

# 2016 CityArtist Projects Funding Program

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## PURPOSE

This program supports the development and presentation of work created by Seattle-based individual artists. Generative, independent artists or artist teams are preferred. All projects must include a public presentation in Seattle. We support a broad range of artistic and cultural expression reflecting Seattle's diversity.

**Priority** is given to quality art projects that focus on **Public Access** defined as community impact and benefit. Applications will be scored on their ability to address at least one of these elements:

- Provide opportunities for audience engagement
- Offer physical, economic, geographic or cultural access
- Diversify the arts and cultural activities available to Seattle residents and visitors
- Encourage partnerships and creative collaborations in the community
- Create meaningful arts experiences that reflect and are relevant to Seattle's diverse population

## DEADLINE

This is an **on-line** application. The deadline is **11:00 p.m. Pacific Daylight Time on Wednesday, July 22, 2015**. Any required work sample(s) submitted in person or by mail must be **delivered to the office by 5:00 p.m. or postmarked on July 22, 2015**. The online application is available by setting up an account at [www.culturegrants-wa.org](http://www.culturegrants-wa.org).

## FUNDING

Request amounts are **up to \$8,000** by applicant artist.

## ELIGIBLE DISCIPLINES

Applications from artists creating work in **Literary (except Playwriting), Media/Film and Visual Arts** will be accepted. Traditional/Ethnic and multi-disciplinary projects are always welcome, so long as a primary art form is one of the eligible disciplines listed.

## ELIGIBILITY

To be eligible, the **APPLICANT** must

- be a professional artist (defined as a person who produces art on a regular basis, is at an established, mid-career or emerging level, established level must have achieved substantial skill and experience in his/her discipline where accomplishments are recognized nationally);
- be a Seattle resident or have a permanent studio/rehearsal 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, an undergraduate or graduate student enrolled in **any** degree program related to your artistic profession;
- be an individual artist who is the originator or curator of the proposed project;
- be the lead artist of a team of artists working together on a single project or with a limited collaborative history; **or**
- be the lead artist of an arts organization who can distinguish the proposed project clearly from the ongoing/seasonal work of the organization.\*

*\* Note that CityArtist Projects gives highest priority to quality projects by independent artists or groups of artists coming together for a single collaboration, who are not eligible to receive organization funding for their work.*

## 2016 CityArtist Projects Guidelines

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### To be eligible, the *proposed* **PROJECT** must

- be created/developed or curated by the applicant artist;
- if the proposal is to develop or remount an existing work, it must show how that work will undergo major changes or be taken to a *significant* next stage;
- address at least one **public access** element defined as community impact and benefit.
- submit artist resume(s) and a work sample following instructions and assure link is active;
- **NEW:** A web address accessible via the internet is allowable as a work sample. Refer to gray instructional box at top of Work Sample page in the online application for directions.
- include a sound project plan and budget where income equals expenses.
- **be presented between January and December 15, 2016.**

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

Exhibit	Lecture	Publication*	Recording*
Installation	Performance	Reading	Screening

### **REVIEW CRITERIA**

*Applicants should respond as strongly as possible to all these evaluation criteria.*

- Artistic quality and innovation (merit/potential in work sample, resume and creative element(s))
- **PRIORITY** is **public access** defined as community impact.  
CGO application instruction boxes give public access definition.
- Project plan and budget reflect scope of project.

Requests of \$8,000 must demonstrate and articulate excellence in artistry, clarity and innovation of the project.\*

\* This program is highly competitive. Successful applicants will demonstrate quality in the project plan *and* work sample. For example, producing and launching a CD is not likely to be a competitive project – the panel will want to know specifically what stands out about the music being recorded.

The Office of Arts & Culture is committed to reflecting the cultural richness of our city by promoting opportunities for emerging and diverse artists.

### **REVIEW PROCESS**

- 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 2015.

### **WORKSHOP & DRAFT REVIEW**

**Workshop: Program Overview** (Past award recipients present tips at 6:00pm)

Monday, June 15 from 5 – 7p.m. at 12<sup>th</sup> Ave Arts

1620 -12<sup>th</sup> Ave (Capitol Hill)

**Draft Review** (Call (206) 684-7310 for appointment)

Monday, July 6 from 5– 7p.m. at Northwest Film Forum

1515 -12<sup>th</sup> Ave (Capitol Hill)

## 2016 CityArtist Projects: **ONLINE APPLICATION – START EARLY!**

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### TIPS FOR SUCCESS

- Explore system, complete basic registration and profile at [www.culturegrants-wa.org](http://www.culturegrants-wa.org) right away.
- Preview guidelines, check your eligibility and read instruction boxes (at top of page in grey).
- *First-time applicants are **strongly encouraged** to schedule a phone consult or attend a draft review.*
- Start writing or outlining your application narrative *early*. Confirming project details is encouraged.
- **SAVE and re-read work plus check for active links before you submit.**
- **Start your work sample early. It is key to the application score.** Follow the online formatting and preparation instructions. Many applicants need assistance but do not leave enough time.
- **Call project manager with questions well in advance of the deadline.** Last-minute help is limited.

### CONTACT STAFF

**Application:** Irene Gómez, Project Manager

(206) 684-7310 ♦ [irene.gomez@seattle.gov](mailto:irene.gomez@seattle.gov)

Office Hours: M, 8a.m. – 5:30p.m.; Wed., 8:30 am.- 2:30pm; Fri, 8:30a.m. – 4:30p.m.

**For technical assistance with the online system**, please call the main office number **(206) 684-7171** and request help from an available staff member.

**WE ARE HERE TO ASSIST.**

### Tell Your Story.

A good application tells the reader about the who, what, when, where and why of the project.

- Confirm project details as much as possible. See instruction boxes for **public access** information.
- Describe project plans and goals clearly and honestly. Link responses to evaluation criteria.
- Be direct and avoid pretentious language.
- Panelists are experienced artists looking for specific project details. Ask a fellow artist to give you feedback on your draft.
- Be concise and organized. Panelists must read and evaluate dozens of applications.
- Relate the project to your professional goals. What impact will it have on your own artistic development, your art form, the audience you want to reach? What is different from past work?
- Submit your best recent work sample. Does it illustrate the skills and style you will use in your project?

### **THIS PROGRAM WILL NOT FUND**

- organizations (Lead artist of an organization must distinguish proposed project from organization work.);
- purchase of equipment, software or food;
- recipients of the 2015 CityArtist Projects program, artists who have not completed any previously-funded CityArtist Project or other program contracts at the time of application;
- fundraising or benefit events/presentations or religious services;
- religious services;
- government-run programs and degree-granting institutions.

### **IF YOU WANT YOUR WORK SAMPLE BACK**

Applicants may pick up work samples at the Office of Arts & Culture after receiving notice of funding recommendations. **If you want your samples returned by mail**, you must provide a correctly-sized self-addressed envelope with adequate postage. Work samples will be discarded 60 days after the notice of funding is sent. Every effort is made to protect work samples, but the City of Seattle cannot assume responsibility for loss or damage.

## 2016 CityArtist Projects – Things to Know if Your Project Is Funded

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**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 Residency

**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 for payment (you do NOT need a business license to apply)**

To receive final payment, individuals 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.

#### *Cover your licensing costs!*

**You may include the cost of getting your business licenses in your budget.** A business license currently costs \$110 per calendar year, \$55 for small businesses indicating that “the worldwide annual gross income and/or value of products is \$20,000 or less.” The one-time fee for a Washington State UBI number is \$19.

### Contracts with the city of Seattle

- Award **recipients will sign a contract** committing to produce their project with activities including intended dates and venue for a public presentation. 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 Office of Arts & Culture Seattle** in press releases, printed materials, social media, signage visible to the public or in other ways appropriate to the project.