



## ARTS & CULTURE

### PRODUCTION COSTS GRANT APPLICATION FAQs

***What is “Intent to Apply” and why do I have to do it?***

Intent to Apply is the first step in the application process and it confirms eligibility for the grant. Once eligibility is confirmed, you will be granted access to the application.

***Can I use this grant to fund a production that is in development?***

No, this grant is only available for productions that are scheduled with a Letter of Support/confirmation from secured venue.

***Can I use this grant to purchase equipment for my production?***

No, only equipment rentals are covered by this grant.

***I have a production, but I’m still looking for a venue. Can I apply?***

You must have a venue identified and reserved at the time of application. Proof of venue confirmation is required.

***I need assistance in finding a venue for my production. Can you help?***

The Department of Arts & Culture has [compiled a list of area venues](#), but it is the responsibility of the applicant to identify and secure a venue for their production.

***Do you have tips for filling out the application?***

Yes! **Read** the Request for Applications. **Attend** an information session to learn about the application process. **Collect** all key documents (Articles of Incorporation, 990s, Board Roster, etc.) in advance of starting your application. **Draft** your answers in a Word document and copy/paste them into GoSmart (our online grant management portal). **Allocate** enough time to prepare your application. You will be able to save your work in GoSmart before submitting.

***When will I find out the status of my application?***

Applicants will be notified of funding recommendations via email in late June. Those not recommended for funding will have an opportunity to appeal per the allowable grounds for appeal defined in the [Arts Funding Guidelines for Nonprofits & Artists](#). Funding recommendations are approved by the Arts Funding Committee in June, the San Antonio Arts Commission in July, and City Council in September as part of the FY25 budget approval process.

***Still have questions?***

Send us an email at [ArtsFunding@SanAntonio.gov](mailto:ArtsFunding@SanAntonio.gov).