



# ARTS & CULTURE

## **REQUEST FOR APPLICATIONS** FY25 OPERATIONAL & CULTURALLY SPECIFIC GRANTS

DEPARTMENT OF ARTS & CULTURAL  
CITY OF SAN ANTONIO

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## SECTION 1 - ABOUT THE GRANT

### Mission Statement

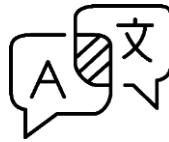
The City of San Antonio's Department of Arts & Culture strives to enrich the quality of life of San Antonio residents and visitors by investing in the production of art programming and helping people experience art in San Antonio. As a leader in arts and culture, the Department of Arts & Culture provides 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, color, ethnicity, national origin, language, sex, gender, sexual orientation, gender identity and expression, ability, religion, or 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

Operational & Culturally Specific Grants provide operational support to San Antonio-based arts and culture nonprofits that produce exemplary programming for locals and visitors. Grants are awarded on a three-year cycle (FY25, FY26, and FY27) with an annual renewal process. New for this cycle is an annual grant entry for newly eligible applicants. Funding is dependent upon eligibility and the availability of funds.

Operational & Culturally Specific 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 informational sessions—in person and virtually—that detail eligibility, requirements, restrictions, and application instructions. If you would like to register to attend an Information Session, visit our [Informational Session Registration page](#).

### FAQs

[Visit the Frequently Asked Questions for Operational & Culturally Specific Grants page.](#)

### 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 grants.*

### Access

Open to all people regardless of race, color, ethnicity, national origin, language, sex, gender, sexual orientation, gender identity and expression, ability, religion, or 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.

### Board of Directors

Nonprofit volunteer board that oversees governance, strategy, and organizational bylaws. Board members ensure the organization is compliant with all relevant laws and regulations and operates ethically and with integrity. The board has regularly scheduled meetings with consistent participation among its members, generates agendas for meetings, and maintains an archive of meeting minutes.

### Arts and Cultural Organization

An organization—as articulated in its mission statement, website, and GuideStar—with a primary operational scope that is dedicated to the creation, education, preservation, and presentation of year-round arts and/or cultural programming.

### 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.

**Culturally Specific**

A community comprised of Racial and Ethnic Communities of Color; Women; LGBTQIA+; Veterans; and those living in historically disadvantaged census tracts per the [Equity Atlas](#). An organization that creates, presents, and preserves the artistic and cultural character of culturally specific communities.

**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.

**Fiscal Sponsor**

An entity, for-profit or nonprofit, that financially supports an arts and/or cultural organization. While these entities may contribute to an organization or event that Department of Arts & Culture funds, they are not eligible to apply for funding.

**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.

**Producing Organization**

A nonprofit organization that produces arts and/or cultural content unique to San Antonio. Examples include museums exhibiting their own collections and performing arts organizations featuring live shows of San Antonio-based talent (versus being a venue for out-of-town artists).

### 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 of 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. Visit the [San Antonio Arts Commission](#).

### 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.

## SECTION 5 – FUNDING

### Operational Grant Amounts

Investments are made for three-year terms based on an organization's most recent three-year average of net operating expenses (minus capital expenditures and/or depreciation). Allocations rely on verified IRS 990s in GuideStar. In-kind expenses must be reported on the 990 and included on Line 18 "Total Expenditures." Percentages are not guaranteed and are subject to funding availability.

Operating Budget Size	Maximum Grant Allocation
Between \$50,000 and \$500,000	30% Operational Support
Between \$500,001 and \$1,000,000	25% Operational Support
Between \$1,000,001 and \$2,000,000	20% Operational Support
Between \$2,000,001 and \$4,000,000	15% Operational Support
Between \$4,000,001 and \$6,000,000	10% Operational Support
Between \$6,000,001 and \$10,000,000	5% Operational Support
Between \$10,000,001 and \$15,000,000	3% Operational Support
Over \$15,000,000	0% Operational Support

### Culturally Specific Grant Amounts

Grants up to 20% of an organization's three-year average of net operating expenses (minus capital expenditures and/or depreciation), not to exceed \$150,000. Allocations rely on verified IRS 990s in GuideStar. In-kind expenses must be reported on the 990 and included on Line 18, "Total Expenditures." Awards are subject to funding availability.

### Funding Priorities

#### Currently Funded Organizations

1. No decreases for the FY25 – FY27 cycle for Operational and Culturally Specific grant approved organizations, dependent on availability of funding
2. Organizations approved for Operational Funding will not be increased more than 25% of their prior year funding.

3. Organizations approved for both Culturally Specific and Operational Support will not be increased more than 50% of their prior year funding.
4. Funding will be prioritized in the following order:
  - a) Culturally Specific Organizations
  - b) Small Organizations (budget under \$1M)
  - c) Mid-size Organizations (budget between \$1M - \$3M)
  - d) Large Organizations (budget greater than \$3M)

### New Organizations

1. Organizations not previously funded by the Department of Arts & Culture that apply and are awarded Operational Support, or a combination of Operational Support and Culturally Specific Support for the 3-year cycle will be funded in the following manner, pending funding availability:
  - a) Step 1 (Year 1 of 3): 33% of the organization's allowable grant based on the Operational Funding Matrix
  - b) Step 2 (Year 2 of 3): 66% of the organization's allowable grant based on the Operational Funding Matrix
  - c) Step 3 (Year 3 of 3): 100% of the organization's allowable grant based on the Operational Funding Matrix
2. Organizations that do not qualify for funding at the beginning of Operational Support or Culturally Specific support 3-year cycle and become eligible in year 2 or year 3 will have an opportunity to apply for funding for the remainder of the cycle. All new organizations will begin at Step 1.
3. Organizations that have received funding from the Department of Arts & Culture for 3 or more consecutive years, who apply and qualify for Operational or a combination of Operational Support and Culturally Specific Support will be funded at Step 3.
4. Funding will be prioritized in the following order:
  - a) Small Organizations that have not received funding in previous 3 years
  - b) Mid-size Organizations that have not received funding in previous 3 years
  - c) Large Organizations that have not received funding in previous 3 years

### **Restrictions**

- Fiscal sponsors are not eligible for this grant
- Cannot be a majority arts presenting organization
- One application per organization
- Applicants are not designated Culturally Specific based on their audiences

### **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

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

The City’s Department of Arts & Culture uses [GoSmart](#) 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 annual contract information sessions that outline contract terms.

### **Demonstration of Organizational Mission**

Grantees must consistently demonstrate organizational mission through leadership, programming, and audience reach.

### **Comply With Contract**

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

### **Quarterly Reporting**

Grantees must submit timely quarterly operational reports: Q1, January 10; Q2, April 10; Q3, July 10; and Q4, October 10. Reporting includes Artistic Activity Reports (AAR), which track programmatic offerings and attendance.

## SECTION 7 – ELIGIBILITY

*Organizations must meet the following eligibility requirements. Criteria is yes/no or pass/fail.*

### **San Antonio-based**

Organization must be a 501(c)3 headquartered within San Antonio city limits.

### **Good Standing**

Organization must be in good standing with Federal, State, City of San Antonio, and Department of Arts & Culture

### **Three-year Operational History**

Minimum three years of operational history

### **Budget Size**

Annual operating budget between \$50,000 and \$15,000,000

### **Mission and Operational Evidence**

Articulated mission and operational evidence of producing year-round arts and cultural programming that benefits and contributes to the cultural fabric of San Antonio



**Board of Directors**

Active board of directors with a commitment and plan to build a board and/or leadership reflective of San Antonio's demographic diversity

**Policy for Paying Artists**

Written policy outlining process and payment for professional artists and their work

**Full-time Grant Administrator**

Dedicated, salaried full-time administrator for business management and contractual grant obligations

**For Culturally Specific Applicants**

Must be an operational grantee *and* have a three-year organizational history that includes:

- Mission statement (per GuideStar, IRS 990s, and website) with a culturally specific focus to preserve, promote, or enhance the cultures of:
  - Latina/o
  - African American
  - Asian American
  - Native American
  - Middle Eastern
  - Women
  - LGBTQIA+
- All of organization's programming is dedicated to showcasing the identity and cultural character of the specific community
- Organizational leadership (Executive Director, Artistic Director, Board Chair) and Board (51%+) represent the culturally specific group

**SECTION 8 – HOW TO APPLY****Process**

Applying is two-step process: 1. Applicants complete the Intent to Apply and staff will determine eligibility. 2. Eligible applicants will advance to the Application where they will provide detailed information about their organization.

**Deadlines**

Intent to Apply Deadline—March 1, 2024 at 5:00pm CST

Application Deadline—March 22, 2024 at 5:00pm CST

**Register Online**

Create an organizational profile in [SanAntonio.GoSmart.org](https://SanAntonio.GoSmart.org).

**Intent to Apply in GoSmart**

Applicants will need to provide the following information:

- Address of agency headquarters
- Name/contact information for salaried full-time grant administrator
- Last three years of IRS 990s
- Articles of Incorporation
- IRS Determination Letter
- Copy of Board Bylaws
- Schedule of Board Meetings
- Programming History

Applicants will need to answer the following questions:

1. *Has your organization ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? If yes, please describe. Make sure to provide the date, court, jurisdiction, case number, amount of liabilities and assets. If no, please state such.*
2. *Has your organization ever received any disciplinary action or is currently pending disciplinary action from any regulatory body or professional organization(s)? If yes, state the name of the regulatory body or professional organization, date, and reason for the disciplinary action. If no, please state such.*

**Application in GoSmart**

Applicants will need to provide the following information:

- Mission Statement
- Demographics of communities served
- Planned/proposed programming, including locations and venues
- Board roster
- Board diversity plan, if applicable
- Policy for paying artists
- Proof of the ability to meet insurance requirements
- Assurances on non-discrimination, communication restrictions, attestation, and authorization to complete application

**For organizations seeking Culturally Specific funding:**

1. *Which culture is your organization dedicated to promoting, preserving, and enhancing?*
  - *Latina/o*
  - *African American*

- *Asian American*
- *Native American*
- *Middle Eastern*
- *Women*
- *LGBTQIA+*

2. *For at least the last three years, has your Mission Statement clearly stated that your organization's purpose is to promote, preserve, and enhance the identity and character of the specific community you selected above?*

3. *Check all below who represent the specific cultural community identified in your organization's mission statement:*

- *Board Chair*
- *Executive Director*
- *Artistic Director*
- *At least 51% of the Organization's Board of Directors*

4. *Explain how all of your organization's programming preserves, promotes, and/or enhances the culture of your specific community, and has done so for the last three years.*

5. *List specific programs that your organization has provided over the last three years that enhance your mission.*

2. 6. *How will you engage participants in art and cultural community activities that reflect the cultural practices/heritage and traditions of the community with an outcome of genuine experience and demonstration of understanding of your specific community?*

## **SECTION 9 – GRANT APPLICATION REVIEW PROCESS**

1. Staff determine eligibility (Intent to Apply).
2. Department of Arts & Culture staff develop Funding Recommendations based on:
  - Funding Priorities
  - Available Funding
  - Culturally Specific Funding (if applicable)

*For applicants seeking Culturally Specific funding, a panel of knowledgeable community stakeholders will review applications to determine an agency's Culturally Specific designation.*
3. Staff sends applicants 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 Preliminary Funding Recommendation amount.
4. San Antonio Arts Commission's Arts Funding Committee reviews Staff Preliminary Funding Recommendations in a public meeting and considers appeals.
5. San Antonio Arts Commission's Arts Funding Committee approves Preliminary Funding Recommendations and forwards them to the San Antonio Arts Commission.
6. 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.

7. City Council approved budget in September 2024 for FY25

## SECTION 10 - 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, Arts Funding Committee, and/or San Antonio Arts Commission by member(s) with a conflict of interest.
3. The Panel's, Arts 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 11 – RESTRICTIONS ON COMMUNICATION

Applicants (and their stakeholders) are prohibited from discussing grant status with elected City officials and their staff during the restriction period (from Application Opening date of February 5, 2024 until the contract is posted as City Council agenda item in September 2024); violation may result in application disqualification. Exceptions are extended for the following circumstances:

- The Department of Arts & Culture’s Grant 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.
- The Arts Funding Committee for the purpose of appeals at the June 27, 2024 meeting.

**SECTION 12 – INSURANCE**

The following insurance limits are required during the contract period:

<b>INSURANCE TYPE</b>	<b>LIMITS</b>
1. Workers' Compensation 2. Employers' Liability	Statutory \$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Contractual Liability e. Sexual Abuse / Molestation**	For Bodily Injury and Property Damage \$1,000,000 per occurrence; \$2,000,000 general aggregate, or its equivalent in Umbrella or Excess Liability Coverage.
** Required for projects involving services to children	