

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

Artist Re-granting
Support
Application Workshop

March 9, 2018 – 3:00 PM



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

Agenda



Sign In

Greeting and Introductions

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



- 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.





Artist Re-Granting Support



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



- 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 for expenses related to the creation of new works and said work must be publicly displayed/performed in San Antonio.
- An Additional \$10,000 will be made available to organizations for providing training and technical assistance to artists who need assistance with education, conferences, travel and travel related expenses.
- An organization can utilize up to 20% of grant dollars from DA&C for administrative purposes in overseeing the grant funding and compliance.

See Arts Funding Guidelines at: www.GetCreativeSanAntonio.com

Application Process



Artist Re-granting applications 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



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 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.



Application – Step 2



- Organizational Chart
- 1295 Form
- Certificate of Insurance
- Provide a brief description of your organization
- Describe your proven (3 year) track record of implementing an open, fair and equitable funding process. Include your policies and procedures for selecting and evaluation of artists.
- Describe your commitment to high artistic standards and how you have maintained this commitment over the past 3 years.



Application



- Describe efforts to promote the professional growth of local artists.
- Describe your commitment to supporting artists that reflect the diversity of the Cultural Community.
- Describe the artists whom you have awarded in the past, their work, and where that work has been displayed/performed.
- Is your organization interested in receiving an additional \$10,000 to provide training and technical assistance to artists who need assistance with education, conferences, travel, and travel related expenses. YES/NO

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



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

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