

CITY OF HELOTES
Community Arts Grant Program
Guidelines and Application Form

Fiscal Year Ending 2022 Grant Cycle



ADMINISTERED BY:
The City of Helotes
Economic Development Corporation
12682 FM 1560 W, Suite 105
Helotes, Texas 78023
(210) 695-5910 (direct)

BACKGROUND

The Community Arts Grant Program is funded by the City of Helotes Economic Development Corporation and managed by the Community Arts Grant Committee. The Community Arts Grant Program provides funding to Helotes-based arts and cultural organizations as well as individual artists of public art displays.

This document outlines the requirements to be eligible to apply for a grant. The application can be found at www.helotesedc.com/communityartsgrant.

Applications will be accepted on a first-come, first-served basis until funding is exhausted or no later than July 29, 2022.

Official notification of grant status (approved or declined) will be sent out by early September 2022.

Grant funds are to be expended for activities occurring between October 1, 2021 and September 30, 2022. A final project or organizational report must be submitted to the Community Arts Grant Committee within ninety (90) days of the project completion date or by September 30, 2022, whichever date is earlier. The post-project report must delineate expenditure of funds and describe the success and challenges of the project or, in the case of general operating support, for activities occurring between October 1, 2021 and September 30, 2022.

Whenever possible, organizations receiving a Community Arts Grant are expected to acknowledge this support in programs, press releases, and advertisements with the following language: “The Helotes Economic Development Corporation provided grants funds for this project.”

ELIGIBILITY & PRIORITIES

Helotes Arts welcomes proposals addressing a broad range of initiatives and opportunities to serve the Helotes community:

❖ Mural Arts Grants (up to \$1,000)

- Non-profit, tax-exempt organizations must be a registered 501(c)(3) non-profit
- Individual Artist Projects
- Projects must be clearly visibly/accessible to the public
- Applicant must show examples of previous work

❖ Small Arts Grants (up to \$2,500)

- Non-profit, tax-exempt organizations must be a registered 501(c)(3) non-profit
- Individual Artist Projects
- Projects must be clearly visibly/accessible to the public
- Applicant must show examples of previous work

❖ Major Arts Grants (over \$2,500)

- Non-profit, tax-exempt organizations must be a registered 501(c)(3) non-profit
- Individual Artist Projects
- Project must be located on City owned property
- Applicants must show examples of previous work.

Helotes Arts will not consider requests for:

- For-profit entities not sponsored by a non-profit organization;
- Projects outside of the City of Helotes;
- Projects on private single-family residences/property;
- Multi-year commitments;
- Building projects, construction, or renovation;

FUNDING CRITERIA

The number of public art projects awarded funding is dependent on the funds available and the number of applicants submitting each year. Because of limited available funds it is rare to receive all of the requested public funding. Applicants/artists may be funded one time only between October 1, 2021 and September 30, 2022. (note: to achieve diversity in artists and styles, artists may only receive approval and/or funding once every two years.)

Matching Funds

Individual artist applicants are not required to provide a 1:1 match (cash, volunteer time and in-kind contributions: grant amount requested). Business/organization applicants are required to provide a 1:1 match with the amount of requested funding.

1. Funds will be awarded based on the Community Arts Grant Committee's evaluation of the eligible proposal using review criteria described below.
2. Eligible expenses may include artist fees, assistant fees, supplies and materials, rental equipment, liability insurance, space rental, transportation, installation costs and promotional materials related to a dedication event.
3. Items not eligible for funding through this program include operating costs for organizations; purchase of equipment; and administrative costs of sponsoring organization unrelated to the project.

REVIEW CRITERIA

- Concept, scale and execution:** original concept and excellence in execution; scale is appropriate to the building and wall on which it will be painted/attached (* we highly encourage applicants to use images and compositions that will bring innovation to our Community Arts Program collection.)
- Context, design:** creatively responds to site and neighborhood; demonstrates ethical use of references to specific cultural origins; design clearly depicts ideas expressed in project description
- Support:** written evidence of support from property owner, building and business owner(s), neighborhood association or adjacent neighbors.
- Feasibility:** ability to complete the proposed project, a realistic budget, agreement between property owner and artist regarding responsibility for wall preparation for painting, and use of acceptable graffiti/UV coating, as needed.
- For community partner projects:** images associated with concepts mean the same for artist and community (i.e., shared meaning beyond individual perspective and experience).

PROJECT BUDGET

As part of the application you must submit a budget and indicate donated time and materials and cash expenditures. Adding those two items together will equal your total project expenses.

How to Pay an Artist:

Artists may either ask for a flat fee or charge by the square foot (sf) which typically includes labor, supplies and materials. This artist fee is dependent on several factors:

1. Experience. An emerging artist and an established artist demand different fee structures
2. Scope of work. Consider the physical size of the project and/or special skills artist is employing (e.g., mosaic work)
3. Other demands. Activities like leading workshops or participating in community engagement events associated with project require additional time from the artist.

REQUIRED APPLICATION MATERIALS

- Letter of intention (required for the community-related projects)
- Completed on-line application. If there is trouble accessing a personal computer, please contact CAGC to use a computer to submit online application.
- Digital images:
 - One color image of proposed concept
 - One color image of the overall area the project will be located
 - Up to 6 images of past work from each artist contributing to the project design and an image list that includes location, budget, year completed, and description of artist's role (e.g., lead, collaborator, assistant) OR a link to websites/social media accounts that feature artworks
- Résumé or bio for each artist involved in the design of the project.
- If attaching panels to a wall, a materials list, drawing and attachment plan must be submitted.
- Letter from property owner that states commitment to sign the Art Easement Form.
- Letter(s) of support from community partners.

AFTER FUNDING APPROVAL

The following requirements apply to all applicants whose project is approved through this program:

1. If the approved project is located in neighborhood zoned as residential, the applicant will be required to notify nearby residents with plans/images of proposed project as provided by CAGC.
2. The applicant must have liability insurance for the duration of the project and provide a Certificate of Insurance at the time a contract is issued that lists the City of Helotes, the Helotes Economic Development Corporation and CAGC and their officers, agents and employees as additional insureds. Contact CAGC for available resources for insurance.
3. CAGC issues a Personal Services Contract outlining the terms of the project and the payment schedule. Once CAGC receives the signed agreement, processing of payments begins. The awarded amount of funding is typically divided into two or three payments. The final payment is made following receipt of the final report and documentation.
4. The project must begin within one year of being awarded funding. If the project is unable to meet that deadline, approval will be rescinded and another application must be submitted for approval.
5. As part of the contract, the artist agrees to waiver of any rights covered in the federal Visual Artist Rights Act that would interfere with the performance of all rights under the Art Easement agreement. For more information on VARA, go to HelotesEDC.com/public-arts-program
6. CAGC sends the Art Easement to the property owner with instructions.
7. Applicant notifies CAGC public art staff of completion of the project.
8. Applicant acknowledges CAGC support on the project and in all printed materials related to the project. CAGC will work with the artist to provide appropriate acknowledgement.
9. Applicant submits a final report within 45 days of completion of the project summarizing the completed project and detailing the use of Community Arts Grant funds. Copies of invoices, receipts and checks are required documentation for the final report.

APPLICATION FORM

Project Name	
Name of Organization	
Mailing Address	
Contact Name	
Contact Title	
Contact Email	
Contact Phone	

CHECKLIST:

- Completed Application
- Project Budget
- Current IRS letter identifying 501(c)3 status or evidence that the applicant is an agency/department of local government.
- Board of Directors/Trustees Roster for current fiscal year.
- Supplemental materials (letters of commitment from partner organizations, schools or promotional brochures, etc.)
- Signed MOU or letter of agreement between applicant organization and fiscal agent (if applicable), specifying the fiscal responsibilities of both parties.

Project Information	
Total Project Cost:	
Grant Funds Requested:	
Project Date(s):	
Project Location:	
Brief Project Description: (limit to space provided below)	

Only an authorized representative of the organization may submit an application. The undersigned representative must be duly approved by the governing board to act on its behalf.

Name (typed/printed) _____

Title _____

Signature _____

Date _____

**** The above must be submitted by 11:59 pm local time on Friday, July 29th, 2022
(Applications received after this time will not be considered)**