



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

SANANTONIO.GOV/ARTS

REQUEST FOR APPLICATIONS

PROJECT GRANTS FOR INDIVIDUAL ARTISTS

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SECTION 1 - ABOUT THE GRANT

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.

The Project Grants for Individual Artists Program is a component of the Cul-TU-Art Cultural Plan. To learn more about the plan, visit our website at www.sanantonio.gov/arts and click on Cul- TU-Art.

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 equity⁶ that empower a **just, inclusive, equitable** city.*

SECTION 2 - PROGRAM OVERVIEW

The Department of Arts & Culture (DA&C) Project Grants for Individual Artists Program is supported by the Hotel Occupancy Tax (HOT) 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.

These grants are aimed to support a diverse portfolio of artists working across the City of San Antonio in the production of new, original, high quality art. Individual Artists Project Grants have 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. All funding is predicated upon meeting eligibility requirements and the availability of funds.

SECTION 3 - AVAILABLE HELP

Workshops - The Department will provide online workshops that will address application instruction, requirements and process. You may access the workshops at <https://www.Sanantonio.gov/ArtGrants>

Please be aware of the Restrictions on Communications noted in Section 15.

If you have questions regarding this grant please contact:

Department of Arts & Culture, City of San Antonio

210.207.6968

Email us at ArtsFunding@sanantonio.gov

To apply visit our grant portal at <https://SanAntonio.GoSmart.org/>

SECTION 4 – 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. Communities of Color – defined as Asian (includes all persons having origin from a place in the continent of Asia), African, Indigenous/Native American, and Latino. Or any person who is of mixed race/ethnicity that includes one of the above races/ethnicities.

4. Project - The creation of an original new work of art by the applicant.

SECTION 5 – GENERAL POLICIES & REQUIREMENTS

1. Creation of new work - Applicant who is awarded a grant will be required to create an original new work for this grant – also referred to as “the Project”.

2. Public Display/Performance of Project - Applicant who is awarded a grant will be required to create publicly display/perform the project in San Antonio during the grant period.

- **Accessible** – Public display of the artwork project must be open to all members of the public within the City of San Antonio City Limits. Artists are encouraged to display their work in nontraditional or underserved areas of the City.
- **Non-City Owned facilities** - Artists may partner with an organization to publicly present, display or perform their project. DA&C has compiled a list of venues which may be found at <https://dccdedit.sanantonio.gov/About-DCCD/Venues> . Many arts organizations already funded by the DA&C through its Operational Support Grant Program have indicated that they are willing to make their venue space available for artists to display/perform their projects.

Go to <https://www.getcreativesanantonio.com/About-Us/Dept-Initiatives/Organization-Listing> for a list of possible partners.

Disclaimer: arrangements are solely between the artist and the venue and are the responsibility of the artist to coordinate. Venues may require insurance or other terms.

- **Rental of City Owned Facilities** - Upon written request from the artist, DA&C will make efforts to work with the City Department that manages the facility to reduce or waive rent whenever possible.

Insurance will be required for City venues/facilities as follows:

TYPE	AMOUNTS
1. *Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For <u>B</u> odily <u>I</u> njury and <u>P</u> roperty <u>D</u> amage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
2. **Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined <u>S</u> ingle <u>L</u> imit for <u>B</u> odily <u>I</u> njury and <u>P</u> roperty <u>D</u> amage of \$1,000,000 per occurrence **Automobile Liability coverage is only required if transportation of participants or spectators is involved.

*CGL may be provided through an annual Commercial General Liability policy, or through the purchase of “special events” coverage for specific dates of events. This type of coverage may be purchased on-line through The Event Helper, WedSafe, or through the City’s TULIP policy (if the event is held at a scheduled City venue).

- **Calendar** – Artists will be required to post their public display /performance on the DA&C Events calendar located at <https://events.getcreativesanantonio.com/>

3. Funding Amount –

- Funding under this program will be \$5,000 per eligible artist during the annual period.
 - Artists will receive up to \$4,000 of the grant amount upon award and execution of contract / submission of all required documents.
 - The final \$1,000 will be provided upon completion of the project, public display/performance of the work and provision of a final report to the DA&C
- Any funding required in order to complete and publicly display/perform the project above the \$5,000 is the responsibility of the artist.
- Artist may not solicit additional funding from the City for their project.
- Number of grants to be awarded will depend on amount of funding available. The Department intends to make at least \$75,000 available for FY22 (October 1, 2021-September 30, 2022), however, funding is contingent upon HOT revenues and appropriation of funding by City Council.

4. **Funding Cycle** –

- Project Grants for Individual Artists will be administered annually with an open call every spring.
- Contracts will be for an 18 month period beginning October 1st and Projects must be completed and publicly displayed/performed in San Antonio within the 18 month period.
 - While artists may apply annually, a new grant to the same artist (for a new project) will not be awarded while an artist is still working to complete their project from a previous grant cycle/contract.
 - Failure to complete the project, publicly display/perform the project and provide the final report to DA&C within the 18 month contract period may result in artist being deemed ineligible to apply for future grant funding.

5. **Funding Process Suspension/Cancellation** - City reserves the right to suspend, defer or cancel all or part of the funding process at any time.

6. **One Application per artist/project** - DA&C will not consider multiple requests from the same artist within the same contract/application period even if the projects or categories are different. Additionally, D&C will not consider request to fund the same project by different artists who are collaborating on a project.

7. **Compliance** - Applicants who receive a grant must comply with the funding program's requirements and all contract obligations. Failure to comply with funding requirements or contractual obligations may result in artist being deemed ineligible to apply for future grant funding.

8. **Final Report** – Applicants who receive a grant will be expected to provide a Final Report with a photo of the project, date(s) and location(s) of public performance/display as well as number of attendees and a statement on how this grant has impacted the artist's career.

SECTION 6 - ELIGIBILITY

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** – Applicant must meet the following criteria:

- Be at least 18 years of age.
- Have 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 and is registered with a profile in the online **San Antonio Artist Registry**.
3. **Fiscal Sponsors** - Applicants are NOT allowed to be fiscal sponsors. The applicant must be the artist that will actually create their own original project. Artists may partner with an organization to publicly present, display or perform their project.
 4. **San Antonio Arts Commission (SAAC)** - Members of the SAAC can apply for funding from DA&C, but must recuse themselves from any votes, and must comply with all assurances and ethics rules. Any violation of this activity may disqualify the application.

SECTION 7 - CATEGORIES

Grants will be awarded in the following categories. Applicants will be required to select the category that best describes their proposed project.

- Literary Arts (creation of written works such as books, magazines, manuscripts and online forms of literature)
- Media Arts (film, cinema, audio, broadcast, new media, creative code, and related formats)
- Multi-Disciplinary (any project that includes more than one discipline: Literary Arts, Media Arts, Performing Arts, and Visual Arts)
- Performing Arts (Dance, Theater, Music and other Performances)
- Visual Arts (2-Dimensional and 3-Dimensional works of any medium, includes photography but not videography)

DA&C will recommend a minimum of 3 of the top scoring applicants in each category so long as they scored above a 75 and funding is available. However, if there are not sufficient applicants for a category, DA&C will recommend the highest scoring in other categories within available funding.

Number of grants to be awarded will depend on amount of funding available. The Department intends to make at least \$75,000 available which would be 15 grants for FY22 (October 1, 2021-September 30, 2022), however, the number of grants is contingent upon HOT revenues and appropriation of funding by City Council.

SECTION 8 – HOW TO APPLY

Online Application - All applicants will be required to register and create an account/profile in SanAntonio.GoSmart.org, prior to accessing the Grant Application. Applications must be completed and

submitted by the deadline. Visit our grant portal at <https://SanAntonio.GoSmart.org/>

- **Intent to Apply Deadline – April 5, 2021 at 5:00 PM Central daylight time**
- **Application Deadline – June 8, 2021 at 5:00 PM Central daylight time**

The Application will be a two step process. Applicants must complete the “Intent to Apply” by the deadline and staff will determine eligibility using the information submitted in the “Intent to Apply.”

Once the applicant has been determined to be eligible, the staff will release the “Application” for the applicant to complete the second step which involves providing information about the proposed project.

“Intent to Apply” in SanAntonio.GoSmart.Org

1. Applicant Profile: Name, Contact Information, Web Address (if applicable)
2. You must be a resident of San Antonio or have an artist studio in the City limits of San Antonio (upload proof of address such as an ID, lease, utility bill, etc. with the applicant’s name on it and the address)
3. Age – you must be 18 years old (enter Date of Birth)
4. Enter number of years you have been a professional artist and / or any professional artist degree / certification you may have. (Example: 11 years, B.F.A)
5. Gender – Man, Woman, Non-Binary (optional)
6. Race, ethnicity or national origin (optional)
7. Do you identify as LGBTQIA+ (optional)
8. Are you a veteran? If yes, upload DD214.
9. Have you 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.
10. Have you ever received any disciplinary action or pending disciplinary action from any regulatory body or professional organizations? If yes, state the name of the regulatory body or professional organization, date, and reason for the disciplinary action.
11. Name of Project
12. What type of project are you planning? [Drop down list of categories]
 - a. Literary Arts (creation of written works such as books, magazines, manuscripts and online forms of literature)
 - b. Media Arts (film, cinema, audio, broadcast, new media, creative code, and related formats)
 - c. Performing Arts (Dance, Theater, Music and other Performances)
 - d. Visual Arts (2-Dimensional and 3-Dimensional works of any medium, includes photography but not videography)
 - e. Multi-Disciplinary (any project that includes more than one discipline: Literary Arts, Media Arts, Performing Arts, and Visual Arts)
13. Can your project be completed and publicly displayed/performed in San Antonio between October 1, 2021 and March 31, 2023 ? Y/N
14. Provide the link to your professional artist profile in the **San Antonio Artist Registry**. Links must include the https://: at the beginning in order to be functional to the evaluation panel.
 - a. All applicants will be required to register, create an account and include a professional *artist profile* in the **San Antonio Artist Registry** and submit a link to their *artist profile* in SanAntonio.GoSmart.org in the “Intent to Apply” by the Deadline established above for the Intent to Apply.
 - b. This profile will include the following information:

- Name
- Contact Info, including Website and social media
- Image (of artist performing or of artwork)
- Category of Artist
- Bio
- Portfolio / Sample of Work

“Application” in SanAntonio.GoSmart.Org

1. Describe your project. (Answer the question “What are you creating?”)
2. Describe how you will implement your project. (Answer the question “How will you create your project?”)
3. Explain how your project brings value to San Antonio as an art city and how your project impacts to the field of art.
4. Will you enlist the help of any other artists or professionals? If so, please provide their names and roles in your project as well as a brief description of their qualifications or link to their artist profiles in the **San Antonio Artist Registry**. If you have not solidified the names of those who will help you, explain what type of help you will need and the qualifications of the individuals you will seek for help.
5. Where are you proposing to publicly display or perform your project? If you already have a specific location, please include the name of the venue and address. If no specific location has been identified, please describe the type of location you plan to utilize (ex. Outdoors in a park, in an art gallery, at a small community performance space, at a large public venue, etc.)
6. Provide a timeline for your project and include major milestones with dates for the completion of your project between the period of October 1, 2021 and March 31, 2023. Be sure to include proposed date for public display/performance of your project. (month / year is sufficient)
7. What are your plans for marketing and promoting your project?
8. Using the forms provided, fill out total expense and proposed revenue budgets for your project and include any other sponsors or how you will make up the difference between the total cost of the project and the City’s \$5,000 grant. Be sure to include the cost of your public display/performance of your project as well as required insurance.

NOTE: Grant funds may be used to support expenses associated with any stage of the creative process, including training, research, development, travel, creation, presentation, pre-production, production, post-production, distribution, documentation, maintenance, evaluation and documentation. Revenues are the amounts of funding or in-kind support that you expect to receive to support, implement and complete the project. We will want to know if you have already secured any other sponsors to ensure the project can be completed within the grant budget/timeline provided.

SECTION 9 - 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 realproperty.
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. University or College projects, groups, departments or organizations. (ex. a student organization).
16. Student work completed for academic credit or as part of an academically supported project, program or residency.
17. Retroactive funding (projects that begin before the grant period)
18. Applicants who fail to submit the Intent to Apply by the posted deadline.
19. Late applications submitted after the posted deadline.
20. Applications that are incomplete or fail to adhere to the eligibility requirements listed in these guidelines will be marked as non-competitive and will not proceed to the next round of review.
21. Applications that score below a minimum 75.

SECTION 10 - 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. 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.
2. 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.
3. 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.
4. The applicant is the creator and owner of the art work and no other individual may claim copyright to the art work. Or, Applicant has obtained rights to component of the work that contains material copyrighted by someone else.

5. All information submitted in the application is true and correct.

SECTION 11 – EVALUATION CRITERIA AND SCORING

Applications will be competitively scored by the panel following the established review process (see below). Scores will be based upon the following criteria:

Experience (up to 35 points)

Artists Portfolio submitted with the “Intent to Apply” will be evaluated.

Merit of Proposed Project (up to 45 points)

Description of project, the applicant’s plan to implement the project as well as publicly display/perform the project, and the project’s impact to San Antonio as an art city as well as on the field of art.

Capability (up to 20 points)

Project timeline, budget and marketing plan will be scored within this section.

Bonus preference points (up to 30 additional points) will be provided to the following:

- Racial and Ethnic Communities of Color (applicants who identify as Latino/a, African American/Black, Native American and/or Asian American will receive +5 points)
- Women (applicants who identify as women will receive +5 points)
- LGBTQIA+ (applicants who identify as LGBTQIA+ will receive +5 points)
- Veterans (applicants who are veterans as evidenced by providing their DD214 will receive +5 points)
- Those living or having their studio in census tracts that have been historically disadvantaged as shown on the Equity Atlas will receive up to 10 points.

SECTION 12 – 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 will also represent diverse demographics. DA&C will ensure proper subject matter expertise is represented for the art category for which they will review.

PANELIST APPLICATION AND 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 13 – ARTIST GRANT APPLICATION REVIEW PROCESS

1. Staff will determine initial eligibility of the grant applicant.
2. The designated Panel will review all assigned applications.
3. 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.
4. DA&C Staff will develop Staff Funding Recommendations based on:
 - Eligibility
 - Evaluation of the Panel Review / Scores
 - Available Funding
 - Category
5. 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).
6. SAAC Arts Funding Committee will review Staff Funding Recommendations in a public meeting and consider appeals.
7. SAAC Arts Funding Committee will approve Committee Funding Recommendations and forward them to the SAAC.
8. SAAC Funding Recommendations will be final unless funding is not available within the adopted budget, in which case grants will be reduced accordingly.

SECTION 14 - 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.

GROUNDS 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 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 Grounds for Appeal to 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 the merits of the application relative to other applications that were considered.
- Events and/or developments that occurred after the submittal of the application.

SECTION 15 – RESTRICTIONS ON COMMUNICATION

Individual Artist Project Grant Applicants are prohibited from communicating regarding their grant application as follows:

Staff of the City: No communication regarding this grant from the time the application is available in the SanAntonioGoSmart Grants Management System until the date the grants are approved by the San Antonio Arts Commission on August 10, 2021. (Except for the Grants Management Team: Diana Hidalgo, Cultural Affairs Administrator; Karen Dlugosz, Contracts Manager; Victoria Garcia, Contract Officer and Ellen Goos, Contract Officer for the purpose of appeals and negotiations/clarifications).

San Antonio Arts Commission and its subcommittee members as well as Evaluation Panelists: No communication regarding this grant from the time the application is due on June 8, 2021 at 5pm until the date the grants are posted for approval by the San Antonio Arts Commission on August 10, 2021. (Except for during an official appeal at the Arts Funding Committee Meeting on August 5 and San Antonio Arts Commission Meeting on August 10).