

## 2020 CityArtist Guidelines

The CityArtist program supports Seattle-based individual artists/curators and the research, development and presentation of their work. Awarded artists will need to offer a public presentation within city limits of Seattle. We support a broad range of artistic and cultural expression reflecting Seattle’s diversity.

**NEW ELEMENTS:** The Seattle Office of Arts & Culture’s 2020 CityArtist application has been simplified with these elements. Project description, budget and outreach plan are NOT required. These are determined AFTER awards are official. Artists now have two years to create and present a creative idea. Options for final report are written or an in-person, group sharing.

**Information:** Contact Irene Gómez, Project Manager at (206) 684-7310, [irene.gomez@seattle.gov](mailto:irene.gomez@seattle.gov)

<p><b>Application</b></p> <p>The online application is available here:  <a href="https://seattle.gosmart.org/login.php">https://seattle.gosmart.org/login.php</a>.  <b><i>If you don’t have computer or internet access, contact staff as soon as possible.</i></b> For application or eligibility assistance contact Irene Gómez at (206) 684.7310 or <a href="mailto:irene.gomez@seattle.gov">irene.gomez@seattle.gov</a>.</p>	<p><b>Opening</b>  <b>May 1, 2019</b></p> <p><b>Deadline</b>  <b>July 17, 2019, 11:00 P.M. (PT)</b></p>
<p><b>Program Overview Workshops:</b>  (Past awardee will share tips at 12 p.m.)  Thursday, May 23, 2019; 11 a.m.-1 p.m.  Seattle Public Library-Ballard  5614 22<sup>nd</sup> Ave NW, Seattle, WA 98107  RSVP <a href="#">here</a></p> <p>(Past awardee will share tips at 6 p.m.)  Tuesday, June 4, 2019; 5-7 p.m.  Seattle Public Library-Douglass-Truth  2300 E Yesler Way, Seattle, WA 98122  RSVP <a href="#">here</a></p>	<p><b>Draft Reviews (Individual appointments):</b>  Please RSVP for an appointment</p> <p>Friday, July 5, 2019; 12noon-4 p.m.  King Street Station, Top Floor, Rm 306  303 S. Jackson St., Seattle, WA 98104  RSVP <a href="#">here</a></p> <p>Tuesday, July 9, 2019 from 2-6 p.m.  King Street Station, Top Floor, Rm 313  303 S. Jackson St., Seattle, WA 98104  RSVP <a href="#">here</a></p>
<p><b>Eligibility</b></p> <p>Applications will be accepted this year in these art forms or disciplines:</p> <ul style="list-style-type: none"> <li>• Literary (including screenwriting)</li> <li>• Media/film</li> <li>• Visual</li> </ul> <p>Traditional/ethnic and multi-disciplinary projects are always welcome, as long as a primary art form is one of the eligible disciplines listed.</p>	

### **Funding**

Applicants may request the following set amounts: \$2,000, \$5,000, or \$8,000.

Project details will be discussed AFTER awards are official. Select an amount that considers a future idea and scope.

### **ELIGIBILITY and REQUIREMENTS**

The **APPLICANT** must:

- be a generative artist/curator who produces/presents art on a regular basis;
- be a Seattle resident or have a permanent studio/work space in your name within Seattle city limits where you receive mail. It cannot be a P.O. Box.;
- be at least 18 years of age by the application deadline, and NOT be a high school, undergraduate, graduate, or doctoral student enrolled in any degree program related to your artistic work or career;
- be an individual artist/curator who will be the originator of a proposed project if awarded or be the lead artist/curator of a team of artists/curators who have worked together on a single project or with a limited collaborative history;
- (if the applicant is the lead artist/curator of an arts or cultural organization), be able to distinguish work for this award clearly from the ongoing/seasonal work of the organization.

If awarded, the artist will need to offer a public presentation within Seattle city limits. Project and event details are determined after awards are official, and will need to:

- be created/developed or curated by the applicant artist/curator;
- if remounting an existing work, must undergo major changes or be taken to a significant next stage;
- address and specify at least one public access element defined as community impact and benefit.
- be presented in the City of Seattle between January 1, 2020 and December 31, 2021.

Work in cycle-specific art forms must include a presentation open to the general public. Examples of presentations: exhibit, installation, lecture, performance, publication, reading, recording, or screening.

The **APPLICATION** must:

- Respond to narrative questions
- Include a resumé
- Include an artistic work sample

### **Identity Questions**

The application also includes optional identity questions. The questions are voluntary and help to assess our Race and Social Justice Initiative work citywide. **Information in this section will not be seen or used by panelists and will not impact this grant's evaluation or funding.** However, this information will be used by the Office to learn about artists seeking funds that improve our support of all artists. The Seattle

Office of Arts & Culture has a [Commitment to Racial Equity](#). This question lets us know if we are reaching underrepresented artists, organizations and communities in Seattle.

## **FUNDING**

Applicants may request the following amounts: \$2,000, \$5,000, or \$8,000.

Select an amount that considers a future idea and its scope. Project and event details will be determined AFTER awards are official.

### **Funding may be used for:**

- Direct project expenses (research, residency)
- Salaries and fees
- Supplies and materials
- Equipment or space rentals
- Insurance, licenses, permits
- Publicity/marketing
- Transportation
- Documentation (photographer/videographer)

### **Funding may NOT be used for:**

- organizations (Lead artist of an organization must distinguish proposed project from organization work);
- purchase of equipment, software or food;
- recipients of 2020 CityArtist grant who have not completed any previously-funded CityArtist award from CityArtist;
- government-run programs and degree-granting institutions, or religious services, fundraising efforts, gifts or
- organizational administrative costs.

## **REVIEW CRITERIA**

Applicants should respond as thoroughly as possible to evaluation criteria. Each criterion below is assessed at **equal value**.

### Experience and potential

- Shows potential or strength in last or current work
- Illustrates history of initiating and completing work

### Artistic growth and vision

- Demonstrates advancement or deepening of craft, technique, or approach over time and in future work.
- Indicates broader scope, direction, themes, approaches in artistic or administrative skills

## **REVIEW PROCESS and NOTIFICATION**

- Applications are reviewed for eligibility and completeness.

- An independent peer review panel of artists in related disciplines determines application rankings.
- All required application materials will be evaluated based on set review criteria.
- Notification will be sent in October/November 2019.

**FOR ASSISTANCE, CONTACT:**

*For assistance with the GoSmart online platform, please contact WESTAF support at <https://www.westaf.org/contact>, Monday-Friday.*

*If you need assistance with eligibility or the application, please, contact Project Manager Irene Gómez at [irene.gomez@seattle.gov](mailto:irene.gomez@seattle.gov) or 206.684.7310.*

*If you need assistance with your work samples, please contact the Office of Arts & Culture's Panel Coordinator Lizzy Melton at [lizzy.melton@seattle.gov](mailto:lizzy.melton@seattle.gov) or 206.727.8668.*

**TIPS FOR SUCCESS**

- Attending a workshop is strongly encouraged, especially for first-time applicant.
- Read and follow the online instructions carefully and give yourself time for questions. This can be especially important for work samples. Many applicants need assistance but do not leave enough time.
- Recommend drafting narrative responses on separate word document.
- Be direct and avoid pretentious language.
- Panelists are experienced artists. Ask a fellow artist to give you feedback on your draft.
- Be concise and organized. Panelists must read and evaluate dozens of applications.
- Submit what you consider your best, recent work sample. Does it illustrate your skills and style?
- Click on “Save Work” at bottom of page often and always before moving to a new section. Be sure to re-read your work before you submit. Suggestion: Preview the application, spell-check, re-check and save.
- Open resume and work sample links before submitting application to assure properly uploaded.
- Call the project manager with questions well in advance of the deadline. We are happy to assist you, but last-minute help is limited due to timing. Schedule a Draft Review.
- SAVE PDF copy of completed application BEFORE submitting for your own files. Application will NOT be accessible after the deadline: 7/17/19 at 11:00 P.M.

**THINGS TO KNOW IF YOUR PROJECT IS FUNDED**

**If you are funded, you must meet the requirements listed below.**

By submitting an application, you are promising to meet these requirements if you are selected for funding. Project, event, and outreach plan are discussed after awards are official and in preparation of contract.

**Seattle-based Artist/Curator Applicant**

**Applicants must provide a street address within Seattle city limits for their home or a permanent**

**studio/rehearsal space in their name.** A post office box, temporary rehearsal space or studio under a name other than the funded artist does not fulfill the residency requirement. If you are uncertain about your address (not all "Seattle" zip codes are actually in the city limits), an interactive city map indicating boundaries can be found at <http://web1.seattle.gov/seastats/doServices.aspx>. (Please note that this is the City's 911 service map.). Contact Project Manager Irene Gómez at (206) 684.7310 for clarifications.

**City and State Business Licenses** will be required AFTER funding notice. (You do NOT need a business license to apply.)

Contract states that individuals and groups awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identification (UBI) number. The project manager will explain this during your initial contract meeting.

For more information about business licenses, please visit:

Seattle: <https://www.seattle.gov/licenses/get-a-business-license>

State: <http://bls.dor.wa.gov/file.aspx>

### **Contracts with the City of Seattle**

- After awards are official, recipients will discuss and sign a contract committing to produce a project with activities including intended dates, venue and outreach plan. for a public presentation in Seattle. Confirmation of event details is encouraged at time of pre-contract session.
- Award recipients are responsible for paying all applicable taxes. At the time of contracting, you will need to complete appropriate paperwork.
- Award recipients commit to recognize the Seattle Office of Arts & Culture in press releases, printed materials, social media, signage visible to the public or in other ways appropriate.

### **Reporting**

This award requires a final evaluation after event(s). Award recipients have a choice of a written report or a verbal sharing (group presentation) of lessons, challenges, unexpected outcomes or successes before final payment. Staff will coordinate sharing (group presentation) opportunity.

### **Commitment to Racial Equity**

The Seattle Office of Arts & Culture commits to an anti-racist work practice that centers the creativity and leadership of people of color - those most impacted by structural racism - to move toward systems that benefit us all. We also acknowledge that we are on Indigenous land, the traditional territories of the Coast Salish people.

We envision a city of people whose success, safety and health are not pre-determined by their race. A city where all artists, performers, writers and creative workers have the freedom, agency and platform to share and amplify their stories, art, cultures and experiences. At the same time, we acknowledge that our actions - both conscious and unconscious, past and present - have benefited some communities

while limiting opportunities and for communities of color. We work toward our vision by addressing and working to eliminate institutional racism in our programs, policies and practices.

In alignment with the City's Race and Social Justice Initiative, we seek new solutions that use arts as a strategy to drive not only our office, but the City as a whole toward racial equity and social justice. We will continue to break barriers and build arts-integrated tools that challenge the status quo, and push us toward the inclusive society we envision.

If you have any questions about our commitment or would like to know more about the work we are doing, please call us at 206.684.7171 or email at [Arts.Culture@Seattle.gov](mailto:Arts.Culture@Seattle.gov).

**Application materials are public information**

Application materials submitted to the Office of Arts & Culture become public information. Members of the public may request a copy of them with a formal request. Materials are subject to public disclosure due to the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at (360) 786-6777.

**Discrimination is not allowed on City-funded projects**

Applicants receiving funds from the Office of Arts & Culture must comply with Seattle Municipal Code Chapter 20.44, pertaining to prevention of discrimination in City contracts, and Chapter 5.44, pertaining to license requirements. The complete text of these City codes is available at the City Clerk's office and the Seattle Public Library.

**Americans with Disabilities Act applies to City-funded projects**

The Americans with Disabilities Act (ADA) is a federal law ensuring access to services and facilities for the differently-abled. The Office of Arts & Culture respects the needs of people with differing abilities and seeks to make available to applicants, participants and all interested persons information regarding the provisions of the Americans with Disabilities Act and its applicability to the activities of our agency. For information about public meetings, accessibility and auxiliary aids, please contact the Office of Arts & Culture at (206) 684-7171 (voice), or (800) 833-6388 (TDD Relay). This agency complies with all federal, state and local laws that prohibit discrimination in employment and services.

**Supports freedom of expression**

The City believes a community that fosters freedom of speech and thought will advance as a society. Artists play an important role in reflecting and challenging social concerns of the day. The strength of the United States as a nation rests in its tolerance of divergent opinions and ideas. Government support of the arts must similarly tolerate a spectrum of ideas and encourage freedom of thought.