



ARTS FUNDING GUIDELINES FOR NONPROFITS & ARTISTS

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OVERVIEW

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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 & 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, gender, gender identity, ethnicity, language, sexual orientation, physical ability, and 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.

Grant Program Overview

San Antonio is home to a vibrant and deeply rooted cultural community. A central initiative of the Department of Arts & Culture is grant funding for artists and nonprofit cultural organizations. With revenues from the Hotel Occupancy Tax and the Arts & Entertainment Ticketing Fund, the Department of Arts & Culture invests in San Antonio's dynamic creative community.

These Guidelines outline available grant opportunities, which are designed to build capacity through operations, events, special projects, equipment purchases, and capital improvements. Grant eligibility and requirements are detailed throughout the document.

What's Different with these Guidelines?

These revised Guidelines are informed by a series of community input meetings held in August and September 2023. They will be considered by the Arts Funding Committee on November 9, 2023, [San Antonio Arts Commission](#) on November 14, 2023, and City Council in December 2023. Guidelines have been improved for readability and clarity with an emphasis on grantee eligibility, process, and transparency. Please reference the *What's New* one-pager that outlines key changes.

Questions About Grant Guidelines?

Please review our FAQs or contact us at ArtsFunding@sanantonio.gov.

Contact Us

City of San Antonio Department of Arts & Culture

Phone: 210.206.ARTS

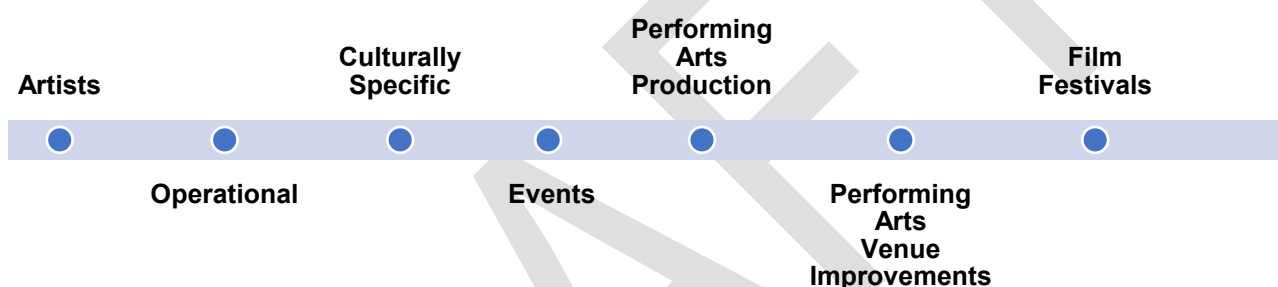
Email: ArtsFunding@sanantonio.gov

Mailing Address: PO Box 839966, San Antonio, TX 78283-3966

Physical Address: 115 Plaza de Armas, Suite 102, San Antonio, TX 78205

Grant Offerings

Funding is based on availability. For Artist Grants and Performing Arts Production Costs Grants, preference is given to people from racial and ethnic communities of color, women, non-binary, people who identify as LGBTQIA+, Veterans, active duty military, people with disabilities, and those living in historically disadvantaged census tracts per the Equity Atlas. Equity Impact Points for individuals who identify in these demographics will be outlined in the Request for Applications issued for these grants.



Grant Applications

Grant application openings are seasonal. All opportunities are promoted on the Department of Arts & Culture's website (SanAntonio.gov/ArtGrants), digital channels, social media, events, and application information sessions. A Request for Applications (RFA) will be posted on our website with additional details and deadlines for each grant opportunity. Grants are managed through the City's grants management online portal.

Restriction on Communication

Applicants (and their stakeholders) are prohibited from discussing grant status with elected City officials and their staff during the restriction period (date when the application opens until the contract is posted as City Council agenda item); violation may result in application disqualification.

Eligibility

Each grant has specific eligibility requirements. All artists/organizations must demonstrate eligibility to qualify.

Panel Review

Grant programs that are not pass/fail are reviewed by independent panelists that represent a broad range of artistic and cultural viewpoints, professions, and backgrounds. Panelists review applications within their area of artistic expertise. All receive training in the application review process and assess applications based on specific grant criteria. Findings are submitted to the Department of Arts & Culture for review. See Appendix B to

learn about panelist nomination, selection, and process.

Funding Recommendations

All funding recommendations are presented by the Department of Arts & Culture to the Arts Funding Committee. Grantees are notified of funding recommendations in advance of the public meeting. Upon conditional approval by the Arts Funding Committee, recommendations advance to the San Antonio Arts Commission. Grants funded by the Department's allocation of Hotel Occupancy Tax receive final approval by City Council as part of the overall Department budget.

Appeals

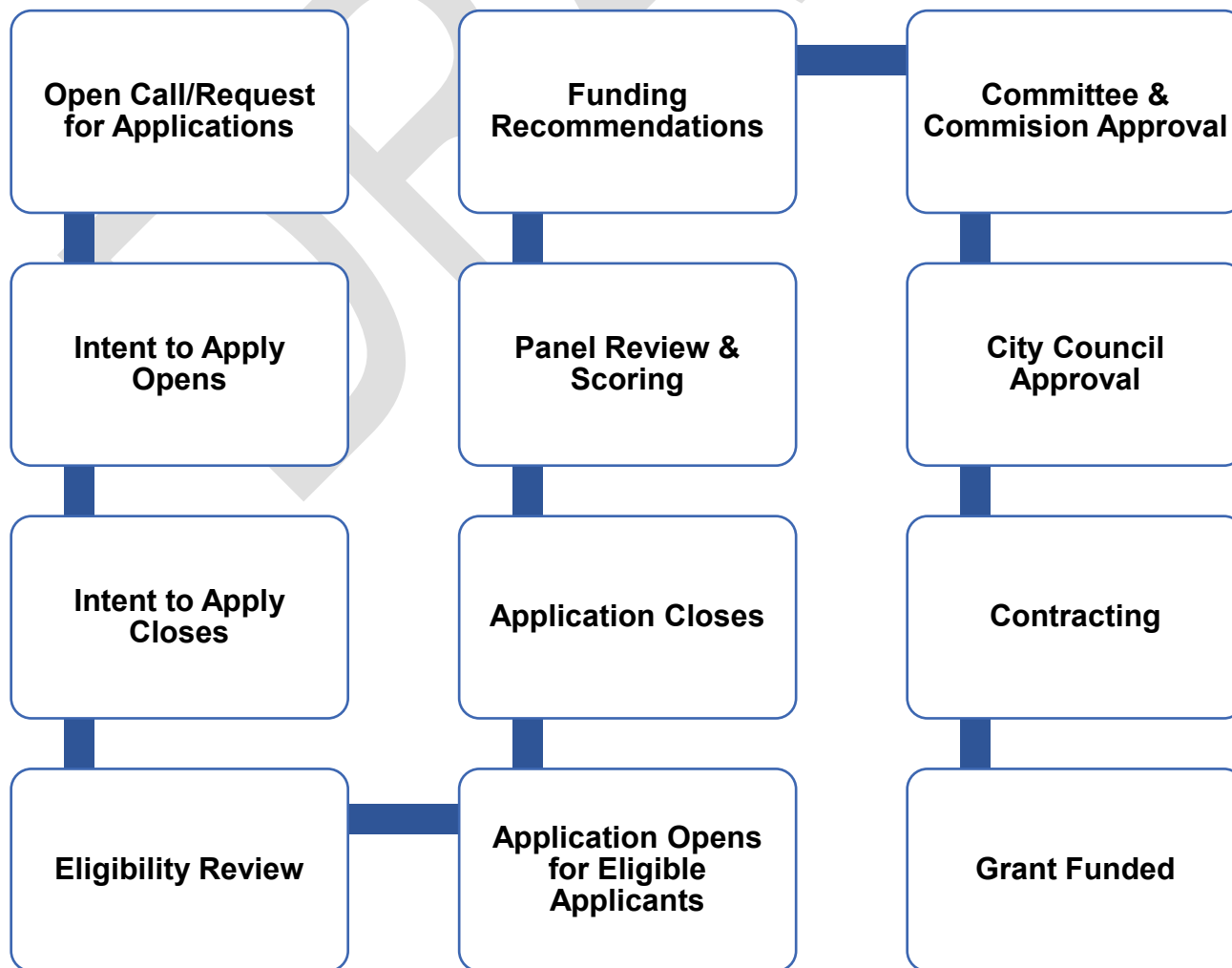
Funding is limited. If funding is not recommended, an appeals process is available for those who respond within ten (10) days of notification. See Appendix D for information on the appeals process.

Contracts

Awarded grantees are issued contracts for execution in advance of the contract term. Contracts detail the terms of the grant including payments, reporting, insurance (if applicable), and compliance. A finalized contract from the City of San Antonio will be emailed within 30 days of Council approval, pending close out of the previous contract term.

Funding Process

Each grant is different, and timelines vary, but the general cycle is as follows:



GRANT PROGRAMS

Artist Grants

- Supports professional artists in the creation of new original work that develops their craft and elevates their career
- Adds to the cultural vitality of San Antonio
- Funded by revenue from the Hotel Occupancy Tax (HOT)
- Competitive annual grant with 18-month term
- Awards of \$7,500 or \$15,000

A. Artist Eligibility

1. Live within San Antonio city limits or operate an artistic business/studio within the city limits
2. In good standing with Federal, State, City of San Antonio, and the Department of Arts & Culture
3. Professional portfolio that includes published and/or publicly displayed work
4. Demonstrate a clear investment of time and resources into the creation of new works
5. At least three years of relevant work experience, or has received specialized training in their artistic field, such as a degree or certification

B. Grant Tiers

1. \$7,500 – individual artists
2. \$15,000 – individual artists and/or artist collectives and ensembles presenting a larger production

C. Restrictions

1. Artists may only submit one application in one grant tier per cycle
2. Beginning with FY26, artists must take one year off from applying after being awarded an artist grant. The primary and secondary artist applying as a collective that are awarded a grant must take a year off after being awarded.

D. Grantee Requirements

- Create Department of Arts & Culture Artist Registry Profile at <https://events.getcreativesanantonio.com/artist/>
- Utilize the online grant management system
- Contract information session attendance and contract compliance
- Publicly premiere artwork in San Antonio
- Promotion of premiere on SanAntonio.gov/arts events calendar and inclusion of department logo on marketing materials
- Timely completion of reporting per grant requirements

E. Application Process

1. Create a Department of Arts & Culture Artist Registry Profile at <https://events.getcreativesanantonio.com/artist/>
2. Complete Intent to Apply to confirm eligibility
3. Department of Arts & Culture confirms eligibility
4. Eligible applicants given access to application
5. Complete Application by deadline

F. Evaluation and Scoring

Applications are competitively scored by an independent panel using the Artist Grant application criteria and must score a minimum of 75 to be considered for funding. Panelists reference Department of Arts & Culture Artist Registry Profiles; it benefits applicants to include detail and images.

Operational Grants

- Operational support for nonprofit San Antonio-based organizations producing exemplary arts and culture programming for locals and visitors
- Funded by revenue from the Hotel Occupancy Tax (HOT)
- Three-year grant cycle with annual renewal process
- Annual grant entry process for newly eligible applicants that have not been funded by the City of San Antonio; see Appendix C
- Grant allocation based on organizational budget, prioritization, and availability

A. Operational Grant Eligibility

1. San Antonio-based 501(c)3 nonprofit
2. In good standing with Federal, State, City of San Antonio, and Department of Arts & Culture
3. Minimum three years of operational history
4. Articulated mission and operational evidence of producing arts and cultural programming that benefits and contributes to the cultural fabric of San Antonio
5. Annual operating budget between \$50,000 and \$15,000,000
6. Active board of directors with a commitment and plan to build a board and/or leadership reflective of San Antonio's demographic diversity
7. Written policy outlining process and payment for professional artists and their work
8. Dedicated full-time administrator for business management and contractual grant obligations
9. Priority given to existing grant-funded agencies

B. Grant Amounts

OPERATIONAL FUNDING MATRIX

Investments are made for three-year terms based on an organization's most recent three-year average of net operating expenses (minus capital expenditures and/or depreciation). Allocations rely on verified IRS 990s in GuideStar. In-kind expenses must be reported on the 990 and included on Line 18 "Total Expenditures." Percentages are not guaranteed and are subject to funding availability.

Operating Budget Size	Maximum Grant Allocation
Between \$50,000 and \$500,000	30% Operational Support
Between \$500,001 and \$1,000,000	25% Operational Support
Between \$1,000,001 and \$2,000,000	20% Operational Support
Between \$2,000,001 and \$4,000,000	15% Operational Support
Between \$4,000,001 and \$6,000,000	10% Operational Support
Between \$6,000,001 and \$10,000,000	5% Operational Support
Between \$10,000,001 and \$15,000,000	3% Operational Support
Over \$15,000,000	0% Operational Support

C. Restrictions

1. Cannot be a fiscal sponsor
2. Cannot be a majority arts presenting organization
3. One application per organization

D. Grantee Requirements

1. Utilize the online grant management system
2. Contract information session attendance and contract compliance
3. Consistent mission and demonstration of programming that benefits and contributes to the cultural fabric of San Antonio
4. Arts and culture programming open to all members of the public
5. Articulated audience targets
6. Attendance reporting
7. Quarterly operational reporting
8. Timely completion of reporting per grant requirements

E. Application Process

1. Create and/or review existing organizational profile in the grants management portal
2. Complete Intent to Apply to confirm eligibility
3. Department of Arts & Culture confirms eligibility
4. Eligible applicants given access to application
5. Complete application by deadline

F. Evaluation

Applications will be reviewed and evaluated by the Department of Arts & Culture. Applicants must meet all grant eligibility requirements to be recommended for funding.

Culturally Specific Grants

- Capacity-building nonprofit support for San Antonio-based arts organizations with missions to promote, preserve, and enhance the identity and character of culturally specific communities
- Funded by revenues from the Hotel Occupancy Tax (HOT)
- Three-year grant with annual renewal process
- Developed to create equitable arts funding for organizations who have been historically underfunded

Culturally Specific Eligibility

1. Operational Grantee
2. Three-year organizational history must include:
 - Mission statement (per GuideStar, IRS 990s, and website) with a culturally specific focus to preserve, promote, or enhance the cultures of:
 - Latina/o
 - African American
 - Asian American
 - Native American
 - Middle Eastern
 - Women
 - LGBTQIA+
 - All of organization's programming is dedicated to showcasing the identity and cultural character of the specific community
 - Organizational leadership (Executive Director, Artistic Director, Board Chair) and Board (51%+) represent the culturally specific group

B. Grant Amount

1. Grants up to 20% of an organization's three-year average of net operating expenses (minus capital expenditures and/or depreciation), not to exceed \$150,000.

Allocations rely on verified IRS 990s in Guidestar. In-kind expenses must be reported on the 990 and included on Line 18, "Total Expenditures." Awards are subject to funding availability.

C. Restrictions

1. Applicants are not designated Culturally Specific based on their audiences
2. One application per organization

D. Grantee Requirements

1. Utilize the online grant system
2. Consistent mission and demonstration of programming that benefits and contributes to the cultural fabric of San Antonio
3. Arts and culture programming open to all members of the public
4. Articulated audience targets
5. Attendance reporting
6. Quarterly operational reporting
7. Timely completion of reporting per grant requirements

E. Application Process

1. Create and/or review existing organizational profile in the grants management portal
2. Complete Intent to Apply to confirm eligibility
3. Department of Arts & Culture confirms eligibility
4. Eligible applicants given access to application
5. Complete application by deadline

F. Evaluation and Scoring

Department of Arts & Culture staff will determine initial eligibility. A designated panel of subject matter experts will review all assigned applications to determine if an organization is Culturally Specific.

Events Grants

- Supports one artistic event, extraordinary artistic presentation or performance that increases access to the arts and culture of San Antonio
- Funded by revenue from the Hotel Occupancy Tax (HOT)
- Three-year grant with annual renewal process

A. Event Eligibility

1. San Antonio-based organization with event occurring in San Antonio
2. Tax exempt 501(c)3 nonprofit
3. Hosting organization in good standing with Federal, State, City of San Antonio, and Department of Arts & Culture
4. Event exemplifies the San Antonio experience for locals and visitors
5. Event budget must exceed \$5,000

B. Grant Amount

1. Up to \$20,000; not to exceed 20% of event's budget. Awards are subject to funding availability.

C. Allowable Event Expenditures

1. Contracted services and artist fees to include travel, per diem, and lodging
2. Production expenses to include rentals, AV, lighting, production management
3. Marketing and promotion
4. Insurance
5. Security and barricades

D. Restrictions

1. One application per event/organization
2. No commercial events
3. No Fiesta events
4. Operational, Culturally Specific, and Film Festivals are not eligible

E. Grant Requirements

1. Utilize the online grant management system
2. Contract information session attendance and contract compliance
3. At least 25% of participating artists must be residents of San Antonio
4. Arts and culture event open to all members of the public
5. Timely completion of reporting per grant requirements

F. Application Process

1. Create and/or review existing organizational profile in grants management portal
2. Complete Intent to Apply to confirm eligibility
3. Department of Arts & Culture confirms eligibility
4. Eligible applicants given access to application in grants management portal
5. Complete application by deadline

G. Evaluation and Scoring

Applications are competitively scored by an independent panel using the Events grant application criteria and must score a minimum of 75 to be considered for funding.

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Performing Arts Production Costs Grants

- Supports performing arts organizations and performing arts professional artists producing on-going, sustainable, and high-quality performances in San Antonio
- Funded by the City of San Antonio's agreement with Ticketmaster through the Arts & Entertainment Enhancement Fund
- Open call issued every other year

A. Eligibility for Performing Arts Professional Artists

1. Reside in San Antonio
2. Be a "Performing Artist"
3. In good standing with Federal, State, City of San Antonio, and Department of Arts & Culture
4. Three years of actively performing in San Antonio
5. Artists Grantees: if you receive an artist grant, you must submit an application for a separate project or detail what expenses these funds will cover that are not covered by your artist grant

B. Eligibility for Performing Arts Organizations

1. San Antonio-based 501(c)3 tax exempt nonprofit
2. In good standing with Federal, State, City of San Antonio, and Department of Arts & Culture
3. Be a performing arts organization
4. Three years of actively presenting and producing in San Antonio
5. Over half of overall organizational programming in the performing arts
6. Have an active Board of Directors

C. Grant Amount

1. Up to \$7,500 for performing arts professional artists
2. Up to \$15,000 for performing arts organizations

D. Restrictions

1. One application per event/organization
2. Organizations with an annual budget exceeding \$15,000,000
3. The following are not eligible:
 - Governmental, religious, and educational institutions
 - Fundraising and/or debt reduction events
 - Fiesta events
 - Political activities
 - Productions containing obscene content as defined in Section 43.21 (Texas Penal Code)
 - Private invitation-only events
 - Events that occur at locations where the primary revenue is from food and drink

E. Grantee Requirement

1. Utilize the online grant management system
2. Contract information session attendance and contract compliance
3. Production must occur in the San Antonio area
4. 70% of performing artists are residents of San Antonio/Bexar County
5. Insurance
6. Arts and culture production open to all members of the public
7. Timely completion of reporting per grant requirements
8. Department of Arts & Culture mention on news release and logo inclusion on promotional materials
9. Ten (10) tickets to performance/event

F. Allowable Expenditures

1. Venue rental
2. Equipment/prop/staging costs
3. Security costs
4. Back-of-house labor fees
5. Artist Fees
6. Marketing Costs

G. Application Process

1. Artists create a Department of Arts & Culture Artist Registry Profile at <https://events.getcreativesanantonio.com/artist/>
2. Organizations create or update organizational profile in grants management portal
3. Complete Intent to Apply to confirm eligibility
4. Department of Arts & Culture confirms eligibility
5. Eligible applicants given access to the application in grants management portal
6. Complete application by deadline

F. Evaluation and Scoring

Applications are competitively scored by an independent panel using the Performing Arts Production Costs grant application criteria, which includes experience, artistic and innovative excellence, administrative capacity, and preference points for individual artists. Applications must score a minimum of 75 to be considered for funding.

Performing Arts Venue Improvement Grants

- Supports capital improvements and the purchase of equipment to enhance the quality of productions and guest experiences in San Antonio
- Funded by the City of San Antonio's agreement with Ticketmaster through the Arts & Entertainment Fund
- Open call issued every other year

A. Eligibility

1. Must be an Operational grantee
2. Be a performing arts producing organization
3. Must own or hold a long-term lease (minimum 5 years remaining) of their venue or have a lease of a City-owned facility.

B. Grant Amount

1. Maximum grant of up to \$25,000

C. Restrictions

1. Only one application and improvement/purchase per venue and funding cycle
2. If improvement and/or purchase exceeds City funds, the grantee must secure the remaining funds as outlined in the budget
3. For organizations in City-owned facilities, equipment purchases become the property of the City upon lease termination
4. Discontinuance of equipment defaults to City property—assuming it is of use

D. Grantee Requirements

1. Utilize the online grants management system
2. Contract information session attendance and contract compliance
3. Timely completion of reporting per grant requirements

E. Application Process

1. Review organizational profile in the grants management portal
2. Complete Intent to Apply to confirm eligibility
3. Department of Arts & Culture confirms eligibility
4. Eligible applicants given access to the application
5. Complete application by deadline

F. Evaluation and Scoring

Applications are competitively scored by an independent panel using the Venue Improvement grant application criteria. Applications must score a minimum of 75 to be considered for funding.

Film Festival Grants

- Supports efforts to build a thriving film culture in San Antonio
- Funded by revenues from the Hotel Occupancy Tax
- Maximum not to exceed 20% of festival budget
- Three-year grant with annual renewal process

A. Film Festival Eligibility

1. Organized by a San Antonio-based 501(c)3 nonprofit overseen by an active Board of Directors
2. Organizations in good standing with Federal, State, City of San Antonio, and the Department of Arts & Culture
3. Held in San Antonio and open to the entire community and ADA compliant
4. Three-year history of festival in San Antonio with proven track record of recognition and wide audience reach
5. Includes a locally juried process for film selections
6. Features education and professional development opportunities (workshops, panels, networking) for San Antonio film industry

B. Grant Amounts

1. Up to 20% of a film festival's overall budget; not to exceed \$15,000

C. Restrictions

- One application per festival/organization
- The following are not eligible:
 - Fiscal sponsors
 - Fiesta events
 - Festivals that promote a religious group or sect
 - Festivals at school district or accredited academic facilities
 - Festivals that are politically motivated for a candidate, ballot measure, or bill
 - Festivals that only show screenings and/or premieres
 - Festivals with obscene content as defined in [Section 43.21 Texas Penal Code](#)
 - Nonprofits and foundations that directly support City Departments

D. Film Festival Funding Restrictions

Funding cannot be used for the following:

- Scholarships, awards, or cash prizes
- Fundraising efforts
- Prior debts, loans, fines, interest payments, and/or litigation expenses
- Social functions, parties, receptions
- Food and drinks

E. Grant Requirements

- Utilize the online grants management system
- Film festival includes an in-person component
- Provide fifteen (15) full-access festival passes for Department of Arts & Culture
- Department of Arts & Culture listed as sponsor on news release and media materials
- Department of Arts & Culture logo on promotional materials (flyers, step-and-repeat, digital assets, etc.)
- Inclusion of San Antonio Film Office in any media opportunities, where applicable
- Copies of all print assets (poster, flyer, program, etc.)
- Timely completion of reporting per grant requirements

F. Application Process

1. Create an organizational profile in the grants management portal
2. Complete Intent to Apply to confirm eligibility
3. Department of Arts & Culture confirms eligibility
4. Eligible applicants given access to the application
5. Complete application by deadline

G. Evaluation and Scoring

Applications are competitively scored by an independent panel using the Film Festival grant criteria found on the application and must score a minimum of 75 to be considered for funding.

APPENDICES

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APPENDIX A

KEY TERMS

Terms are specific to Department of Arts & Culture's grant program

Access

Open to all people regardless of race, gender, gender identity, ethnicity, language, sexual orientation, physical ability, neighborhood, and 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.

Art

Includes the following disciplines: visual (painting, sculpture, design, photography, printing, mosaic, video, film, mixed-media, textiles, etc.), performing (music, theater, dance, spoken word, etc.) and literary (poetry, fiction, non-fiction, etc.)

Arts and Cultural Organization

An organization—as articulated in its mission statement, website, and Guide Star—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.

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](#).

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.

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 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. Learn more [here](#).

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.

Showcase

An exhibit or performance where an audience is present.

APPENDIX B

PANELISTS

Each year, Department of Arts & Culture engages individuals representing a broad range of artistic and cultural viewpoints, professions, demographics, 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—including supporting materials (videos, photos, recordings, work samples, etc.)
- Timely input of comments and scores (when applicable).
- Attendance at Application Review meetings.

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 review, scoring, and panelists comments are submitted in the online system. Applicants are provided with review notes from the panelists to aid in the understanding 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/approved by the Arts Funding Committee and the San Antonio Arts Commission, with ultimate approval coming from City Council.

APPENDIX C

FUNDING PRIORITIES

Currently Funded Organizations

1. No decreases for the FY25 – FY27 cycle for Operational and Culturally Specific grant approved organizations, dependent on availability of funding
2. Organizations approved for Operational Funding will not be increased more than 25% of their prior year funding.
3. Organizations approved for both Culturally Specific and Operational Support will not be increased more than 50% of their prior year funding.
4. Funding will be prioritized in the following order:
 - a) Culturally Specific Organizations
 - b) Small Organizations (budget under \$1M)
 - c) Mid-size Organizations (budget between \$1M - \$3M)
 - d) Large Organizations (budget greater than \$3M)

New Organizations

1. Organizations not previously funded by the Department of Arts & Culture that apply and are awarded Operational Support, or a combination of Operational Support and Culturally Specific Support for the 3-year cycle will be funded in the following manner, pending funding availability:
 - Step 1 (Year 1 of 3): 33% of the organization's allowable grant based on the Operational Funding Matrix
 - Step 2 (Year 2 of 3): 66% of the organization's allowable grant based on the Operational Funding Matrix
 - Step 3 (Year 3 of 3): 100% of the organization's allowable grant based on the Operational Funding Matrix
2. Organizations that do not qualify for funding at the beginning of Operational Support or Culturally Specific support 3-year cycle and become eligible in year 2 or year 3 will have an opportunity to apply for funding for the remainder of the cycle. All new organizations will begin at Step 1.
3. Organizations that have received funding from the Department of Arts & Culture for 3 or more consecutive years, who apply and qualify for Operational or a combination of Operational Support and Culturally Specific Support will be funded at Step 3.
4. Funding will be prioritized in the following order:
 - a) Small Organizations that have not received funding in previous 3 years
 - b) Mid-size Organizations that have not received funding in previous 3 years
 - c) Large Organizations that have not received funding in previous 3 years

APPENDIX D

APPEALS PROCESS

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 with an explanation of 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.