



## 2019 CityArtist Projects Guidelines

CityArtist Projects program supports the development and presentation of work created by generative Seattle-based individual artists/curators. Awarded artists will need to offer a public presentation in city limits of Seattle. We support a broad range of artistic and cultural expression reflecting Seattle’s diversity.

**NEW:** The Seattle Office of Arts & Culture’s 2019 CityArtists application has been simplified and is available on the **4Culture web site:** <https://apply.4culture.org>

**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>A <i>simplified</i> application is available on 4Culture’s online grant platform. All applicants need to create an account on the 4Culture system, <a href="#">here</a>, <b><i>If you don’t have computer or internet access,</i></b> contact staff as soon as possible. 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>. For computer system technical assistance with the online grants system contact Heather Dwyer at 4Culture at (206) 263-1597 or <a href="mailto:heather.dwyer@4culture.org">heather.dwyer@4culture.org</a></p>	<p><b>Opening</b> <b>May 2, 2018</b></p> <p><b>Deadline</b> <b>July 11, 2018, 5 p.m.</b></p>
<p><b>Program Overview Workshops:</b> (Past awardees will share tips at 6 p.m.) Monday, June 20 from 5 – 7p.m. at Seattle Public Library – Beacon Hill Branch 2821 Beacon Ave S, 98144 RSVP <a href="#">here</a></p>	<p><b>Draft Reviews:</b> Please RSVP here for an appointment Monday, July 9 from 5– 7p.m. at Seattle Public Library – Columbia City Branch 4721 Rainier Ave S, 98118 RSVP <a href="#">here</a></p>
<p><b>Eligibility</b> Applications from artists creating or curating work in dance, music and theater (including playwriting) arts will be accepted. Traditional/ethnic and multi-disciplinary projects are always welcome, as long as a primary art form is one of the eligible disciplines listed.</p>	
<p><b>Funding</b> Applicants can request the following set amounts: \$2,000, \$5,000, or \$8,000.</p> <p>Project details will be discussed during a contract session AFTER awards are determined. An award of \$8,000 requires an overall well-planned project.</p>	

## 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 within Seattle city limits where you receive mail (NOT 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 is the originator of the proposed project;
- be the lead artist/curator of a team of artists/curators working together on a single project or with a limited collaborative history; or
- be the lead artist/curator of an arts-cultural organization who can 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 in Seattle city limits. The **PROJECT** 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, 2019 and December 31, 2020.**

Work in **ALL** art forms must include a presentation open to the general public. Examples of presentations:

exhibit	lecture	publication	recording
installation	performance	reading	screening

The **APPLICATION** must:

- Respond to narrative questions
- Include a resumé
- Work sample

## FUNDING

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

Project details will be discussed during a contract session AFTER awards are determined. An award of \$8,000 requires an overall well-planned project.

**Funding may be used for:**

- Direct project expenses
- Salaries and fees
- Supplies and materials
- Equipment or space rentals
- Insurance, licenses, permits
- Publicity/marketing
- Transportation
- Documentation

**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 the 2018 CityArtist Projects who have not completed any previously-funded CityArtist Projects or other program contracts at the time of application;
- government-run programs and degree-granting institutions, or religious services, fundraising efforts, benefits, gifts, or organizational administrative costs.

### REVIEW CRITERIA

Applicants should respond as thoroughly as possible to evaluation criteria.

- Show artistic/cultural experience and/or potential
- Indicate ability to see complete project and event

### REVIEW PROCESS and NOTIFICATION

- An independent peer review panel of artists in related disciplines determines application rankings.
- All required application materials will be evaluated based on the review criteria.
- Notification will be sent in October/November 2018.

### FOR ASSISTANCE, CONTACT:

**Application or Eligibility Support:** Irene Gómez, Project Manager (206) 684-7310 or irene.gomez@seattle.gov.  
**Online System Technical Support:** Heather Dwyer (206) 263-1597 or heather.dwyer@4culture.org

### TIPS FOR SUCCESS

- **Attending a workshop is strongly encouraged, *especially if you're a 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.
- **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.
- 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 your best recent work sample. Does it illustrate your skills and style?
- Click on "Save" or "Update" 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.

### THINGS TO KNOW IF YOUR PROJECT IS FUNDED

**NOTE:** The panel, contracting and compensation will be handled by the Seattle Office of Arts & Culture.

**If your project is funded, you must meet the requirements listed below.**

By submitting an application, you are promising to meet these requirements if your project is selected for funding.

### Seattle-based Projects

**Applicants must provide a street address within Seattle city limits for their home or a permanent studio/rehearsal space.** 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>.

**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

- Award recipients will discuss and sign a contract committing to produce their project with activities including intended dates and venue for a public presentation in Seattle. Confirmation of event details is encouraged.
- 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 to the project.

### 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 outcomes 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.