



CITY OF HELOTES

Community Arts Grant Program

Guidelines and Application Form

Fiscal Year Ending 2023 Grant Cycle



Program Administered by the
Helotes Economic Development Corporation

12682 FM1560, Suite 105
Helotes, TX 78023

(210) 695-5910
HelotesEDC.com



COMMUNITY ARTS GRANT PROGRAM

The Community Arts Grant Program is funded by the City of Helotes Economic Development Corporation and managed by the Community Arts Grant Committee. The 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.

PROJECT OBJECTIVE

- To beautify and add character to the city
- To create a local landmark that inspires people to take photos and share on social media
- To enhance the growing collection of art

ELIGIBLE PROJECTS

- Non-profit 501(c)3 Projects
- Individual Artist Projects
- Businesses with 50% Match
- Projects must be clearly visibly/ accessible to the public

INELIGIBLE PROJECTS

- Projects outside of the City of Helotes
- Projects on private single-family residences/property

GRANT CATEGORIES

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

❖ Mini-Mural Arts Grants (up to \$1,000)

The HEDC invites artist to apply for a public art project to create mini-murals on traffic control boxes along Bandera Road. Selected artists' designs will be digitized and printed on a vinyl wrap.

❖ Murals Arts Grants (up to \$5,000)

The HEDC invites artist to apply for a public art project to enhance the city by adding works of art to the streetscape. Murals should be original hand-painted artwork visible from the public right-of-way.

❖ Major Art Sculpture Grant (Not to exceed \$35,000)

The HEDC invites artist to apply for a public art project to create a permanent outdoor installation for the traffic circle in Old Town Helotes. The installation will occupy no more than a 15-foot radius. This is a high traffic area and visibility must be maintained for vehicular traffic. Furthermore, it must be made of materials that can withstand Texas weather.

FUNDING CRITERIA

The number of public art projects awarded funding is dependent on the funds available and the number of applicants submitting each year. Applications will be accepted on a first-come, first-served basis until funding is exhausted or no later than July 31, 2023. Applicants/artists may be funded one time only between October 1, 2022 and September 30, 2023. (note: to achieve diversity in artists and styles, artists may only receive approval and/or funding once every two years.)

Projects on Publicly Owned Property

Artists submitting a project to be located on publicly owned property may receive up to 75% funding with additional funding coming from other sources. Projects able to provide additional matching funds are prioritized.

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, transportation, installation costs and promotional materials related to a dedication event.

Projects on Private Property

Applicants submitting projects for display on private property must provide a 1:1 match with the amount of requested funding. Project must be visible from the public right-of-way.

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, transportation, installation costs and promotional materials related to a dedication event.

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), or adjacent property owners.
- ☐ **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).

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, if applicable.

AFTER FUNDING APPROVAL

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

1. 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.
2. 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.
3. The project must begin within six months of being awarded funding. If the project is unable to meet that deadline, approval may be rescinded and another application must be submitted for approval.
4. 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
5. If the project is located on private property an Art Easement must be signed by the property owner before the project commences.
6. Applicant must notify the CAGC staff of completion of the project.
7. Applicant must acknowledge Community Arts Grant Program support on the project and in all printed materials related to the project with the following language: "The Helotes Economic Development Corporation provided grants funds for this project."
8. 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
- ☐ Sketch of proposed project.
- ☐ Current IRS letter identifying 501(c)3 status or evidence that the applicant is an agency/department of local government.
- ☐ 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 31st, 2023**
(Applications received after this time will not be considered)