



CITY OF SAN ANTONIO  
**DEPARTMENT OF  
ARTS & CULTURE**

**SANANTONIO.GOV/ARTS**

## DRAFT GUIDELINES FOR CORE GRANT PROGRAMS

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## SECTION 1 - ABOUT THE GUIDELINES

**DEPARTMENT MISSION:** To enrich **quality of life** by leading and investing in San Antonio's Arts & Culture.

The goal of funding provided by the City of San Antonio Department of Arts and Culture (DA&C), is to invest in arts and cultural programs that deliver authentic, excellent, and innovative programs that engage audiences in the unique experience of San Antonio. To achieve this goal, the Department has designed programs that support a wide range of arts and cultural organizations<sup>3</sup>, events and projects to collectively animate the economic vitality of the arts for our diverse community.

The Core Grant Program (formerly called Arts Agency Funding Guidelines) is a component of the Cul-TU-Art Cultural Plan. To learn more about the plan, visit our website at [www.sanantonio.gov/arts](http://www.sanantonio.gov/arts) and click on Cul-TU-Art.

These Guidelines were reviewed and approved by the Arts Funding Committee of the San Antonio Arts Commission at a virtual open meeting on November 30, 2020 and the San Antonio Arts Commission on December 1, 2020.

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### CULTURAL EQUITY STATEMENT

*To support a full creative life for all, the San Antonio Arts Commission and Department of Arts & Culture commit to championing policies and practices of cultural equity<sup>6</sup> that empower a **just, inclusive, equitable** city.*

## SECTION 2 - AVAILABLE HELP

If you have questions regarding these Core Grant Programs please contact:

Department of Arts & Culture, City of San Antonio

P.O. Box 839966

San Antonio, Texas 78283-3966

210.207.6968

[ArtsFunding@sanantonio.gov](mailto:ArtsFunding@sanantonio.gov)

Visit our grant portal at <https://SanAntonio.GoSmart.org/>

## SECTION 3 - CORE GRANTS FUNDING PROGRAMS OVERVIEW

The Department of Arts & Culture (DA&C) Core Grant Funding Programs are supported by the Hotel Occupational Tax (HOT)<sup>10</sup> and invested to promote and engage residents, visitors and the convention and hotel industry in the San Antonio experience through the creation, encouragement, promotion and exhibition of the arts and culture of San Antonio. Occasionally other funding sources are made available to DA&C and at such time additional awards and funding opportunities can be offered and support projects that otherwise cannot be supported by the HOT Tax.

Department of Arts & Culture (DA&C) Core Grant Program includes funding in several categories which have been obtained from feedback received of City Council, San Antonio Arts Commission, Artists, Arts Agencies, Arts Patrons, Residents and Visitors as well as from best practices research.

Grant funding for organizations will be for a three-year period contingent upon availability of funds and stability of the recipient organization. Grant funding for artists will be managed annually. All grant funding will be made available through an open and transparent<sup>15</sup> process.

Core Grants Programs:

1. Project Grants for Individual Artists
2. Artist Re-Granting
3. Event Grants for organizations
4. Culturally Specific Support for organizations
5. Base Operational for organizations

These core grants are aimed to support a diverse portfolio of art organizations working across the City of San Antonio in the production of on-going, sustainable, high quality artistic activities. All funding is predicated upon meeting eligibility requirements and the availability of funds.

**Rental of City Owned Facilities** for performances and arts/cultural events. In addition to grant funding, and upon written request from the agency or artist, Department of Arts & Culture will make efforts to work with the City Department that manages the facility to reduce or waive rent whenever possible.

## SECTION 4 - GENERAL POLICIES, REQUIREMENTS AND RESTRICTIONS

Each Arts Grant program has its own eligibility standards, guidelines, and review criteria and are detailed in each of the sections that follow.

### GENERAL POLICIES

The following policies apply to all DA&C funding programs but set polices and conditions are detailed further within each individual program section.

1. **Funding Cycle** – All grants by organizations will be administered for a 3-year funding cycle. Project Grants for Individual Artists will be administered annually.
2. **Funding Process Suspension/Cancellation** - City reserves the right to suspend, defer or cancel all or part of the funding process at any time.
3. **Audit** - All organizations receiving a total City investment over \$250,000 must submit an annual audited financial statement and the Management Letter from an independent CPA. Agencies whose total expenditures are \$1,000,000 per year or less may provide an independent review of the financial statements in lieu of an audit. City reserves the right to audit any agency receiving funds.
4. **Funding Recommendations and Adjustments** - SAAC and Staff have the option to recommend adjustments to annual award amount if an organization's service levels or financial history is, or becomes, unstable. The DA&C Executive Director or City Manager has the final authority to increase or decrease the amounts of awards or reallocate awards to existing or new organizations, programs or projects during the year. Adjustments or reallocations that would bring a contract above \$50,000 are subject to City Council approval.
5. **San Antonio Arts Commission (SAAC)** - Members of the SAAC can apply and/or be part of an application for funding from DA&C, but must recuse themselves from any votes, and cannot discuss their application with any other SAAC member (including ad-hoc members of committees) during the application and review process. Any violation of this activity may disqualify the application.
6. **Compliance:** All awarded applicants must comply with the specific core funding program's requirements and contract obligations.
7. **Online Application** - All applicants will be required to register and create an account/profile in GoSmart (or its successor system), prior to accessing the Grant Application. Applications must be completed and submitted by the deadline.
8. **Workshops** - The Department will provide workshops that will address application instruction, requirements and process.
9. **Continuation of Funds** - Continuation of annual investment is dependent on availability and appropriation of funds and the continuation of an equivalent level of services and financial position of the funded organization.

## **ASSURANCES**

All applicants for funding programs must certify that they are authorized to submit an application and that, at the time of application, the applicant assures that:

1. The activities and services for which a grant is sought will be administered by the applicant.
2. As a party to any resultant contract, the applicant understands and agrees to comply with the Non-Discrimination Policy of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established in such contract.
3. Applicant acknowledges that they are prohibited from discussing their application with any member of the evaluation panel for their core program or any member of the SAAC (including ad-hoc members of committees) during the application and review process. Any violation of this activity may disqualify the application.
4. Applicant will comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract – or any other person acting on behalf of such a person or entity – from contacting City officials or their staff, regarding such contract, from the time the application process opens to the time such contract is posted as a City Council agenda item (the blackout period). Any violation of this activity may disqualify the application.

## **RESTRICTIONS**

DA&C Funding cannot be used to support:

1. Any activity not allowed by the funding source.
2. Workshops and educational programs held on a school campus that are provided by the school.
3. State or local government institutions and departments.
4. Capital improvements.
5. Purchase of real property.
6. Benefits or fundraising events.
7. Cash prizes.
8. Programs that are essentially recreational, rehabilitative, or therapeutic.
9. Political purposes for or against a political candidate, ballot measure or bill.
10. Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas.
11. Costs of receptions and social activities, except when they are incidental and related to arts activities.
12. Deficit or debt reduction efforts.
13. Funding for litigation or litigation related activities.
14. Religious institutions and/or programs to support a religion.
15. Any organizations whose operating expenses exceed \$15,000,000 annually, are not eligible to apply for any DA&C funding.

## SECTION 5 - GRANT PROGRAM: PROJECT GRANTS FOR INDIVIDUAL ARTISTS

### OVERVIEW

Project Grants for Individual Artists will be administered on an annual basis with the specific intent of expanding the artist's professional development through their creation of new works which must be publicly displayed/performed in San Antonio during the contract period.

### GRANT AWARDS

1. Funding under this program will be \$5,000 per eligible artist.
2. Grants will be awarded based upon a competitive score.

### REQUIREMENTS & RESTRICTIONS

1. **San Antonio Address** - Applicant must be a resident of the City of San Antonio or operate their artistic business/studio within the city limits. Applicants will be required to show proof of address.
2. **Professional Artist**<sup>11</sup> - Must meet the following criteria:
  - At least three years of relevant work experience, or has received specialized training in their artistic field, such as a degree or certification
  - Derives a portion of individual earned income from their artistic practice or areas related to their field or demonstrates a clear investment of time and resources into the creation of new works.
  - Has a professional portfolio that includes published or publicly displayed works.
3. **Fiscal Sponsors** - Applicants are NOT allowed to be fiscal sponsors.
4. **Tourism** - Applicant must explain how their project benefits the San Antonio Tourism Industry. This benefit is defined as the creative ambience of arts and culture that showcase the unique San Antonio experience.
5. **Accessibility** – Public display of the artwork must be open to all members of the public within the City of San Antonio City Limits. Artists will be encouraged to display their work in nontraditional or underserved areas of the City.
6. **One Application per artist** - DA&C will not consider multiple requests from the same artist within the same contract/application period.
7. **Evaluation and Scoring** – Applications will be competitively scored by the panel following the established review process (see Sections 10 and 11 of these Guidelines). Scores will be based upon the criteria in the Grant Application. Preferences will be provided to the following:
  - Racial and Ethnic Communities of Color<sup>4</sup>
  - Women
  - LGBTQIA+
  - Veterans
  - Those living in census tracts that have been historically disadvantaged as shown on the Equity Atlas<sup>8</sup>

**Rental of City Owned Facilities** for performances and arts/cultural events. Upon written request from the agency or artist, Department of Arts & Culture will make efforts to work with the Department that manages the facility to reduce or waive rent whenever possible.

## SECTION 6 - GRANT PROGRAM: ARTIST RE-GRANTING

### OVERVIEW

The Artists Re-Granting Program is developed to provide funding to eligible artist granting organizations for the sole purpose of expanding their granting opportunities to San Antonio artists, with the specific intent of expanding the artist's professional development through their creation of new works.

### GRANT AWARDS

1. Funding under this program will be limited to a maximum of \$30,000 per eligible organization. This Funding must be used to re-grant to San Antonio professional artists<sup>11</sup> for expenses related to the creation of new works and said work must be publicly displayed/performed in San Antonio during the contract period.
2. An organization can utilize up to 20% of grant dollars from DA&C for administrative purposes in overseeing the grant funding and compliance.

### REQUIREMENTS & RESTRICTIONS

1. Organizations must be a San Antonio Based<sup>13</sup> IRS recognized 501(c)3 tax-exempt non-profit in good standing as a nonprofit corporation and with the City of San Antonio.
2. Organizations must have been in existence and providing artist grants in the City of San Antonio for a minimum of three years.
3. Organization must have:
  - An established artist granting process that is open and accessible<sup>1</sup>.
  - A definable review and selection process of professional artists<sup>11</sup> must be presented that is fair and equitable.
  - A commitment to support artist works in any or all artistic genres, including but not limited to, areas of visual, place making, performing, media, literary, interdisciplinary, etc.
4. The re-granting of City funds cannot be made to artists who do not have a permanent residence (minimum of 6 months) within Bexar County.
5. Organizations that receive grants from DA&C in the **Culturally Specific and Base Operational Support Programs** are not eligible to apply in this category.

## SECTION 7 - GRANT PROGRAM: EVENT GRANTS

### OVERVIEW

Event grants are available to San Antonio Based<sup>13</sup> non-profit organizations to further the presentation, production and preservation of arts and cultural programs that are unique to the San Antonio experience. These are public events that showcase<sup>14</sup> the diverse artistic expressions, cultural/multicultural traditions or the unique heritage of San Antonio. Arts & Cultural Events (Events) are defined by their artistic and cultural, not commercial, value. Events can be City-wide, or community/ neighborhood based. The goal is to support the extraordinary artistic presentations and performances through a competitive process specific to Events that give increased access to the arts, culture and/or diverse heritage in San Antonio.

### GRANT AWARDS

**Limitations:** Awards may be up to 20% of event's overall budget up to a maximum of \$20,000 and will be based on competitive score. Events that have not received funding from the Department of Arts & Culture in the prior cycle will be eligible for up to \$5,000 not to exceed 20% of the event's overall budget. Applicants will not request a dollar amount as part of the application but will be required to submit a document outlining the entire Event budget using the template provided.

**Allowable Expenditures** - Funds can only be used for the following:

1. Contracted Services and Artist Fees including travel and per diem. Guest artist's fees and travel expenses including lodging.
2. Production Expense specifically designated for the Event such as production management, staging, sound and lighting and related equipment rental. Equipment purchase is not allowable unless the total cost of the rental for the three year cycle will exceed the purchase cost of the equipment.
3. Space rental including stage and other rentals for the Event only.
4. Marketing and Promotion for the Event including media ads, graphic design, website management and promotional material and printing costs.
5. Insurance for the Event is required and may be paid using grant funds.

### REQUIREMENTS & RESTRICTIONS

1. **Non-Profit** - Applicant must be a San Antonio based<sup>13</sup> IRS recognized 501(c)3 tax-exempt non-profit in good standing as a nonprofit corporation and with the Federal, State and City of San Antonio.
2. **Fiscal Sponsors** - Applicants can be fiscal sponsors so long as the event will be hosted by a San Antonio based<sup>13</sup> community group.
3. **Tourism** - Applicant must produce an event that benefits the San Antonio Tourism Industry. This benefit can be based on the number of events, productions, and services for tourists by an organization but must include the creative ambience of arts and culture that showcase the unique San Antonio experience.



4. **Accessibility** - Events must be open to all members of the public. Events must be held within the City of San Antonio City Limits.
5. **San Antonio based artists** – At least 25% of the participating artists should be residents of San Antonio.
6. **Event Budget** – Event must have a total budget of at least \$5,000 to be considered for funding.
7. **No FIESTA Events** - Events that are officially recognized as part of the annual FIESTA are ineligible.
8. **One Application per Event or organization** - DA&C will not consider multiple requests for the same Event or from the same organization within the same contract/application period.
9. **Film Festivals** are not eligible for this funding and must apply through the San Antonio Film Commission under the Film Festival Funding Program.
10. **No Commercial Events** - Events that are largely commercial, even when managed by a non-profit will not be considered.
11. Organizations that receive grants from DA&C in the **Base Operational and/or Culturally Specific Support Program** are not eligible to apply in this category, even as a fiscal sponsor.
12. **Evaluation and Scoring** – Applications will be reviewed in accordance established procedures and scored based on requirements within the grant application. Applications that score lower than the minimum score of 75 will not be funded. Preferences will be provided for events that promote or support the following:
  - Racial and Ethnic Communities of Color<sup>4</sup>
  - Women
  - LGBTQIA+
  - Veterans
  - Events or organizations located in census tracts that have been historically disadvantaged as shown on the Equity Atlas<sup>8</sup>
  - Events in locations that are non-traditional or underserved areas of the city
  - Events that showcase<sup>14</sup> artists who live in the San Antonio area

## SECTION 8 - FUNDING PROGRAM: BASE OPERATIONAL SUPPORT

### OVERVIEW

The Base Operational Support Program invests in arts and cultural organizations<sup>3</sup> that offer artistic and cultural merit through programming that is made available to the citizens and visitors to San Antonio. The goal of the program is to support the celebration of extraordinary and innovative presentations that showcase<sup>14</sup> artistic excellence and the multi-cultural diversity<sup>7</sup> of the City of San Antonio.

### GRANT AWARDS

- Investments will be made for three years based on a percentage of an organization's 3-year average of net operating expenses (not including any capital expenditures or depreciation thereof or in-kind expenses). Net operating expenses will be based on the verified using IRS 990s in GuideStar.

#### BASE OPERATIONAL FUNDING AWARDS SCALE

Operating Budget Size	Maximum Award Size*
Operating Expenses between \$50,000 and \$500,000	30% Base Operational Support
Operating Expenses between \$500,001 and \$1,000,000	25% Base Operational Support
Operating Expenses between \$1,000,001 and \$2,000,000	20% Base Operational Support
Operating Expenses between \$2,000,001 and \$4,000,000	15% Base Operational Support
Operating Expenses between \$4,000,001 and \$6,000,000	10% Base Operational Support
Operating Expenses between \$6,000,001 and \$10,000,000	5% Base Operational Support
Operating Expenses between \$10,000,001 and \$15,000,000	3% Base Operational Support
Operating Expenses over \$15,000,000	0%

\*Note that percentages are not guaranteed but are a maximum and may be reduced based on funding availability.

- Base Operational Funding will be allocated in the following manner. First, organizations funded in the previous cycle who apply and meet all eligibility requirements for funding will not be increased or decreased in Base Operational Support by more than 1/4 of their previous years' funded amount unless funding is not available to support level amounts or more funding becomes available to meet the

priorities. Agencies receiving a decrease based on the scale will be prioritized for funding at scale level prior to other agencies receiving increases. Priority will be given to keep agencies at prior year funding amount so long as that amount is within the scale for their operating budget size. Those eligible for increases will be guaranteed to receive at least the prior year allocation amount unless agency has not met fiscal or performance requirements or funding is not available. Once required decreases are made based upon the scale, increases over prior year allocations will be prioritized and funded in the following order:

1. Agencies receiving funding under the Culturally Specific Program
2. Small Organizations (budget under \$1M)
3. Small Organizations that have not received funding in previous 3 years
4. Mid-size Organizations (budget between \$1M - \$3M)
5. Mid-size Organizations that have not received funding in previous 3 years
6. Large Organizations (budget greater than \$3M)
7. Large Organizations that have not received funding in previous 3 years

### **REQUIREMENTS & RESTRICTIONS**

Applicant organizations interested in applying must meet all of the following eligibility requirements:

Criteria is on a yes/no or pass/fail for each of the following:

1. **Non-Profit** - Applicant must be a San Antonio based<sup>13</sup> IRS recognized 501(c)3 tax-exempt non-profit in good standing as a nonprofit corporation with the Federal, State and City of San Antonio.
2. **3 Year History** - Applicant must have been in existence and actively producing<sup>11</sup> arts and cultural programs or events in the City of San Antonio for a minimum of three years.
3. **Arts and cultural organization**<sup>3</sup> - Applicant must have as its mission and actual operations is primarily the creation, education, preservation, presentation of arts or cultural programming.
4. **No Fiscal Sponsors** - Applicant must be the primary producer of the work and responsible for all aspects of its provision to the community. Applicants are **not** allowed to be fiscal sponsors.
5. **Board** - Applicant must have an active Board of Directors that meets regularly. Applicant must also have a diverse board that reflects either the population of San Antonio, the specific constituency represented by the agency, or a board diversity<sup>7</sup> plan that will be accomplished within the 3-year grant cycle. Those not meeting the goals of their board diversity<sup>7</sup> plan during the 3-year grant cycle will be ineligible to apply during the next cycle.
6. **Accessibility** - Applicant must have a majority of events/programming in the San Antonio area which are open and accessible<sup>1</sup> to the public. These opportunities must exist regardless of race, gender, ethnicity, language, sexual orientation, physical ability, socioeconomic status or neighborhood. Clearly identify individuals benefitting from your programs, Title 1 Schools, Youth, Adults, Seniors, Women, LGBTQIA+, Latinos, African-American, Asian-American, veterans, etc.
7. **Tourism** - Applicant must produce work that benefits the San Antonio Tourism Industry and provide evidence of this. This benefit can be based on the number of events, productions, and services for tourists by an organization but must include the creative ambience of arts and culture that showcase the unique San Antonio experience.

8. **Policy on payment of Professional Artists** – All applicants must have a board adopted policy stating they will pay Professional Artists<sup>12</sup> for their work. This policy should outline the parameters and process used to determine fair wages.
9. **Cultural Data Profile<sup>5</sup> Participation** - Applicants must submit a Cultural Data Profile<sup>5</sup> for the three most recent consecutive fiscal years initially and on an annual basis thereafter. This data must be entered into SMU|DataArts and submitted to the City of San Antonio, Department of Arts & Culture grant pool prior to the award of any contracts for funding.
10. **Size Limits** - Applicant must have an Operating Budget of between \$50,000 to \$15,000,000 per year and file an IRS 990 Form for past 3 years.
11. **Paid Administrator** – Applicant must have a salaried full time administrator that is responsible for and authorized to address the contractual obligations of the City Contract and the business management of the organization.

## Limitations

To ensure that agencies can meet all requirements of managing City funds, including a significant increase in City funds, the City has developed the following restrictions:

- Currently funded organizations who apply and meet all eligibility requirements for funding will not be increased or decreased in both Culturally Specific<sup>9</sup> and Base Operational Support (combined) by more than 50% of their previous years' funded amount.
- Agencies not funded by Department of Arts & Culture in past 3 years:
  - Must meet all requirements for funding
  - Eligible for phase-in funding at up to 1/4 of the Base Operational scale percentage in the applicable category each year to ensure agency is capable of handling City funds – except that minimum funding will be \$5,000/year.
  - Funding for existing agencies will take priority over new organizations unless the new organization meets the definition of Culturally Specific<sup>9</sup>.
- Maximum annual increase or decrease for Base Operational should not exceed 1/4 of the agency's prior year allocation with priority increases to Culturally Specific<sup>9</sup> and small agencies. However, this is contingent upon available funding and may be adjusted accordingly.
- Agencies receiving Base Operational may not apply in Re-Granting category or for Event Funding, even as a fiscal sponsor.

## SECTION 9 - FUNDING PROGRAM: CULTURALLY SPECIFIC SUPPORT

### OVERVIEW

**Culturally Specific<sup>9</sup> Support Operational Grant** is intended to provide funding for culturally specific organizations whose **mission** includes promoting, preserving, and enhancing the identity and character of specific communities.

The following are defined in policy as ethnic, racial, and national groups that qualify for the Culturally Specific Operational Grant:

- *Latino/a*
- *African-American*
- *Asian-American*
- *Native American*

The following are defined in policy as other groups that qualify for the Culturally Specific Operational Grant:

- *Women*
- *LGBTQIA+*

### GRANT AWARDS

- Grants will be limited to 20% of the qualifying organizations' average operating expenses included in the original application or maximum of \$150,000.
- Culturally Specific Grants will be given priority over Base Operational Grants.

### REQUIREMENTS

Applicant organizations interested in applying must meet the following eligibility requirements:

Criteria is on a yes/no or pass/fail for each of the following:

- Applicants must meet all eligibility requirements for and be awarded Base Operational Support.
- The Culturally Specific<sup>9</sup> Organization's mission and/or vision statement must clearly state that their purpose is to create, present, enhance, and preserve artistic and cultural relevance to the specific group(s) listed above.
- Organizational leadership (Executive Director, Artistic Director, and Board Chair) must represent the specific group identified in order to qualify.
- At least 51% of the Agency's Board of Director must represent the specific community.
- Majority of the organization's programming must enhance the identity, the unique cultural value and character of the specific community.
- The organizations should engage participants in art and cultural activities that reflect the cultural practices/heritage and traditions of the community with an outcome of genuine experience and demonstration of understanding of the specific community.
- Culturally Specific Organizations are not designated based on their audiences, customers and clientele.

## **SECTION 10 – EVALUATION/REVIEW PANEL SELECTION AND RESPONSIBILITIES**

City of San Antonio Department of Arts and Culture is always looking for panelists, knowledgeable and responsible individuals, comprised of artists, arts administrators, arts advocates, arts stakeholders to serve as grant reviewers. Panelists are crucial to the review process and the funding of all grants. Each year, DA&C invites dozens of individuals representing a broad and diverse range of artistic and cultural viewpoints, professions and backgrounds to serve on panels and assist with the review of grant funding applications.

Panelists are volunteers who are knowledgeable and informed about the arts and culture community and can commit the time and energy to fulfill the obligations of the review process. Panelists commit to the following:

- Time to attend a workshop and learn how to review the applications according to the guidelines and review criteria
- Time to read and assess the assigned applications, including videos, photos, recordings or other work samples prior to the meeting
- Time to gather with other panelists to discuss the applications

### **PANELIST NOMINATION PROCESS**

Panelists are to serve as reviewers through a public process. An individual may serve as a panelist by completing an online application process. Staff reviews the nominations and makes recommendations to the Arts Funding Committee on selections according to need, talent and the panelists' availability to serve.

## **SECTION 11 - EVALUATION AND REVIEW PROCESS**

### **PROCESS STEPS**

1. Staff will determine initial eligibility.
2. The designated Panel will review all assigned applications.
  - Staff will provide panelists with online access to the applications and work samples several weeks prior to the review meeting. Panelists are required to read all assigned applications, review the work samples and make preliminary assessments. Panelists are required to provide comments on each criterion to every applicant to assist applicants with future development and in understanding the panelists' score (if applicable). Panelists must provide their comments and any scores through the online system by the date required by DA&C.
  - To ensure that panelists are reviewing each application fairly, Panelists are required to declare any conflict of interest with applicants for funding. In the event of a conflict of interest, panelists are required to recuse themselves from the discussion and voting on that application during the panel meeting and may be dismissed from serving as a panelist if the conflict of interest warrants.

3. DA&C Staff will develop Staff Funding Recommendations based on:
  - Eligibility
  - Evaluation of the Panel Review
  - Available Funding
  - Funding Program Priority
4. Staff will send each applicant a Funding Notification Email twenty (20) days prior to the first scheduled public meeting to allow time for appeals. Funding Notification Emails shall contain specific applicant's Staff Funding Recommendation amount, Panel Comments and scores (if applicable).
5. SAAC Arts Funding Committee will review Staff Funding Recommendations in a public meeting and consider appeals.
6. SAAC Arts Funding Committee will approve Committee Funding Recommendations and forward them to the SAAC.
7. SAAC will review Committee Funding Recommendations and issue Commission Funding Recommendations which will be forwarded to City Council.

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## SECTION 12 - APPEALS PROCESS

City of San Antonio Arts Commission, with the City of San Antonio Department of Arts & Culture, have adopted a process of appeals by an applicant whose application was not approved for funding in any of the core programs. Applicants may file an appeal within the specified time-period of ten days after Funding Notification Email has been sent.

### **GROUNDINGS FOR APPEAL**

Applicants shall be entitled to pursue a process of appeal based on demonstrating one or more of the following circumstances:

1. The San Antonio Arts Commission, or one of its committees, Panels and/or staff substantially deviated from the published grant funding review policies and procedures.
2. Required application materials that were submitted by the deadline were omitted from the materials the Review Panel considered during the review process.
3. Undue influence was placed on the Panel, Art Funding Committee or San Antonio's Art Commission by a member(s) with a conflict of interest.
4. The Panel's, Art Funding Committee's or San Antonio's Art Commission's decision was based on information not related to the proposed outcome of the application.

### **APPEAL STEPS**

The DA&C appeals process will be based on the application as originally submitted and any new application information and subsequent application clarification will not be considered in the appeal process.

Step 1. Email the DA&C at [ArtsFunding@sanantonio.gov](mailto:ArtsFunding@sanantonio.gov) to obtain information which describes why the decision was made.

Step 2. Submit an email requesting an appeal which enumerates (and demonstrates) one of the 4 the Grounds for Appeal to [ArtsFunding@sanantonio.gov](mailto:ArtsFunding@sanantonio.gov) within 10 days from the date the Funding Notification Email was sent.

Step 3. Appeals will be heard by the SAAC Arts Funding Committee in a public meeting.

Step 5. If the SAAC Arts Funding Committee changes the preliminary funding allocations, notification will be sent to all impacted applicants.

### **NOT ELIGIBLE FOR APPEALS**

The Department of Arts & Culture, SAAC Arts Funding Committee and San Antonio Arts Commission will not consider appeals that are based on:

- Correcting applicant errors and omissions in the application or review process.
- Disagreements about any information clearly included in the agency's IRS 990.
- Disagreements about the merits of the application relative to other applications that were considered.
- Events and/or developments that occurred after the submittal of the application.



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## SECTION 13 – END NOTES/DEFINITIONS

**1. ACCESSIBLE** - The opportunity and the means for San Antonio citizens and visitors to participate in the arts and cultural activities that are provided by the programs that DA&C invests in. These opportunities must exist regardless of race, gender, gender identity, ethnicity, language, sexual orientation, physical ability, neighborhood or socioeconomic status.

**2. ART** - Arts encompass visual disciplines (i.e. painting, sculpture, design, photography, printing, mosaic, video, film, mixed-media, textiles, etc.), performing disciplines (i.e. music, theater, dance, spoken word, etc.) and literary disciplines (i.e. poetry, fiction, non-fiction, etc.)

**3. ARTS AND CULTURAL ORGANIZATION** – An organization whose mission (as articulated within its mission statement on its website and within GuideStar) and actual operations is primarily the creation, education, preservation, presentation of arts or cultural programming.

**4. COMMUNITIES OF COLOR** – defined as Asian, African, Indigenous/Native American, and Latino. Or any person who is of mixed race/ethnicity that includes one of the above races/ethnicities.

**5. CULTURAL DATA PROFILE** – an online survey by national research collaboration SMU|DataArts that collects financial and programmatic **data** from nonprofit arts, **culture**, and humanities organizations – large and small, and across all disciplines - so they can share this information with funders in a standardized format, all in one safe, secure place.

**6. CULTURAL EQUITY** - Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

**7. DIVERSITY** – diversity refers to the variety of differences between people in an organization based on race, ethnicity, socio-economic status, age, gender, gender identity, sexual orientation, religion or disability.

**8. EQUITY ATLAS** – The Equity Atlas is an interactive tool that highlights the demographics, disparities and some infrastructure distribution within the city. <https://www.sanantonio.gov/Equity/Initiatives/Atlas>

**9. CULTURALLY SPECIFIC MISSION STATEMENT** – The non-profit mission and vision statement as listed in GuideStar and past 3 years of IRS 990s as well as on the organization's website must clearly state that their purpose is to create, present, enhance and preserve artistic and cultural relevance of the specific culture. Audience or who the organization serves is not a consideration in this definition. Additionally, a majority of the organization's programming must enhance the identity, the unique cultural value and character of the specific community.

**10. HOT – Hotel Occupancy Tax** – A tax paid by persons staying in San Antonio hotels. The Texas Tax Code Section 351.101 (A)(4) allows that HOT funding may be used for the encouragement, promotion, improvement, and application of the arts. In September 2012, the City of San Antonio City Council adopted a set of financial policies for the HOT Fund which included 15% to support the Arts (after the debt service transfer).

**11. PRODUCING ORGANIZATION** – Organizations that produce at least a portion of their own arts or cultural content that is unique to San Antonio. Museums holding and exhibiting their own collections are considered producing organizations. Performing Arts organizations that produce their own live performances and do not merely present out-of-town artists except as guest artists that perform alongside a larger group of San Antonio based artists are considered producing organizations.

**12. PROFESSIONAL ARTIST** - Must meet the following criteria:

- At least three years of relevant work experience, or has received specialized training in their artistic field, such as a degree or certification
- Derives a portion of individual earned income from their artistic practice or areas related to their field or demonstrates a clear investment of time and resources into the creation of new works.
- Has a professional portfolio that includes published or publicly displayed works.

**13. SAN ANTONIO BASED** - An organization that has its headquarters, a physical address, within the city limits of San Antonio and does a significant part of its work/outreach/programming within the San Antonio community. Significant in this instance can refer to either a qualitative measure, like importance, and/or quantitative, as in a percentage of time.

**14. SHOWCASE** - An exhibit or display.

**15. TRANSPARENT** – means “open and visible to all.”