work samples bank before you can attach them to this page.

If you have not yet uploaded your desired images to your Work Samples banks:

- Click the Image Bank button below. This will take you out of the application and to your Work Samples banks.
- Follow the work sample bank instructions to upload your images.
- [You must include Artist Name #1, Year Completed, and *Retail Price in the Image Upload form and save.](#)
- Click the Current Programs & Applications tab and then EDIT to navigate back to this application.
- Click on Upload Artwork: Samples to navigate back to this page.

To attach images from your Work Samples Banks:

- Click the Attach Image button below.
- Check off the desired item(s).
- Click Save and close the window.
- Ensure that you can see your images at the bottom of this page and that you can view the details if you click on the thumbnail.

Did you include Artist Name #1, Year Completed, and *Retail Price in the Image Upload form??

If not, you will need to:

- Return to your work samples bank.
- Click on the Images button.
- Click on Modify for the item(s) you'll be attaching to this page.
- Enter the required information in the Artist Name #1, Year Completed, and *Retail Price fields.
- Return to this application and this page to attach the items below.

**Note: retail price is defined as the project budget for this artwork.*

Images

You may attach up to 10 Images. You have attached 0 of them to this application. File size must not exceed 30.00 MB.

You have no Images in your bank. Click the Image Bank button if you would like to upload additional items. You will be taken to your Manage Work Samples page and you will need to return to this application to attach your new samples.

Image Bank

Audio Samples

You may attach up to 10 Audio Samples. You have attached 0 of them to this application. File size must not exceed 30.00 MB.

You have no Audio Samples in your bank. Click the Audio Bank button if you would like to upload additional items. You will be taken to your Manage Work Samples page and you will need to return to this application to attach your new samples.

Audio Bank

- **Upload Artwork Samples**
- Demographic Information
- Submit

Upload Artwork Samples

Follow the steps below to first upload attachments to your Media Library; before you can attach them to this page.

- Click any of the four attachment buttons. Select any existing file or click upload new media file.
- Follow the Media Library instructions to upload your images.
- [Click show additional fields below. You must include Artist Name #1, Year Completed, and *Retail Price in the Image Upload form and save.](#)
- Upload as many files as you need.
- When you are done uploading your selected file or files click Return to Application button.
- Once back in the upload Artwork Samples Page click Attach Image button and check files to be attached to application.

Did you include Artist Name #1, Year Completed, and *Retail Price in the Image Upload form?? If not, you need to:

- Rather than return to Media Library click the Attach Media Button
- Click Detail View under the image
- Click modify and fill in the required fields
- When you are done uploading your selected file or files click Return to Application button.
- Once back in the upload Artwork Samples Page click Attach Image button and check files to be attached to application.

**Note: retail price is defined as the project budget for this artwork.*

Attach Image

- You may attach up to 10 image file(s).
- You have attached 0 image file(s).
- Image file size must not exceed 30.00 MB.

Attach Audio

- You may attach up to 10 audio file(s).
- You have attached 0 audio file(s).
- Audio file size must not exceed 30.00 MB.

Attach Video

- You may attach up to 10 video file(s).
- You have attached 0 video file(s).
- Video file size must not exceed 30.00 MB.

Attach Document

- You may attach up to 10 document file(s).
- You have attached 0 document file(s).
- Document file size must not exceed 30.00 MB.

Step 8: Fill out “Demographic Information” (optional) and click “Save Work” upon completion.

Demographic Information

The City of San Antonio does not discriminate in contracting on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, age, military service, or other non-merit factors.

To better diversify our pre-qualified list and select artists with a wide range of qualifications, applicants are encouraged to complete the optional demographic questionnaire of the application.

The following demographic questions are for informational purposes only. Responses to demographic questions are not used in evaluating applicants for pre-qualification and pertain to individual artists only.

Age
(Optional)

What is your race and ethnicity?
(Optional)

If you answered “Prefer to self-describe” to the race and ethnicity question please specify.
(Optional)
Character Count: 0 out of 100

What is your gender identity?
(Optional)

If you answered “Prefer to self-describe” to the gender identity question please specify.
(Optional)
Character Count: 0 out of 100

What is your sexual orientation?
(Optional)

Step 9: Click “Submit.”

CITY OF SAN ANTONIO
DEPARTMENT OF
ARTS & CULTURE

SANANTONIO.GOV/ARTS

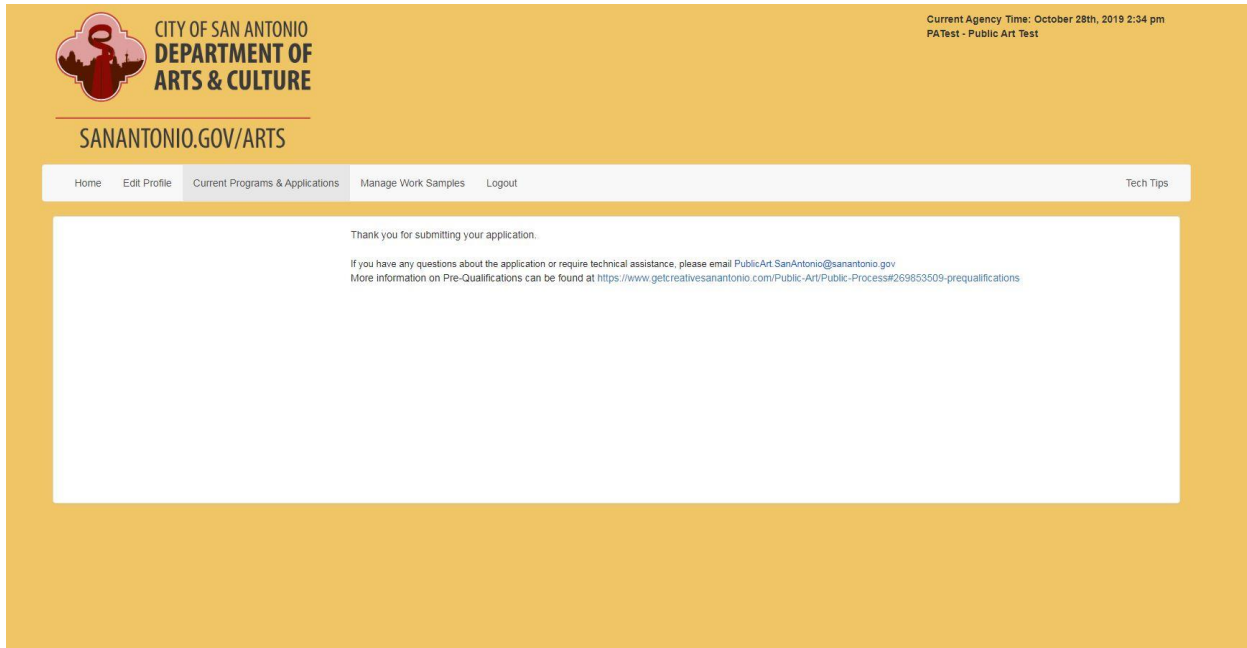
Current Agency Time: October 28th, 2019 2:30 pm
PA Test - Public Art Test

Home Edit Profile Current Programs & Applications Manage Work Samples Logout Tech Tips

FY2020 Call for Public Art Qualifications: Public Artists #CPA200050

- Application Information
- Basic Profile
- Experience and Interest
- Upload Artwork Samples
- Demographic Information
- Submit**

Final Submission



The screenshot shows the City of San Antonio Department of Arts & Culture website. At the top left is the logo and the text "CITY OF SAN ANTONIO DEPARTMENT OF ARTS & CULTURE". Below it is the URL "SANANTONIO.GOV/ARTS". A navigation bar contains links for "Home", "Edit Profile", "Current Programs & Applications", "Manage Work Samples", "Logout", and "Tech Tips". The main content area displays a confirmation message: "Thank you for submitting your application." followed by contact information: "If you have any questions about the application or require technical assistance, please email PublicArt.SanAntonio@sanantonio.gov. More information on Pre-Qualifications can be found at <https://www.getrealivesanantonio.com/Public-Art/Public-Process#269853509-prequalifications>".

Contacts and Resources

Questions pertaining to the online applications:

- Jordyn Patrias: Jordyn.Patrias@sanantonio.gov (210) 207-1434

Other questions:

- Public Art San Antonio: PublicArt.SanAntonio@sanantonio.gov
- Department Website: sanantonio.gov/arts

Technical Assistance Documents:

- GO Smart Applicant Tutorial Videos: <https://youtu.be/Y4w6GcbDkcE>
- GO Smart Applicant Tutorial (PDF): <https://www.gosmart.org/wp-content/uploads/2018/07/GOS-Applicant-Tutorial-July-2018-GENERIC.pdf>
- GO Smart Media Library Selection Tutorial: <https://www.youtube.com/watch?v=owmu5XUZqO4>