



Covid-19 Community Recovery and Resiliency Plan SA CARES 4 Art -Individual Artist Grants

Background

On March 13, 2020 Mayor Nirenberg issued the first Emergency Declaration for San Antonio limiting crowd sizes to curtail the spread of the global pandemic of COVID-19. Mayor and City Council have updated and extended those orders multiple times to date and most arts organizations remain shuttered at least through May 2020 and beyond.

The Arts are vital to a healthy, thriving community. Arts and Culture keep us rooted in our history and traditions, but also help us branch out in our critical thinking and problem solving through creativity. Americans for the Arts asserts that arts organizations are resilient and entrepreneurial businesses that employ people locally, purchase goods and services from within our community, and market and promote our City. Arts businesses are established locally and these jobs cannot be shipped overseas. According to a report by local economist Dr. Steve Nivin, the arts and culture sector had a \$4.8 billion economic impact in 2018. Nationally, the arts and culture industry represents 4.2 percent of the nation's GDP—a larger share of the economy than transportation, tourism, and agriculture.

In a report from our partner, SMU|DataArts, the estimated aggregate -\$6.8 billion net effect of the COVID-19 crisis on the nonprofit arts and culture sector equates to a deficit equivalent to 26% of expenses for the average organization, over the course of a year.

On June 4, Council approved the COVID-19 Community Recovery and Resiliency Plan. The Plan directed the City Manager to “execute the Plan in accordance with Council-approved guiding principles and implementation strategies.” Per the adopting ordinance, the City Manager was directed to “work closely with the appropriate City Council subcommittees... to gather input on establishing frameworks under the Plan for addressing the immediate needs of residents and businesses resulting from COVID-19 and helping guide the framework for distribution of resources to assist the residents and businesses of San Antonio” and was authorized, “in conjunction with the City Attorney’s Office, to negotiate and execute any and all necessary agreements, applications, assurances, certifications, contracts and other documents and instruments to provide public assistance from funds available under the Plans, as may be amended, on eligible expenses.”

This City Council action authorized \$2.6M for arts utilizing federal Coronavirus Relief Funds:

FEDERAL REGULATION:

The United States Congress passed the Federal CARES Act which established the Coronavirus Relief Fund (the “Fund”) and appropriated \$269,983,717 to the Fund for San Antonio. The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);

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2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the city government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Full excerpt of the regulations may be found at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

SAN ANTONIO PLAN FOR INDIVIDUAL ARTISTS:

The Department engaged 150+ local artists earlier this year to develop an Individual Artist Strategic Plan that calls for grants to be made to artists directly by the City. This Plan was approved by the San Antonio Arts Commission and its Arts Funding Committee but not considered by Council, because funding was not available at the time. With the approval of \$600,000 in funding from the Federal Coronavirus Relief Fund to be used to assist artists, the creation of a grant program is now necessary, but is being affected by the following limitations and modified accordingly:

- 1) Federal grant requirements
 - a. Restrictions: Funds can be used to assist those economically affected by COVID-19.
 - b. Funds availability: Requirements that the funds must be spent by December 30, 2020 necessitates implementation of an expedited application, review and selection process. The City Manager was given authority to implement the Plan and execute agreements when the COVID-19 Community Recovery and Resiliency Plan was adopted by City Council on June 4, 2020. The Department of Arts & Culture will manage the process.
- 2) COVID-19 Community Recovery and Resiliency Plan approved by City Council June 4, 2020
 - a. Plan adopted equity as a guiding principle; “imbed equity in policy decisions and distribution of funds” was presented to the City Council Economic & Workforce Committee with preference to be provided to the following:
 - i) Racial and Ethnic Communities of Color
 - ii) Women
 - iii) LGBTQIA+
 - iv) Veterans
 - v) Those living in census tracts that have been historically disadvantaged as shown on the Equity Atlas, having a combined score of 7 to 10 with the higher score receiving more consideration.

Equity means that our policy-making, service delivery, and distribution of resources account for the different histories, challenges, and needs of the people we serve.

PURPOSE:

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The main goal of the SA CARES 4 Arts Individual Artists Grants program is to help local individual artists that are struggling as a result of the pandemic, to begin on a path of recovery and ensure the adoption of safe practices for their activities by taking the *Greater.SAfer.Together Pledge*.

Grant Eligibility

All completed applications will be reviewed for eligibility. City will administer grants to Individual Artists. The grants will not be awarded on a first come, first serve basis. Instead, each applicant will be reviewed and scored by an independent panel of reviewers comprised of a diverse group of members of the San Antonio Arts Commission and its Committees. Scores will be based on identified preference points, and subsequently ranked. Grants will be awarded to eligible applicants with highest scores up to the amount of loss, subject to funding availability.

Individual Artists Grants

- This grant is for Individual Artists who are gig workers and independent contractors.
- Artists who have a business entity and file business taxes separate from their personal income tax are not eligible for this grant and should apply for the Small Business Micro Grants through LiftFund, instead of the Individual Artists Grant.
- Limited to artists who live in the San Antonio city limits.
- Must be a professional artist that derives a portion of their income from independent contractor artistic activity.
- Must be a professional artist that has a portfolio which includes published or publicly displayed works.
- Demonstrate a loss of artistic activity and income between March 13, 2020 and December 30, 2020.
- Grant will be reduced for individuals that received a grant through the PPP, EIDL, SBA, Bexar County Contractor Program or the San Antonio Small Business COVID grant. These amounts will be reduced from the amount of loss.
- Grants will be awarded in the amount of up to \$5,000 based on loss.
- The SA CARES 4 Art Grant is considered a social program under IRS Rules. If you receive a grant, the amounts received will not be taxable and you do not need to report the funds on your 2020 IRS Tax Return.
- Commitment to the [Greater. SAfer. Together. Pledge.](#)

Budget

\$600,000 in federal funding is available for Individual Artists Grants.

Program Goals

- At least 120 artists to receive grants up to \$5,000
- 100% of grant funding to be disbursed to eligible individuals by September 30, 2020
- 50% of artists receiving grants are able to resume activities related to creating art by October 30, 2020

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Equity and Engagement Strategies

The primary outreach for the Grants for Individual Artists will be done by the Department of Arts & Culture through social media, direct emails to artists on our email lists, newsletter and our non-profit arts business partners in collaboration with Contractor and Economic Development Department (EDD). Maestro Center and Launch SA will offer additional support through physical and virtual hubs to connect artists to resources and provide referrals. Department will market and promote this program under the SA CARES 4 Art logo.

Application and Selection Process

The grant application will require verification of pertinent documentation. Only applications with fully submitted documentation will be reviewed in consideration for grant award. Incomplete applications will be ineligible for grant award.

- Proof of Address
- Individual tax return Form 1040 (2019 or 2018 tax return acceptable) to determine income
- Statement (narrative description) of artistic activity cancellation with support documents as follows:
 - Support documentation proving cancellation OR
 - Proof of history of artistic activity in the same period during the prior year or bank statements to prove losses OR
 - any other documented proof of loss.

Questions from Applicants may be submitted to the ArtsFunding@SanAntonio.gov by email no later than 5:00 pm on Monday, July 27, 2020. We will respond to questions within 2 business days and Frequently Asked Questions with responses will be posted July 20, 2020 and Wednesday, July 28, 2020 by 5:00pm on the Grant page of the Department of Arts & Culture.

The applications will be open for a period of two weeks and will be processed by the Department utilizing a scoring matrix (Attachment A) that will take into account the artist's residence and corresponding equity scores per the [City of San Antonio Equity Atlas](#), gender, race/ethnicity, LGBTQIA+ status and veteran's status.

Highest scoring applications will be funded up to the amount of loss until available funds are exhausted. However, if additional funding is made available subsequent to the initial award, additional individual artists may receive grants up to the amount of loss based on their rank/score until the additional funding is exhausted.

Methodology

- Use the SanAntonioGoSmart portal for the Individual Artist Grant application

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- Department will designate staff and volunteers from the San Antonio Arts Commission and its Committees as Reviewers in the SanAntonioGoSmart portal
- Department will screen grant applications for eligibility
- Reviewers will review eligibility.
- Reviewers will score grant applications based on criteria established by the City of San Antonio
- Department will calculate grant amounts (up to \$5,000 maximum) based on the amount of proven loss minus any other federal program assistance received for the same lost income/business.
- Department will make payments to grantees.
- Department will track and report distribution of grants
- Department will perform post-award follow-up survey by October 15, 2020 to understand if artists have been able to resume artistic activities.

Assurances. Applicants will make assurances within the grant application as follows because the grant application will become the contract:

- All information provided by applicant is true and correct
- In no event shall City be liable for any expense of Grantee not eligible or allowable under the Program or funded through this Agreement.
- City shall not be obligated nor liable under this Agreement to any party, other than Grantee, for payment of any monies.
- Grantee understands that the funds provided through the Program are Federal funds provided under the CARES Act - Coronavirus Relief Fund (Catalog of Federal Domestic Assistance (CFDA) number 21.019) and will therefore comply with all rules, regulations, policies and procedures applicable to these Federal funds.
- Grantee accepts full responsibility for compliance with applicable sections of 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance).
- Grantee agrees to comply with any and all Program requirements and provisions of this Grant and accept administrative and fiscal responsibility for the use and documentation of expenditures of Program funds provided by City.
- Grantee agrees to abide by the City's Ethics Code, including any amendments or revisions. Grantee will establish safeguards to prohibit anyone whose position is funded or partially funded through the Program from using their position for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or those with whom they have family business or other ties. City, may, at its option, terminate this Agreement and cancel the grant awarded through the Program and/or require the refund of any Program funds provided for any violation of this provision.
- Grantee costs or earnings reimbursed under this Agreement may not be claimed under another contract or grant from another agency, organization, business entity or governmental entity.
- Grantee agrees to retain all books, records, documents, reports, written accounting policies and procedures and all other relevant materials ("records") pertaining to the funding provided under this

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Grant and shall retain such records until at least four years from the date of termination of this Grant. Such records shall be made available to City within three days of a written request by City. Grantee acknowledges that City may share such records with the federal government and/or auditors working on behalf of City or the federal government.

- Grantee shall notify City, immediately, in the event Grantee receives any requests for Program information from a third party, which pertain to the records. Grantee understands and agrees that City will process and handle all such requests
- Non-Discrimination. Grantee 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 on the basis of 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 herein.
- Grantee agrees to report their return to artistic activity to the City by October 15, 2020 through the SanAntonioGoSmart.org portal.

Application Timeline

- June 23 – June 30: Finalize implementation plan, scoring matrix
- July 1 - 9: Finalize and open application
- July 10 – 30: Application open period
- July 27: Deadline for questions
- August 4– August 12: Application review period and selection
- August 17 – 21: Award notification period
- August 24 – Sept 15: Funds disbursement
- October 1-15: Final Report

Grant Follow-Up and Final Report:

Department will require all grant recipients to complete a follow-up survey in October after the grant is awarded indicating if and when they have been able to resume art creating activities

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Appendix A Questions and scoring matrix

Disclaimer: wording, order and other portions of these questions may slightly different in the grant application due to technology and system requirements and limitations.

Question
<ol style="list-style-type: none"> 1. Legal Name and contact information for Applicant 2. Taxpayer Identification Number and W9 info 3. Mailing address 4. Email 5. Phone #
<p>6. Physical address of Residence with proof. Must be San Antonio Resident – if unsure go to https://www.sanantonio.gov/council/find-my-council-member</p> <p>(points will be awarded based on Equity Atlas combined score of 7-10)</p> <ul style="list-style-type: none"> • Applicants living in areas with an Equity Atlas combined score of less than 7 will receive 0 points • Applicants living in areas with a composite score of 7-8 will receive 5 points • Applicants living in areas with a composite score of 9-10 will receive 10 points. • Applicants certified as homeless will receive 10 points.
<p>7. Gender (5 points for women)</p>
<p>8. Racial/ethnic classification (5 points for the following: African American; Asian American/Pacific Islander/middle eastern; Hispanic/Latinx; Native American)</p>
<p>9. LGBTQIA+ (5 points for those identify as LGBTQIA+)</p>
<p>10. Veteran (5 points if yes and must attach DD-214)</p>
<p>11. Which category best describes your primary area of artistic practice? Drop down menu of the following choices: Culinary, Dance, Filmmaking, Literary, Music, Theater, Visual Arts</p>
<p>12. Statement of work as an independent professional artist. To Qualify - Must meet the following criteria:</p> <ul style="list-style-type: none"> • At least two years of relevant work experience, or has received specialized training in your artistic field, such as a degree or certification (5 points for 2 years or degree) • Derives a portion of individual earned income from your 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 work (25 points)

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13. Annual Income Range as determined by prior year tax return net income from line 11b of your IRS 1040 tax return.

Drop Down Ranges:

- Under \$25,000/year
- \$25,001/year to \$35,000/year
- \$35,001/year to \$45,000/year
- \$45,0001/year to \$55,000/year
- \$55,001/year to \$65,000/year
- 65,0001/year to 75,000/year
- Over \$75,000/year

Points Scale based on [HUD 2020 Income Limits - City of San Antonio](#)

- 25 Points = 30% AMI Limit (Extremely Low)
- 20 Points = 50% AMI Limit (Very Low Income)
- 17 Points = 60% AMI Limit
- 15 Points = 80% AMI Limit (Low Income)
- 10 Points = Area Median Income (AMI)
- 5 Points = 120% AMI Limit
- 0 Points = Over 120% AMI

14. Attach your most recently filed personal income tax return Form 1040 to prove your income range (note: Businesses are ineligible to apply for these funds. If you have a business and file business taxes, please apply through LiftFund as amounts of grants are higher.)

15. What percentage of your income is derived from artistic activity? Calculate this from your latest tax return by dividing your artistic income (from Schedule 1 or Scheudule C) by your total income from Line 7b of your attached IRS 1040 tax return.
Example 1: Total Income is \$35,600 per year. Amount earned from artistic activity is \$12,300 per year. Calculation $12,300 / 35,600 = .345$ which is rounded to 35% In example 1 you would enter 35%. Example 2: Total Gross income is 47,400 per year. Amount earned from artistic activity is 31,200 per year. Calculation $31,200 / 47,400 = .658$ which is rounded to 66%. In example 2 you would enter 66%

Points Scale

- 0 to 14% = 0 points
- 15% to 35% = 5 points
- 36% to 55% = 10 points
- 56% to 75% = 15 points
- 76% to 100% = 20 points

16. Estimate your amount of lost income due to COVID-19 business closures for period of 3/13/20 to 12/30/20

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17. In a written narrative, describe your lost artistic activity due to COVID-19. If possible, list the events (including location) or activities that were cancelled or not realized during the period of 3/16/20 to 12/30/20. What was the activity you were planning to do? Example: In April and May, I was scheduled to 12 teach classes for seniors at the Eastside Community Center and these were cancelled due to COVID. I usually make 100 per class. OR In June my band usually plays at least 3 weddings but I have not been able to get any gigs due to COVID this year. I usually make \$200 per gig and have attached a sample receipt/invoice/cancelled check from prior wedding gigs.

50 points max

18. Proof of loss documentation

- a. Support documentation proving cancellation such as contract, emails, text, written testimony from a 3rd party AND/OR
- b. Proof of history of artistic activity in the same period during the prior year AND/OR
- c. Bank statements to prove losses AND/OR
- d. Any other documented proof of loss from a 3rd party

19. Assurances and Greater.SAfer.Together. Pledge

Grants will be awarded to eligible applicants with highest scores up to the amount of proven loss, subject to funding availability.