



# **ARTS & CULTURE**

## **REQUEST FOR APPLICATIONS**

FY 2026 – FY 2028 PANELIST TERM

DEPARTMENT OF ARTS & CULTURE  
CITY OF SAN ANTONIO

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## SECTION 1 – ABOUT THE DEPARTMENT OF ARTS & CULTURE

### Department of Arts & Culture Mission Statement

The City of San Antonio's Department of Arts & Culture enriches the quality of life for residents and visitors as a champion and investor in the arts. The Department provides millions in grants to artists and nonprofit organizations, manages two free galleries, facilitates year-long cultural programming, welcomes international film productions, and oversees a robust public art program that benefits every quadrant of the city.

### 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 programs are open to all people regardless of race, gender, gender identity, ethnicity, language, sexual orientation, 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, please contact the Department of Arts & Culture [ArtsFunding@santoniogov](mailto:ArtsFunding@santoniogov) or at 210-206-2787. For individuals with hearing loss contact Relay Texas 711. Providing at least 72 hours' notice will help ensure availability of your request.



### Guidelines

The Department of Arts & Culture follows key policy documents that detail Grant and Public Art program initiatives:

- For more information on Grants, please review our [Arts Funding Guidelines for Nonprofits & Artists](#), which outline grant opportunities, eligibility, and requirements. , which outline grant opportunities, eligibility, and requirements.
- For more information on Public Art, please review our [Prequalified Public Art List Guidelines for Visual Artists & Support Services](#)<sup>(PDF)</sup> which outline public art opportunities, eligibility, and requirements.

## SECTION 2 – AVAILABLE HELP

### FAQs

Please review the Frequently Asked Questions for panelists.

### Contact Us

City of San Antonio Department of Arts & Culture

Phone: 210.206.ARTS

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

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

## SECTION 3 – PANELIST ROLE OVERVIEW

Each year, the Department of Arts & Culture engages individuals representing a diverse range of artistic and cultural viewpoints, professions, and backgrounds to serve on panels in the review and evaluation of applications for Grants and the Prequalified Public Art List. Panelists serve as reviewers for a public process and 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 to all grant applicants. However, all panelist feedback is subject to Open Records Requests per state law.

To ensure panelists review each application fairly, they are required to declare any conflict of interest with applicants. In the event of a conflict of interest, panelists are required to recuse themselves from application evaluation and scoring and may be dismissed from serving as a panelist if warranted.

### Panelist Eligibility

- Must be 18 years of age
- Connection and/or interest to the arts and culture of San Antonio
- Must be an artist, arts administrator, arts advocate, and/or part of the artistic community

### Panelist Accountabilities

Panelists commit to the following:

- Mandatory tutorial participation to learn review process and application scoring criteria
- Completion of *Introduction to Unconscious Bias* training
- Recusal if there is a conflict of interest with an applicant
- Careful review and assessment of assigned applications and supporting materials
- Timely input of comments and scores
- Comply with Panelist's Standards of Conduct

### Panelist Term

Approved panelists will remain active on our roster for three years. Approval on the roster does not guarantee an opportunity to be a panelist.

### Ability to Serve

Panel reviews occur throughout the year. If selected, staff will confirm panelist availability. Panelists will review all assigned applications in an online grant management portal and will need access to a computer and reliable internet service. [San Antonio Public Library](#) offers computer and internet access if needed.

### Honorarium

Panelists receive honorariums, which are assessed based on time and performance expectations. Honorariums are paid out upon the completion of the review period and contingent upon the fulfillment of duties.

## SECTION 4 – HOW TO APPLY

Individuals must complete the FY 2026–FY 2028 Panelist Application online. Staff reviews applications for eligibility. Eligible applications are evaluated and scored by a Review Subcommittee of the San Antonio Arts Commission. Recommendations are made to the San Antonio Arts Commission and its Committees based on need, expertise, and ability to serve.



*\*Review Subcommittee comprises select members from the Arts Funding, Performing Arts, Film & Music, and Public Art Committees.*

### Register and Apply Online

#### Step 1

Create an individual account profile in [SanAntonio.GoSmart.org](#). If you have previously created a profile and/or served as a panelist for the Department of Arts & Culture, please confirm your profile is current.

**Step 2**

Complete the **Panelist Application: FY 2026–FY 2028 Term** in Go Smart. Be prepared to answer the following:

1. Legal name and contact information
2. Professional/business organization name and title
3. If you live in San Antonio, include your City Council District. If you are unsure whether your address is within the city limits of San Antonio, use [Find My Council District](#)
4. Your ethnicity
5. The group with which you self-identify: female, male, non-binary
6. Your artistic area(s) of expertise: Dance, Events/Festivals, Film, Literary Arts, Media Arts, Multidisciplinary Arts, Music, Theater, Visual Arts, Public Art, and Public Art Support Services
7. Your experience in the arts to include education and professional experience
8. Your experience as a past panelist, if applicable
9. Why you want to be a panelist for the Department of Arts & Culture
10. Your availability to review and evaluate applications

**Deadlines**

Application Opens: December 16, 2024 at 8am CST

Application Closes: January 24, 2025 at 5pm CST

**Notification**

Panelists will be notified of their application status in late March 2025. Panelist recommendations are presented to the San Antonio Arts Commission and its Committees for approval.

**SECTION 5 – PANEL ASSIGNMENTS**

For the FY 2026–FY 2028 term, panelists can apply to review applications for Grants, the Local Music Spotlight program, the Public Art Prequalified List, or all. Panelists assess, evaluate, and score each application per the unique criteria outlined in the Request for Applications.

**Grants**

The Department of Arts & Culture engages panelists to review applications for the following grant programs:

- **Artist Grants**  
Project grants for artists in the Literary, Media, Multidisciplinary, Performing, and Visual Arts
- **Events Grants**  
Grants for San Antonio-based nonprofits producing cultural events in San Antonio
- **Film Festival Grants**  
Grants available to nonprofit organizations producing film festivals
- **Production Costs Grants**  
Project grants for performing artists and organizations
- **Venue Improvement Grants**  
Grants for capital improvements and equipment purchases for Operational grantees that are also performing arts producing organizations

**Local Music Spotlight Program**

Panelists will evaluate original musical submissions based on artistic and technical merit. Local Music Spotlight Program participants receive a \$250 honorarium and have their original music shared on City of San Antonio platforms like TVSA and the Department of Arts & Cultures Spotify playlists as well as potentially featured in City of San Antonio and Visit San Antonio marketing efforts.

**Public Art Prequalified List**

Panelists will evaluate applicants for the Prequalified Public Art List and score applications based on artistic merit and experience of both visual artists and design professionals. Panelist recommendations must be approved by the Public Art Committee, San Antonio Arts Commission, and City Council. Applicants who have been recommended by the panel for inclusion on the Prequalified Public Art List are eligible to be considered for public art projects for five years from the Council approval date. Being on the Prequalified Public Art List does not guarantee work.

**SECTION 6 – PANELIST REVIEW PROCESS**

*Approval to the Department's Panelist Roster does not necessarily mean you will review applications each year; panelists are assigned based on need and expertise.*

1. Department of Arts & Culture staff assigns panelists based on relevant expertise.
2. Department of Arts & Culture staff provides panelists with training and online access to applications and supporting materials.
3. Panelists carefully review applications and make assessments. All reviews, scores, and comments are submitted in the online system.

**SECTION 7 – KEY TERMS**

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

**Language Services** Providing interpretation and translation services at no cost to the community member to reduce language barriers.

**Local Music Spotlight Program** Program featuring San Antonio musicians and songwriters and their original music. The City uses submitted music to promote the songs, the applicants, and San Antonio's arts community.

**Prequalified Public Art List** The vendor list of City Council-approved artists and art support service providers who may be commissioned for public art commissions and opportunities. These lists are typically approved for a five-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 for with public funds.

**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. [Click here to learn more about the Commission.](#)

**Public Art 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.