



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

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[SANANTONIO.GOV/ARTS](http://SANANTONIO.GOV/ARTS)

Performing Arts Funding Guidelines

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## SECTION 1

### *DEPARTMENT MISSION*

To enrich **quality of life** by leading and investing in San Antonio’s Arts & Culture.

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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 that empower a **just, inclusive, equitable** city.

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### *PERFORMING ARTS STRATEGIC PLAN*

The City of San Antonio Department of Arts & Culture, created the Performing Arts Strategic Plan to outline initiatives for creating a strong and sustainable performing arts community. In order to fulfill this plan, the Department of Arts & Culture developed a set of goals and corresponding strategies as part of the action plan.

Goal #2 of the Plan is to develop opportunities for accessible, affordable and diverse venues. As a result, the Department of Arts & Culture designed grant opportunities to assist non-profit performing arts organizations and individual professional artists with venues. These include funding for 1) building improvements or equipment for organizations that own their own venues or have a long-term lease and 2) funding to help alleviate production costs.

Goal #3 of the Plan expresses the need to increase and diversify performing arts revenues by implementing new ticket models. In October 2019, the City’s Convention & Sports Facilities Department (CSF) entered into a 5 year ticketing agreement with Ticketmaster which included Ticketmaster making an annual contribution of \$50,000 to a new city fund called the “Arts & Entertainment Fund”. Additionally, CSF has agreed to provide 10% of its fee collections annually to the “Arts & Entertainment Fund”. In addition, the City will implement a new ticket model whereby a “Donate to the Arts” mechanism for ticket buyers at City venues. The “Donate to the Arts” revenues will also be deposited in the “Arts & Entertainment Fund”. Revenues in the “Arts & Entertainment Fund” will be managed by the Department of Arts & Culture and utilized to support action items in the Performing Arts Strategic plan and fund the grant programs within these *Performing Arts Funding Guidelines*. Funding from CSF has never before been used to support the arts, therefore, these are considered to be new revenues.

## SECTION 2

**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, ethnicity, language, sexual orientation, physical ability, or neighborhood. Accessibility also relates to socioeconomic challenges.

**ALAANA** - means African, Latinx, Asian, Arab and Native American.

**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.)

**ARTISTIC EXCELLENCE or MERIT** - "Artistic excellence" includes but is not limited to a mastery of artistic skills and techniques, professional approaches to process and presentation, and communication of a unique vision or perspective. "Artistic merit" includes but is not limited to a work that has an impact on the artistic or cultural development of a community or individuals; whose quality enhances the visibility and acceptance of art in the community or whose presentation has the potential to broaden access to, expand and diversify audiences.

**ARTS & ENTERTAINMENT FUND** - Funded through ticket sales from City's Convention, Sports, and Entertainment Department. The fund will be managed by the Department of Arts & Culture and utilized to support action items in the Performing Arts Strategic Plan.

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

### **INNOVATION/INNOVATIVE PROGRAMS**

Innovative programs are activities that have the potential for meaningful change, whether in the development or enhancement of new or existing art forms, new approaches to the creation or presentation of art, or new ways of engaging the public with artistic and cultural excellence by utilizing unconventional solutions.

**PERFORMING ARTS** - Arts such as music, dance, theater or literary performance that are performed by artists for an audience.

**PERFORMING ARTS PRESENTING ORGANIZATIONS** - Organizations that facilitate exchanges between artists and audiences through creative, educational, and performance opportunities. The work that these artists perform is produced outside of the presenting organization.

**PERFORMING ARTS PRODUCING ORGANIZATIONS** - Organizations that produce their own live performances. These organizations do not present out-of-town artists except as guest artists that perform alongside a larger group (70%+) of San Antonio based professional artists.

**PERFORMING ARTIST** - Performs arts such as music, dance, theater or literary performance for an audience.

**PROFESSIONAL ARTIST** - Must be a resident of San Antonio or Bexar County and must meet the following criteria:

- At least three years of relevant work experience, or has received specialized training in his or her 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.

**SAN ANTONIO BASED** - An organization or artist that has its headquarters or residence within the city limits of San Antonio or Bexar County and does a significant part of 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.

**SHOWCASE** - An exhibit or display of an event. A setting or place for displaying.

**TRANSPARENT** - means "open and visible to all."

## SECTION 3

### GRANT FUNDING PROGRAMS OVERVIEW

The Performing Arts Programs are supported by funding through the City's ticketing revenues. Performing Arts Producing Organizations and individual artists can receive support through the Grant Funding and Fee Waiver Programs. Assistance will be contingent upon availability of funds or venues/equipment.

The Department of Arts & Culture will provide support for the following **Grant Funding Programs**:

1. **Production Costs Grant Program** for specific productions limited to the following expenditures:
  - a) Equipment rental
  - b) Security costs
  - c) Back of house labor fees paid at established Union Labor Rates
2. **Performing Arts Venue Facility Improvement Program** for non-profit organizations:
  - a) Performing Arts Producing Organizations located within the city limits of San Antonio that own or hold a long-term (over 5 years) lease of their venue;
  - b) Performing Arts Producing Organizations that are currently funded by the City of San Antonio under the Arts Funding Guidelines are solely eligible;
  - c) Funds used to improve a Performing Arts Facility;
  - d) Funds used to purchase equipment that will support performances; and
  - e) Max award is \$10,000 per grant up to available funding.

These Grant Funding Programs are aimed to support a diverse portfolio of performing art producing organizations and individual professional artists working across the City of San Antonio in the production of on-going, sustainable, high quality artistic activities.

### FEE WAIVER PROGRAMS OVERVIEW

The Department of Arts & Culture also supports performing arts organizations and individual professional artists through **Fee Waivers for City Owned Venues, Marley Floor and Mobile Stage** to reduce or waive rent and loan out a City owned Marley Floor and Mobile Stage for reduced or zero charge whenever possible.

## SECTION 4

### GENERAL POLICIES AND REQUIREMENTS

Each grant category has its own eligibility standards, guidelines, and review criteria and are detailed in each of the sections that follow. Below are the general policies and eligibility requirements which at a minimum all applicants must meet to be eligible for any funding. PLEASE BE SURE TO THOROUGHLY REVIEW THESE GRANT GUIDELINES PRIOR TO STARTING YOUR APPLICATION TO ENSURE ELIGIBILITY.

#### ELIGIBILITY REQUIREMENTS

1. *Artist Applicants* must:

- a. Reside within Bexar County.
- b. Be a “Performing Artist” as defined in Section 2 of the Guidelines;
- c. Meet the definition of “Professional Artist” included in the Section 2 of the Guidelines;
- d. Have been actively performing in the City of San Antonio of during each of the last three years; and
- e. Applicants must be in good standing with City of San Antonio Contracts and policies, as applicable.

2. *Organization Applicants* must:

- a. Meet the definition of Producing or Presenting Organization as included in Section 2 of these Guidelines;
- b. Have been actively presenting or producing performances in the City of San Antonio for a minimum of the last three years;
- c. Be in good standing with City of San Antonio Contracts and policies, as applicable;
- d. San Antonio Based with primary business address within Bexar County;
- e. IRS recognized 501(c)3 tax-exempt non-profit;
- f. In “good status” as a nonprofit corporation and up to date with IRS 990 filings; Non-profit status is current and in good standing with the Texas Secretary of State’s office and IRS 990 is filed for the fiscal year that is two years prior to the current fiscal year.
- g. Have an active Board of Directors that meets regularly; and

- h. At least half of the agency programming for past 3 years includes performing arts.

3. *Event Requirements:*

- a. Applicant must already have an event planned in order to be eligible for grant funding or fee waiver programs;
- b. Events must be held within the city limits of San Antonio and be open and accessible to the public; and
- c. At least 70% of artistic performers must be Bexar County residents.

**GENERAL POLICIES**

The following policies apply to all Department of Arts & Culture funding programs. Set policies and conditions are detailed further within each individual program section.

1. **Funding Recommendations and Adjustments - San Antonio Arts Commission (SAAC)** and Staff have the option to recommend adjustments to annual award amount if an organization's service levels or finances become unstable. The Department of Arts & Culture 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;
2. **Funds Availability** - All awards are contingent on availability of City funds and appropriation by City Council;
3. **San Antonio Arts Commission (SAAC)** - Members of the SAAC can apply and/or be part of a collaborative application for funding from Department of Arts & Culture, but must recuse him/herself 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;
4. **Compliance:** All awardees - must comply with the specific fee waiver or grant funding program's requirements and contract obligations. Failure to comply with any policies, obligations or requirements may result in reduction or loss of current and/or future funding;
5. **Online Application** - Applicants may be required to register and create a user profile in the City's data system of choice, prior to accessing and completing the application;
6. **Fee Waiver and Grant Funding Process Suspension/Cancellation** - The City reserves the right to suspend, defer or cancel all or part of the fee waiver and/or grant funding process at any time; and

7. If awarded grant funding, the applicant may be required to provide the following insurance:

**INSURANCE**

Prior to the commencement of any work under this Agreement, Contractor shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City’s Department of Arts & Culture, which shall be clearly labeled “Department of Arts & Culture” in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier, and list the agent’s signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City’s Department of Arts & Culture. No officer or employee, other than the City’s Risk Manager, shall have authority to waive this requirement.

The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

A Contractor’s financial integrity is of interest to the City; therefore, subject to Contractor’s right to maintain reasonable deductibles in such amounts as are approved by the City, Contractor shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Contractor’s sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M. Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<i><b>INSURANCE TYPE</b></i>	<i><b>LIMITS</b></i>
<b>1. Workers' Compensation</b> <b>2. Employers' Liability</b>	Statutory \$1,000,000/\$1,000,000/\$1,000,000
<b>3. Commercial General Liability Insurance to include coverage for the following:</b> a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Contractual Liability e. Independent Contractors	For Bodily Injury and Property Damage \$1,000,000 per occurrence; \$2,000,000 general aggregate, or its equivalent in Umbrella or Excess Liability Coverage must be on a per project aggregate.
<b>f. Sexual Abuse/ Molestation (required for projects involving services to children)</b>	



<b>4. Business Automobile Liability</b> a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single .Limit for bodily injury and Property Damage of \$1,000,000 per occurrence
<b>5. Professional Liability (City shall NOT be named as additional insured for Professional Liability)</b>	\$1,000,000 per claim damages by reason of any act, malpractice, error, or omission in the professional service. Coverage to be maintained and in effect for no less than two (2) years subsequent to the completion of the professional service.

Contractor agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Contractor herein, and provide a certificate of insurance and endorsement that names Contractor and City as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Contractor. Contractor shall provide City with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City’s Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City’s Risk Manager, which shall become a part of the contract for all purposes.

As they apply to the limits required by City, City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all required endorsements. Contractor shall be required to comply with any such requests and shall submit requested documents to City at the address provided below within 10 days. Contractor shall pay any costs incurred resulting from provision of said documents.

City of San Antonio  
Attn: Department of Arts & Culture  
P.O. Box 839966  
San Antonio, Texas 78283-3966

Contractor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers’ compensation and professional liability policies;
- Provide for an endorsement that the “other insurance” clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers’ compensation, employers’ liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.

- Provide advance written notice directly to City of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

In addition to any other remedies the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractors' performance of the work covered under this Agreement.

It is agreed that Contractor's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided.

Contractor and any Subcontractors are responsible for all damage to their own equipment and/or property.

## **ASSURANCES**

By submitting an application, all applicants for funding certify that they are authorized to submit a Proposal and that, at the time of application, the applicant assures that:

1. The activities and services for which assistance 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 will not identify the City as a funding or support provider for any events and activities for which City has not authorized funding or support. Only events and activities identified in the contract shall be authorized for funding by the City;

4. Applicant will maintain auditable financial records related to their overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving its approved goals and objectives;
5. 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; and
6. Applicant acknowledges that they (and their board and subcontractors) are prohibited from communicating with elected City officials and their staffs regarding the Funding Process or applicant's submittal from the date the application becomes available online until the contract is posted as a City Council agenda item. Violation of this provision by Applicant and/or their agent(s) may lead to disqualification of application from consideration.

### **RESTRICTIONS**

Department of Arts & Culture funding cannot be used to support:

1. State or local government institutions and departments;
2. Educational institutions;
3. Benefits or fundraising events;
4. Programs that are essentially recreational, rehabilitative, or therapeutic;
5. Political purposes for or against a political candidate, ballot measure or bill;
6. Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas;
7. Deficit or debt reduction efforts;
8. Religious institutions and/or programs to support a religion;
9. Events that are officially recognized as part of the annual FIESTA;
10. Private, by invitation only events;
11. Events held in facilities whose main purpose or source of revenue is for food and/or beverage (restaurants and bars); and
12. Any organizations, whose operating expenses exceed \$15,000,000 annually, are not eligible to apply for any Department of Arts & Culture funding.

## SECTION 5

# FEE WAIVER PROGRAM: CITY OWNED VENUES, MOBILE STAGE & MARLEY FLOOR

## OVERVIEW

### City owned venues

The City of San Antonio owns and controls several performing arts venues including: Lila Cockrell Theater, Carver Theater/Little Carver, Arneson River Theater, Culture Commons at Plaza de Armas, and Centro de Artes at Market Square, as well as various parks and library facilities which charge fees for rental. The Department of Arts & Culture does not manage these facilities but can request a fee waiver from the managing City department. Waiver of rental fees do not include ancillary expenses such as maintenance, custodial, utilities, etc. Approval of fee waivers for City-owned and controlled performing arts venues are at the discretion of the managing City Department. There are other venues owned by the City of San Antonio that are not available in the fee waiver program as they are managed by other non-profit entities such as Guadalupe Theater managed by Guadalupe Cultural Arts Center, theater facilities at San Pedro Park managed by Public Theater, Beethoven Hall managed by Magik Theater, Majestic and Empire Theaters managed by Ambassador Theater Group.

### Marley floor and mobile stage

Department of Arts & Culture purchased both a mobile stage and a marley dance floor that can be loaned to performing artists and non-profit arts organizations free of charge. The mobile stage is managed by the Parks & Recreation Department and the marley dance floor is stored in the Carver Theater. In addition to loaning these items, the Department will provide funding from the new Arts & Entertainment Fund to offset the cost of transport for the stage/dance floor to ensure that this community equipment is available with no out of pocket costs to the user.

- Applications will be accepted on a rolling basis and are accepted on a first-come, first-served basis, subject to availability.
- Performing arts organizations and professional individual artists must meet all Eligibility Requirements in Section 4 (General Policies and Requirements).
- Priority will be given to events receiving Production Costs grant funding and agencies funded by the City under the Arts Agency Funding Program.
- This program requires an application to be submitted to the Department of Arts & Culture at least 30 days in advance of the event but no more than 180 days, and is subject to availability of the City's mobile stage, marley floor and/or venue and funding (as applicable).

## SECTION 6

### PRODUCTION COSTS GRANT PROGRAM

#### OVERVIEW

The Department of Arts & Culture will utilize funding from new sources outlined in Goal #3 of the Performing Arts Strategic Plan to provide grants to offset production costs for qualified applicants. The Production Costs Grant Program is developed to provide funding to assist with rental of equipment, security costs and venue/back-of-house labor fees paid at established Union Labor Rates. An open call will be issued annually.

- Performing arts organizations and individual professional artists must meet all Eligibility Requirements in Section 4 (General Policies and Requirements).
- Performing arts producing organizations must meet the definition of a Producing Organization in Section 2.
- This program requires an online application to be submitted to [sanantonio.gosmart.org](http://sanantonio.gosmart.org) on or before the deadline(s).
- Production back-of-house labor fees shall be paid at established Union Labor Rates regardless of whether the venue is a union house or the personnel are union members. The City will not pay more or less than established Union Labor Rates.
- Individual Artists may use funds to cover city required insurance for the event.

#### APPLICATION CRITERIA

Before an applicant applies for Grant Funding for Production Costs, “Intent to Apply” must be submitted with all required documents to the Department of Arts & Culture via [sanantonio.gosmart.org](http://sanantonio.gosmart.org) by the deadline.

#### “Intent to Apply” Requirements:

1. Applicant organization or artist name
2. Applicant contact info (address, email, phone, website, etc.)
3. Certification that of having actively produced performing arts events in San Antonio or performing as an individual Professional Artist over the past three years.
4. If organization:
  - a. List of board members with officer titles, term of service and schedule of board meetings
  - b. IRS Determination letter proving 501c3 status
5. If individual artist:
  - a. Certification as a professional and performing artist as defined in Section 2
  - b. Certification as an ALAANA artist as defined in Section 2
6. Title, location and date(s) of event(s) applicant is requesting assistance with Production Costs
7. Certification that majority (70%) of artists performing at event are residents of San Antonio/Bexar County.

The Department of Arts & Culture will review the “Intent to Apply” to ensure all minimum requirements are met and will allow applicant access to the “Application” in GoSmart system once minimum requirements are satisfied (subject to the deadline).

**“Application” Requirements:**

Upon approval of the “Intent to Apply”, the applicant may complete and submit an “Application” through the GoSmart System by the deadline.

**APPLICATION EVALUATION PROCESS**

After the application is received by the Department of Arts & Culture, all applications will be reviewed by an evaluation panel which may include City staff, Arts Funding Committee and Arts Commission members as well as local, regional or national experts/patrons. Applications will be evaluated based on the evaluation criteria.

**EVALUATION CRITERIA**

**Past Experience (30 points, maximum) -**

1. Demonstrated history of past successful, artistically excellent, relevant and/or innovative performances.
2. Demonstrated efforts to achieve broad and diverse participation across San Antonio community, including areas that are economically challenged and/or with a higher concentration of persons of color.

**Artistic Excellence and Innovative programming - proposed performance(s) (40 point points maximum) -**

1. The extent to which the event is artistically excellent, innovative or relevant and/or enriches San Antonio’s culture.
2. Qualification of organizers, staff and artists supporting the event implementation.
3. Proposed efforts to promote the performance event achieve broad and diverse participation across San Antonio community, including areas that are economically challenged and/or with a higher concentration of persons of color.
4. Expected number and diversity of attendees.
5. Accessibility of proposed performing arts event (see definition of accessible in Section 2).

**Administrative Capability (30 points maximum) -**

1. Applicant demonstrates they can properly manage grant funding and administer a program/event effectively.
2. The applicant’s timeline is achievable.
3. Realistic budget including diverse revenue and sponsorship sources.
4. Event already has venue on hold with fee quotes.

5. Applicant demonstrates the event is an appropriate use of the venue.

#### **Preference Points for Individual Professional Artists (25 bonus points maximum)**

In order to level the playing field, preference points are provided to individual artists and artists of color as follows:

- 20 points will be given to qualified Individual Professional Artists (as defined in Section 2) applying as lead artist or producer of the event.
- An Additional 5 points will be given to qualified ALAANA artists applying as lead individual artist. ALAANA Artists may also receive the 20 points as qualified individual artists. ALAANA Artists are defined in Section 2.

#### **AWARD REQUIREMENTS:**

If funding is approved, applicants must provide the following deliverables:

1. 10 passes/tickets to the performance/event
2. Department of Arts & Culture logo featured on marketing materials including:
  - a. Fliers
  - b. Posters
  - c. Program
  - d. Mentions on social media
  - e. Mentions in news releases
3. Submit report on event metrics through City's data system of choice
4. Non-profit organizations are required to submit prior year Cultural Data Profile in DataArts or the City's data collection system of choice

## **SECTION 7**

### **PERFORMING ARTS VENUE FACILITY IMPROVEMENT PROGRAM**

#### **OVERVIEW**

The Department of Arts & Culture will utilize funding from new sources outlined in Goal #3 of the Performing Arts Strategic Plan to provide grants to Performing Arts Producing Organizations that own or hold a long-term lease (minimum 5 years remaining) of their venue or have a lease of a city-owned facility. City-owned facilities have no minimum lease terms. This grant funding for **Performing Arts Venue Facility Improvements** are limited to agencies that receive operational grants funding from the Department of Arts & Culture and will be limited in use to improving a Performing Arts Facility or purchasing equipment up to \$10,000 per grant subject to available funding. An open call will be issued annually.

## **RESTRICTIONS AND GENERAL CONDITIONS**

- Performing arts organizations must meet all Eligibility Requirements in Section 4 (General Policies and Requirements).
- Meet the definition of Performing Arts Producing Organization in Section 2.
- Must be currently funded through the City of San Antonio’s Arts Funding Program.
- This program requires an online application to be submitted to [sanantonio.gosmart.org](http://sanantonio.gosmart.org) on or before the deadline(s).
- Only one application per organization per cycle is eligible and cannot include multiple facility improvements or equipment requests.
- Maximum grant award per organization per cycle is \$10,000.
- If the total cost/expense for the facility improvement or equipment is in excess of the amount awarded by the City, the Applicant must provide the remainder of the expense and indicate committed or pending revenue sources in their attached budget.
- Equipment purchase limitations:
  - Purchases of Equipment for use in City owned facilities will become property of the City upon termination of the lease between the City and the tenant.\*
  - Any equipment purchased with City funding will become property of the City upon discontinuance of use of said equipment for performing arts productions, up to the useful life expectancy of the equipment based on industry standards and at the sole determination of the City.

## **APPLICATION CRITERIA**

Before an applicant applies for grant funding for a **Performing Arts Venue Facility Improvement grant**, an “Intent to Apply” must be submitted to the Department of Arts & Culture via [sanantonio.gosmart.org](http://sanantonio.gosmart.org) by the deadline.

### **“Intent to Apply” Requirements:**

1. Applicant name
2. Applicant contact info (address, email, phone, website, etc.)
3. Proof of actively producing performing arts events/performances for the past 3 years
4. Long term lease for non-City venue (copy of a lease of the facility that has a term of at least 5 years remaining). City owned facilities have no minimum lease term. Applicable to improvements, renovations and/or fixed equipment.

The Department of Arts & Culture will review the applicant’s status with the City and confirm whether applicant is current on all reporting, invoicing, insurance and other contract compliance requirements. The “Intent to Apply” is required to ensure all minimum requirements are met and will allow applicant access to the “Application” in GoSmart system once minimum requirements are satisfied (subject to the deadline).



## **“Application” Requirements:**

Upon approval of the “Intent to Apply”, the applicant may complete and submit an “Application” that includes, but is not limited to, the following information:

1. Description of capital improvements or equipment purchase(s).
2. Justification for capital improvements or equipment purchase(s), including how this improvement or purchase will position the organization to provide enhanced quality of performances, which performances/events these improvements will support, and/or audience experience - including potentially reaching new and diverse audiences.
3. Timeline for improvements or purchase/installation.
4. Budget for capital improvements or equipment, including the amount requested for funding and evidence of additional funding if other funds will be used.
5. Estimate(s)/quote(s)/invoice(s) for improvements or equipment costs.
6. Must demonstrate low turnover of Board Officers and top 2 key/executive positions within the last 12 months, as reflected in their term of service provided in Section 6 of these Guidelines.

## **REVIEW PROCESS AND CRITERIA**

After the “Intent to Apply” and the application is received by the Department of Arts & Culture, all applications will be reviewed based on criteria including, but not limited to:

1. Does the applicant clearly detail the capital improvement and equipment cost, including why the expenses will improve the quality of productions/guest experience at the space?
2. Is the applicant’s timeline for construction, equipment acquisition or installation achievable?
3. If external funds are needed to complete the project, what percent of those funds have been secured by the applicant, either through commitments, Letters of Intent, or pending commitments?
4. How will the facility improvement or equipment help the applicant’s venue provide performing arts programming that will enrich San Antonio’s culture?

## **SECTION 8**

### **EVALUATION PANEL SELECTION AND RESPONSIBILITIES**

Evaluation Panel may include City staff, Arts Funding Committee and Arts Commission members as well as local, regional or national experts/patrons. Panelists are crucial to the review process and the funding of applicants. 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:

- Reviewing the applications according to the guidelines and review criteria;

- Reading and assessing the assigned applications, including videos, photos, recordings or other work samples prior to the meeting; and
- Time to gather with other panelists to discuss the applications, if required.

Department of Arts & Culture staff will provide panelists with online access to the applications and work samples. 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. Panelists must provide their comments and any scores through the online system by the date required by the Department of Arts & Culture. Comments and scores (if any) are to be provided to the applicant in the Notification Email.

To ensure that panelists are reviewing each application fairly, they are required to declare any conflict of interest with organizations that are applying 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.

## SECTION 9

### FUNDING RECOMMENDATION PROCESS

#### STEPS

1. Department of Arts & Culture's Staff will develop Staff Funding Recommendations based on:
  - Evaluation Panel Review
  - Available Funding
2. 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, Evaluation Panel Comments and scores (if applicable).
3. SAAC Arts Funding Committee will review Staff Funding Recommendations in a public meeting and consider appeals.
4. SAAC Arts Funding Committee will approve Committee Funding Recommendations and forward them to the SAAC.
5. San Antonio Arts Commission will review Committee Funding Recommendations and issue Commission Funding Recommendations which will be forwarded to City Council.

## SECTION 10

### 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 funding programs. These applicants may file an appeal within the specified time-period of ten (10) days after Funding Notification Emails to the organization has been sent.

#### GROUNDS FOR APPEAL

An applicant whose submission 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:

1. The San Antonio Arts Commission, or one of its committees, Review Panels and/or Department of Arts & Culture 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; or
3. Undue influence was placed on the Evaluation Panel, Arts Funding Committee or San Antonio's Art Commission by a member(s) with a conflict of interest;
4. The Evaluation Panel's, Arts 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 Department of Arts & Culture's 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 Department of Arts & Culture's Arts Funding Division 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 Grounds for Appeal to the Department of Arts & Culture's Arts Funding Division Manager within 10 days from receipt of the Funding Notification Email;

Step 3. Appeals will be heard by the SAAC Arts Funding Committee in a 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 an organization'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.

## SECTION 11

## AVAILABLE HELP

If you have questions regarding the: [PERFORMING ARTS FUNDING GUIDELINES](#)

Please contact:

Department of Arts & Culture, City of San Antonio

PO Box 839966

San Antonio, Texas 78283-3966

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