



FY2015
City of San Antonio
Department for Culture & Creative Development
Arts Funding Division
Proposed Funding Guidelines

The goal of the Arts Funding Division is to invest in arts and cultural programs that deliver excellence, innovation and engage audiences in the unique experience of San Antonio. To achieve this goal, the Arts Funding Division has designed five distinctive programs that support a wide range of arts and cultural organizations, individual artists, artist collectives and neighborhood groups to collectively animate the economic vitality of the arts for our diverse community. The Arts Funding Programs are:

Cultural Arts Operational support – Multi-year grants that strengthen our City by providing a base of financial support to San Antonio's non-profit arts and cultural agencies. These critical investments play a pivotal role in enabling our arts and cultural institutions to provide artistic excellence that are accessible to our entire community.

Festivals and Community Celebrations – One year grants available to arts organizations, community groups, artists or artist collectives to further the presentation, production and preservation of arts and cultural programs that are unique to the San Antonio experience.

stART Place – One year grants available to arts organizations, neighborhood associations, and local artists/artists collectives to support creative projects that provide meaningful community enrichment and transformation. Through this effort, DCCD aims to create vibrant and energetic neighborhoods infused with culture and to showcase San Antonio as a center for creative activity.

Artist Re-granting – One year grants made to non-profit arts organizations whose mission is the funding of local professional artist advancement. Through the program DCCD wants to enhance both the creative vitality of our community and the awareness that San Antonio is an excellent destination for artists of all genres to live and work.

Technical and Economic Development Assistance – On- going competitive assistance program that provides grants designed to help local non-profit arts and cultural agencies as well as individual artists with small grants aimed at providing professional assistance in the areas of organizational stability, fiscal management and professional growth.

The Arts Funding Programs listed above are supported by the Hotel Motel Tax and invested to promote and engage residents, visitors and the convention and hotel industry in the San Antonio experience through the creation, encouragement, promotion and exhibition of the arts and culture of San Antonio. Occasionally other funding sources are made available to DCCD and at such time additional awards and funding opportunities can be offered and support projects that otherwise cannot be supported by the Hot Tax.

TABLE OF CONTENTS

GENERAL APPLICATION INFORMATION

| | |
|--|--------|
| Program Objectives | Page 3 |
| DCCD Will Not Fund the Following | Page 3 |
| General Policies | Page 4 |
| Assurances | Page 5 |
| Appeals Process | Page 6 |
| Definitions..... | Page 7 |

All applicants should review all “General Application Information” sections before proceeding with application to the following Programs.

CORE PROGRAMS

| | |
|---|---------|
| Cultural Arts Operational Support | Page 9 |
| Festivals & Community Celebrations Program..... | Page 14 |
| stART Place..... | Page 17 |

ADVANCEMENT PROGRAMS

| | |
|--|---------|
| Artist Re-granting Program | Page 19 |
| Technical & Economic Development Program | Page 21 |

| | |
|---------------------------------------|---------|
| CITY OWNED FACILITY MAINTENANCE | Page 23 |
|---------------------------------------|---------|

GENERAL APPLICATION INFORMATION:

PROGRAM OBJECTIVES:

- Serve a broad audience, and encourage excellence, growth and viability within the arts and diverse cultures;
- Encourage appreciation, interest and access to the arts across all ages, culturally diverse populations, underserved and economically disadvantaged residents and persons living with disabilities;
- Support the economic growth of the arts and cultural environment through strategic planning, professional development and economic impact studies;
- Provide financial support to enable organizations and artists to leverage the City's investment by securing additional funding from the public and private sectors;
- Support the goals and objectives of SA2020 (increase access to and awareness of arts and cultural activities, downtown development, economic competitiveness, enhance quality of life in neighborhoods);
- Invest in eligible art and cultural organizations and artists working within all art forms that support and define the development of the San Antonio experience;
- Promote the San Antonio arts and cultural experience to all residents and visitors.

DCCD WILL NOT FUND THE FOLLOWING:

- Programs with culminating events not accessible to the public;
- Workshops and educational programs held on a school campus that are provided by the school district;
- Scholarships, purchase awards, or cash prizes;
- Benefits and projects planned primarily for fundraising purposes;
- Deficiencies in previously completed projects or unanticipated costs in ongoing projects or payment of prior deficits;
- Social functions, parties and receptions, including food and beverage;
- Programs that are essentially recreational, rehabilitative, or therapeutic;
- Loans, fines, penalties, costs of litigation or associated interest payments;
- Non-profit agencies and foundations that directly support City Departments;
- Accredited academic teaching institutions, and departments thereof. (Exception): The Southwest School of Art is eligible to apply since they have an established history of being a DCCD operational grantee as an arts institution and continues to provide services to the community under its 501(c)3 organization status;
- Programs where the primary effect of funding would be to support a religion;
- Programs where the primary effect of funding would be for political purpose 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; and
- Organizations whose offices and events are not located within the boundaries of the City of San Antonio proper.

GENERAL POLICIES

The following apply to all programs, but set policies are detailed further within each individual Program section.

- Art and cultural organizations can only submit one application in the **CORE PROGRAM category** (Cultural Arts, Festivals, stART). Such organizations can also apply to the Technical & Economic Development Program;
- The City reserves the right to suspend, defer or cancel all or part of the funding process at any time;
- For the Core Programs, reviews will be conducted by an independent panel (Review Committee) that has significant expertise in the assigned discipline and subject to final recommendations from the Cultural Arts Board (CAB) and Staff. Final Approval is made by City Council;
- All organizations receiving a total city investment of \$250,000 or more must submit an annual audit report from an independent CPA;
- CAB and Staff have the option to recommend adjustments to levels of annual awards if an organization's service levels or financial history is or becomes unstable. The DCCD Executive Director or City Manager has the final authority to make adjustments, or reallocation of awards to existing or new organizations, programs or projects during the course of the year. Adjustments or reallocations that would bring a contract above \$50,000 or are outside the director's approval authority are subject to City Council approval;
- All initial or continuation of awards are contingent on availability of City funds;
- Applicants are required to have a business office address in the City of San Antonio which is accessible by the public. PO Boxes are not allowable;
- Applicants must make all DCCD funded programs, events and services accessible to the public;
- Applicants must be governed by board of directors/trustees that meets regularly;
- Members of the Cultural Arts Board (CAB) or Public Art Board (PAB) can apply and/or be part of a collaborative application for funding from DCCD, but he/she must recuse him/herself from any votes, and cannot discuss their application with any other Board member during the application and review process. Any violation of this activity immediately disqualifies the application;
- All awarded organizations are subject to comply with the specific funding program's requirements and contract obligations;
- Upon submission, all materials become property of DCCD, City of San Antonio.

ASSURANCES

All applicants for funding programs must execute an Assurances Form certifying that s(he) is authorized to submit a Proposal and that, at the time of application, the applicant assures that:

- The activities and services for which financial assistance is sought will be administered by the applicant organization.
- As a party to any resultant contract, Applicant understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of 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 herein.
- It is not knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas.
- It will not identify the City as a funding provider for any events and activities for which City has not authorized funding. Only events and activities identified in the contract shall be considered to be authorized for funding by the City.
- It will maintain auditable financial records reflecting Generally Accepted Accounting Principles related to its overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving its approved goals and objectives.
- It 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 opens to the time such contract is posted as a City Council agenda item.

APPEALS PROCESS:

For the **Cultural Arts Operational Support Program** and the **Festivals & Community Celebrations Program**, applicants may submit a written appeal in response to the CAB preliminary funding recommendation only if the applicant can demonstrate that one of the following occurred:

1. The DCCD failed to follow published application and review procedures;
2. Undue influence was placed on the Review Committee or CAB by a member(s) with an undisclosed conflict of interest;
3. The Review Committee's or CAB's decision was based on insufficient information through no fault of the applicant; and/or
4. The Review Committee's or CAB's decision was based on information not related to the proposed outcome of the application.

DCCD staff will determine whether an appeal meets one or more of the above requirements and is eligible for review by CAB.

At a second public meeting, after review of eligible appeals, CAB will issue final funding recommendations.

CAB makes final funding recommendations based on the following:

1. Staff funding recommendations.
2. Appeals considerations (considered in writing only).
3. Applicants' Scores and Comments from the Review Committee members.

Funding awards will be made without discrimination and will comply with all applicable local, state and national laws.

DEFINITIONS:

ACCESS

The opportunity and the means for San Antonio citizens and visitors to participate in the arts and cultural activities that are provided by the programs that DCCD invests in. These opportunities must exist regardless of race, gender, ethnicity, language, sexual orientation, physical ability, or neighborhood.

ARTIST COLLECTIVE

Two or more local artists, whether of the same artistic discipline or not, working together in a project with a goal of developing and producing a specific art or cultural project(s) designed to engage a community in a participatory activity. The collective can be under its own management or may be managed by an umbrella organization or individual.

ARTISTIC EXCELLENCE or MERIT

"Artistic excellence" includes but is not limited to a mastery of artistic skills and techniques, professional approaches to process and presentation, and communication of a unique vision or perspective.

"Artistic merit" includes but is not limited to a work that has an impact on the artistic or cultural development of a community or individuals; whose quality enhances the visibility and acceptance of art in the community or whose presentation has the potential to broaden access to, expand and diversify audiences.

Artistic excellence is evaluated based on the material and work samples submitted with the application.

COMMUNITY BASED ORGANIZATION

Is a small to mid-sized organization that is deeply rooted in a community, often culturally specific, and whose mission or focus is to create, present and preserve artistic and culturally relevant programs that respond to the needs of economically or culturally underserved communities.

COMMUNITY ENGAGEMENT

Works that are done to attract and sustain audiences for the arts, build community, expand access to arts and culture, generate revenue or business opportunities, serve neighborhoods which generally lack arts programming, meets the needs of special audiences such as youth, senior citizens or persons living with disabilities.

CREATIVE PLACE MAKING

Means how artistic and cultural strategies help activate a specific community's place (public or private) and engage people to celebrate, inspire and give them a sense of belonging.

CULTURAL EQUITY

Means the state of fairness in approach, access, or treatment used by DCCD for culturally specific groups who would otherwise experience disadvantages or barriers.

FESTIVALS and COMMUNITY CELEBRATIONS

These are public presentations that showcase the diverse artistic expressions, multicultural traditions or the unique heritage of San Antonio. Festivals and Community Celebrations are defined by their artistic and cultural, not commercial, value. Festivals can be City-wide or community or neighborhood based. Festivals and Community Celebrations must be open to all members of the public.

INNOVATION/INNOVATIVE PROGRAMS

Innovative programs are activities that have the potential for meaningful change, whether in the development or enhancement of new or existing art forms, new approaches to the creation or presentation of art, or new ways of engaging the public with artistic and cultural excellence by utilizing unconventional solutions.

PROFESSIONAL ARTIST

Must be a resident of San Antonio and must meet the following criteria:

- At least five years of relevant work experience, or has received specialized training in his or her artistic field, such as a degree or certification
- Derives a portion of individual earned income from their artistic practice or areas related to their field or demonstrates a clear investment of time and resources into the creation of new works.
- Has a professional portfolio that includes published or publicly displayed works.

SAN ANTONIO BASED

An organization that has an office within the city limits of San Antonio and does a significant part of its work/outreach within the San Antonio community. Significant in this instance can refer to either a qualitative measure, like importance, and/or quantitative, as in a percentage of time.

CORE PROGRAMS 2015

Cultural Arts Operational Support

Overview

The Cultural Arts Operational Support Program invests in arts and cultural organizations that offer artistic and cultural excellence through programming that is made available to the general public and visitors to San Antonio. The goal of the program is to support the celebration of extraordinary and innovative presentations that showcase artistic excellence and the multi-cultural diversity of the City of San Antonio.

- Investments will be made for two (2) years and based on an organization's most recently filed 990 tax returns. Adjustments will be made to second year funding allocation based on the maximum investment allowed under these guidelines and determined by the most current 990's.
- The Cultural Arts Board (CAB) and/or staff have the option to recommend one year of funding if the service levels or financial history of an agency is determined to be unstable or unsustainable.
- Continuation of annual investment is dependent on availability of funds and the continuation of an equivalent level of services and financial position of the funded organization.
- Organizations that apply for **Cultural Arts Operational Support** are not eligible for **Festival & Community Celebrations** and/or **stART Place**. An organization that receives funding in the **Core Program** category is eligible to submit applications for Technical and Economic Development Program.

Eligibility Requirements

Art and Cultural Organizations that apply to the Cultural Arts Operational Support Program must:

- Be an arts and/or cultural organization. An arts and/or cultural organization includes organizations whose mission (as articulated within its mission statement) and actual operation are the creation, education, preservation and/or presentation of arts and/or cultural programming including but not limited to music, dance, drama, literature, painting, printmaking, sculpture, folk arts, photography, film and media arts;
- Have a business office address in the City of San Antonio accessible to the public. (PO Boxes are unacceptable);
- Have programs whose intent and impact is to create, preserve and present relevant artistic programs that showcase San Antonio's unique arts and culture experience;
- Be recognized and an active art or cultural 501(c)3 organization with a proven track record of at least two years of producing and presenting of arts and cultural activities;
- Be governed by board of directors/trustees that meets regularly;
- Have a salaried full or part-time administrator that is responsible for and authorized to address the contractual obligations of the City Contract and the business management of the organization. Verification of administrator employment is required at time of application;

- Be the primary presenter/producer of the work and are responsible for all aspects of its provision to the community. Applicants are **not** allowed to be fiscal sponsors;
- Have all culminating events open to the public and ensure accessibility for the disabled;
- It is mandatory to attend prescribed workshops to be eligible for funding in this category. At minimum, one (1) key representative from each organization will be expected to attend. Workshops will address application instructions, requirements and review process;

ORGANIZATIONAL MAXIMUM FUNDING AWARDS AND MATCH REQUIREMENTS

| Operating Budget Size | Award Size | Cash Match Ratio: |
|---|---|--|
| Over \$ 2 Million | Up to 10% of actual operating expense budget | 1:3 |
| \$800,000 to \$2 Million | Up to 20% of actual operating expense budget | 1:2 |
| Up to \$800,000* | Up to 35% of actual operating expense budget | 1:1 |
| *Community Based Organizations in this budget range | Up to 50% of actual operating expense budget. | In kind contributions listed in an organization's 990 tax form will be allowed for computation of an organization's total expense budget. The amount of the inclusion is limited to 50% of verifiable cash expense budget. |

Verification of Arts-Related Budget

Budget verification means the actual arts related expenses from the last completed fiscal year as shown on the organization's filed 990 tax forms. For organizations that are solely arts or cultural institutions their entire 990 expense budgets will be accepted. For those organizations that have additional programmatic missions, social service, education, etc only those portions of the budgets that relate to the creation, presentation or preservation of arts or cultural programming will be accepted. Budget verification occurs every year for organizations receiving Cultural Arts Operational Support based on the two-year funding cycle.

Applicants must submit a current 990 to verify the organization's good standing with IRS regulations and requirements. No extensions will be accepted. Awards are for two (2) years, but are subject to annual budgetary adjustment to meet the adopted maximum award allowed by the adopted funding guidelines.

In addition and for informational purposes, all organizations must also submit a current, Board approved, financial statement to facilitate and determine the organization's most current financial position.

APPLICATION PROCESS

GENERAL

Applications are reviewed through a competitive process and adhere to City Council adopted guidelines and review criteria. Each application goes through several tiers of review. First, they are reviewed for eligibility by staff. Second, independent panels and staff establish applications comments and scores. Third, Staff develops a funding recommendation, which CAB reviews and after deliberation issues a preliminary funding recommendation. Fourth, CAB holds a subsequent meeting where appeals can be heard and then they issue a final recommendation. Fifth, the final recommendations are forwarded to City Council for their consideration and approval.

GUIDELINES AVAILABLE

Application guidelines are made available on the Department for Culture and Creative Development website.

WORKSHOPS AVAILABLE

Staff conducts several workshops to provide guidance and instructions of guidelines and application process. It is mandatory that all potential applicants have staff attend at least one workshop in order to be eligible to submit.

APPLICATION SUBMITTED

Electronic applications (narrative and support materials) are submitted to DCCD on-line and are required to meet one specific deadline. No application will be accepted after the deadline. Applicant receives acknowledgment of application receipt. Applications are forwarded to arts funding staff.

APPLICANT CATEGORIES

Applicants apply to be reviewed by one of three categories:

Museums, Visual Arts and Exhibition Institution - Organizations whose primary focus is the presentation, preservation or creation of visual art forms, artifacts and other objects of scientific, artistic, cultural, educational or historical importance and makes them available for public viewing through exhibits that may be permanent or temporary.

Live Performance - Organizations whose primary focus is the presentation, preservation and/or creation of live performance, including, but not limited to: music, theatre, dance, and the spoken word.

Community Based Organizations - Small to mid-sized organizations that are deeply rooted in a community, often culturally specific, and whose mission or focus is to create, present and preserve artistic and culturally relevant programs that respond to the needs of economically or culturally underserved communities

New applicants may be subject to scheduled DCCD staff site visits after the eligibility requirements are met to review various aspects of the organization's operations.

STEP ONE: STAFF REVIEW

Staff reviews applications for completeness and eligibility. Staff may contact applicants if questions arise. Application materials are assigned and made electronically available to panelists about a month before the panel convenes.

STEP TWO: PANEL & STAFF REVIEW

Applications are reviewed in different categories by panels comprised of seven members, made up of one Cultural Arts Board member, two local peer experts and four experts from outside of the San Antonio area. All panels are assembled to ensure knowledge and experience in the area under review and diversity with regard to race, ethnicity, and artistic points of view. Panels will deliberate their final score in a public setting but applicants are not allowed to interact with the panels. Panels will rank each application based on two criteria including Artistic/ Cultural Excellence and Community Engagement and Audience Development. City shall require that no panelist have a conflict of interest with an applicant it is reviewing. Staff will review and rank applications on Financial Position and Administrative Capacity.

Review Criteria

It is important that applicant organizations address these criteria in the narrative of their application.

Artistic/Cultural Excellence (50 points)

- Quality of the artists, professional staff, works of art and services supported by the organization and proposed programs.
- Demonstration of the artistic and cultural relevance of programs that support the San Antonio unique experience for local residents and visitors.
- Evidence of how artistic offerings further the development of the creative needs in the community and respond to SA2020 (increase access to and awareness of arts and cultural activities, downtown development, economic competitiveness, enhance quality of life in neighborhoods);
- Opportunities created through proposed arts and culture programs for initiating meaningful educational/community dialogue.

Community Engagement & Audience Development (35 points)

- Strategies for increasing and engaging culturally diverse audiences with excellent art;
- Evidence of innovative strategies that create meaningful change to develop new artistic experiences and audiences;
- Ability to engage underserved populations who have limited access and experience with the arts;
- Strategies and relevant programs that further community engagement;
- Strategy for documenting and evaluating audience engagement and growth;
- Indication of fostering partnerships that promote engagement for locals and visitors;
- Presentation of a specific marketing/promotion plan, including budgeted allocation of dollars.

DCCD staff will evaluate and provide a financial score using support materials, site visits, and/or information on file and the following review criteria:

Financial Position and Administrative Capacity (15 points)

- Accurate Arts and Cultural Budget with evidence of a diverse base of financial support through earned income and other non City funding;
- Proven history of planned growth and innovation that support organizational stability;
- Evidence of a proactive Board governance structure, level of involvement and responsibilities;
- Confirmation of a formal strategy to manage administrative/fiscal challenges and/or potential changes in leadership and key staff positions;
- Effectiveness and efficiency in the organization's operation and delivery of services;
- Past Contract Compliance, Performance Reviews and Fiscal/Programmatic responsibility, as applicable.

STEP THREE: FUNDING RECOMMENDATIONS

Staff develops funding recommendations for each application after all applications are reviewed and scored. Application panel comments, scores and funding recommendations are forwarded to applicant and the Cultural Arts Board. CAB convenes in a public accessible meeting to discuss each application and staff funding recommendations. Each applicant is given opportunity to present to CAB before CAB determines its preliminary funding recommendations. Staff forwards CAB's preliminary funding recommendations to each applicant. Applicants are given an opportunity to submit a request to appeal if it meets the approved appeals guidelines (See page 6). CAB convenes in a second publically accessible meeting to discuss any appeals and to deliberate on final funding recommendations.

Considerations for Determining Funding Recommendations

- Applications scoring below 75 (scoring of 74.5 to 74.99 will be rounded up to 75) will not be eligible for funding through the Arts Funding Program; however, applicant may be qualified for other funding sources, if available.
- Dollars available;
- Applicant's total scores (DCCD will consider all scores and comments provided by the panelists);
- Minimum and Maximum awards and matching requirements provided under these guidelines;
- Equity of programmatic service to ensure that dollars support a balance of artistic and cultural offerings to existing and new audiences;

STEP FOUR: CITY COUNCIL APPROVAL

Staff forwards CAB's final recommendations to City Council for final consideration and approval.

Festivals & Community Celebrations

Overview

The Festivals & Community Celebrations Program was developed in response to the increased number of arts and cultural festivals and celebrations in our community and requests to support them.

The goal is to support the extraordinary artistic presentations and performances through a competitive process specific to festivals and community celebrations that give increased access to the arts, culture and diverse heritage in San Antonio.

Eligibility Requirements

Organizations interested in applying must:

- Submit a complete on-line application on or before the deadline; All application forms, documents and support materials are to be completed and uploaded on-line;
- Applicant organization must be a San Antonio based IRS recognized non-profit or an artist or artist's collective with a proven track record of producing a community recognized festival with wide audience accessibility at the time of the application;
- The festival has a clear and credible programmatic focus area of arts, culture or heritage where festival participants or audience engage and/or interact around the programmatic focus area;
- The festival must have been in existence a minimum of three (3) years;
- The festival will occur between October 1, 2014 and September 30, 2015;
- It is mandatory to attend prescribed workshops to be eligible for funding in this category. At minimum, one (1) key representative from each organization will be expected to attend. Workshops will address application instruction, requirements and review process;
- Religious organizations may apply provided the festival has an arts and cultural focus and impacts the broader San Antonio community;
- All programs, events and services must be open to the public and ADA compliant;
- Applicants will submit biographies of festival administrator and/or artistic director, curator, principal artist(s);
- Be able to meet the required 1:3 cash match by raising the funding from non City sources.

Restrictions

- Organizations that apply for **Cultural Arts Operating Support or stART Place Program** cannot apply to **Festival & Community Celebrations**.
- Organizations that submit an application under a fiscal sponsor are ineligible.
- Events that are officially recognized as part of the annual FIESTA are ineligible.
- DCCD will not consider multiple requests for the same festival or from the same organization.
- Festivals that are religious in nature or specifically serve only church membership or faculty/student body are ineligible.

- The City will not fund religious purposes that promote or celebrate any sect, church, creed or sectarian organization, conduct any religious service or ceremony, nor for the inhibition or promotion of religion, nor to convey a religious message.

What's Required:

- All Applicants will be required to submit an on-line application by or before the deadline which will include the following:
- Festival history and the audiences that it serves, short biography for each of the key participants, a copy of the Media/Marketing Plan for the Festival, a budget form (template provided), and a document outlining Festival Sponsorship Levels.
- Funding Amount: Applicants will not be asked for a request amount as part of the application, but will be required to submit a document outlining Festival budget and Sponsorship Levels.

Awards will be up to 20% of event's overall budget.

- Funds can only be used for the following (must be itemized in submitted budget):
 - Contracted Services and Artist Fees including travel and per diem. Guest artist's fees and travel expenses including lodging.
 - Production Expense. Production management, staging and sound and lighting equipment rental specifically designated for the Festival.
 - Space rental. Includes stage and rental for the Festival only.
 - Marketing and Promotion. Including media ads, graphic design, website management and promotional material and printing costs.

Review Criteria

Audience Engagement (45 points)

- Demonstrated efforts to achieve broad, diverse, accessibility and participation.
- Festival relevance and capacity to engage audiences and communities.
- Evidence of strong Marketing and Promotional materials and efforts.
- Evidence of reasonable fees and/or free admission.

Programmatic Excellence (35 points)

- Evidence of quality of artistic selection.
- Expanse and diversity of artistic/cultural offering.
- Demonstration of innovative and excellent programs.
- Qualification of staff that supports the festival implementation.
- Uniqueness of programming and relevance to overall cultural fabric of San Antonio.

Fiscal Position and Capacity (20 points)

- Organization develops thoughtful, rational plans for the festival's financial sustainability.
- Demonstrated staff capacity to administer award and carry out the event.
- Realistic budget including diverse sponsorship levels.

Review Process

- All proposals will be reviewed by an independent panel which can include DCCD staff, CAB members and local, regional or national experts and patrons.
- Applicants will be reviewed and scored based on submitted applications and established criteria.
- CAB will review preliminary and final funding recommendations during publically held meetings.
- See page 6 for the appeals process.
- City Council makes all final funding recommendations

Considerations for Determining Funding Recommendations

- Applications scoring below 75 (scoring of 74.5 to 74.99 will be rounded up to 75) will not be eligible for funding through the Arts Funding Program; however, applicant may be qualified for other funding sources, if available.
- Total funds available annually for programmatic disbursement, including dollars allocated to this program.
- Application total score (DCCD will consider all scores and comments provided by the panelists);
- Minimum and Maximum awards and matching requirements provided under these guidelines;
- Equity of Programmatic Service to ensure that dollars support a balance of artistic and cultural offerings to existing and new audiences.

stART Place Program

San Antonio's urban neighborhoods benefit from the arts by shaping the lives of residents and their urban experience. The **stART Place** program is designed to further stimulate neighborhood vitality by supporting creative projects that provide meaningful community enrichment and transformation. **stART PLACE** will encourage the presentation of new arts and cultural activity in non-conventional spaces.

Eligibility Requirements

Applicant organizations must meet:

- Submit a complete on-line application on or before the deadline(s)
- Be a recognized neighborhood association, a community group, local artist or artists' collaborative or an arts or cultural organization that is not funded in the Cultural Arts Operational Support or Festivals and Community Celebrations core programs, or collaboration between any of the aforementioned entities. (Artists or collaborative may approach and include an arts organization that receives funding in the other DCCD Core programs for assistance with the administration of the project but cannot pay for any of those services with the awarded funds. The stART Place program application must be submitted by the artists or collaborative as the lead).
- Proposed projects must be designed for a specific community and accessible to all.
- Proposed projects must take place within the City of San Antonio city limits.
- All artistic genres are acceptable including, but not limited to, visual, place making, performing, media and literary arts.
- Proposed projects are encouraged to be implemented in non-traditional art venues and must be accessible to the public.

Restrictions

- Organizations that apply for **Cultural Arts Operational Support** or the **Festivals and Community Celebrations Program** cannot be the lead applicant for a **stART PLACE** grant.
- The City will not fund religious purposes that promote or celebrate any sect, church, creed or sectarian organization, conduct any religious service or ceremony, nor for the inhibition or promotion of religion, nor to convey a religious message.
- The City will not fund any programs not accessible to all.

Funding amount will range from \$500 to \$10,000. Matching funds are not required; however, applicants demonstrating cash matching funds will be given extra consideration in the review process

Funds can only be used for the following items (must be itemized in the budget):

- Venue Rental
- Contracted Services and Artist Fees
- Production Expense. Production management, staging and sound and lighting equipment rental specifically designated for the event.

Review Criteria

Artistic Excellence (50 points)

- Artistic product of high quality.
- Quality of staff that will be carrying the project.
- Innovation and creativity in program(s) to be offered and local artist(s) selected.
- Relevance and relationship of artistic offering to the community where it is being presented.

Impact to Neighborhood being served (30 points)

- Project is aimed at recognized underserved populations or that respond to communities that are targeted for social or urban change.
- Project respond to existing community artistic talents, or helps advance awareness of the art forms being presented
- Relevance and appropriateness of location selection to its target audience
- Accessibility of program to its target audience

Feasibility (20 points)

- Presentation of a clear and realistic budget for the project.
- Effectiveness and efficiency of organization and staff to plan and carry out the project.
- Demonstrated evidence of strong support from the community for the organization, artists or artist collaborative.

Review Process

- All proposals will be reviewed by DCCD staff and a panel of CAB members and regional or national experts and patrons.
- Applicants will be reviewed and scored based on submitted application and established criteria
- CAB will review preliminary and final funding recommendations during a publically held meeting
- City Council will have final approval for all final recommendations

Funding Recommendations will be determined by considering the following:

- Applications scoring below 75 (scoring of 74.5 to 74.99 will be rounded up to 75) will not be eligible for funding through the Arts Funding Program; however, applicant may be qualified for other funding sources, if available.
- Total funds available annually for programmatic disbursement, including dollars allocated to this program.
- Application total score (DCCD will consider all scores and comments provided by the panelists);
- Minimum and Maximum awards and matching requirements provided under these guidelines;
- Equity of Programmatic Service to ensure that dollars support a balance of artistic and cultural offerings to existing and new audiences.

ADVANCEMENT PROGRAMS 2015

Artist Re-Granting Program

Overview

DCCD recognizes that San Antonio has arts organizations whose primary focus is the provision of financial support to local professional artists for the purpose of advancing their professional development. These organizations support a granting opportunity currently not provided by DCCD but respond to our mission and maintain a public processes that is valued by the community. The Artists Re-Granting Program is developed to provide funding to eligible artist granting organizations for the sole purpose of expanding their granting opportunities to San Antonio artists, with the specific intent of expanding the artist's professional development through their creation of new works.

Eligibility

Applicant organizations interested in applying must meet the following eligibility requirements:

- Submit a complete electronic application on or before the deadline.
- Applicant organization must be a San Antonio based IRS approved non-profit at the time of the application with a primary mission dedicated to providing grants to professional artists, specifically including San Antonio professional artists.
- Organizations must have a physical location within the City of San Antonio and have been in existence a minimum of three years.
- Organization must have in place a funding process that is open and accessible. A definable review and selection process of professional artists must be presented that is fair and equitable. Organizations that support artist works in any or all artistic genres including but not limited to areas of visual, place making, performing, media, literary, interdisciplinary, etc. Organizations must submit a copy of their previous year's IRS 990 form.

Restrictions

- Organizations that receive grants from DCCD in the **Core Programs** are not eligible to apply in this category.
- Organizations cannot utilize a fiscal sponsor to submit an application.
- The re-granting of City funds cannot be made to artists who do not have a permanent residence (minimum of 6 months) within the city limits of San Antonio.
- DCCD will not consider multiple requests from the same organization.
- DCCD will not grant funds that are re-granted to artists for religious or political purpose or against a political candidate, ballot measure or bill.
- Artist's projects or works used with a primarily fund-raising focus are ineligible.

Evaluation Criteria

- Commitment to supporting artists that reflect the diversity of the community.
- Proven track record of implementing an open, fair and equitable funding process.
- Proven commitment to high artistic standards and the professional growth of local artists.

What's Required

Applicants must submit a written on-line application to DCCD on or before the deadline, specifically citing the following:

- Amount of request and associated total budget for the project.
- Brief description of organization including adopted policies and procedures for selecting and evaluation of artists.
- Samples illustrating the artists awarded in past and type of projects supported.
- The time frame selecting artists expected project outcomes (***All applicants will be required to submit a report at the completion of their project detailing the artists selected and their project outcomes***).
- Additional support material(s) that may substantiate the request should be submitted along with the application.

Review Process

- DCCD staff and CAB will review the request(s) and approve all final funding recommendations.

Funding Recommendations will be determined by considering the following:

- Dollars available.
- Funding under this program will be limited to a maximum of \$30,000 per eligible organization and not to exceed 50% of the organization's prior year expense budget as evidenced by the organization's IRS 990 filing.
- Funding must be used to re-grant to San Antonio professional artists for expenses related to the creation of new works and said work must be publicly displayed/performed in San Antonio. An organization is able to utilize up to 10% of the grant dollars from DCCD for administrative purposes in overseeing the grant funding and compliance.

Technical and Economic Development Program

General Overview

Technical and Economic Development Assistance is a competitive program with the goal to assist local not for profit arts and cultural organizations and professional artists pay for specific expenses related to organizational stability, development and professional growth. Up to a maximum of \$2,500 may be awarded per fiscal year to an eligible applicant. Unlike the other funding programs available, the application process is on-going on a monthly basis through the fiscal year. Applicants must submit their application to DCCD by 4:00 p.m. on the second Friday of each month.

Eligibility Requirements

Arts and cultural organizations or Individual local professional artists may apply for this program.

Arts and cultural organizations:

- Must have a 501(c)(3) status;
- Applicants must have a primary business or residence in San Antonio. PO Boxes are unacceptable;
- Technical and Economic Development Assistance funds will support arts and cultural organizations in areas and activities that enhance artistic and strategic development and training, board governance, fiscal reporting/responsibilities, nonprofit management and leadership, and program/audience development.

Individual local professional artists:

- Applicants must have a primary business or residence in San Antonio. PO Boxes are unacceptable;
- Technical and Economic Development Assistance funds will support local artists in areas that enhance their careers through artistic and professional development through classes, workshops, and residency-related activities.

Funding Guidelines:

- Awards are given to eligible recipients on a first come, first served basis and are limited to \$2,500;
- All requests must be received by 4:00 pm on the second Friday of the month. No applications accepted after the deadline for that month;
- Staff will review the request(s) by the close of business on the last day of that month;
- All applicants will be notified in the month following their application as to whether or not they have been funded. **This review time-frame needs to be considered when applying for funding.** Any application that falls outside of the time frame will automatically be disqualified;
- The awards are made for specific expenses and are paid on a reimbursement basis for only those expenses approved in the original award;
- A maximum award of 50% of the total cost of the approved expenses are eligible;
- All awardees must enter into a contract with DCCD before they begin their project;
- Only one application per artist/organization annually.

Budget Verification

Applicants must provide documentation that the matching funds are in place. Matching funds may not be from other City funding sources. A budget for the entire activity must be submitted.

Technical and Economic Development Program Accountability

Awardees will be required to submit a report on the project's success attached to the invoice for reimbursement on eligible expenses with all associated support documentation at completion of the activity.

Application and Review Process

Applications will be accepted monthly and can be downloaded from DCCD website on an on-going basis.

The Technical and Economic Development Assistance Program (TA) is an on-going, monthly competitive program. Applicants must submit their Application Package to the Department for Culture and Creative Development by 4 p.m. by the second Friday of each month. Application package may be submitted by email, mail delivery or drop off to the DCCD offices.

The Application Package consists of the following:

1. Technical Assistance (TA) Application Form, completed and signed
2. TA Checklist, completed
3. Activity Budget – Applicants will need to submit a detailed budget for the activity that funding is requested for, including expenses and sources of support
4. Any additional supporting documentation, as requested on Application Form and/or noted on Checklist

The TA Guidelines, TA Checklist, TA Questions & Answers and TA Application are on the DCCD website and are fully downloadable.

Applications will be reviewed on a monthly basis by DCCD staff.

Review Criteria includes, but not limited to the following:

- Meeting the deadline.
- Clarity of the request for assistance; the need/value to the organization
- Amount requested from DCCD relative to overall activity budget
- Proven commitment to community and professional growth
- High artistic quality of organization, project or artist's work
- Enhances artistic/cultural diversity of community
- Dollars available

CITY OWNED FACILITY MAINTENANCE FUND

Overview

In an effort to maintain the quality and integrity of City Owned Facilities, DCCD will annually set aside funds specifically to improve the condition, safety, accessibility, security, and/or energy efficiency of these buildings.

Annually, a committee comprised of staff from Building Equipment Services (BESD), Transportation & Capital Improvements (TCI) and DCCD will review a list of recommended repairs submitted by each of the COFA agencies (*Carver, Centro Cultural Aztlan, Guadalupe, Magik Theatre, The Playhouse,* and the *Witte*) and forward to CAB for consideration of the recommended allotment for that fiscal year.

The recommendation will be taken to City Council for final approval.

Services may be done by BESD and/or TCI.