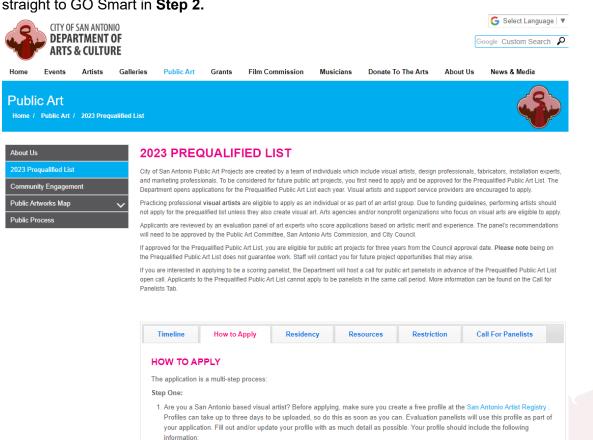
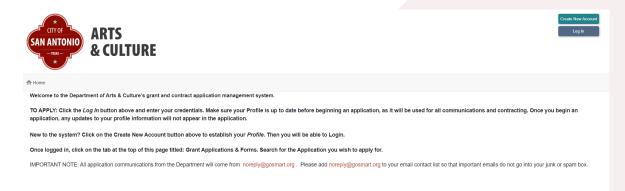
Non-San Antonio Prequalified Public Art List Application Instructions



Step 1: Visit the <u>Department of Arts & Culture's 2023 Prequalified Public Art List—How to Apply Page</u>. Click on the <u>Department of Arts & Culture's GO Smart Login Page</u>. You can also go straight to GO Smart in **Step 2**.



Step 2: Visit the Department of Arts & Culture's GO Smart Login Page.

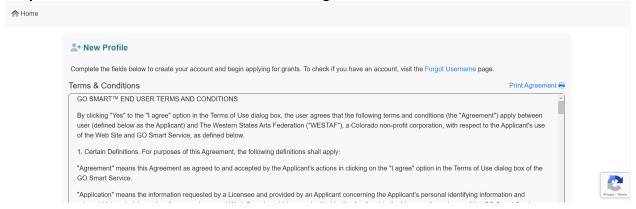




Step 3: Create a GO Smart Account by clicking the button in the **upper right of the page**. If you already have a GO Smart Account Skip to **Step 8.**



Step 4: To create a new account, first read through the Terms & Conditions.



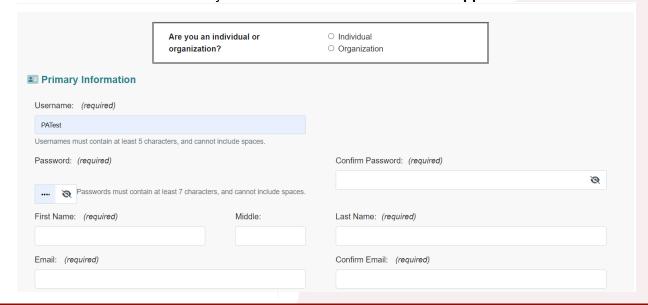
Step 5: Click the button to agree to the Terms & Conditions.

☐ By checking this box, you agree to the GO Smart Terms and Conditions.

You will know you selected a button when it is filled in blue.

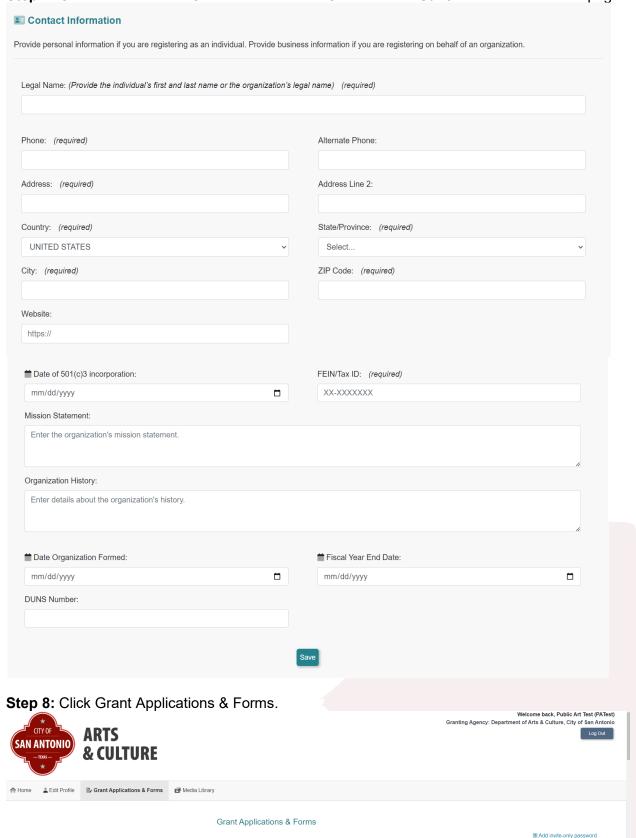
☑ By checking this box, you agree to the GO Smart Terms and Conditions.

Step 6: Select if you are an individual or an organization. Click and fill out the Primary Information. You will know that you have **entered in text when text appears**.



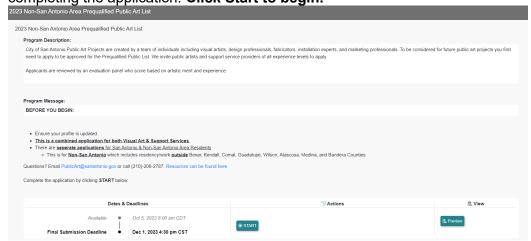


Step 7: Click and fill out the Contact Information. Click the blue Save at the bottom of the page.

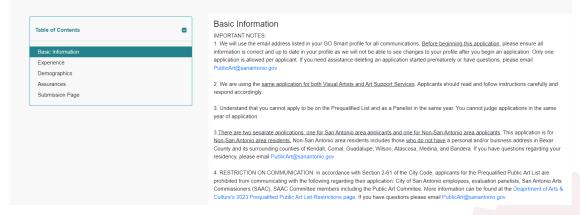




Step 9: Scroll down to see the application for the **2023 Non-San Antonio Area Prequalified Public Art List.** This will explain the program with a description and message. The date and deadline can be seen. You can also preview a PDF of the application before beginning or while completing the application. **Click Start to begin.**

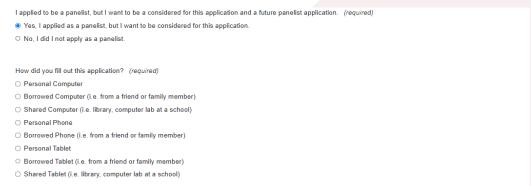


Step 10: Once in the application you will see a table of contents, to the left. You can visit each section by clicking on them. The page you are on is highlighted blue. The text on the top of the page provides information for applicants. **Carefully read and understand this section.**



Step 11: Fill out the first page of the application using the **free text field** or **clicking on the button** you wish to answer. Be sure to fill out all questions.

You will know that you have **entered in text when text appears**. You will know you **selected a button** when it is **filled in blue**.





Are you part of the City of San Antonio's Ready to Work program? (required)	
O Yes	
○ No	
Please select if you are applying as a Visual Artist, Support Service, or Both. (required)	
○ Visual Artist	
O Support Service	
O Both	
Select your category from the response choices below: (required)	
2-Dimensional Artwork (2D)	
○ 3-Dimensional Artwork (2D)	
O 2D+3D (both 2D and 3D)	
O Support Services	
Support Services and 2D Artwork	
Support Services and 2D Artwork Support Services and 3D Artwork	
O Support Services and Both 2D & 3D Artwork	
Have you previously been prequalified as a Visual Artist or Art Support Services Provider with the City of San Antonio? (required)	
O Yes, as a Visual Artist	
O Yes, as a Support Services provider	
O Yes, as both a Visual Artist and Support Services provider	
○ No	
Have you had a contract for public art or art support services with the City of San Antonio in the past? This includes public art projects and design enhancements with	
the Department of Arts & Culture or other City departments. (required)	
O I have never had a contract with the City of San Antonio	
O I have had one (1) or more contracts with the City of San Antonio in the past five (5) years.	
O I have had one (1) or more contracts with the City of San Antonio in the past six to 10 (6-10) years.	
O I have had one (1) or more contracts with the City of San Antonio more than ten (10) years ago.	
Have you ever had a contract end before completion, had scope removed from the original contract terms, or had a contract terminated? If no, enter None. If yes, st who the contract was with, the scope of services/work, year, and circumstances why the contract was changed and/or terminated. (required) Test	tate
(500 characters max, including spaces)	,
Character Count: 4 out of 500	
Have you ever received any disciplinary action or pending disciplinary action from any regulatory body or professional organization? If no, enter None. If yes, state tiname of the regulatory body or professional organization, date, and reason for the disciplinary action. (required)	he
(500 characters max, including spaces)	
Character Count: 0 out of 500	
Save Wor	rk
Niew PDF	Vext

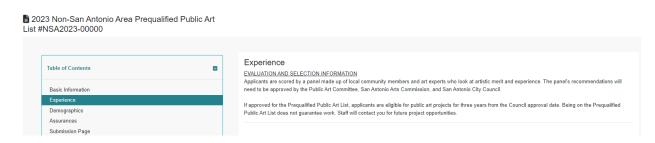
At the middle bottom of the page, you can click to view your PDF.

There is a **blue highlighted Save Work button**—if you click this your work will be saved and you will **go the start of this page**.

There is a **white Save and Next button**—if you click this your work will be saved and you will go to the **next page in the application**.



Step 12: To the left of the second page is the table of contents, the page you are on is highlighted in blue. The text on the top of the page provides information for applicants. **Carefully read and understand this section.**



Step 13: Fill out the second page of the application using the **free text field** or **clicking on the button** you wish to answer. Be sure to fill out all questions. **Remember to save your work!** You can upload **documents and work samples as a PDF.**

You will know that you have **entered in text when text appears**. You will know you **selected a button** when it is **filled in blue**.

Describe your practice. For Visual Artists provide your artist statement. For Support Services_describe your core business practice. If you are applying in both categories, include a heading at the beginning of each paragraph such as ARTIST STATEMENT or SUPPORT SERVICES and provide a description. (required)
<i>(</i>
(Max 1,500 characters, including spaces) Character Count: 0 out of 1500
For both Visual Artists and Support Services: select all areas in which you have experience. This question features selections for artwork media, culturally specific categories, and support services. (required)
□ Abstract Art
☐ African American/Black Art
□ Architect
□ Architectural Illustrator
□ Art Appraisal
☐ Art Fabrication
☐ Art Handling
☐ Art History
□ Artisan
☐ Asian Art
□ Author/Writer
□ CAD or Other Technical Design
□ Ceramist
□ Collage
□ Community Engagement
□ Concrete (includes Faux Bois/Trabajo Rustico)
□ Conservation/Restoration
☐ Web-based Design
□ Woodworker
(check all that apply)
Save Work
Other
(Type in your medium and/or services provided if it is not listed above)



For both Visual Artists and Support Service providors, please describe your experience working on public art or commissioned projects. Include your experience wmulti-phased, and/or community-based projects of any type to include your role in the project. Include any other information that you would like to be considered.
experience, enter None. (required)
(Max 2,000 characters, including spaces. Do not include specialized training, resources, equipment, expertise, or certifications, that is on the next question.)
Character Count: 0 out of 2000
Save W
Domombor to cave vous world
Remember to save your work!
Would you be interested in being notified if you were placed on a shortlist for an artist selection panel? This notice will provide an opportunity to
update your website/social media with updated work samples and relevant experience. Following the artist selection panel, shortlisted artists will be notified of their selection status. (required)
O Yes
O No
Applicant is a support service provider
Are you interested in working on a collaborative artist team that has been selected by an artist selection panel? Collaboration could include design
development, fabrication, and installation.
(required)
) Yes
O No
O Applicant is a support service provider
Applicant is a support service provider
Describe any specialized training, resources, equipment, expertise, certifications, or capacities you would like us to consider. (required)
W- 4500 to the internal intern
Max 1,500 characters, including spaces) Character Count: 0 out of 1500
Enter the link to your website. Websites should include work samples. (required)
List any social media handles that feature your artwork, work, or business that you would like to be considered as part of your application.
(required)
(If you do not have any social media handles, enter the word)

You can **upload documents and work samples as a PDF**. Please give them a descriptive name. Instructions on how to compress and combine PDFs are included in the application.

If you have work samples that cannot be found on your website or social media, you can upload them as a PDF here. Make sure to title your file with a descriptive name. Multiple documents must be combined into one PDF. Large PDFs may need to be compressed.

No file uploaded.

upload file



Attach your Resume/Curriculum Vitae (CV) – for organizations, you role of the person within your organization. Make sure to title your fill Multiple documents must be combined into one PDF. Large PDFs m	le with a descriptive name. M	ake sure to title your file with a de	
No file uploaded.			
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If you would like to include another file for review, please upload her with a descriptive name. Multiple documents must be combined into			ire to title your file
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			Save Work
Previous	Por View PDF		Save and Next

At the bottom left of the page, is a **white Previous button**—if you click this you will go back to the last page. Like the first page you can view your PDF, Save Work, and Save and Next button.

Step 14: To the left of the third page is the table of contents, the page you are on is highlighted in blue. The text on the top of the page provides information for applicants. **Carefully read and understand this section.**



Step 15: Fill out the third page of the application by using the **free text field** or **clicking on the button** you wish to answer. Be sure to fill out all questions.

You will know that you have **entered in text when text appears**. You will know you **selected a button** when it is **filled in blue**.

Where is your location of residence? Select the response that corresponds with the address/ location of your residence. Non-San Antonio area residents includes those

who do not have a personal address in Bexar County and its surrounding counties of Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera. If you have questions regarding your residency, please email PublicArt@sanantonio.gov (required)
O Texas (not Bexar, Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera Counties)
○ United States (not Texas)
Outside of the United States
O Applicant is a Non-profit so there is no owner's residence.
(For profit businesses should respond with information about their primary owner. Non-profit organizations should select the last option)
Where is your location of business? Select the response that corresponds with the address/ location of your business. Non-San Antonio area residents includes those who do not have a business address in Bexar County and its surrounding counties of Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera. If you
have questions regarding your residency, please email PublicArt@sanantonio.gov (required)
O Texas (not Bexar, Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera Counties)
○ United States (not Texas)
Outside of the United States
○ I do not have a business address, only my residence



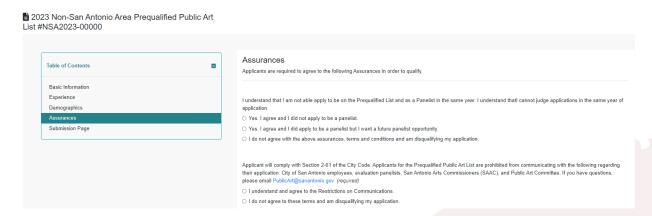
Please select the race/ethnicity with which you most identify. (required)
O American Indian or Alaska Native
O Asian or Asian American
O Black or African American
○ Hispanic or Latino/a/x
O Middle Eastern or North African
O Native Hawaiian or Other Pacific Islander
O White
O Prefer to self-describe
O I prefer not to answer
O Applicant is a non-profit organization
(For profit businesses should respond with information about their primary owner. Non-profit organizations should select)
Prefer to self-describe
(If you selected prefer to self-describe, please specify)
Please select the gender identity with which you most identify. (required) O Man
O Woman
○ Non-Binary
Prefer to self-describe
I prefer not to answer
Applicant is a non-profit organization
(For profit businesses should respond with information about their primary owner. Non-profit organizations should select)
Prefer to Self-Describe
(If you selected prefer to self-describe, please specify)
What is your sexual orientation? (required)
○ Asexual
○ Bisexual
○ Gay
○ Lesbian
○ Pansexual
○ Straight/Heterosexual
○ Queer
○ Questioning
O Prefer to self-describe
O I prefer not to answer
O Applicant is a non-profit organization
(For profit businesses should respond with information about their primary owner. Non-profit organizations should select)
Prefer to Self-Describe
(If you selected prefer to self-describe please specify)





Like the second page you can go to the Previous page, view your PDF, Save Work, and Save and Next button.

Step 16: To the left of the fourth page is the table of contents, the page you are on is highlighted in blue. The text on the top of the page provides information for applications to carefully read and understand this section.



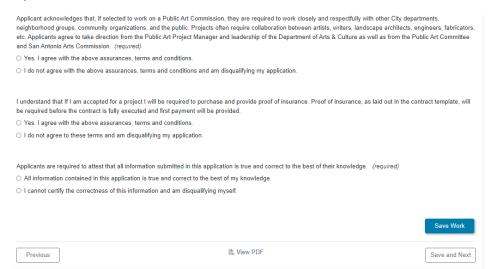
Step 17: Fill out the fourth page of the application by clicking on the button you wish to answer. Be sure to fill out all questions.

You will know you selected a button when it is filled in blue.

Should the applicant receive a contract, the applicant understands and agrees to comply with the Non-Discrimination Policy (NDO) 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. (required)

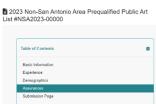
- $\,\,^{\circ}\,$ Yes. I agree to comply with the City's Non-discrimination Ordinance (NDO).
- O No, I do not agree to comply with the City's NDO and am disqualifying my application.





Like the second and third pages you can go to the Previous page, view your PDF, Save Work, and Save and Next button.

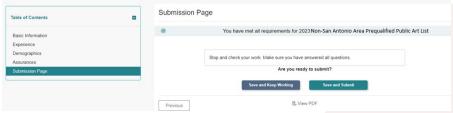
When you have completed the application click Save and Next or click Save Work and go to the Submission Page in the Table of Contents.



Step 18: If you missed any questions the Submission page will tell you. **Click Edit, to fix any missed questions**. Click Save and return to the Submission Page. If you did not get an error message skip to **Step 17**.



Step 19: In the Submission page click Save and Submit.



Step 20: You will receive a notification your application was received. You will also receive an email.

