

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

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Base Operational &  
Culturally Specific  
Support  
Application Workshop

March 9, 2018 – 9:30 AM



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

# Agenda



Sign In



Greeting and Introductions

Arts Funding Guidelines



Application

Timeline

Appeals



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. Additionally, specific policies 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 a minimum, one representative from each organization is 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



- Political purposes for or against a political candidate, ballot measure or bill;
- Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas;
- Costs of receptions and social activities, except when they are incidental and related to arts activities;
- Deficit or debt reduction efforts;
- Religious institutions and/or programs to support a religion; or
- Any organizations whose operating expenses exceed \$15,000,000 annually, are not eligible to apply for any DA&C funding.



# BASE OPERATIONAL SUPPORT



## OVERVIEW

The Base Operational Support Program invests in arts and cultural organizations that offer artistic and cultural programming available to the citizens and visitors to San Antonio.



# CULTURALLY SPECIFIC SUPPORT



## OVERVIEW

**Culturally Specific Support** operational grant is intended to provide funding for organizations whose **specific mission** includes promoting, preserving and enhancing the identity and character of a specific Cultural Community.

**Cultural Community** is a group of people united by shared experience of oppression and cultural resilience, based on past discrimination. Marginalized cultural communities whose access to resources and services has been – and often still is – limited.



# GRANT AWARDS



Investments will be made for three years based on a percentage of an organization's 3-year average of net operating expenses based on the 990 filing at the beginning of application 3-year cycle.

See Arts Funding Guidelines at: [www.GetCreativeSanAntonio.com](http://www.GetCreativeSanAntonio.com)

# APPLICATION PROCESS



Base Operational and Culturally Specific applicants must complete the following:

1. Intent to Apply
2. Basic Grant Application

Culturally Specific alone, must complete one additional step:

3. Culturally Specific 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
- Agency Contact Information

# 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.



# INTENT TO APPLY



- Has your organization ever received any disciplinary action or pending disciplinary action from any regulatory bodies or professional organizations? If yes, state the name of the regulatory body or professional organization, date and reason for the disciplinary action.
- Enter your Mission Statement.
- Enter your Vision Statement, if applicable.
- Describe at least three (3) years of history of providing artistic or cultural programming.
- Do you expect to file and upload your 2017, 990 in GuideStar by the grant application deadline of April 20, 2018? At a minimum, 2014, 2015 and 2016 must be filed by April 20, 2018.
- Do you include In-Kind Expenses on your 990s?
- If so, where do you report your In-Kind Expenses on the 990?

# APPLICATION - STEP 2



- Organizational Chart
- 1295 Form
- Certificate of Insurance
- Provide biographies of your administrators and key personnel, and describe your organizational capability to properly manage and administer City funds.
- Describe the history of your organization / programming, to include its relevance to San Antonio culture.
- Describe your programming for the next year and your approach to growing the artistic excellence of your programming/events.



# APPLICATION - STEP 2



- Describe the communities served, including size and demographic makeup.
- Provide an impact statement of your programming on those communities, and how you will measure outcomes and successes.
- Provide your marketing plan / outreach strategy, to include efforts to reach underserved populations.
  - How many subscribers are on your outreach/ mailing list by City Council District?
- Total number of projected attendees will you serve next year.



# APPLICATION – STEP 2



- Provide evidence of existing collaboration with other arts or community organizations.
- Describe plans to develop a new collaboration. Large organizations should partner with a small arts or community organization.
- Provide a proposed list of locations for your programs by City Council District for the next year.
- Number of artists contracted (non-employees) over the past twelve (12) months?
- How much have you paid contracted artists (in total aggregate) in the past 12 months?
- Attach your policy on paying professional artists.



Describe the diversity of your board as a percentage of the following:

Classification	City of SA Census	Your Agency Board	Your Advisory Board
Women	51%		
White	27%		
Latin(x)/Hispanic	63%		
African American	7%		
Native American	1%		
Asian	2%		
Other	0%		

State your organization's goals for Board diversity; and b) describe your action plan to meet your Board diversity goals over the next three (3) years.

# CULTURALLY SPECIFIC ONLY



- Does your mission or vision statement (as listed in GuideStar) state that your organizational purpose is to create, present, enhance and preserve artistic and cultural relevance of women or a specific minority Cultural Community listed below? (check all that apply):
  - Women
  - African-Americans: persons with origins in any of the black racial groups of Africa.
  - Hispanic-Americans Persons of Mexican, Puerto Rican, Cuban, Spanish or Central and South American origin.
  - Asian-Americans: Persons having origins in any of the original peoples of the Far East, Middle East, Southeast Asia, the Indian subcontinent or the Pacific Islands and any other region of the Asian continent.
  - Native Americans: Persons having origin in any of the recognized Native American Tribes.
  - Does the Board and/or the Executive Director or Artistic Director represent 51% of the Cultural Community your organization serves?



# CULTURALLY SPECIFIC



- How will you engage participants in art and Cultural Community activities that reflect the practices, heritage and traditions of your organization's Cultural Community to enhance the identity, the unique cultural value and character of the cultural community?
- Provide detailed outcomes of how will your participants have a genuine experience and demonstration of beliefs and values of your specific cultural community?

# 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 4. If the SAAC Arts Funding Committee changes the preliminary funding allocations, notification will be sent to all impacted organizations.



# 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 others the Review Panel considered;
  - \* Events and/or organizational developments that occurred after the submittal of the application.



# 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](mailto:ArtsFunding@sanantonio.gov)



# Questions



# Arts Funding Leadership Team



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