

Technical & Economic Development Assistance – FAQ

Q: How should I submit the Technical Assistance application; by email, hardcopy mail, or hand-delivery?

A: All forms are acceptable, as long as the submission is by the deadline of 4 p.m. on the 2nd Friday of each month.

Q: I reside in Leon Valley; can I apply for this funding?

A: Only (Artists or Arts & Cultural Organizations) that reside within the boundaries of San Antonio proper are eligible to apply.

Q: I turned in my application by the deadline but it is almost the end of the month and I haven't had any response. Our proposed activity is in a week. What do I do?

A: Per the FY 2015 Guidelines, all applicants are notified in the month following their application as to whether or not they have been funded. This review time-frame will need to be considered when applying for funding. Remember that any application that falls outside of this time-frame will automatically be disqualified.

Q: We applied and were funded with TA at the beginning of the year. Can we apply for another TA activity?

A: Per the FY 2015 Guidelines, only one application per artist/organization annually.

Q: What do I need to submit?

A: The completed application, Activity (entire) budget, and the Technical Assistance checklist which helps determine eligibility for funding. Any other supporting documentation required such as 501 (c) 3 Tax Exempt letters, if applicable. If awarded, be sure to include a post-project report with submittal of invoice.

Q: We have been awarded and now my project is complete, what do I need to do next?

A: Invoice our office and provide appropriate back-up so that your eligible expenses will be reimbursed. You may use our standard DCCD invoice cover sheet.

- In addition, submit a post-project write up (brief) as to how the funding from DCCD helped you or your arts organization.
- How was the event/project successful. Provide any backup pictures, hand-outs - any information is helpful as well.
- Turn in the above items as soon after your project is completed.

Q: What do I need to provide from a consultant who will aid in our organizational, artistic and strategic development?

A: Provide us with a copy of the consultant's certification and/or credentials and a brochure or documentation regarding the company, location, services and fees, and [your specific fee](#) for this service to your arts organization.

Q: What qualifies as an acceptable Workshop or Training requiring travel?

A: In your application, explain how this Workshop or Training will impact your artistic development. In addition, explain how you will bring this artistic development back to benefit the residents of San Antonio and the San Antonio artist community.

- Provide a copy of the Workshop or Training synopsis, class schedule and fees.
- Provide a copy of the travel expenses associated with the Workshop or Training.

Q: What do I need to provide for the Technology software that enhances organizational or artistic and/or Administrative capacity?

A: Provide a copy of the software features and a copy of the retail, or on-line pricing of the technology software. You must be sure there is a TUTORIAL program included with the software, or that you will purchase the TUTORIAL associated with this software purchase.
NOTE : The Department for Culture and Creative Development does not pay for taxes.

Q: What type of professional administrative services to upgrade the organizational fiscal and/or administrative capacity qualify under the Technical Assistance program?

A: Someone may be the following : An Administrative Assistant, Bookkeeper, CPA, or any professional person who will upgrade the organizational fiscal and/or administrative capacity. Provide us with the person's documentation, certification and/or credentials, and a brochure or documentation regarding the company, location, services and fees, and [your specific fee](#) for this service to your arts organization.

Q: What information do you need for the Artists Residency related activities?

A: Name and location of the Artist-in-Residence program, length of time, and what financial support the residency is providing. What financial support does the artist need to provide.

- Is this a competitive artists residency program?
- Was your art work reviewed and accepted into this artist residency program?
- What expense or fee is your responsibility to attend this artist residency program?

NOTE : We do not provide Technical Assistance support for an artist residency [retreats](#).