



## ARTS & CULTURE

### OPERATIONAL & CULTURALLY SPECIFIC 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 agency’s eligibility for the grant. Once eligibility is confirmed, you will be granted access to the application.

#### ***Why must an agency be within San Antonio city limits to be eligible for funding?***

Grants are funded by the City of San Antonio’s Hotel Occupancy Tax collection, and must be used by organizations headquartered in San Antonio that produce and promote San Antonio culture, the arts, and tourism for visitors and residence. It is a requirement for agencies to have headquarters in San Antonio’s city limits. Applicants must provide proof of address.

#### ***Why does this grant require a full-time grant administrator?***

Managing this grant is a significant time commitment and requires a dedicated administrator to oversee contractual obligations, which include—but are not limited to—quarterly reporting, attendance/demographic tracking, accounting, and insurance compliance.

#### ***My agency is new. When can I apply for funding?***

Historically, access to operational grants was on a three-year cycle. To increase access to operational support, the Department of Arts & Culture has instituted an annual opening for newly eligible agencies. Application Deadlines will be posted on the [San Antonio Department of Arts & Culture](#) website.

#### ***How will the application be evaluated?***

Applications are based on yes/no and pass/fail criteria. Your agency must meet all of the eligibility requirements in order to be eligible for operational funding. For agencies seeking Culturally Specific funding, a panel of knowledgeable community stakeholders will review applications to confirm an agency’s Culturally Specific designation.

#### ***How do I determine if our agency qualifies for Culturally Specific funding?***

Your agency must meet all the criteria for Operational funding, meet the definition for Culturally Specific (see Key Terms), *and* have a mission with a culturally specific focus to preserve, promote, and enhance the cultural character of a specific community. Additionally, board and organizational leadership must represent (51%+) the culturally specific group.

***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. **Collect** all key documents (Articles of Incorporation, 990s, Board Roster, etc.) in advance of starting your application. **Draft** your answers in a Word document and copy/paste them into GoSmart (our online grant management portal). **Allocate** enough time to prepare your application. You will be able to save your 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.

***Still have questions?***

Send us an email at [ArtsFunding@SanAntonio.gov](mailto:ArtsFunding@SanAntonio.gov).