



# ARTS & CULTURE

## REQUEST FOR APPLICATIONS

FY25 PANELISTS

DEPARTMENT OF ARTS & CULTURAL  
CITY OF SAN ANTONIO

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## SECTION 1 - ABOUT THE DEPARTMENT OF ARTS & CULTURE

### **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.

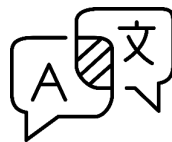
### **Cultural Equity Statement**

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, 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, please 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 – GRANT PROGRAM OVERVIEW

San Antonio is home to a vibrant and deeply rooted cultural community. A central initiative of the Department of Arts & Culture is grant funding—from individual artist support to organizational funding designed to build capacity through operations, events, special projects, equipment purchases, and capital improvements. With revenues from the Hotel Occupancy Tax and the Arts & Entertainment Ticketing Fund, the Department of Arts & Culture invests in San Antonio's dynamic creative community.

For more information, please review our [Arts Funding Guidelines for Nonprofits & Artists](#), which outline grant opportunities, eligibility, and requirements.

## SECTION 3 - AVAILABLE HELP

### FAQs

Please review the [Frequently Asked Questions](#) for panelists.

### Still Have Questions?

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

### Contact Us

City of San Antonio Department of Arts & Culture

Phone: 210.206.ARTS

Email: [ArtsFunding@sanantonio.gov](mailto:ArtsFunding@sanantonio.gov)

Mailing Address: PO Box 839966, San Antonio, TX 78283-3966

Physical Address: 115 Plaza de Armas, Suite 102, San Antonio, TX 78205

## SECTION 4 – PANELIST ROLE OVERVIEW

Each year, Department of Arts & Culture engages individuals representing a diverse range of artistic and cultural viewpoints, professions, and backgrounds to serve on panels that review grant applications. Panelists serve as reviewers through a public process and 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 to all grant applicants.

*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.*

### Panelist Eligibility

- Must be 18 years of age.
- Familiarity with the arts and culture of San Antonio.
- Must be a member of the cultural stakeholder community—artist, arts administrator, arts advocate, etc.

### 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.

### Panelist Term

Approved panelists will remain active on our roster for three years.

### Ability to Serve

If serving in 2024, panelists must be available to review applications during one of the following periods for which they may be selected:

- **Artist Grants** April 1-May 3, 2024
- **Events Grants** April 1-April 30, 2024
- **Performing Arts Production Cost Grants** May 13-June 7, 2024

Panelists will review all assigned applications in GoSmart, the grant management online portal and will need access to a computer and reliable internet service. (San Antonio Public Library offers computer and internet access if needed. [Click here for a list of locations.](#))

### Honorarium

For FY25 grant reviews, panelists will receive a \$300 honorarium upon the completion of the review period and contingent upon the fulfillment of duties.

## SECTION 5 – HOW TO APPLY

An individual may serve as a panelist by completing an online application. Staff reviews applications and makes recommendations to the Arts Funding Committee and the San Antonio Arts Commission based on need, expertise, and ability to serve.

### Register and Apply Online

Create an account profile as an individual in [SanAntonio.GoSmart.org](https://SanAntonio.GoSmart.org). If you have previously served as a panelist for Department of Arts & Culture, please confirm that your profile is current. You will need to be prepared to answer the following:

1. Legal name and contact information
2. Professional/business organization name and title
3. If you live in San Antonio, include your City Council District. If you are unsure whether your address is within the city limits of San Antonio, use [Find My Council District](#)
4. Your ethnicity: Asian American, African American/Black, Latina/o, Middle Eastern, Native American, Pacific Islander, White, Other
5. The group with which you self-identify: female, male, non-binary
6. Your artistic area(s) of expertise: Dance, Events/Festivals, Literature, Media Arts, Multicultural/Ethnic Arts, Multidisciplinary, Music, Theater, Visual Arts.
7. Your experience in the arts
8. Your education, including any that is arts related
9. Your experience as a past panelist, if applicable
10. Why you want to be a panelist for the Department of Arts & Culture
11. Your availability to review and evaluate applications:
  - Artist Grants April 1–May 3, 2024
  - Events Grants April 1–April 30, 2024
  - Performing Arts Production Cost Grants May 13–June 7, 2024
  - I am not available during this period, but I may be available in the future

**Deadlines**

Application Opens: December 14, 2023 at 8am CST

Application Closes: January 19, 2024 at 5pm CST

**Notification**

Panelists will be notified on their application status in late February 2024. Panelist recommendations are presented to the Arts Funding Committee and the San Antonio Arts Commission for approval.

**SECTION 6 – PANEL ASSIGNMENTS**

For the FY25 grant review period, panelists are assigned—based on expertise—to select review panels. Each grant program has unique criteria (outlined in the grant application) that will be used to evaluate and competitively score each application.

**Artist Grants**

These annual grants are awarded in select categories and applicants 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.

**Events Grants**

These three-year grants support one (1) artistic, cultural or performance event per year for an organization.

**Performing Arts Production Cost Grants**

These annual grants are made available to both organizations and artists working in dance, theater, music, and other performative disciplines.

## SECTION 7 – GRANT 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/approved by the Arts Funding Committee and the San Antonio Arts Commission, with ultimate approval coming from City Council.

## SECTION 8 – KEY TERMS

*Terms are specific to the Department of Arts & Culture's grant programs and are referenced in the Grant Guidelines and in each grant's Request for Applications*

**Access** Open to all people regardless of race, gender, gender identity, ethnicity, language, sexual orientation, physical 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.)

**Arts & Entertainment Enhancement Fund** Funded through the City of San Antonio's agreement with Ticketmaster and "Donate to the Arts". Funds are earmarked for Performing Arts Production Costs and Performing Arts Venue Facility Improvement grants and managed by Department of Arts & Culture per the [Performing Arts Strategic Plan](#).

**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 American, Asian, Caribbean, Latina/o, Middle Eastern, Native American, and Pacific Islander.

**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.

**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.

**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).

**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; and a professional portfolio that includes published or publicly displayed works.

**Project** The creation of an original new work of art by the grantee.

**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. [Click here to learn more about the 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.

**Showcase** An exhibit or performance where an audience is present.