



**ARTS &  
CULTURE**

**PREQUALIFIED PUBLIC ART LIST  
GUIDELINES VISUAL ARTISTS &  
SUPPORT SERVICES**

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# OVERVIEW

## **Mission Statement**

With oversight by the San Antonio Arts Commission and its Committees, the Department of Arts & Culture enriches the quality of life in San Antonio by leading and investing in arts and culture thought initiatives including the Core Grants Program, Cultural Events and Exhibits, Public Art, and the San Antonio Film Commission.

## **Access Statement**

Department of Arts & Culture 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 [PublicArt@sanantonio.gov](mailto:PublicArt@sanantonio.gov) or at 210-207-6968. Providing at least 72 hours' notice will help ensure availability of your request.

## **Public Art Program Overview**

The City of San Antonio's Public Art Division opens the landscape to diverse voices and narratives to create engaging public art for San Antonio's residents and visitors. Public Art Managed by the City of San Antonio is artwork in a public place that has gone through a public engagement process. It is designed by artists and is unique (not mass produced). Projects are approved by the San Antonio Arts Commission and its Public Art Committee.

## **Questions About Prequalified Public Art List Guidelines?**

Please review our FAQs or contact us at [PublicArt@sanantonio.gov](mailto:PublicArt@sanantonio.gov)

## **Contact Us**

City of San Antonio Department of Arts & Culture

Phone: 210.206.ARTS

Email: [PublicArt@sanantonio.gov](mailto:PublicArt@sanantonio.gov)

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

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

## **Public Art Opportunities**

Public Art Projects are created by a team of individuals which include visual artists, design professionals, fabricators, installation experts, and marketing professionals. To be considered for future public art projects, you first need to apply and be approved for the Prequalified Public Art List. The Department of Arts & Culture opens Applications for the Prequalified Public Art List every other year.

Practicing professional visual artists are eligible to apply as an individual or as part of an artist group. Due to funding guidelines, performing artists should not apply for the prequalified list unless they also create visual art. Arts agencies and/or nonprofit organizations who focus on visual arts are eligible to apply.

## Prequalified Public Art List Applications

Applicants are reviewed by an evaluation panel of art experts who score applications based on artistic merit and experience. The panel's recommendations will need to be approved by the Public Art Committee, San Antonio Arts Commission, and City Council.

If approved for the Prequalified Public Art List, you are eligible for public art projects for six years from the Council approval date. Please note being on the Prequalified Public Art List does not guarantee work. Staff will contact you for future project opportunities that may arise.

The Prequalified Public Art List uses two separate applications for San Antonio area and Non-San Antonio area artists and support service providers.

## Restriction on Communication

Applicants (and their stakeholders) are prohibited from communicating with the following about their application: City of San Antonio employees, evaluation panelists, City Council and their staff, San Antonio Arts Commissioners (SAAC), and the Public Art Committee (PAC). The current listing of San Antonio Arts Commission and Public Art Committee members can be found at: <https://www.getcreativesanantonio.com/About-Us/San-Antonio-Arts-Commission>

No communication regarding this application process from the time the application is made available until the date the selections are approved by the City of San Antonio's City Council.

Violation of this provision may lead to disqualification of your application from consideration. If you have questions, please email [PublicArt@sanantonio.gov](mailto:PublicArt@sanantonio.gov)

## Eligibility

The Prequalified Public Art List application has specific eligibility requirements. All applicants must demonstrate eligibility to qualify.

- Practicing professional **visual artists** are eligible to apply as an individual, or as part of an artist group.
  - Artist representatives are ineligible to apply as artists.
  - Due to funding restrictions which require a physical asset which must last 20 years, performing artists or writers should not apply for the Prequalified list unless they also have a visual art practice. There may be opportunities to work with visual artists who create public art.
- Support service providers are eligible to apply.
- Individuals and artist groups can apply as both a visual artist and support services.
- Arts agencies and/or non-profit **organizations** who focus on visual arts are eligible to apply.
- Respondents may submit only one application.

## Applications will not be considered if they are:

- Submitted after the posted deadline.

- Incomplete or fails to adhere to the eligibility requirements listed in these guidelines. It will be marked as in-eligible.
- From performing artist or writer that does not create visual art.
- Scored below a minimum of 75.

### Panel Review

The Prequalified Public Art List is reviewed by independent panelists that represent a broad range of artistic and cultural viewpoints, professions, and backgrounds. All panelists receive training in the application review process and assess applications based on specific criteria.

Findings are submitted to the Department of Arts & Culture for review. See Appendix B to learn about panelist nomination, selection, and process.

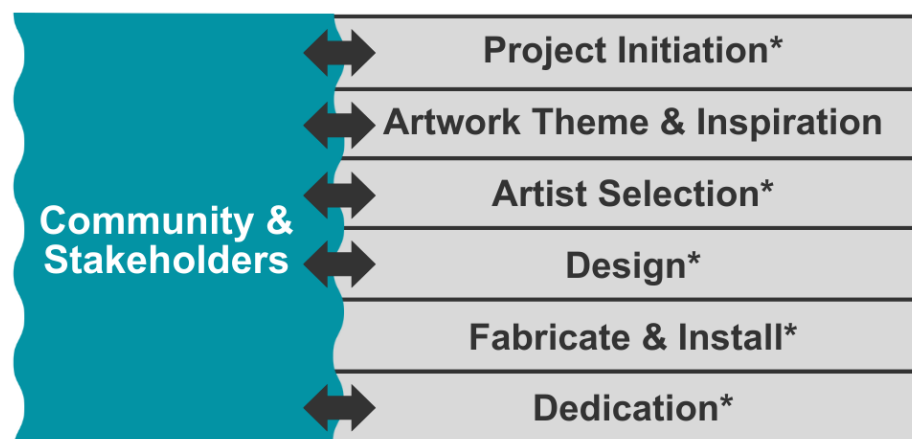
### Funding and Contract Opportunities

If approved for the Prequalified Public Art List, you are eligible for public art projects for six years from the Council approval date. **Please note** being on the Prequalified Public Art List does not guarantee work. Staff will contact you for future project opportunities that may arise.

Final selections of artists for public art project commissions will be made through an artist selection evaluation process. An artist selection panel made of community members and stakeholders reviews and selects an artist for public art projects through the Department of Arts & Culture. The panel reviews artists whose practice and experience fit the project requirements and community engagement results.

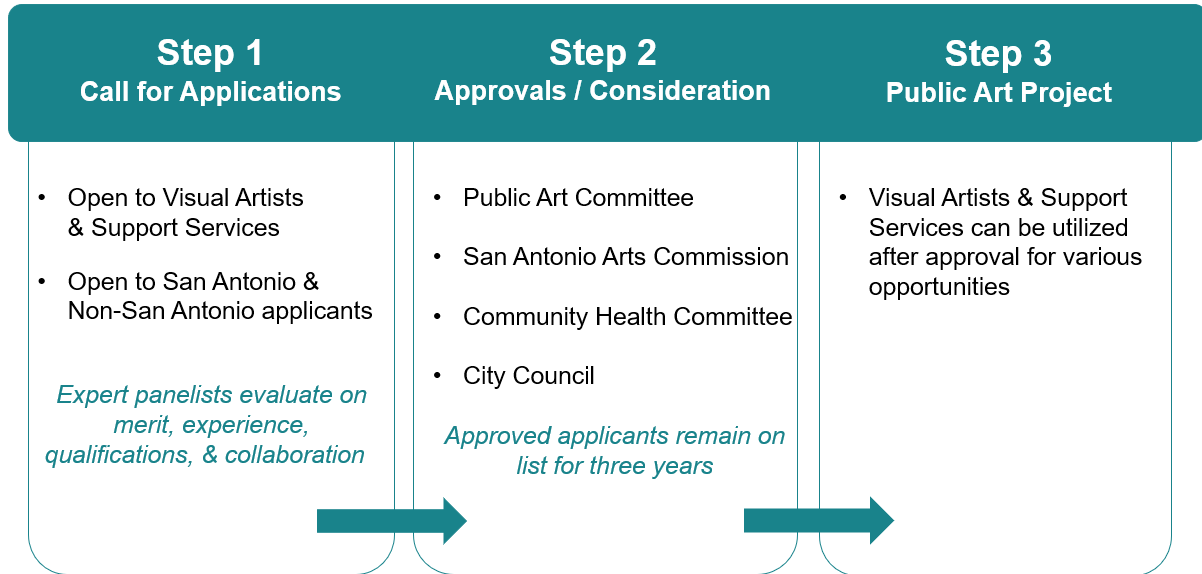
Final artist selections and projects are reviewed and approved by the Public Art Committee and the San Antonio Arts Commission. Once an artist is selected for a public art project commission, the artist establishes a concept which must be reviewed by stakeholders and approved by the Public Art Committee. Final designs of all public art are approved by the San Antonio Arts Commission before the artwork may be fabricated. A Project Manager from the Public Art Division of the Department of Arts & Culture manages the entire process from artist selection to installation.

## PUBLIC ART PROCESS



\*Approval from Public Art Committee and San Antonio Arts Commission (Public Meetings)

## Prequalified Public Art List Process



**PREQUALIFIED PUBLIC ART LIST  
APPLICATION**

# All Prequalified Public Art List Applications

There are two separate applications, one for San Antonio area public artists and support services and one for Non-San Antonio area public artists and support services. Applications will be evaluated based on the category in which applicants applied: Public Artist, Support Service, or Both. If you have a question about your residency, please email

[PublicArt@sanantonio.gov](mailto:PublicArt@sanantonio.gov)

## A. Evaluation and Scoring

All Prequalified Public Art List applications are competitively scored by an independent panel using the application criteria and must score a minimum of 75 to be recommended.

### Public Artists:

- **Artistic Merit (up to 60 points)**
  - Use of design elements (color, form, proportion, etc.) and fabrication / installation (quality materials, durability, etc.).
  - Quality of provided work samples.
- **Experience and Collaboration (up to 40 points)**
  - Previous public art and artistic experience.
  - Public art, design, and/or fabrication or construction proficiency.
  - Ability to meet City and client requirements including project schedules, scope, and budget constraints.
  - Knowledge and experience in engaging the community.
  - Experience in designing/collaborating as part of project team.

### Support Services:

- **Merit (up to 60 points)**
  - Work experience and knowledge in the support service field.
- **Experience and Collaboration (up to 40 points)**
  - Previous professional experience.
  - Proficiency in their field.
  - Ability to meet City and client requirements including project schedules, scope, and budget constraints.
  - Knowledge and experience in engaging the community.
  - Experience in designing or collaborating as part of a design team.

### Both Public Art & Support Services:

- **Merit (up to 60 points)**
  - Work experience and knowledge in the support service field.
  - Use of design elements (color, form, proportion, etc.) and fabrication / installation (quality materials, durability, etc.).
  - Quality of provided work samples.
- **Experience and Collaboration (up to 40 points)**
  - Previous professional experience.
  - Proficiency in their field.
  - Previous public art and artistic experience.

- Public art, design, and/or fabrication or construction proficiency.
- Ability to meet City and client requirements including project schedules, scope, and budget constraints.
- Knowledge and experience in engaging the community.
- Experience in designing or collaborating as part of a design team.

Department of Arts & Culture Staff will add the following additional points to applications.

**Local Resident (0 or 5 points)**

- Respondent is local to San Antonio area.

**Never had a public art project with City of San Antonio (0 or 5 points)**

- Respondent had never had a contract for public art with the City of San Antonio

## **San Antonio Area Applicants**

### **A. Residency Eligibility**

San Antonio area residents includes those living and working in Bexar County, and its surrounding counties of Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera. When applying to the Artist Registry, you can select your city or zip code location from a pre-populated field.

### **B. Works Samples / Portfolio**

- a. Are you a San Antonio based visual artist? Before applying, make sure you create a free profile at the [San Antonio Artist Registry](#). Profiles can take up to three days to be uploaded, so do this as soon as you can. You will need to have the URL link to submit your application.

If you already have a profile, this is a great time to update your profile for the below fields.

Evaluation panelists will use this profile as part of your application. Fill out and/or update your profile with as much detail as possible, your profile should include the following information:

- Name
- Contact information, including website, and social media.
- Biography
- Artist statement
- Work sample(s)
- CV/Resume
- Category of artist

### **C. Application Process**

- a. Fill out online Application.
- b. Complete Application by deadline.
- c. Receive notice of submittal.

Notice of approval will be sent out to applicants following Public Art Committee, San Antonio, Arts Commission, and City Council Approval. If approved for the Prequalified Public Art List, you are eligible for public art projects for five years from the Council approval date. Please note being on the Prequalified Public Art List does not guarantee work. Staff will contact you for future project opportunities that may arise.

## **Non-San Antonio Area Applicants**

### **A. Residency Eligibility**

Non-San Antonio area residents includes those living and working outside of Bexar County and its surrounding counties of Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera. You will not be able to complete a profile on the Artist Registry.

### **B. Work Samples / Portfolio**

- a. Non-San Antonio Area Applicants **are not required** to fill out a San Antonio Artist Registry.
- b. Works samples and portfolios can be submitted as a PDF attachment.
- c. We also encourage you to keep your website and / or social media platforms updated with recent work.

### **C. Application Process**

- a. Fill out Application.
- b. Complete Application by deadline.
- c. Receive notice of submittal.

Notice of approval will be sent out to applicants following Public Art Committee, San Antonio, Arts Commission, and City Council Approval. If approved for the Prequalified Public Art List, you are eligible for public art projects for five years from the Council approval date. Please note being on the Prequalified Public Art List does not guarantee work. Staff will contact you for future project opportunities that may arise.

# **APPENDICES**

## **APPENDIX A KEY TERMS**

*Terms are specific to Department of Arts & Culture's public art.*

### **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.

### **Artist**

An individual or team that designs and creates art for the enjoyment and education of all who experience their work. This specifically relates to visual artists—or an artist who creates works of art using a variety of materials. Performing artists and writers cannot be prequalified unless they also create visual art due to funding guidelines.

### **Infrastructure Project**

This is the basic project approved by City Council in the Capital Improvement Program (CIP) to be built such as a city-owned facility or building, park, street, pedestrian mobility items such as sidewalks and crosswalks, bridge, drainage structures. These projects are usually managed by the Public Works Department and can be found in the City's Budget document as compiled by the Office of Management and Budget.

### **Non-San Antonio Area Residents**

Those living and working outside of Bexar County and its surrounding counties of Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera. You will not be able to complete a profile on the Artist Registry.

### **Prequalified Public Art List**

The list of artists and art support services organizations / individuals who are approved by City Council to be considered for public art commissions and opportunities to contract with the City of San Antonio as an arts and culture vendor providing goods or services. These lists are typically approved for a six-year period.

### **Public Art Project**

Art in a public place that has been through an extensive public engagement process to determine where the art will be placed, who the artist will be, and the inspiration/themes for the art. These projects are approved by the San Antonio Arts Commission, managed by a Public Art Project Manager, and usually paid with public funds.

### **San Antonio Area Residents**

Those living and working in Bexar County, and its surrounding counties of Kendall, Comal, Guadalupe, Wilson, Atascosa, Medina, and Bandera. When applying to the Artist Registry, you can select your city or zip code location from a pre-populated field.

### **San Antonio Artist Registry**

Located at [San Antonio Artist Registry](#) the Department of Arts and Culture's San Antonio Artist Registry is provided as a community service to San Antonio artists to post information and events related to the work they do and to promote the creative economy. Registration in this system is required for all San Antonio Area Artists to be considered for the Prequalified List; however, inclusion in the San Antonio Area Artists Registry does not guarantee an artist will be recommended for the Pre-qualified List.

### **Support Services**

Creative and technical services that support art in public spaces and project delivery. Examples of such services include design professionals, fabricators, installation experts, and marketing professionals.

## **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 the Department holds. Panelists can evaluate grant applications, the Prequalified Public Art List, and Film Festival Funding. 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 San Antonio Arts Commission and its Committees 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 assign Equity Impact points.
5. Recommended applications are reviewed and approved by the Public Art Committee and the San Antonio Arts Commission, with ultimate approval coming from City Council.
6. Applicants will be notified of acceptance following all approvals.