CITY OF SAN ANTONIO
**DEPARTMENT FOR CULTURE
& CREATIVE DEVELOPMENT**

FY2017 ARTS FUNDING PROCESS
Frequently Asked Questions

Q: We have been receiving funding for several cycles; is it necessary to attend an Arts Funding workshop?

A: Yes. As per the Arts Funding Guidelines, attendance at a workshop is mandatory. All applicants must attend a workshop in order to be eligible to apply.

Q: I have attended a workshop; now what are the steps to apply?

A: Log on to our website: www.getcreativesanantonio.com and click on the *Arts Funding* tab.

> Step 1 - Begin by clicking the "**APPLY**" button in the category of choice.

> Step 2 - You will begin to register and create your account. Remember to write down the **USER ID** and **PASSWORD** so you can return to the application later. (*The system will allow for saving and returning*)

> Step 3 - After you register, you will be able to answer application questions.

> Step 4 - You will need to upload documents/forms, as applicable.

Some forms may be applicant-generated, such as IRS 990, Organizational Chart, etc.

Other forms may be DCCD-generated. DCCD-generated forms are available in the section specific to the program under which you are applying. Examples of DCCD-generated forms are budgets, performance plans, etc. Applicants will need to download required forms, complete each of them, scan each as a PDF and upload to application.

NOTE: *Make sure to "save and continue" frequently as you work through the application. If you hit the "next" button without saving, any changes made since the last "save" will be lost. As discussed in the mandatory Arts Funding Workshops, it is important to save your application frequently, especially, as you move on to the next page.*

NOTE: *As discussed in the mandatory Arts Funding Workshops, do not hit the "SUBMIT" button until your application is completed. After you submit, you will not be able to make any changes to your application.*

Q: Who should be primary and secondary contact for the application?

A: It is recommended to list the persons most accessible and with the most knowledge of the application.

Q: We will be requesting <u>Operational Funding in the Museum Category</u>; do we use the total expenses or total revenue line item of our most recent Form 990 as the basis for determining our request for funding?

A: Per the Arts Funding Guidelines adopted by City Council on May 8, 2014, you will need to use the actual operating expense, (line 18) of your most recent 990 IRS Tax form filed with the IRS.

NOTE: *For those organizations that have additional programmatic missions, social services, education, etc., only those portions of the budgets that relate to the creation, presentation and/or preservation of arts or cultural programming will be accepted.*

Q: Will I be able to upload a Power Point presentation on the FY17 Operational funding application?

A: The application will only allow for PDF and JPEG uploads. The PowerPoint must be converted to a PDF file for uploading to the application.

Q: What format should we submit our list of links to videos? I want to make sure it's a live link.

A: Create a word document with the URL links to videos along with a paragraph explaining the relevance of the sample. You may save it as a Word File with the <u>.doc</u> extension. Make sure that it is saved correctly and that the word version you are using is current.

Q: If we receive funding through the City Council, should we state "yes" to financial support from another city department?

A: Yes, all financial support received from any City department including City Council Offices should be identified regardless of the funding source.

Q: When uploading video samples to YouTube, we received a copyright infringement note – is anyone else experiencing this?

A: You can only load material that your organization has the rights to. Applicants should check with the owners of the video and/or music. YouTube will block music and video if challenged.

Q: Is the "Community Based Organization" category the only category that can utilize in-kind match?

A: Yes.

Q: I'm trying to determine if I'm eligible to apply for Festivals under the DCCD FY 2017 Arts Funding. In regards to a physical address, I work out of my home.

A: Under this category, you may apply as an artist or artist collective or organization. If you are an artist or part of an artist collective, you must reside in the City of San Antonio to qualify.

Q: The physical office of our organization is not in the City of San Antonio; however our agency serves throughout Bexar County. Can we apply?

A: No. If your organization is the applicant, and not located in the City of San Antonio, proper, it is not eligible. The applicant (whether an organization, neighborhood association, artist or artist collective) will need to have a residence in the City of San Antonio proper in order to be eligible for this funding stream. In addition, the activities that applicants request funding for will need to take place in the City of San Antonio, as well and open to the general public.

Q: We would like to apply for the stART Place Program. Is there a cash match?

A: There is no match requirement for stART Place.

Q: Regarding the "Verification of Employment as Administrator" form; our current Executive Director, will be leaving at the end of June. The board has appointed an Interim Executive Director. Do we use this person's name on the form or can we use Senior Staff?

A: You will need to submit the name of the salaried full or part-time administrator that is responsible for and authorized to address contractual obligations; whoever, that person in your organization may be.

Q: Under the Festivals category, in regards to sponsors---what is required from a sponsor? How important is this? Is it vital to the application? Also, regarding cash match, what is the difference between 1:3 and 3:1?

A: Sponsorship levels are in place to gauge how additional funding will be raised for the Festival. For each $1 dollar the City invests, the applicant must match a minimum of $3. Since this is a reimbursable contract you will actually need to expend the funds and match before receiving reimbursement. Your sponsor(s) will help to fund your agency's match.

Q: We are a <u>Community Based Organization</u>; how much are we eligible to apply for?

A: The maximum amount   a Community Based Organization (CBO) can request is up to 50% of the organization's total expenses as reported in Line 18 of the most recent 990 tax form filed with the IRS.

NOTE: Total expenses in Line 18 of the 990 form takes into account both cash and in-kind.

Community based organizations must have a 1:1 capacity to match the requested amount using either cash or a combination of cash and in-kind contributions

Therefore, make sure that your total expenses as reported in line 18 of the most recent IRS 990 tax form has sufficient cash and in-kind matching capacity to meet your requested amount.   If an agency's matching capability is lower than 50% of the total expenses reported, than the request must be adjusted to equal the matching capability.

Example:

Total expenses in Line 18   = $500.00 *($250.00 cash/$250.00 in-kind)*
Maximum Request   = $250.00

Match Capability - Cash Only   = $250.00
Match Capability - Cash + In-kind   = $250.00* *($125.00 cash/$125.00 in-kind)*
* Maximum request to maximum capacity is 50%

Or

Total expenses in Line 18   = $500.00*($150.00 cash/ $350.00 in-kind)*
Maximum Request   = $150.00

Match Capability - Cash Only   = $150.00** *($150.00 cash)*
Match Capability - Cash + In-kind   = $150.00** *($75.00 cash /$75.00 in-kind)*
** Maximum request to maximum capacity is 30%

Q: Is there a specific budget template that you want us to use for the FY 2017 application, or can we use the one we already use for our invoices?

A: Yes, a budget template is available under each category. As discussed in the mandatory Arts Funding Workshops, any DCCD-generated forms can be located on our website for applicants to download, complete and submit with their on-line application.

Q: Could you provide guidance as to where the underserved communities are?

A: In general, "underserved" *could be* any area in the community which is lacking in arts and cultural services and experiences; those with limited access.
It is encouraged for **applicants** to provide this type of information within their proposal (where relevant) in seeking out those places they believe are underserved for presenting their projects.

Q: Is it acceptable to submit more than one proposal for the stART Place Program?

A: No, only 1 application allowed per funding cycle, however, an artist can collaborate with another on a separate application.

Q: Given that our 2016 festival will not have occurred by the time we submit for 2017, is there anything specific we need to reference in the narrative that speaks to that fact?

A: DCCD encourages you to include in the FY 2017 application information documented from the FY 2016 festival as possible to give reviewers a meaningful experience of the Festival.

Q: Can two (2) agencies partner together to reach the overall goal under the Cultural Operational Program?

A: The Art Funding Guidelines does not allow for collaboration under Cultural Operation support. For this category, the goal/intent of the award is to assist Arts & Cultural organizations with the day-to-day activities and operation, thus an applicant cannot umbrella nor can they sponsor an organization in attaining a particular level of funding. The applicant organization will solely be responsible for all deliverables and commitments should they be awarded under this program.

However, collaborations are allowed under the other categories; stART Place and Festivals & Community Celebrations.