Non-San Antonio Prequalified Public Art List
Application Instructions

Step 1: Visit the Department of Arts & Culture's 2023 Prequalified Public Art List—How to Apply Page. Click on the Department of Arts & Culture's GO Smart Login Page. 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.**

Create New Account

Log In

ARTS & CULTURE

CITY OF SAN ANTONIO TEXAS

Home

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

Home

+ New Profile

Complete the fields below to create your account and begin applying for grants. To check if you have an account, visit the Forgot Username page.

Terms & Conditions   Print Agreement

GO SMART™ END USER TERMS AND CONDITIONS

By clicking "Yes" to the "I agree" option in the Terms of Use dialog box, the user agrees that the following terms and conditions (the "Agreement") apply between user (defined below as the Applicant) and The Western States Arts Federation ("WESTAF"), a Colorado non-profit corporation, with respect to the Applicant's use of the Web Site and GO Smart Service, as defined below.

1. Certain Definitions. For purposes of this Agreement, the following definitions shall apply:

"Agreement" means this Agreement as agreed to and accepted by the Applicant's actions in clicking on the "I agree" option in the Terms of Use dialog box of the GO Smart Service.

"Application" means the information requested by a Licensee and provided by an Applicant concerning the Applicant's personal identifying information and

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**.

| Are you an individual or organization? | ○ Individual |
| | ○ Organization |

Primary Information

Username: *(required)*

PATest

Usernames must contain at least 5 characters, and cannot include spaces.

Password: *(required)*   Confirm Password: *(required)*

••• 👁 Passwords must contain at least 7 characters, and cannot include spaces.

First Name: *(required)*   Middle: Last Name: *(required)*

Email: *(required)*   Confirm Email: *(required)*

CITY OF SAN ANTONIO TEXAS

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

🖼️ Contact Information

Provide personal information if you are registering as an individual. Provide business information if you are registering on behalf of an organization.

Legal Name: *(Provide the individual's first and last name or the organization's legal name)*   *(required)*

Phone: *(required)*

Alternate Phone:

Address: *(required)*

Address Line 2:

Country: *(required)*

UNITED STATES

State/Province: *(required)*

Select...

City: *(required)*

ZIP Code: *(required)*

Website:

https://

📅 Date of 501(c)3 incorporation:

mm/dd/yyyy

FEIN/Tax ID: *(required)*

XX-XXXXXXX

Mission Statement:

Enter the organization's mission statement.

Organization History:

Enter details about the organization's history.

📅 Date Organization Formed:

mm/dd/yyyy

📅 Fiscal Year End Date:

mm/dd/yyyy

DUNS Number:

Save

Step 8: Click Grant Applications & Forms.

ARTS & CULTURE
CITY OF SAN ANTONIO — TEXAS —

Welcome back, Public Art Test (PATest)
Granting Agency: Department of Arts & Culture, City of San Antonio
Log Out

🏠 Home   👤 Edit Profile   📝 Grant Applications & Forms   🖼️ Media Library

Grant Applications & Forms

🔒 Add invite-only password

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)*
○ Yes
○ No

Please select if you are applying as a Visual Artist, Support Service, or Both. *(required)*
○ Visual Artist
○ Support Service
○ Both

Select your category from the response choices below: *(required)*
○ 2-Dimensional Artwork (2D)
○ 3-Dimensional Artwork (3D)
○ 2D+3D (both 2D and 3D)
○ Support Services
○ Support Services and 2D Artwork
○ Support Services and 3D Artwork
○ 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)*
○ Yes, as a Visual Artist
○ Yes, as a Support Services provider
○ 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)*
○ I have never had a contract with the City of San Antonio
○ I have had one (1) or more contracts with the City of San Antonio in the past five (5) years.
○ I have had one (1) or more contracts with the City of San Antonio in the past six to 10 (6-10) years.
○ 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, state who the contract was with, the scope of services/work, year, and circumstances why the contract was changed and/or terminated. *(required)*

> Test

(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 the name of the regulatory body or professional organization, date, and reason for the disciplinary action. *(required)*

(500 characters max, including spaces)
Character Count: 0 out of 500

Save Work

📄 View PDF   Save and Next

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.**

📄 2023 Non-San Antonio Area Prequalified Public Art
List #NSA2023-00000

Table of Contents ▾		Experience
		EVALUATION AND SELECTION INFORMATION
Basic Information		Applicants are scored by a panel made up of local community members and art experts who look at artistic merit and experience. The panel's recommendations will need to be approved by the Public Art Committee, San Antonio Arts Commission, and San Antonio City Council.
Experience		
Demographics		If approved for the Prequalified Public Art List, applicants are eligible for public art projects for three years from the Council approval date. Being on the Prequalified Public Art List does not guarantee work. Staff will contact you for future project opportunities.
Assurances		
Submission Page		

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)*

(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 with multi-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. If no 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 Work]

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)*

○ Yes
○ 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
○ No
○ Applicant is a support service provider

Describe any specialized training, resources, equipment, expertise, certifications, or capacities you would like us to consider. *(required)*

(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)
Character Count: 0 out of 250

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 may include resumes/CVs from multiple people. Please be sure they note the role of the person within your organization. Make sure to title your file with a descriptive name. 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.   *(required)*

No file uploaded.

[upload file]

If you would like to include another file for review, please upload here. Make sure to title your file with a descriptive name. 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] *(This is not a required field.)*

[Save Work]

[Previous]   📄 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.**

Table of Contents	Demographics
Basic Information	*Demographic Information:* The City of San Antonio does not discriminate in contracting on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, age, military service, or other non-merit factors.
Experience	
Demographics	*Demographic Use:* The following set of questions will help us improve our outreach efforts across the City. The information you share helps us better understand how your lived experiences contribute to your experience and perceptions. Your responses will remain anonymous. For profit businesses should respond with information about their primary owner of the company (owner with controlling ownership interest is defined as majority ownership). Non-profit organizations should select "Applicant is a non-profit organization".
Assurances	
Submission Page	

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)*

○ Texas (not Bexar, Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera Counties)

○ United States (not Texas)

○ Outside of the United States

○ 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)*

○ 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)*

○ American Indian or Alaska Native

○ Asian or Asian American

○ Black or African American

○ Hispanic or Latino/a/x

○ Middle Eastern or North African

○ Native Hawaiian or Other Pacific Islander

○ White

○ 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)

Please select the gender identity with which you most identify. *(required)*

○ Man

○ 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

○ 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)

CITY OF
SAN ANTONIO
— TEXAS —

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**.

Applicant acknowledges that, if selected to work on a Public Art Commission, they are required to work closely and respectfully with other City departments, neighborhood groups, community organizations, and the public. Projects often require collaboration between artists, writers, landscape architects, engineers, fabricators, etc. Applicants agree to take direction from the Public Art Project Manager and leadership of the Department of Arts & Culture as well as from the Public Art Committee and San Antonio Arts Commission. *(required)*

○ Yes. I agree with the above assurances, terms and conditions.

○ I do not agree with the above assurances, terms and conditions and am disqualifying my application.

I understand that If I am accepted for a project I will be required to purchase and provide proof of insurance. Proof of insurance, as laid out in the contract template, will be required before the contract is fully executed and first payment will be provided.

○ Yes. I agree with the above assurances, terms and conditions.

○ I do not agree to these terms and am disqualifying my application.

Applicants are required to attest that all information submitted in this application is true and correct to the best of their knowledge. *(required)*

○ All information contained in this application is true and correct to the best of my knowledge.

○ I cannot certify the correctness of this information and am disqualifying myself.

Save Work

| Previous | 🗎 View PDF | Save and Next |

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.

Thank you for submitting your application!

Remember that there is a restriction on communication in place and you will not contact City of San Antonio elected officials and staff and members of the San Antonio Arts Commission and Public Art Committee about your application during the Application Period.

You will be notified about your application approval status following approval from City Council. Expected approval time is Spring 2024. The notice will occur from GO Smart to the email you provided.

If you are approved for the Prequalified Public Art List, you are eligible for three years from the Council approval date. Staff will contact you for future project opportunities. Being on the Prequalified Public Art List does not guarantee work.

If you have any questions, please email PublicArt@sanantonio.gov