



ARTS & CULTURE

REQUEST FOR APPLICATIONS

FY25 PRODUCTION COSTS GRANTS

DEPARTMENT OF ARTS & CULTURAL
CITY OF SAN ANTONIO

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SECTION 1 – ABOUT THE GRANT

Mission Statement

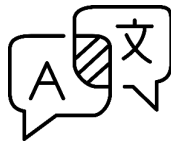
The City of San Antonio's Department of Arts & Culture strives to enrich the quality of life of San Antonio residents and visitors by investing in the production of art programming and helping people experience art in San Antonio. As a leader in arts and culture, the Department of Arts & Culture provides 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

Performing Arts Production Costs Grants support San Antonio-based performing artists and organizations in the production of high-quality performances in San Antonio. Grants are awarded every other year (alternating with the Performing Arts Venue Improvement Grants). Funding is dependent upon eligibility and the availability of funds.

Performing Arts Production Costs Grants are funded by the City of San Antonio's agreement with Ticketmaster through the Arts & Entertainment Enhancement Fund.

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 [Informational Session Registration page](#).

FAQs

Visit the [Frequently Asked Questions](#) 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

Production is 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.

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, 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.

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 Performing 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
- A professional portfolio that includes published or publicly displayed works

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

Funding Amounts

This grant is available to both individuals and organizations:

- Up to \$7,500 for performing artists
- Up to \$15,000 for performing arts organizations

Funding Cycle

- Grants are administered annually with an Open Call every other year.
- Contracts are for a 12-month period, beginning October 1, 2024 and ending September 30, 2025. The production must be completed and publicly performed by the end of the contract term.

Allowable Expenditures

The following expenses are allowed under this grant:

- Venue rental
- Equipment/prop/staging costs
- Security costs
- Back-of-house labor fees
- Artist fees
- Marketing costs
- Insurance for production (artists only)

Funding Payments

Grantees will receive 75% of the grant amount upon the completion and approval of the Interim Report and its required documents. The final 25% will be paid upon completion of the production(s) and submission/approval of the final report to the Department of Arts & Culture.

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.

Attend Contract Information Session

Grantees must attend annual contract information sessions that outline contract terms. Translation and interpretation services are available free of charge.

Production

The production must already be planned at the time of application. Production must be held within San Antonio and be open and accessible to the public.

Support San Antonio Performing Artists

For organizational grantees, at least 70% of participating performing artists must be residents of Bexar County.

Comply With Contract

Grantees must comply with grant requirements and contractual obligations. Failure to comply may result in a grantee being ineligible for future grant funding.

Reporting

Grantees must submit timely Interim and Final Reports.

Insurance

Organizations must have insurance as outlined in Section 16; Artists *may* need to secure insurance based on production and venue.

Promotional Inclusion

Include the Department of Arts & Culture support on news release and include departmental logo on all promotional materials.

Tickets

Provide ten (10) tickets to the production/performance/event to Department of Arts & Culture.

SECTION 7 – ELIGIBILITY

Only one application per individual/organization.

For Performing Artists

Applicant must meet the following criteria:

- Be a professional performing artist at least 18 years of age
- Reside and/or have an artistic business/studio in a San Antonio City Council District
- In good standing with Federal, State, City of San Antonio, and Department of Arts & Culture

For Performing Arts Organizations

Applicant must meet the following criteria:

- San Antonio-based 501(c)3 tax exempt nonprofit
- In good standing with Federal, State, City of San Antonio, and Department of Arts & Culture
- Three years of actively presenting and producing in San Antonio
- Over half of overall organizational programming is in the performing arts
- Have an active Board of Directors
- Annual operating budget may not exceed \$15,000,000

SECTION 8 – RESTRICTIONS

The Department of Arts & Culture Grant Funding 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.
- 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.
- Applications that are incomplete or fail to adhere to the eligibility requirements listed in the Grant Guidelines and Request for Applications will be marked as non-competitive and will not proceed to the next round of review.
- Applications that score below a minimum 75.

SECTION 9 – ASSURANCES

All applicants for funding must certify that they are authorized to apply and that, at the time of application, assures that:

1. As a party to any resultant contract, the applicant understands and agrees to comply with the Non-Discrimination Ordinance 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.
2. Applicant acknowledges that they are prohibited from discussing their application with any member of the evaluation panel for their grant or any member of the San Antonio Arts Commission (including ad-hoc members of committees) during the application and review process. Any violation of this activity may disqualify the application.
3. Applicant will comply with the City's Ethics Code, particularly Section [2-61](#) that prohibits a person or entity seeking a City contract—or any other person acting on behalf of such a person or entity—from contacting City officials or their staff, regarding such contract, from the time the application process opens to the time such contract is posted as a City Council agenda item (the blackout period). Any violation of this activity may disqualify the application.
4. The applicant is the creator and owner of the artwork and no other individual may claim copyright to the artwork. Or, applicant has obtained rights and permissions to include material copyrighted by someone else.
5. All information submitted in the application is true and correct.

SECTION 10 – HOW TO APPLY

Process

For Performing Artists

Applying is three-step process:

1. Establish a profile in the San Antonio Artist Registry. To create and/or update an existing San Antonio Artist Registry profile, please visit our [Artist Registry](#) page.
2. Applicants complete the Intent to Apply and staff will determine eligibility.
3. Eligible applicants will advance to the Application where they will provide detailed information about their past and proposed productions.

For Performing Arts Organizations

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 past and proposed productions.

Deadlines

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

Application Deadline—April 26, 2024 at 5:00pm CST

Register Online

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

Intent to Apply in GoSmart

Applicants will need to provide the following information:

For Performing Artists

- Applicant profile with name and contact information
- Proof of residency and/or proof of studio/artistic employment within San Antonio City Council District via ID, utility bill, lease, etc.
- Proof of age; applicants must be 18+ years old
- Certification as a professional performing artist
- Professional artist tenure (minimum 3+ years) and any relevant degrees/certifications
- Optional questions pertaining to gender, race, ethnicity, and LGBTQIA+
- Disability status, if applicable
- Veteran/active duty status and proof, if applicable
- Provide link to your San Antonio Artist Registry profile (please include the https://:)
- Completed Contract Disclosure Form located in GoSmart
- Proposed production with title, location, and date(s)

Questions

1. Have you ever failed to complete any contract awarded? If yes, state the name of the organization contracted with, the services contracted, date, amount contracted, and reason for failure to complete contract.
2. Have you ever received any disciplinary action or pending disciplinary action from a regulatory body or professional organization or have you been debarred from contracting with a state or federal agency? If yes, state the name of the regulatory body or professional organization, date, and reason for the disciplinary action or debarment.

For Performing Arts Organizations

- Name and address of organization headquarters
- Other names under which organization has operated for last 3 years
- Articles of Incorporation
- IRS Determination Letter
- Certification as a Performing Arts Producing Organization
- List of Board Members
- Copy of Board Bylaws
- Completed Contract Disclosure Form located in GoSmart
- List three productions performed in the last three-year period
- Proposed production with title, location, and date(s)
- Confirmation of residency requirements for participating performing artists (70% must be residents of San Antonio/Bexar County)

Questions

1. Has your organization ever failed to complete any contract awarded? If yes, state the name of the organization contracted with, the services contracted, date, amount contracted, and reason for failure to complete the contract.
2. Has your organization ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? If yes, please describe. Make sure to provide the date, court, jurisdiction, case number, amount of liabilities and assets. If no, please state such.
3. Has your organization ever received any disciplinary action or is currently pending disciplinary action from any regulatory body or professional organization(s)? If yes, state the name of the regulatory body or professional organization, date, and reason for the disciplinary action. If no, please state such.

Once application eligibility is confirmed, applicants will be granted access to the application in GoSmart.

Application in GoSmart

Applicants will need to provide the following information:

For Performing Artists

1. Describe three past performances:
 - a. How were the performances innovative, relevant, and enriching to the community where the event was held?
 - b. What audiences were served? Include attendance numbers and demographics.
2. Proposed production:
 - a. How many performances are you seeking funding for?
 - b. What are the goals and intended outcomes of the production?
 - c. How will this production enrich San Antonio?
 - d. How does this production exemplify the City of San Antonio's commitment to Cultural Equity?
3. Audience:
 - a. What is your target audience? Include key demographic information.
 - b. What are your plans for marketing and promoting the production?
 - c. How will this production reach audiences to include those living in historically disadvantaged areas per the Equity Atlas?
4. Venue:
 - a. Upload a confirmation from the venue that details date hold, equipment rental, security, and back-of-house labor fees.
 - b. List any potential barriers to access posed by the venue—entry fees, physical limitations, etc.
5. Timeline:
 - a. Provide a detailed timeline to include major milestones and completion dates between the contract period of October 1, 2024 through September 30, 2025.
6. Budget:
 - a. Funding sources to include sponsorships and in-kind donations.
 - b. Production cost(s) per performance being requested under this grant.
 - c. Insurance costs.
 - d. Total dollar amount requested under this grant.

For Performing Organizations

2. Describe three past performances:
 - a. How were the performances innovative, relevant, and enriching to the community?
 - b. What audiences were served? Include attendance numbers and demographics.
 - c. Provide supporting documentation (photos, videos, etc.) for performances described above.
3. Proposed production:
 - a. Does this production have multiple performances? If yes, how many and what are the proposed dates?
 - b. What are the goals and intended outcomes of the production?

- c. How will this production enrich San Antonio?
 - d. How does this production exemplify the City of San Antonio's commitment to Cultural Equity?
4. Artistic Team:
 - a. Describe qualifications and achievements of the key artistic personnel who are central to the production's success.
 5. Audience:
 - a. What is your target audience? Include key demographic information.
 - b. What are your plans for marketing and promoting the production?
 - c. How will this production reach audiences to include those living in historically disadvantaged areas per the Equity Atlas?
 6. Venue:
 - a. Upload a confirmation with a Letter of Support from the venue that details date hold, equipment rental, security, and back-of-house labor fees.
 - b. List any potential barriers to access posed by the venue—entry fees, physical limitations, etc.—and plan to address, if applicable.
 7. Timeline:
 - a. Provide a detailed timeline to include major milestones and completion dates between the contract period of October 1, 2024 through September 30, 2025.
 8. Budget:
 - a. Funding sources to include sponsorships and in-kind donations.
 - b. Production cost(s) per performance being requested under this grant.
 - c. Insurance costs.
 - d. Total dollar amount requested under this grant.

SECTION 11 – EVALUATION CRITERIA AND SCORING

Applications are competitively scored by an independent panel using the Production Costs Grant application criteria and must score a minimum of 75 to be considered for funding. The maximum score an application can receive is 115 points for Professional Performing Artists and 100 for Performing Arts Organizations:

Merit of Proposed Production (up to 40 points)

- Artistic and innovative quality of the production
- Relevance of production to culturally enrich San Antonio
- Articulated goals and proposed outcomes of production
- Alignment of the production with the City of San Antonio's commitment to Cultural Equity
- Proposed efforts to achieve broad participation across San Antonio community to include historically disadvantaged areas per the Equity Atlas

Administrative Capability (up to 30 points)

Ability to successfully administer grant and production with:

- Achievable timeline
- Realistic budget
- Implementation plan with promotional strategy
- Appropriate venue selection on hold with outlined fees

Experience (up to 30 points)

- Past productions that exemplify artistically relevant and/or innovative productions.
- Past productions achieved broad and diverse participation across San Antonio community, including areas that are economically challenged and/or with a higher concentration of Communities of Color.
- Qualifications of key artistic personnel

Equity Impact Points (15 points maximum)

Professional Performing Artists representing the following communities will receive additional points:

- Communities of Color (5 points)
- Women (5 points)
- Non-binary (5 points)
- LGBTQIA+ (5 points)
- Persons living with a disability (5 points)
- Veterans/Active Duty (5 points)
- Those living or have their studio in census tracts that have been historically disadvantaged as shown on the Equity Atlas (5 points)

SECTION 12 – 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 13 – 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 14 – 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 15 – 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 March 11, 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 August 1, 2024 meeting.

SECTION 16 – INSURANCE

The following insurance limits are required during the contract period for organizational grantees. Professional performing artists *may* be required to secure insurance based on venue selection.

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	