

ARTS &
CULTURE

REQUEST FOR APPLICATIONS: PANELISTS

MARCH 2027-2030 TERM

DEPARTMENT OF ARTS & CULTURE
CITY OF SAN ANTONIO

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SECTION 1 – ABOUT THE DEPARTMENT OF ARTS & CULTURE

Mission Statement

The City of San Antonio's Department of Arts & Culture enriches the lives of residents and visitors by supporting artists and arts organizations, celebrating our city's cultural identity, and expanding opportunities for everyone to experience and participate in the arts. Through grants, public art, galleries, film initiatives, and other programs, we foster a thriving arts community and strengthen San Antonio as a vibrant place to live, work, and visit.

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@santonio.gov 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, which outline public art opportunities, eligibility, and requirements.

SECTION 2 – AVAILABLE HELP

Application Assistance
For assistance in completing the Panelist application, please contact the Arts & Culture Department at 210-206-2787 or ArtsFunding@sanantonio.gov.

Contact Us
City of San Antonio
Department of Arts & Culture
210-206-2787
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 receive an honorarium for sharing their time and expertise.

Panelist Identity
Approved panelists are listed on the departmental Panelist Roster, which is accessible to the public via sa.gov/arts.

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:
- Participation in application review process and scoring criteria tutorial
- Completion of Introduction to Unconscious Bias training
- Adherence to the Panelist Code of Conduct
- 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

Panelist Term
Approved panelists will remain active on the Panelist Roster for three years. Being on the roster does not guarantee an opportunity to serve as 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 application management system 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 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.

Apply Online
Complete the Panelist Application: March 2027-FY 2030 Term.

Application Window
December 16, 2026 8 a.m. - January 15, 2027 at 5 p.m. CST

Notification
Panelist recommendations are presented to the San Antonio Arts Commission and its Committees for approval. Panelists will be notified of their application status in mid-March 2027.

SECTION 5 – PANELIST OPPORTUNITIES
For the FY 2028–FY 2030 term, panelists may 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 opportunity's Request for Applications.

Grants

- **Artist Grants**
  Project grants for artists in the Literary, Media, Multidisciplinary, Performing, and Visual Arts
- **Film Festival Grants**
  Grants available to nonprofit organizations producing film festivals
- **Production Costs Grants**
  Project grants for performing artists and organizations
- **Project Grants**
  Grants for San Antonio-based nonprofits producing arts and cultural events in San Antonio

- **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 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 & Culture's Spotify playlists as well as potentially featured in City of San Antonio and Visit San Antonio marketing efforts.

Public Art Prequalified List
Panelists evaluate applicants for the Prequalified Public Art List and score applications based on artistic merit and experience of both visual artists and design/support service 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

Panelists are assigned based on need and expertise.

1. Department of Arts & Culture staff assign 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, evaluate and score applications 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.

Panelist Roster The Department of Arts & Culture's list of approved panelists who have been vetted by the Review Subcommittee and the San Antonio Arts Commission and its Committees. Panelist terms are for three years.

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.

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.

San Antonio Arts Commission An advisory body of the Department of Arts & Culture. The San Antonio Arts 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.