

Call for Panelists Application Instructions



Step 1: Visit the [Department of Arts & Cultures 2023 Prequalified Public Art List—Panelist Page](#). Click on the [Department of Arts & Cultures GO Smart Login Page](#). You can also go straight to GO Smart in **Step 2**.

The screenshot shows the website's navigation menu with 'Public Art' selected. The main content area features a sidebar with a menu containing 'About Us', '2023 Prequalified List', 'Community Engagement', 'Public Artworks Map', and 'Public Process'. The main text area is titled '2023 PREQUALIFIED LIST' and contains the following information:

City of San Antonio Public Art Projects are created by a team of individuals which include visual artists, design professionals, fabricators, installation experts, and marketing professionals. To be considered for future public art projects, you first need to apply and be approved for the Prequalified Public Art List. The Department opens applications for the Prequalified Public Art List each year. Visual artists and support service providers are encouraged to apply.

Practicing professional visual artists are eligible to apply as an individual or as part of an artist group. Due to funding guidelines, performing artists should not apply for the prequalified list unless they also create visual art. Arts agencies and/or nonprofit organizations who focus on visual arts are eligible to apply.

Applicants are reviewed by an evaluation panel of art experts who score applications based on artistic merit and experience. The panel's recommendations will need to be approved by the Public Art Committee, San Antonio Arts Commission, and City Council.

If approved for the Prequalified Public Art List, you are eligible for public art projects for three years from the Council approval date. Please note being on the Prequalified Public Art List does not guarantee work. Staff will contact you for future project opportunities that may arise.

If you are interested in applying to be a scoring panelist, the Department will host a call for public art panelists in advance of the Prequalified Public Art List open call. Applicants to the Prequalified Public Art List cannot apply to be panelists in the same call period. More information can be found on the Call for Panelists Tab.

Below the text is a navigation bar with tabs: 'Timeline', 'How to Apply', 'Residency', 'Resources', 'Restriction', and 'Call For Panelists'. The 'Call For Panelists' tab is highlighted. Underneath, there is an 'ABOUT' section with the following text:

Applicants of the Prequalified Public Art List are reviewed by a panel made up of art experts who score based on artistic merit and experience. The panel's recommendations will need to be approved by the Public Art Committee, San Antonio Arts Commission, and City Council.

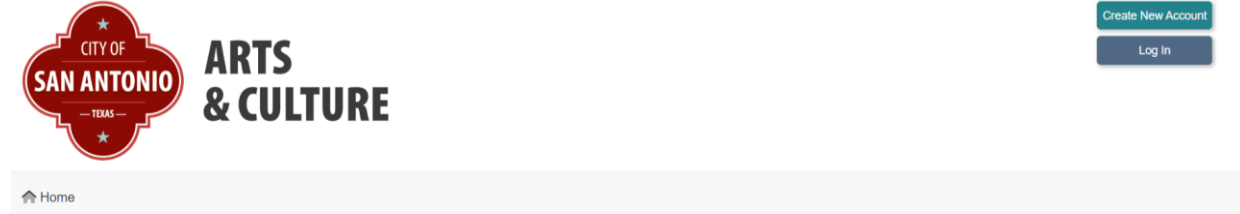
Applicants to the Prequalified Public Art List cannot apply to be panelists in the same call period.

Step 2: Visit the [Department of Arts & Cultures GO Smart Login Page](#).

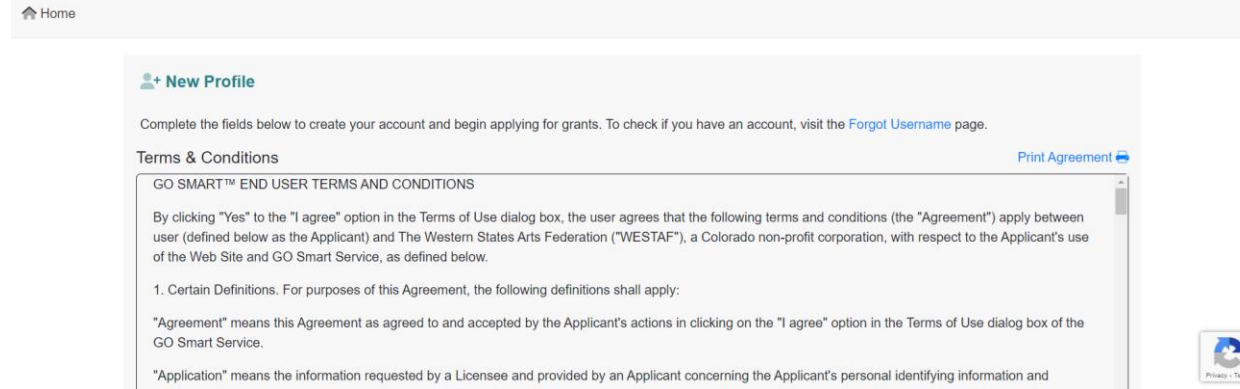
The screenshot shows the login page with the City of San Antonio Arts & Culture logo. There are two buttons: 'Create New Account' and 'Log In'. Below the buttons, there is a 'Home' link and a welcome message: 'Welcome to the Department of Arts & Culture's grant and contract application management system.' The page includes instructions for users to apply, new users to create an account, and a note about logging in. An important note at the bottom states: 'IMPORTANT NOTE: All application communications from the Department will come from noreply@gosmart.org. Please add noreply@gosmart.org to your email contact list so that important emails do not go into your junk or spam box.'



Step 3: Create a GO Smart Account by clicking the button in the **upper right of the page**. If you already have a GO Smart Account Skip to **Step 8**.



Step 4: To create a new account, first read through the Terms & Conditions.



Step 5: Click the button to agree to the Terms & Conditions.

By checking this box, you agree to the GO Smart Terms and Conditions.

You will know you **selected a button** when it is **filled in blue**.

By checking this box, you agree to the GO Smart Terms and Conditions.

Step 6: Select if you are an individual or an organization. Click and fill out the Primary Information. You will know that you have entered in text when text appears.

Are you an individual or organization? Individual Organization

Primary Information

Username: *(required)*
PATest
Usernames must contain at least 5 characters, and cannot include spaces.

Password: *(required)* Confirm Password: *(required)*
Passwords must contain at least 7 characters, and cannot include spaces.

First Name: *(required)* Middle: Last Name: *(required)*

Email: *(required)* Confirm Email: *(required)*

Step 7: Click and fill out the Contact Information. Click the blue **Save** at the bottom of the page.

Contact Information

Provide personal information if you are registering as an individual. Provide business information if you are registering on behalf of an organization.

Legal Name: *(Provide the individual's first and last name or the organization's legal name) (required)*

Phone: *(required)*

Alternate Phone:

Address: *(required)*

Address Line 2:

Country: *(required)*

State/Province: *(required)*

City: *(required)*

ZIP Code: *(required)*


Website:


 Date of 501(c)3 incorporation:

FEIN/Tax ID: *(required)*

Mission Statement:

Organization History:

 Date Organization Formed:

 Fiscal Year End Date:

DUNS Number:

Save

Step 8: Click Grant Applications & Forms.



Welcome back, Public Art Test (PATest)
Granting Agency: Department of Arts & Culture, City of San Antonio

Log Out



Step 9: Scroll down to see the application for **Call for Panelists: Evaluating 2023 Prequalified Public Art List**. This will explain the program with a description and message. The date and deadline can be seen. You can also **preview a PDF** of the application before beginning or while completing the application. **Click Start to begin.**

The screenshot shows a web application interface. At the top, there's a header: "Call for Panelists: Evaluating 2023 Prequalified Public Art List". Below that, the "Program Description" states: "Application is for individuals to apply as a Panelist to evaluate applications for the 2023 Public Art Prequalified List. If selected, you will be placed on a Public Art Review Panelist List for a 3-year period." The "Program Message" says: "You must submit all required documents and attachments before you will be considered to serve on a panel. The Public Art Committee will make panel selections according to need, area of expertise, and the panelists' availability to serve. You will receive an e-mail regarding your selection as a panelist. If selected, you will receive an invitation to view your assigned applications through the SanAntonio GoSmart.org website." At the bottom, there's a table with columns "Dates & Deadlines", "Actions", and "View". The "Dates & Deadlines" section shows: "Available" on Oct 4, 2023 8:00 am CDT and "Final Submission Deadline" on Oct 20, 2023 4:30 pm CDT. The "Actions" column has a "START" button, and the "View" column has a "Preview" button.

Step 10: Once in the application you will see a table of contents, to the left. You can visit each section by clicking on them. The page you are on is highlighted blue. The text on the top of the page provides information for applicants. **Carefully read and understand this section.**



Call for Panelists: Evaluating 2023
Prequalified Public Art List #PANEL2023-0001

Table of Contents	▼
Panelist Application	
Demographics	
Assurances	
Submission Page	

Panelist Application

EXPERIENCE

The City of San Antonio Department of Arts and Culture is seeking panelists who are knowledgeable and responsible individuals, comprised of artists, arts administrators, arts advocates, and arts stakeholders to serve as reviewers of Public Artists and Public Art Support Service Providers for the 2023 Prequalified Public Art List. An individual may be considered to serve as a panelist by completing this online application. The Public Art Committee will review the nominations and make recommendations on applications according to need, experience and the panelists' availability to serve. The San Antonio Arts Commission will also approve the recommended panelists. If selected, you will be added to a list of eligible panelists for a 3-year period. If you have already applied to be a Panelist with the Department of Arts & Culture you do not need to reapply.

Panelists commit to the following:

- Understand that you cannot apply to be on the Prequalified List and as a Panelist in the same year. You cannot judge applications in the same year of application.
- Time to attend a workshop and learn how to review the applications according to the guidelines and review criteria
- Time to read and assess the assigned applications, including videos, photos, recordings or other work samples prior to the meeting

Timeline: Panelist Applications are due by October 20, 2023. The Public Art Committee of the San Antonio Arts Commission will approve panelists on November 7, 2023.

2023 Prequalified Public Art Applications:

- On November 30, 2023 you will need to attend a Virtual Panel Workshop to navigate the online system to evaluate 2023 Prequalified Public Art List applications assigned to you.
- You will be notified of the time and login information when this Panel Workshop is scheduled.
- Timeline to Review and Evaluate applications: December 7-21, 2023.

Step 11: Fill out the first page of the application using the **free text field** or **clicking on the button** you wish to answer. Be sure to fill out all questions.

You will know that you have **entered in text** when **text appears**. You will know you **selected a button** when it is **filled in blue**.

Please enter your legal name: *(required)*

Please enter your organization/business name and your title. If you are individual, write none. *(required)*

What public art experience do you have? *(required)*

- I am a public artist
- I am a public art support service provider
- I am an artist, but I do not have experience in public art
- I have gallery / museum / studio experience
- I have architecture / engineering / construction / project management experience
- I have graphic design / website design / media experience
- No Experience
- Other

Other

(Type in your experience if it is not listed above)

Describe your experience in the arts including any arts related education and discipline(s) / areas of expertise. Include anything else you want to be considered in your application. *(required)*

Character Count: 0 out of 2500

How many years of arts-related experience do you have? *(required)*

- None (0)
- One (1) to four (4) years
- Five (5) to nine (9) years
- Ten (10) or more years

Have you previously been prequalified as a public artist or art support services provider with the City of San Antonio? *(required)*

- Yes, as an Artist
- Yes, as a Support Services provider
- Yes, as both an Artist and Support Services provider
- No

When was the most recent year you were prequalified with the City of San Antonio? If you have been prequalified, write in the most recent year. If you have not been prequalified, write none. *(required)*

Have you been a Call for Exhibitions or Grants Panelist with the Department of Arts & Culture, utilizing the GoSmart Program before? *(required)*

- Yes
- No

If you have experience as a Panelist with the City of San Antonio or other entities, please describe your participation, state who the panel was for, and what was evaluated. If you have not been a Panelist, write none. *(required)*

Character Count: 0 out of 1000

Why do you want to be a panelist for the Department of Arts & Culture? (required)

Character Count: 0 out of 1000

Please indicate when you are available to review and evaluate applications:

Review and evaluate applications during December 7-21, 2023.

I am not available during this period, but may be available in the future.

[Save Work](#)

[View PDF](#)

[Save and Next](#)

At the middle bottom of the page, you can click to **view your PDF**.

There is a **blue highlighted Save Work button**—if you click this your work will be saved and you will **go the start of this page**.

There is a **white Save and Next button**—if you click this your work will be saved and you will go to the **next page in the application**.

Step 12: To the left of the second page is the table of contents, the page you are on is highlighted in blue. The text on the top of the page provides information for applicants. **Carefully read and understand this section.**

Call for Panelists: Evaluating 2023 Prequalified Public Art List
#PANEL2023-00000

Table of Contents

- Panelist Application
- Demographics
- Assurances
- Submission Page

Demographics

Demographic Information: The City of San Antonio does not discriminate in contracting on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, age, military service, or other non-merit factors.

Demographic Use: The following set of questions will help us improve our outreach efforts across the City. The information you share helps us better understand how your lived experiences contribute to your experience and perceptions. Your responses will remain anonymous.

Where is your location of residence? Select the response that corresponds with the address location of your residence. If you are a resident of San Antonio, we encourage you to include your council district. Please use this link to find your council district: [Find My Council District & Council Member](#) If you get a 0, this means you do not live in the City Limits and need to select another choice. If you have questions regarding your residency, please email PublicArt@sanantonio.gov (required)

- San Antonio Council District 1
- San Antonio Council District 2
- San Antonio Council District 3
- San Antonio Council District 4
- San Antonio Council District 5
- San Antonio Council District 6
- San Antonio Council District 7
- San Antonio Council District 8
- San Antonio Council District 9
- San Antonio Council District 10
- Bexar County
- Bexar County surrounding county (Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera)
- Texas (not Bexar, Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera Counties)
- United States (not Texas)
- Outside of the United States

Step 13: Fill out the second page of the application using the **free text field** or **clicking on the button** you wish to answer. Be sure to fill out all questions.

You will know that you have **entered in text** when **text appears**. You will know you **selected a button** when it is **filled in blue**.

Prepared by: Department of Arts & Culture
Updated 10/5/23

Where is your location of residence? Select the response that corresponds with the address/ location of your residence. If you are a resident of San Antonio, we encourage you to include your council district. Please use this link to find your council district: [Find My Council District & Council Member](#) If you get a 0, this means you do not live in the City Limits and need to select another choice. If you have questions regarding your residency, please email PublicArt@sanantonio.gov (required)

- San Antonio Council District 1
- San Antonio Council District 2
- San Antonio Council District 3
- San Antonio Council District 4
- San Antonio Council District 5
- San Antonio Council District 6
- San Antonio Council District 7
- San Antonio Council District 8
- San Antonio Council District 9
- San Antonio Council District 10
- Bexar County
- Bexar County surrounding county (Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera)
- Texas (not Bexar, Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera Counties)
- United States (not Texas)
- Outside of the United States

Where is your location of business? Select the response that corresponds with the address/ location of your business. If you are a resident of San Antonio, we encourage you to include your council district. Please use this link to find your council district: [Find My Council District & Council Member](#) If you get a 0, this means you do not live in the City Limits and need to select another choice. If you have questions regarding your residency, please email PublicArt@sanantonio.gov If you get a 0, this means you do not live in the City Limits and need to select another choice. If you have questions regarding your residency, please email PublicArt@sanantonio.gov (required)

- San Antonio Council District 1
- San Antonio Council District 2
- San Antonio Council District 3
- San Antonio Council District 4
- San Antonio Council District 5
- San Antonio Council District 6
- San Antonio Council District 7
- San Antonio Council District 8
- San Antonio Council District 9
- San Antonio Council District 10
- Bexar County
- Bexar County surrounding county (Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera)
- Texas (not Bexar, Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera Counties)
- United States (not Texas)
- Outside of the United States
- I do not have a business address, only my residence

Please select the race/ethnicity with which you most identify. (required)

- American Indian or Alaska Native
- Asian or Asian American
- Black or African American
- Hispanic or Latino/a/x
- Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander
- White
- Prefer to self-describe
- I prefer not to answer

(For profit businesses should respond with information about their primary owner. Non-profit organizations should select)

Prefer to self-describe

(If you selected prefer to self-describe, please specify)

Please select the gender with which you identify. *(required)*

- Man
- Woman
- Non-Binary
- Prefer to self-describe
- I prefer not to answer

(For profit businesses should respond with information about their primary owner. Non-profit organizations should select)

Prefer to Self-Describe

(If you selected prefer to self-describe, please specify)

What is your sexual orientation? *(required)*

- Asexual
- Bisexual
- Gay
- Lesbian
- Pansexual
- Straight/Heterosexual
- Queer
- Questioning
- Prefer to self-describe
- I prefer not to answer

(For profit businesses should respond with information about their primary owner. Non-profit organizations should select)

Prefer to Self-Describe

(If you selected prefer to self-describe, please specify)

Have you served or are you actively serving in the Military/ArmedForces? *(required)*

- Yes
- No
- I prefer not to answer

Are you living with a disability or other chronic medical condition? *(required)*

- Yes
- No
- I prefer not to answer

Save Work

Previous

 View PDF

Save and Next

At the bottom left of the page, is a **white Previous button**—if you click this you will go back to the last page. Like the first page you can view your PDF, Save Work, and Save and Next button.

Step 14: To the left of the third page is the table of contents, the page you are on is highlighted in blue. The text on the top of the page provides information for applicants. **Carefully read and understand this section.**

Call for Panelists: Evaluating 2023 Prequalified Public Art List
#PANEL2023-00000

Table of Contents
Panelist Application
Demographics
Assurances
Submission Page

Assurances

Please read the entire Panelist Code of Conduct including information on Conflict of Interest disclosure. The Panelist Code of Conduct outlines responsibilities and the importance of being a representative of the City of San Antonio.

PANELIST CODE OF CONDUCT

As a representative of the City of San Antonio, I realize that it is essential in a democratic system that the public have confidence in the integrity, independence, and impartiality of my actions on their behalf in government. I realize that all conduct incompatible with the city's best interests or that may create risk of any appearance of or perceived improprieties are prohibited.

I fully understand that as a steward of the public trust, I will conduct myself in a moral, ethical manner that promotes honesty, trust and integrity and promotes a positive supplier and customer relationship while protecting confidential and proprietary information. I acknowledge that I clearly understand my responsibility and its importance as a representative of the City of San Antonio.

By participating as a Review Panelist, I certify that I:

- Realize that I have a responsibility to the citizens of San Antonio to ensure and enhance public confidence in City Government, and must not only adhere to the principles of ethical conduct set forth in the City Ethics Code and technical compliance therewith, but must scrupulously avoid the appearance of impropriety at all times.
- Will not discuss the solicitation responses with anyone other than the Department of Arts & Culture staff and/or the City Attorney's Office, unless specifically authorized to do so.
- Will ensure that copies of the solicitation responses and any documentation related to the procurement process which are provided to me for review in the course of the evaluation process are not reproduced, or left in an unsecured location during the evaluation process and are destroyed upon completion of the scoring.
- Will not disclose nor will I permit disclosure of the solicitation responses and/or any documentation related to the procurement process which are provided to me for review or reproduced by me in the course of the evaluation process to anyone other than the Department of Arts & Culture and the City Attorney's Office, unless otherwise instructed by appropriate staff.
- Will not willfully or intentionally make any false statements, mark or alter documentation or report in regard to any selection made, or in any manner commit any fraud interfering with the performance of these provisions or the rules and regulations made there under.
- Will not, in the performance of my duties and assignments, engage in unlawful and unethical practices but shall perform the functions of my office without favor and without prejudice. At no time shall I disclose to an unauthorized person any fact, testimony, or information in any pending matter coming to my official knowledge which may be calculated to prejudice the minds of existing or prospective contractors or the public at large either to favor or to disfavor any person or issue.
- Will not directly or indirectly accept, render or pay any monies, service or other valuable thing to any person on account of or in connection with any evaluation or selection process.

CONFLICT OF INTEREST

I will disclose any conflict of interest with any applicant assigned to me by checking the box titled "I have a conflict of interest with this applicant" in the SanAntonio.GoSmart.org grant application review system and will recuse myself from scoring or making any decisions regarding an applicant with whom I have a conflict of interest as defined in Section 2-43 of the City Ethics Code.

(a) General rule: To avoid the appearance and risk of impropriety, a City official or employee shall not take any official action that he or she knows is likely to affect the economic interests of:

- The official or employee;
- His or her parent, child, spouse, or other family member within the second degree of consanguinity or affinity;
- His or her outside client;
- A member of his or her household;
- The outside employer of the official or employee or of his or her parent, child (unless the child is a minor), spouse, or member of the household (unless member of household is a minor);
- An entity in which the official or employee knows that any of the persons listed in subsections (a)(1) or (a)(2) holds an economic interest as that term is defined in section 2-42;
- An entity which the official or employee knows is an affiliated partner of an entity in which any of the persons listed in subsections (a)(1) or (a)(2) holds an economic interest as defined in section 2-42;
- (a) An entity for which the City official or employee serves as an officer or director or in any other policy making position; or
- (b) A non-profit board to which the official or employee is appointed by the City Council or City management to represent the best interests of the City, if the action by the City official or employee as a member of the board is related to an item pertaining to the City, and the City official or employee would be involved in the negotiation, development or implementation of that item on behalf of the City; or
- A person or entity with whom, within the past twelve (12) months:
 - The official or employee, or his or her spouse, directly or indirectly has:
 - Solicited an offer of employment for which the application is still pending;
 - Received an offer of employment which has not been rejected; or
 - Accepted an offer of employment; or
 - The official or employee, or his or her spouse, directly or indirectly engaged in negotiations pertaining to business opportunities, where such negotiations are pending or not terminated.

Step 15: Fill out the third page of the application by **clicking on the button** you wish to answer. Be sure to fill out all questions.

You will know you **selected a button** when it is **filled in blue**.

I understand that applying for the 2023 Prequalified list (in any way) disqualifies me from serving as a panelist (at this time).

I understand and agree to not apply to the 2023 Prequalified List in any way

No, I do not agree and am disqualifying my application

ATTESTATION

I understand that if I willfully or intentionally violate any of the provisions of this policy I shall be subject to removal from the Panel, Arts Commission or any of its Committees. (required)

Yes, I agree and will comply with the Panelist Code of Conduct.

No, I do not agree with Panelist Code of Conduct and I am withdrawing my Panelist application.

Like the second page you can go to the Previous page, view your PDF, Save Work, and Save and Next button.

When you have completed the application click Save and Next or click Save Work and go to the Submission Page in the Table of Contents.

Call for Panelists: Evaluating 2023 Prequalified Public Art List
#PANEL2023-00000

Table of Contents
Panelist Application
Demographics
Assurances
Submission Page

Prepared by: Department of Arts & Culture
Updated 10/5/23

Step 16: If you missed any questions the Submission page will give you an error message. **Click Edit, to fix any missed questions.** Click Save and return to the Submission Page. If you did not get an error message skip to **Step 17.**

Call for Panelists: Evaluating 2023 Prequalified Public Art List #PANEL2023-0001

Page	Question	Action
Assurances	ATTESTATION I understand that if I willfully or intentionally violate any of the provisions of this policy I shall be subject to removal from the Panel, Arts Commission or any of its Committees.	Edit

Step 17: In the Submission page click **Save and Submit.**

Are you ready to submit?

[Save and Keep Working](#) [Save and Submit](#)

Step 18: You will receive a notification your application was received. You will also receive an email.

Congratulations! You have completed your application as a preliminary step toward serving as a Panelist to evaluate applications for the 2023 Public Art Prequalified List.
Thank you for your interest. We will contact you shortly with further information.