



# ARTS & CULTURE

## REQUEST FOR APPLICATIONS

FY25 ARTIST GRANTS

DEPARTMENT OF ARTS & CULTURAL  
CITY OF SAN ANTONIO

**TABLE OF CONTENTS**

SECTION	1	About the Grant	2
SECTION	2	Program Overview	2
SECTION	3	Available Help	2
SECTION	4	Key Terms	3
SECTION	5	Funding	5
SECTION	6	Grant Requirements	6
SECTION	7	Eligibility	7
SECTION	8	Categories	7
SECTION	9	How to Apply	8
SECTION	10	Restrictions	10
SECTION	11	Assurances	11
SECTION	12	Evaluation Criteria and Scoring	12
SECTION	13	Panelists	13
SECTION	14	Application Review Process	14
SECTION	15	Appeals	15
SECTION	16	Restrictions on Communications	16
SECTION	17	Venues	16
SECTION	18	Insurance	16

## SECTION 1 - ABOUT THE GRANT

### Mission Statement

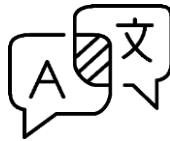
The City of San Antonio's Department of Arts & Culture strives to enrich the quality of life of San Antonio residents and visitors by investing in the production of art programming and helping people experience art in San Antonio. As a leader in arts & culture, the Department of Arts & Culture provides grants to individual artists and nonprofit organizations, manages two free art galleries, and welcomes film productions from around the world. Whether you are an artist, organization, or an arts enthusiast, we are here to help.

### 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, and equitable city.

### Access Statement

Department of Arts & Culture grant programs are open to all people regardless of race, gender, gender identity, ethnicity, language, sexual orientation, ability, and socioeconomic status. The City of San Antonio ensures meaningful access to City programs and services by reasonably providing translation, interpretation, and other accommodations upon request. To request any of these services contact the Department of Arts & Culture at [ArtsFunding@sanantonio.gov](mailto:ArtsFunding@sanantonio.gov) or at 210-207-6968. Providing at least 72 hours' notice will help ensure availability of your request.



## SECTION 2 - PROGRAM OVERVIEW

Artist Grants support a diverse portfolio of artists working across the city of San Antonio. These grants are designed to expand an artist's professional development through the creation of new high-quality work, which is publicly premiered/displayed/performed in San Antonio during the contract period. Funding is dependent upon eligibility and the availability of funds.

Artists Grants are funded by the Hotel Occupancy Tax (HOT) to promote and engage residents and visitors in the cultural experiences and offerings of San Antonio. Occasionally other funding sources are made available to the Department of Arts & Culture and additional funding may be offered to support projects that otherwise cannot be funded through HOT.

## SECTION 3 - AVAILABLE HELP

### Informational Sessions

The Department offers workshops—in person and virtually—that detail eligibility, requirements, restrictions, and application instructions. Additionally, professional development and one-on-one coaching for those that meet grant eligibility requirements will also be made available on a first come, first served basis to a limited number of applicants. [Review these opportunities and register here.](#)

### FAQs

Please review the Frequently Asked Questions for Artist Grants.

### Still Have Questions?

Please contact us at [ArtsFunding@sanantonio.gov](mailto:ArtsFunding@sanantonio.gov).

## SECTION 4 – KEY TERMS

*Terms are specific to the Department of Arts & Culture's grant program.*

### Access

Open to all people regardless of race, gender, gender identity, ethnicity, language, sexual orientation, ability, neighborhood, and socioeconomic status.

### Accessibility

Advances access along the continuum of human ability and experience. Accessibility encompasses the broader meaning of compliance to include the legal provisions of the Americans with Disabilities Act but also the elements of Universal Design.

### Art

Includes the following disciplines: visual (painting, sculpture, design, photography, printing, mosaic, video, film, mixed-media, textiles, etc.), performing (music, theater, dance, spoken word, etc.) and literary (poetry, fiction, non-fiction, etc.)

### Communities of Color

Identity-based self-defined communities sharing racial identities and histories subject to racism. These communities include—but are not limited to—African, African American, Asian, Caribbean, Latina/o, Middle Eastern, Native American, and Pacific Islander.

### Cultural Equity

The values, policies, and practices that ensure that all people—including but not limited to those historically underrepresented due to race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and an equitable distribution of programmatic, financial, and informational resources.

### **Good Standing**

Individuals and organizations current with IRS 990 filings, Federal, State, City of San Antonio, and Department of Arts & Culture contract compliance.

### **Equity Atlas**

An [interactive tool](#) that highlights the demographic breakdown of the City by census tracts. Developed by the Office of Equity, the Planning Department, and ITSD, this tool utilizes race and income as the central demographic categories and focuses on breaking points above and below citywide averages. The tool also includes education and language indicators.

### **Equity Impact Points**

Additional points (maximum of 15) assigned to applications of those representing communities of color, those living with disabilities, those living/working in historically underserved census tracts per the Equity Atlas, LGBTQIA+, non-binary, women, and veterans.

### **Hotel Occupancy Tax (HOT)**

A tax paid by those staying in San Antonio hotels. [The Texas Tax Code Section 351.101 \(A\)\(4\)](#) HOT funding may be used for the “encouragement, promotion, improvement, and application of the arts.” In September 2012, the San Antonio City Council adopted a set of financial policies for the HOT Fund which includes 15% to support the Arts (after the debt service transfer).

### **Language Services**

Providing interpretation and translation services at no cost to the community member to reduce language barriers.

### **Performing Artist**

Performs arts such as music, dance, theater, or literary performance for an audience.

### **Professional Artist**

Meets the following criteria:

- Three+ years relevant work experience and/or specialized training in their artistic field (degree or certification)
- Demonstrates a clear investment of time and resources into the creation of new work
- A professional portfolio that includes published or publicly displayed works

### **San Antonio Arts Commission**

An advisory body of the Department of Arts & Culture. The Commission makes recommendations related to arts funding, public art, and the Centro de Artes exhibition schedule. Founded on April 2, 2015, the Commission is made up on 15 members appointed by the Mayor and City Council. San Antonio Arts Commission has subcommittees that advise on Department of Arts & Culture’s key functions and initiatives. [Learn more here.](#)

### **San Antonio-based**

An individual or organization that has a physical address within the city limit of San Antonio (City Council District). Exhibitions, programming, performances, and showcases must benefit the city of San Antonio.

**Showcase**

An exhibit or performance where an audience is present.

**SECTION 5 – FUNDING****Funding Tiers**

Artist Grants are available in two tiers: \$7,500 and \$15,000. (\$7,500 is available for individual artists. \$15,000 is intended for artists with significant-scale projects, collaborations, collectives, or ensembles presenting a larger project or production.)

**Funding Payments**

- Artists receive 80% of the grant amount upon award, execution of contract, and submission of all required documents. The remaining 20% is provided upon completion of the public premiere/display/performance of the work acceptance of the final report by Department of Arts & Culture.
- If a project requires funding above and beyond the City award, it is the responsibility of the artist to secure those funds. Artists may not solicit additional funds from the City.
- Grant awards are dependent on available funding. FY25 funding is contingent on HOT revenues and appropriation of funding by City Council.

**Funding Cycle**

- Artist Grants are administered annually with an Open Call every year.
- Contracts are for an 18-month period beginning October 1, 2024. Projects must be completed and publicly displayed/performed in San Antonio by March 31, 2026.
- Failure to complete the project (creation, public premiere/display/performance, final report) within the 18-month contract period may result in an artist being deemed ineligible to apply for future grant funding.

**Restrictions**

- Department of Arts & Culture will not consider multiple applications from the same artist during one application period—even if the projects and categories are different.
- Artists may not apply for both grant tiers. Only one application in one grant tier is permitted per artist.
- Artists participating in the same project as collaborators or a collective must apply in the \$15,000 tier.
- Fiscal sponsors are not eligible for this grant.
- Members of the San Antonio Arts Commission may apply for funding from the Department of Arts & Culture, 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.

- Beginning with the FY26 grant cycle, artists are not eligible for consecutive year funding; they must take at least one year off. For artist collectives that received prior year funding, the primary and secondary artists of that collective must take a year off.

### **Funding Suspension/Cancellation**

The City reserves the right to suspend, defer, or cancel all or part of the funding process at any time.

## **SECTION 6 – GRANT REQUIREMENTS**

### **Create Artist Registry Profile**

As part of the application process, applicants must create an [Artist Registry Profile](#). This listing is a critical initial component of each application review.

### **Utilize the City’s Grant Management Portal**

The City’s Department of Arts & Culture uses [GoSmart.org](#) as its online grant management tool. All applicants must create an account to apply and manage their grant.

### **Attend Contract Information Session**

Grantees must attend contract information sessions that outline the terms of their contract.

### **Comply With Contract**

Grantees must comply with grant requirements and contractual obligations. Failure to comply may result in an artist being ineligible for future grant funding.

### **New Work**

Grantees are required to create an original new work for this grant, also referred to as “Project.” New work may be a continuation of a previous project.

### **Promote**

Artist must post their showcase on Department of Arts & Culture’s [Events Calendar](#) and include Department of Arts & Culture’s logo on marketing materials.

### **Debut an Accessible Showcase in San Antonio**

The public premiere/display/performance must be open to all members of the public within Bexar county. Artists are encouraged to display their work in nontraditional and/or underserved areas of the city. Grantee’s project must be showcased in San Antonio during the grant period.

### **Produce Final Report**

Grantees must produce a Final Report with photos of the project, date(s), and locations(s) of public display/performance along with number of attendees and a statement on how this grant affected their professional career.

## SECTION 7 - ELIGIBILITY

### **San Antonio Address**

Applicant must be a resident of San Antonio and/or operate an artistic business/studio with city limits. Applicants are required to show proof of address.

### **Professional Artist**

Applicant must meet the following criteria:

- Eighteen+ years of age
- Three+ years of relevant work experience, or specialized training in an artistic field, such as a degree or certification
- Demonstration of a clear investment of time and resources in the creation of new works
- A professional portfolio that includes published or publicly displayed works
- A profile in the online **San Antonio Artist Registry**
- In good standing with Federal, State, City of San Antonio, and the Department of Arts & Culture

**PLEASE NOTE: Prior Artist Grantees must have their project completed and their Final Report approved before the FY25 Intent to Apply deadline of February 16, 2024 in order to be eligible to apply for FY25.**

## SECTION 8 - CATEGORIES

Grants are awarded in select categories. Applicants are required to select the category that best aligns with their proposed project.

**Literary Arts** Written works such as poetry, essays, books, manuscripts and spoken word

**Media Arts** Film, cinema, audio, broadcast, new media, creative code, and related formats

**Multi-Disciplinary** Work that integrates multiple disciplines: Literary Arts, Media Arts, Performing Arts, and Visual Arts

**Performing Arts** Dance, theater, music, and other performances

**Visual Arts** Ceramics, illustration, painting, photography, printmaking, sculpture, and other two and three-dimensional works of other mediums

Department of Arts & Culture recommends a minimum of three of the top scoring applicants (75+) in each category pending available funds. If there are not sufficient applicants for a category, Department of Arts & Culture will recommend funding in other categories.



## SECTION 9 – HOW TO APPLY

### Process

Applying is three-step process: 1. Establish a profile in the San Antonio Artist Registry. 2. Applicants complete the Intent to Apply and staff will determine eligibility. 3. Eligible applicants will advance to the Application where they will provide detailed information about their proposed project.

### Deadlines

Artist Registry Profile Deadline–February 2, 2024 at 5:00pm CST

Intent to Apply Deadline–February 16, 2024 at 5:00pm CST

Application Deadline–February 23, 2024 at 5:00pm CST

### Register Online

[Create an account profile in SanAntonio.GoSmart.org](#). Additionally, all applicants are required to create an *artist profile* on the **San Antonio Artist Registry**. The registry profile must include: name, contact information (including website and social, if applicable), profile image, artist statement, bio, discipline category (visual artist, performing artist, etc.), and sample work.

### Intent to Apply in GoSmart

Applicants will need to provide the following information:

- Applicant profile with name and contact information
- Proof of San Antonio residency or proof of studio/artistic employment within San Antonio City Limits via ID, utility bill, lease, etc.
- Proof of age; applicants must be 18+ years old
- Professional artist tenure (minimum 3+ years) and any relevant degrees/certifications
- Optional questions pertaining to gender, race, ethnicity, and LGBTQIA+
- Disability status
- Veteran status and proof, if applicable

### Questions

1. 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 contract.
2. Have you ever received any disciplinary action or pending disciplinary action from a regulatory body or professional organization or have you been debarred from contracting with a state or federal agency? If yes, state the name of the regulatory body or professional organization, date, and reason for the disciplinary action or debarment.

**Project Details**

- Name of Project
- Artistic Category (Literary, Media, Performing Arts, Visual Arts, or Multi-Disciplinary)
- Confirmation that your project can be completed and publicly debuted between October 1, 2024 and March 31, 2026.
- Link to your San Antonio Artist Registry profile (please include the https://:)

**Application in GoSmart**

Applicants will need to provide the following information:

- **Project Description**  
*What are you creating?*
- **Project Implementation**  
*How will you implement your project?*
- **Project Impact**  
*How does your project bring value to San Antonio as an art city, and how does it impact the field of art?*
- **Collaborators**  
*Will you enlist the help of 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.*
- **Venue**  
*Where are you proposing to publicly display or perform your project? If you already have a specific location, please include. 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.)*
- **Timeline**  
*Provide a timeline and major milestones with dates for the completion of your project between the period of October 1, 2024 and March 31, 2026. Include proposed date for project debut—month and year is sufficient.*
- **Promotion**  
*What are your plans for marketing and promoting your project?*
- **Budget**  
*Using the form provided, complete the expense and proposed revenue—if any—for your project. If applicable, include any sponsors or how you will make up the difference between the total cost of the project and the City's grant. Be sure to include the cost of your public display/performance as well as any required insurance.*

***Note: Grant funds may be used for any stage of the creative process—including training, research, development, travel, creation, presentation, pre-production, production, post-production, distribution, maintenance, evaluation, and documentation. Revenue includes additional funding or in-kind support you expect to receive to 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 10 - RESTRICTIONS

Department of Arts & Culture Grant Funding cannot be used to support:

- Any activity not allowed by the funding source.
- Workshops or educational programs held on a school campus that are provided by the school.
- State or local government institutions and departments.
- Capital improvements.
- Purchase of real property.
- Benefits or fundraising events.
- Cash prizes.
- Programs that are essentially recreational, rehabilitative, or therapeutic.
- Political purposes for or against a political candidate, ballot measure, or bill.
- Projects, productions, workshops and/or programs that include obscene material as defined in [Section 43.21, Penal Code of Texas](#).
- Costs of receptions and social activities, except when they are incidental and related to arts activities.
- Deficit or debt reduction efforts.
- Funding for litigation or litigation related activities.
- Religious institutions and/or programs to support a religion.
- University or College projects, groups, departments, or organizations.
- Student work completed for academic credit or as part of an academically supported project, program, or residency.
- Retroactive funding (projects that begin before the grant period).
- Applicants who fail to submit the Intent to Apply by the posted deadline.
- Late applications submitted after the posted deadline.
- Applications that are incomplete or fail to adhere to the eligibility requirements listed in the Grant Guidelines and Request for Applications will be marked as non-competitive and will not proceed to the next round of review.
- Applications that score below a minimum 75.

## SECTION 11 - ASSURANCES

All applicants for funding must certify that they are authorized to apply and that, at the time of application, 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 grant or any member of the San Antonio Arts Commission (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 artwork and no other individual may claim copyright to the artwork. Or, applicant has obtained rights and permissions to include material copyrighted by someone else.
5. All information submitted in the application is true and correct.

## SECTION 12 – EVALUATION CRITERIA AND SCORING

Applications will be competitively scored based upon the following criteria:

**Experience** (up to 35 points)

Evaluated from the Artist Portfolio submitted with the Intent to Apply

**Merit of Proposed Project** (up to 45 points)

Project description, implementation plan (to include public display/performance), and the project's impact to San Antonio and the field of art.

**Capability** (up to 20 points)

Project timeline, budget, and promotion plan.

**Equity Impact Points** (15 points maximum)

Applicants representing the following communities will receive additional points:

- Communities of Color (5 points)
- Women (5 points)
- Non-binary (5 points)
- LGBTQIA+ (5 points)
- Persons living with a disability (5 points)
- Veterans/Active Duty (5 points)
- Those living or have their art studio in census tracts that have been historically disadvantaged as shown on the Equity Atlas (5 points)

## SECTION 13 – PANELISTS

Each year, Department of Arts & Culture engages individuals representing a broad range of artistic and cultural viewpoints, professions, and backgrounds to serve on panels that review grant funding applications. Panelists are knowledgeable and informed about the arts and culture community of San Antonio. While panelists are volunteers, they will receive an honorarium for sharing their time and expertise. Panelists are anonymous.

### Panelist Application Process

Panelists serve as reviewers through a public process. An individual may serve as a panelist by completing an online application. Staff reviews applications and makes recommendations to the Arts Funding Committee based on need, expertise, and ability to serve.

### Panelist Accountabilities

Panelists commit to the following:

- Workshop participation to learn review process and grant guideline criteria.
- Recusal if there is a conflict of interest with an applicant.
- Careful review and assessment of assigned applications and supporting materials.
- Timely input of comments and scores.

### Application Review Process

1. Department of Arts & Culture staff assigns panelists based on relevant expertise.
2. Department of Arts & Culture staff provides panelists with online access to applications and supporting materials.
3. Panelists carefully review applications and make assessments. All reviews, scores, and comments are submitted in the online system. Applicants are provided with review notes from the panelists to aid in the understanding and rationale of scoring.
4. Scores are reviewed by Department of Arts & Culture staff who develop funding recommendations.
5. All applicants receive a Funding Notification Email twenty (20) days prior to the first scheduled public meeting to allow time for appeals. Funding Notification Emails include applicant's funding recommendation amount, panelist comments, and scores (if applicable).
6. Funding recommendations are reviewed and approved by the Arts Funding Committee and the San Antonio Arts Commission, with ultimate approval coming from City Council.

## SECTION 14 – GRANT APPLICATION REVIEW PROCESS

1. Staff determine eligibility (Intent to Apply).
2. Panels review all assigned applications.  
*To ensure panelists review each application fairly, panelists are required to declare any conflict of interest with applicants seeking 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.*
3. Department of Arts & Culture staff develop Funding Recommendations based on:
  - a. Eligibility
  - b. Evaluation of the Panel Review and Scores
  - c. Available Funding
  - d. Category
4. Staff sends each applicant a Funding Notification Email twenty (20) days prior to the first scheduled public meeting to allow time for appeals. Funding Notification Emails include an applicant's Preliminary Funding Recommendation amount, panel comments, and scores (if applicable).
5. San Antonio Arts Commission's Arts Funding Committee reviews Staff Preliminary Funding Recommendations in a public meeting and consider appeals.
6. San Antonio Arts Commission's Arts Funding Committee approves Preliminary Funding Recommendations and forwards them to the San Antonio Arts Commission.
7. San Antonio Arts Commission's Funding Recommendations will be final unless funding is not available within the adopted budget, in which case grants will be reduced accordingly.

## SECTION 15 - APPEALS

For grant applicants not approved for funding, an appeals process has been established by the San Antonio Arts Commission and the Department of Arts & Culture.

### Grounds for Appeal

Appeals must be demonstrated and be based on one or more of the following:

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. Undue influence was placed on the Panel, Art Funding Committee, and/or San Antonio Arts Commission by member(s) with a conflict of interest.
3. The Panel's, Art Funding Committee's, or San Antonio Arts Commission's decision was based on information not related to the proposed outcome of the application.

### Submitting an Appeal

Appeals are based on original application submissions. New and/or subsequent application information will not be considered.

#### Step 1

Submit your written appeal to [ArtsFunding@sanantonio.gov](mailto:ArtsFunding@sanantonio.gov) within ten (10) days from receipt of the Funding Notification email. Appeals must align with the Grounds for Appeal. Your email must indicate which Grounds for Appeal (#1 – 3) you claim and provide a written demonstration of the grounds for your appeal.

#### Step 2

Applicant must present their appeals to the San Antonio Arts Commission's Arts Funding Committee in a public meeting.

#### Step 3

If the 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, San Antonio Arts Commission, and the Arts Funding Committee will not consider appeals based on the following:

- Correcting applicant errors and omissions in the application or review process.
- Disagreements about information included in the agency's IRS 990.
- Disagreements about the merits of the application relative to other applications.
- Events and/or developments that occurred after application submittal.



## SECTION 15 – RESTRICTIONS ON COMMUNICATION

Applicants are prohibited from discussing their grant application with the following:

### City Staff

No communication regarding this grant is allowed from the time the application is available in the GoSmart (the grant management system) until the date the grants are approved by the San Antonio Arts Commission on July 9, 2024. (Exception is the Grants Management Team for the purpose of questions, clarifications, and appeals: Jennifer Chowning, Arts & Cultural Administrator; Karen Dlugosz, Contract Manager; Victoria Garcia, Senior Management Analyst; Ellen Goos-Hockaday, Senior Management Analyst; Amanda Montalvo, Contract Officer; Crisaeus Valadez, Contract Officer).

### San Antonio Arts Commission, Subcommittee Members, and Evaluation Panelists

No communication regarding their grant from the time the application period begins until the date the grants are posted for approval by the San Antonio Arts Commission on July 9, 2024. (Except for during an official appeal at the Arts Funding Committee Meeting on June 27, 2024).

## SECTION 16 – VENUES

All grantees are required to publicly showcase their work. It is the grantee's accountability to coordinate and secure a venue. To aid in the process of securing a venue, the Department of Arts & Culture has [compiled a list of potential venues](#).

### City-Owned Facilities

Upon written request from the artist, the Department of Arts & Culture will make efforts to work with City Department's that manage the facility to reduce or waive fees whenever possible. Insurance is required for all City-Owned facilities.

### Non City-Owned Facilities

Artists may partner with an organization to publicly present, display, or perform their project. Many arts organizations already funded by the Department of Arts & Culture through its Operational Support Grant Program have indicated that they are willing to make space available for artists to display/perform their projects.

## SECTION 17 – INSURANCE

Some venues may require insurance or other terms. Costs and coverage vary, please check with the venue. Commercial General Liability may be provided through an annual 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 City venue).