ARTIST GRANT APPLICATION FAQs

What is "Intent to Apply" and why do I have to do it?

Intent to Apply is the first step in the application process and it confirms your eligibility for the grant. Once eligibility is confirmed, you will be granted access to the application.

Why do I need to reside within San Antonio city limits to be eligible for funding?

It is a requirement that grantees live and/or have a studio/artistic business in San Antonio's city limits. Applicants must provide proof of address. While grantees must live/work within San Antonio city limits, their showcase may take place anywhere within Bexar County.

Why do I need to create an Artist Registry Profile?

Applicants are required to create an Artist Registry Profile. Your profile is a window into your artistic practice and is referenced during panel reviews in the evaluation and scoring of your application. If you already have a profile, please review/update for accuracy. We have recently added an Artist Statement section; completing this section will strengthen your profile. For more information on building your profile, view this tutorial.

There are two tiers of funding, which one should I apply for?

Tiers are designed for artists working independently, collaboratively, or with an ensemble/collective. Carefully consider the scope of your proposed project and apply for funding accordingly. Applicants may only apply for one tier.

I'm part of an ensemble/collective. Who should take the lead in applying?

For artists working as part of an ensemble or collective, there will be a primary and secondary designation in the application. These individuals will serve as leads for the project and be accountable for fulfilling the obligations of the grant. Of note, primary and secondary designees that are awarded grants will be required to take a year off from applying beginning in FY26.

This grant is for "new work." How does the Department define this?

New work is artwork that has yet to be created or debuted.

Do I need to have a specific project in mind when I apply?

Yes. You need to know what you will create and where you might debut your project. We understand that projects may evolve, but the central idea of the work must be established.

Any advice for selecting the category for my project?

Selecting a category for your project may be difficult for those straddling multiple disciplines. It requires careful consideration of your project's artistic expression and your plans for the public debut/performance. Here are some examples of projects and how we recommend categorization:

- A textile artist makes clothing to debut with a runway show (Multi-Disciplinary)
- A musician records an album with a release party (Performing Arts)
- A band creates a music video with a public screening debut (Media Arts)
- An artist collaborative creates a film with a screening (Media Arts)
- A comedian writes new material and showcases it with a public performance (Performing Arts)

Please note: Department of Arts & Culture staff may reach out to further discuss your proposed project and your category designation, but it is the applicant's ultimate responsibility to select the category that best captures the project. You will be assigned in the review panel based on the project category you select and we are unable to reassign categories after the application has been submitted .

Who are the panelists that will review my application?

Panelists are members of the creative community and represent artistic and cultural stakeholders. The Department manages a roster of 50+ panelists, but not everyone on the roster is called to serve. Panelists review and competitively score applications that align with their area(s) of expertise. All panelists remain anonymous.

What are equity impact points?

Equity impact points are part of the Department's commitment to equity, access, and inclusion. Applicants who represent historically underserved communities receive additional points as part of their competitive score. The maximum amount of preference points an application can accumulate is 15.

How will my application be evaluated?

Panelists review applications based on the merit. Please see the Request for Applications for details on grant review criteria. Your experience, project description, implementation plan, and anticipated project impact are all taken into consideration. Merit scores will be calculated with preference points for a maximum of 115 points.

Do you have tips for filling out the application?

Yes! **Read** the Request for Applications. **Attend** an information session to learn about the application process. **Draft** your answers in a Word document and copy/paste them into the Artist Registry and GoSmart (our online grant management portal). **Allocate** enough time to prepare your application. You will be able to save you work in GoSmart before submitting.

When will I find out the status of my application?

Applicants will be notified of funding recommendations via email in late May. Those not recommended for funding will have an opportunity to appeal per the allowable grounds

for appeal defined in the [Arts Funding Guidelines for Nonprofits & Artists](). Funding recommendations are approved by the Arts Funding Committee in June, the San Antonio Arts Commission in July, and City Council in September as part of the FY25 budget approval process.

If awarded a grant, when will I get my money?
There are two grant payouts—an initial payment and a final payment. The initial payment (80%) will be issued upon contract execution, interim report submission, and Council approval. The final payment (20%) will occur after the debut/showcase of the project and the submission and approval of the final report.

Still have questions?
Send us an email at [ArtsFunding@SanAntonio.gov]().