

City of San Antonio
**Department of
Arts & Culture**

Festivals Support
Application Workshop

March 9, 2018 – 2:00 PM



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

Agenda



Sign In



Greeting and Introductions

Arts Funding Guidelines



Application

Timeline



Questions

Adjournment

GRANTS FUNDING PROGRAMS OVERVIEW



- **Festivals** - Awards may be up to 20% of events overall budget, based on competitive score
- **Artist Re-Granting** - Funding to eligible artist granting organizations, maximum \$40k
- **Culturally Specific Support** - Operational grants for mission specific organizations
- **Base Operational Support** - Operational grants based on a percentage of operating budget



Eligibility Requirements



To be Eligible for funding for Festivals, Artist Re-Granting, Culturally Specific Support, or Base Operational Support from the DA&C all applicants must:

- Be a San Antonio* Based IRS recognized 501(c)3 tax-exempt non-profit in “good status” as a nonprofit corporation and up to date with IRS 990 filings;
- Have been in existence and actively producing programs or providing artist grants in the City of San Antonio for a minimum of three (3) years;
- Be an **arts and cultural organization** whose mission and actual operations (as articulated within its mission statement) is the creation, education, preservation, presentation of arts or cultural programming;
- Be in good standing concerning all contract agreements with the City of San Antonio;

***SAN ANTONIO BASED** - An organization that has its headquarters 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.



Eligibility Requirements



- Be the primary presenter/producer of the work and responsible for all aspects of its provision to the community except for Artist Re-granting. Applicants are **not** allowed to be fiscal sponsors;
- Have an active Board of Directors that meets regularly;
- Have a majority of events in the San Antonio area which are open and accessible to the public;
- Except for Festivals, applicants must have a salaried full or part-time administrator that is responsible for and authorized to address the contractual obligations of the City Contract and the business management of the organization. Verification of administrator employment is required at time of application.

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.

- **Funding Cycle** – All applications will be administered for a 3-year funding cycle.
- **Funding Process Suspension/Cancellation** - The City reserves the right to suspend, defer or cancel all or part of the funding process at any time.
- **Workshops** - It is mandatory that an applicant attend prescribed workshops to be eligible for funding. At minimum, one (1) key representative from each organization will be expected to attend. Workshops will address application instruction, requirements and review process.



Restrictions



DA&C Funding cannot be used to support:

- Any activity not allowed by the funding source. Workshops and educational programs held on a school campus that are provided by the school;
- State or local government institutions and departments;
- Capital improvements;
- Purchase of real property;
- Benefits or fundraising events;
- Cash prizes;
- Programs that are essentially recreational, rehabilitative, or therapeutic;



Restrictions



DA&C Funding cannot be used to support:

- Any activity not allowed by the funding source. Workshops and educational programs held on a school campus that are provided by the school;
- State or local government institutions and departments;
- Capital improvements;
- Purchase of real property;
- Benefits or fundraising events;
- Cash prizes;
- Programs that are essentially recreational, rehabilitative, or therapeutic;



FESTIVALS SUPPORT



OVERVIEW

- Festivals are event-based grants available to non-profit arts organizations to further the presentation, production and preservation of arts and cultural programs that are unique to the San Antonio experience. These are public presentations that showcase the diverse artistic expressions, multicultural traditions or the unique heritage of San Antonio. Festivals are defined by their artistic and cultural, not commercial, value. Festivals can be City-wide, or community or neighborhood based. Organizations whose main mission is to produce one or more Festivals and do not operate year-round or at least a 6-month performance season-based programming are not eligible to apply for Base Operational or Culturally Specific funding. Film Festivals are not included in this funding and must apply through the San Antonio Film Commission.



GRANT AWARDS



Awards may be up to 20% of event's overall budget and will be based on competitive score.

Funding Amount: Applicants will not be asked for a request amount as part of the application but will be required to submit a document outlining Festival budget using the template provided and Sponsorship Levels including a listing of key sponsors that fund the Festival.

Funds can only be used for the following (must be itemized in submitted budget):

- * Contracted Services and Artist Fees including travel and per diem. Guest artist's fees and travel expenses including lodging.
- * Production Expense. Production management, staging and sound and lighting equipment rental specifically designated for the Festival.
- * Space rental. Includes stage and rental for the Festival only.
- * Marketing and Promotion. Including media ads, graphic design, website management and promotional material and printing costs.

Application Process



Festivals Support applicants must complete the following:

1. Intent to Apply
2. Basic Grant Application



Intent to Apply – Step 1



- IRS Determination Letter establishing your 501(c)3 status
- List of Board members
- Schedule of Board meetings for the last twelve (12) months
- Copy of Board Bylaws
- Copy of Articles of Incorporation
- Required Disclosure Forms Enter your Mission Statement
- Enter your Vision Statement, if applicable
- Describe at least three (3) years of history of producing an artistic or cultural Festival



INTENT TO APPLY



Please note: We will validate whether your organization has a current, valid 501c3 status with the Texas Secretary of State (SOS).

Please note that this is not your original filing. This validation will prove whether you are listed as inactive or have not renewed your documentation with the SOS, whether you have forfeited, voluntarily or involuntarily dissolved, or terminated your existence.

Organizations not in good standing will be disqualified.



INTENT TO APPLY



- Number of years established as an organization.
- Other names under which Organization has operated over the past ten (10) years and the length of time under each.
- Do you anticipate any mergers, management reorganization or departures of key personnel in the next twelve (12) months?
- Has your organization ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? If yes, provide the date, court jurisdiction, case number, amount of liabilities and assets.
- Has your organization ever failed to complete any contract awarded? If yes, state the name of the organization contracted with, the services contracted, date, amount contracted, and the reason for failure to complete the contract.



Application



- Organizational Chart
- 1295 Form
- Certificate of Insurance
- Upload Festival Budget using the form attached.
- Number of artists contracted (non-employees) over the past twelve (12) months?
- How much have you paid artists (in total aggregate) in the past 12 months?
- Attach your policy on paying professional artists.

Application



Administrative Capacity 30%:

- Provide biographies of your administrators and describe your organizational capability to properly manage and administer City funds.

Audience Engagement 30%:

- Describe the audiences served (including size and demographic makeup) and impact on those audiences.
- Describe efforts to reach underserved populations.
- Provide your marketing plan/outreach strategy.

Application



Artistic Excellence 40%:

- Describe Festival history and description of the purpose/programming including its relevance to San Antonio culture.
- Provide short biographies of your artistic director, curator, and principal artist(s).
- Provide work samples – up to 5 photos, up to 2 videos (each video is limited to 3 minutes)
- Support materials such as media articles (up to 3) and up to 3 catalogs/program (programs should showcase past 3 years)
- Describe your approach to growing the artistic excellence of the festival.



Arts Funding Application - Timeline



3/9/18 – Agency Application Opens via Westaf GoSmart

3/20/18 – Intent to Apply Due

4/20/18 – Application Due

5/11/18 – Applicants sent funding recommendations

6/7/18 – Arts Funding Committee Meeting – Appeals & Preliminary Funding Recommendations

6/12/18 – SA Arts Commission Meeting – Final Funding Recommendations

6/19/18 – Arts, Culture & Heritage Committee Meeting – Final Funding Recommendations



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 organization whose application was not approved for funding in any of the Arts funding programs.

These organizations may file an appeal within the specified time-period of ten days after Funding Notification Emails to the organization has been sent.

GROUNDS FOR APPEAL



An organization whose application is not being recommended for funding shall be entitled to pursue a process of appeal based on demonstrating one or more of the following circumstances:

- The San Antonio Arts Commission, or one of its committees, Review Panels and/or Arts Funding staff substantially deviated from the published grant funding review policies and procedures;
- Required application materials that were submitted by the deadline were omitted from the materials the Review Panel considered during the review process; or
- Undue influence was placed on the Evaluation Panel, Art Funding Committee or San Antonio's Art Commission by a member(s) with a conflict of interest;
- The Evaluation 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. Contact the DA&C Arts Funding Contract Manager to obtain all necessary information which describes why the decision was made;
- Step 2. Submit a letter requesting an appeal which enumerates (and demonstrates) one of the 4 the Grounds for Appeal to the DA&C Arts Funding Contract Manager within 10 days from receipt of the Funding Notification Email;
- Step 3. Appeals will be heard by the SAAC Arts Funding Committee public meeting.
- Step 5. If the SAAC Arts Funding Committee changes the preliminary funding allocations, notification will be sent to all impacted organizations.



AVAILABLE HELP



If you have any questions regarding the:

ARTS FUNDING GUIDELINES

Please contact:

Department of Arts & Culture, City of San Antonio
115 Plaza de Armas, Suite 102, San Antonio, Texas
78205

210.207.6968

ArtsFunding@sanantonio.gov



Questions



Arts Funding Leadership Team



Karen Dlugosz

Karen.Dlugosz@sanantonio.gov

210-207-6961

Victoria Garcia

Victoria.S.Garcia@sanantonio.gov

210-207-8488

Juan Hernandez

Juan.Hernandez@sanantonio.gov

210-207-6964

City of San Antonio
**Department of
Arts & Culture**

Festivals Support
Application Workshop

March 9, 2018 – 2:00 PM



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