

LIFECYCLE OF A CULTURAL INVESTMENT FUNDING PROGRAM

APPLICATION



Guidelines Available

Application guidelines are posted to the City of Santa Fe, Arts & Culture Department website in November. Preview of new cycle applications are available for review and download in December of each year.



Application Submitted

Application cycles period opens in January of every year. Applications for Traditional Marketing Impact (TMI) are open for a forty-five (45) day period, and Collaborative Impact (CI) open for a sixty (60) day period from the date of release. For assistance with applications, applicants are encouraged to attend or review the Technical Assistance Workshop or email the Arts & Culture Department at artscommission@santafenm.gov.



Staff Review & Audit

Staff reviews completed applications for eligibility and may contact applicants for clarifications or questions.



Panel Review

Panels are comprised of representatives of the Arts Commission and experts with knowledge and experience in the area under review. Panelists are given up to four (4) weeks for review and evaluation of eligible applications. Arts & Culture Staff facilitates panels but does not contribute to evaluation or scoring of applications. Panels may convene in-person or virtually (i.e. Zoom).



Arts Commission Approval

Panel recommendations are reviewed and approved by the Arts Commission in late Spring of every year. Recommendations and approvals are conducted at the monthly Arts Commission Meetings, these meetings are publicly held for transparency. Please review <https://santafe.primegov.com/public/portal> for notice of scheduled meeting.



Notifications

Applicants are notified of funding decisions shortly after approvals have been made, however, funding is contingent on approval of Annual Operating Budget by the City of Santa Fe, Governing Body.



Awards

The City of Santa Fe Fiscal Year opens on July 1st. Programming must occur between July 1st through June 28th of every year.

Transparency

In an effort to make the Cultural Investment Funding Program review process as transparent as possible, while still protecting the confidentiality of applicants and panelists the following applies:

- Panelist names and biographies are listed once awards have been announced and approved for funding. The public may not attend panel review deliberations, as confidential application information is discussed. Names of applicants are kept confidential except for those who selected to receive awards, awardees announcement information is updated on the Arts & Culture website near the beginning of every fiscal year (July 1st).