

Technical and Economic Development Program

General Overview

Technical and Economic Development Assistance is a competitive program with the goal to assist local not for profit arts and cultural organizations and professional artists pay for specific expenses related to organizational stability, development and professional growth. Up to a maximum of \$2,500 may be awarded per fiscal year to an eligible applicant. Unlike the other funding programs available, the application process is on-going on a monthly basis through the fiscal year. Applicants must submit their application to DCCD by 4:00 p.m. on the second Friday of each month.

Eligibility Requirements

Arts and cultural organizations or Individual local professional artists may apply for this program.

Arts and cultural organizations:

- Must have a 501(c)(3) status;
- Applicants must have a primary business or residence in San Antonio. PO Boxes are unacceptable;
- Technical and Economic Development Assistance funds will support arts and cultural organizations in areas and activities that enhance artistic and strategic development and training, board governance, fiscal reporting/responsibilities, nonprofit management and leadership, and program/audience development.

Individual local professional artists:

- Applicants must have a primary business or residence in San Antonio. PO Boxes are unacceptable;
- Technical and Economic Development Assistance funds will support local artists in areas that enhance their careers through artistic and professional development through classes, workshops, and residency-related activities.

Funding Guidelines:

- Awards are given to eligible recipients on a first come, first served basis and are limited to \$2,500;
- All requests must be received by 4:00 pm on the second Friday of the month. No applications accepted after the deadline for that month;
- Staff will review the request(s) by the close of business on the last day of that month;
- All applicants will be notified in the month following their application as to whether or not they have been funded. **This review time-frame needs to be considered when applying for funding.** Any application that falls outside of the time frame will automatically be disqualified;
- The awards are made for specific expenses and are paid on a reimbursement basis for only those expenses approved in the original award;
- A maximum award of 50% of the total cost of the approved expenses are eligible;
- All awardees must enter into a contract with DCCD before they begin their project;
- Only one application per artist/organization annually.

Budget Verification

Applicants must provide documentation that the matching funds are in place. Matching funds may not be from other City funding sources. A budget for the entire activity must be submitted.

Technical and Economic Development Program Accountability

Awardees will be required to submit a report on the project's success attached to the invoice for reimbursement on eligible expenses with all associated support documentation at completion of the activity.

Application and Review Process

Applications will be accepted monthly and can be downloaded from DCCD website on an on-going basis.

The Technical and Economic Development Assistance Program (TA) is an on-going, monthly competitive program. Applicants must submit their Application Package to the Department for Culture and Creative Development by 4 p.m. by the second Friday of each month. Application package may be submitted by email, mail delivery or drop off to the DCCD offices.

The Application Package consists of the following:

1. Technical Assistance (TA) Application Form, completed and signed
2. TA Checklist, completed
3. Activity Budget – Applicants will need to submit a detailed budget for the activity that funding is requested for, including expenses and sources of support
4. Any additional supporting documentation, as requested on Application Form and/or noted on Checklist

The TA Guidelines, TA Checklist, TA Questions & Answers and TA Application are on the DCCD website and are fully downloadable.

Applications will be reviewed on a monthly basis by DCCD staff.

Review Criteria includes, but not limited to the following:

- Meeting the deadline.
- Clarity of the request for assistance; the need/value to the organization
- Amount requested from DCCD relative to overall activity budget
- Proven commitment to community and professional growth
- High artistic quality of organization, project or artist's work
- Enhances artistic/cultural diversity of community
- Dollars available