



ARTS & CULTURE

REQUEST FOR APPLICATIONS

FY25 EVENTS GRANTS

DEPARTMENT OF ARTS & CULTURAL
CITY OF SAN ANTONIO

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SECTION 1 - ABOUT THE GRANT

Mission Statement

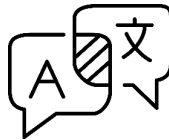
The City of San Antonio's Department of Arts & Culture strives to enrich the quality of life of San Antonio residents and visitors by investing in the production of art programming and helping people experience art in San Antonio. As a leader in arts and culture, the Department of Arts & Culture provides 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 or at 210-207-6968. Providing at least 72 hours' notice will help ensure availability of your request.



SECTION 2 - PROGRAM OVERVIEW

Events Grants are available to San Antonio-based nonprofits for the presentation/production of one (1) artistic event. The event must exemplify and increase access to the arts and culture of San Antonio. Grants are awarded on a three-year cycle (FY25, FY26, and FY27) with an annual renewal process. Funding is dependent upon eligibility and the availability of funds.

Events 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 and attend an Information Session, visit our [Informational Registration Session page](#).

FAQs

Visit the [Frequently Asked Questions for Events Grants page](#).

Still Have Questions?

Please contact us at ArtsFunding@sanantonio.gov.

SECTION 4 – KEY TERMS

Terms are specific to the Department of Arts & Culture's grants.

Access

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.

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 an operational scope dedicated to the creation, education, preservation, and presentation of 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](#) page.

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**Grant Amount**

Grant amounts are not to exceed 20% of an event's budget for a maximum of \$20,000 and subject to funding availability.

Allowable Event Expenditures

- Contracted services and artist fees to include travel, per diem, and lodging
- Production expenses to include rentals, AV, lighting, and production management
- Marketing and promotion
- Insurance
- Security and barricades

Funding Cycle

All grants to organizations will be administered for a three-year funding cycle. Contracts are annual and funding is appropriated annually. All funding is predicated upon meeting eligibility requirements, scoring and the availability of funds.

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. Translation and interpretation services are available free of charge.

Attend Contract Information Session

Grantees must attend annual contract information sessions that outline contract terms.

Event Supports San Antonio Artists

At least 25% of participating artists must be residents of San Antonio.

Event Access

The arts and culture event is open to all members of the public regardless of race, color, ethnicity, national origin, language, sex, gender, sexual orientation, gender identity and expression, ability, religion, or socioeconomic status.

Comply With Contract

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

Reporting

Grantees must submit timely reports—interim and final—as outlined in the contract.

SECTION 7 – GRANT RESTRICTIONS

Events Grants cannot be used to support:

- Any activity not allowed by the funding source
- Workshops or educational programs held on a school campus that are provided by the school
- Fiesta events
- Commercial events
- State or local government institutions and departments
- Capital improvements
- Purchase of real property
- Benefits or fundraising events
- Cash prizes
- Programs that are essentially recreational, rehabilitative, or therapeutic
- Political purposes for or against a political candidate, ballot measure, or bill
- Projects, productions, workshops and/or programs that include obscene material as defined in [Section 43.21, Penal Code of Texas](#)
- Costs of receptions and social activities, except when they are incidental and related to arts activities

- Deficit or debt reduction efforts
- Funding for litigation or litigation related activities
- Religious institutions and/or programs to support a religion
- University or College projects, groups, departments, or organizations
- Student work completed for academic credit or as part of an academically supported project, program, or residency
- Retroactive funding (projects that begin before the grant period)
- Applicants who fail to submit the Intent to Apply by the posted deadline
- Late applications submitted after the posted deadline
- Incomplete applications that do not meet eligibility requirements per [Guidelines](#) and Request for Applications
- Applications that score below a minimum 75

SECTION 8 – ELIGIBILITY

Organizations must meet the following eligibility requirements.

San Antonio-based Nonprofit

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

Event Showcases San Antonio

The event must exemplify the San Antonio experience for locals and visitors.

Good Standing

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

Budget Size

Organizational budget must not exceed \$15,000,000. Event budget must exceed \$5,000.

Fiscal Sponsors

Applicants can be fiscal sponsors so long as the event will be hosted by a San Antonio-based nonprofit community group.

One Application Per Organization

The Department of Arts & Culture will not consider multiple requests for the same event or from the same organization within the same contract/application period.

Limitations

Operational, Culturally Specific, and Film Festival grantees are not eligible to apply for an Events Grant, even as a fiscal sponsor.

SECTION 9 – 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 event.

Deadlines

Intent to Apply Deadline—March 8, 2024 at 5:00pm CST

Application Deadline—March 15, 2024 at 5:00pm CST

Register Online

Create an organizational profile in [GoSmart](#).

Intent to Apply in GoSmart

Applicants will need to provide the following information:

- Applicant Profile (Name, Contact Information, Date Organization Formed, Website, Mission Statement, and Organization History)
- Proof of 501(c)3 Status (IRS Determination Letter)
- Applying Organization's City Council District
- Name of Event
- Event Type (Art Exhibit, Art Festival, Arts & Crafts Fair, Arts & Culture Workshop, Culinary Event, Cultural Festival, Dance Event, Literary Event, Musical Event/Concert, Theater Event, Other)
- Event Location
- Event Dates
- Estimated Budget
- Collaborating Agency, if applicable

Application in GoSmart

Applicants will need to provide the following information:

- Detail on planned programming, including location and venue
- Council District where event will occur
- Confirmation the event will occur annually for three years between January 1 and December 31 of 2025, 2026, and 2027
- Explanation how your event will benefit San Antonio
- Information on audiences served and how the event will increase access to the arts and culture of San Antonio
- Demonstrated track-record for producing/hosting events
- Detailed budget
- Proof of the ability to meet insurance requirements, if using a City-owned venue
- Assurances on non-discrimination, communication restrictions, attestation, and authorization to complete application

SECTION 10 – EVALUATION CRITERIA AND SCORING

Applications are competitively scored by an independent panel using the Events Grants application criteria and must score a minimum of 75 to be considered for funding. The maximum score an application can receive is 115 points:

Merit of Proposed Event (up to 45 points)

Event description, audiences served, and the project's impact and benefit to San Antonio and the field of arts and culture.

Implementation (up to 20 points)

Project timeline, implementation plan, and promotional activities to produce/present event.

Past Experience (up to 20 points)

Track record for producing this event or similar event(s) in the recent past:

- 0 points: no experience
- 5 points: one similar event in last three years
- 10 points: multiple similar events in the last three years
- 15 points: multiple similar events in last three years and this event one time in the last year
- 20 points: same event every year for the last five years

Budget (up to 15 points)

Budget feasibility and detail.

Equity Impact Points (15 points maximum)

Events that promote/support the following communities will receive additional points:

- Communities of Color (5 points)
- Women (5 points)
- LGBTQIA+ (5 points)
- Veterans/Active Duty (5 points)
- Event locations in census tracts that have been historically disadvantaged as shown on the Equity Atlas (5 points)

SECTION 11 – PANELISTS

Each year, Department of Arts & Culture engages individuals representing a broad range of artistic and cultural viewpoints, professions, and backgrounds to serve on panels that review grant funding applications. Panelists 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.

Panelist Application Process

Panelists serve as reviewers through a public process. An individual may serve as a panelist by completing an online application. Staff reviews applications and makes recommendations to the Arts Funding Committee based on need, expertise, and ability to serve.

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.

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 and approved by the Arts Funding Committee and the San Antonio Arts Commission, with ultimate approval coming from City Council.

SECTION 12 – GRANT APPLICATION REVIEW PROCESS

1. Staff determine eligibility (Intent to Apply).
2. Panels review all assigned applications.
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.
3. Department of Arts & Culture staff develop Funding Recommendations based on:
 - a. Eligibility
 - b. Evaluation of the Panel Review and Scores
 - c. Available Funding

4. Staff sends each applicant a Funding Notification Email twenty (20) days prior to the first scheduled public meeting to allow time for appeals. Funding Notification Emails include an applicant's Preliminary Funding Recommendation amount, panel comments, and scores (if applicable).
5. San Antonio Arts Commission's Arts Funding Committee reviews Staff Preliminary Funding Recommendations in a public meeting and consider appeals.
6. San Antonio Arts Commission's Arts Funding Committee approves Preliminary Funding Recommendations and forwards them to the San Antonio Arts Commission.
7. 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.

SECTION 13 – 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 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 14 – 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 12, 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 15 – INSURANCE

The following insurance limits are required during the contract period:

INSURANCE TYPE	LIMITS
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	