



2017 CityArtist Projects Grant Guidelines

The CityArtist Projects supports Seattle individual artists and curators in the development and presentation of work. This funding program focuses on different disciplines in alternating years. Priority is given to projects with clear public access as community impact and benefit. A broad range of artistic and cultural expression that reflects Seattle's diversity is encouraged.

2017 Disciplines

- Dance/Choreography
- Music/Composition
- Theater/Performance/Scriptwriting

Information: contact Irene Gómez, Project Manager at (206) 684-7310, irene.gomez@seattle.gov

Application www.culturegrants-wa.org	Deadline Wednesday, July 20, 2016, 11 p.m. PST
Workshop and Draft Review	
Workshop: Monday, June 13, 2016, 5 – 7 p.m. Seattle Public Library-Douglass Truth Branch Co-presenters: Musician Stephen Griggs and Theater artist Tikka Sears 2300 E Yesler Way Seattle, WA 98122	
Draft Review: Wednesday, July 6, 2016, 5 – 7 p.m. Seattle Public Library-Douglass Truth Branch 2300 E Yesler Way Seattle, WA 98122 RSVP at (206) 684-7310 or email Irene.gomez@seattle.gov to schedule in-person consultation	
Eligibility Individual artists and curators who reside in Seattle and practice in dance, music and theater are eligible to apply. Traditional/ethnic and multi-disciplinary projects are always welcome, so long as a primary art form is one of the eligible disciplines listed. Proposed projects must be presented between January 1 and December 15, 2017.	
Funding Applicants may request up to \$8,000 to support direct project expenses.	

Program Overview

CityArtist Projects provides funding for the development and presentation of original work by independent Seattle artists. The 2017 cycle will award grants to artists working in dance/choreography, music/composition, and theater/performance/scriptwriting. Awards may support new works, works in progress, remounted or finished work. Projects must include public presentations in Seattle. We encourage a broad range of artistic and cultural expression that reflects Seattle's diversity.

Eligibility and Requirements

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);
- 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;
- have a Federal Tax ID number, City of Seattle Business License and be based in the city of Seattle
- submit artist resume(s) and a work sample following instructions and assure link is active;
- include a sound project plan and budget where income equals expenses.
- 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.

The **Project** must:

- be created/developed or curated by the applicant artist;
- if the proposal is to develop or remount an existing work it must tell how that work will undergo major changes or be taken to a significant next stage;
- address at least one public benefit element defined as community impact and access.
- be presented between January 1 and December 15, 2017.

Examples of presentations: Projects in ALL art forms must include a presentation open to the general public, including exhibitions, installations, lectures, performances, publications, readings, recordings, and screenings.

The **Application** must

- include current resumes and/or biographies for lead artist(s) and supporting artist(s)
- include a project activities plan.
- include a balanced budget (expenses equal income).

You may submit only one application per year to this program.

Funding

Applicants may request up to \$8,000 to support direct project expenses: artist administrator, technician/expert fees, supplies, equipment or space rentals or other production-related costs, etc.

This grant 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 2016 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.

Evaluation Criteria

- Artistic quality/potential and innovation (merit/promise in work sample, resume and creative element(s)).
- Public benefit defined as community impact.
- 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.

Timeline

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 2016.

Completing the online application, work samples and supporting materials

- Create or update your profile at <https://www.culturegrants-wa.org/>
- Complete the application online answering all narrative questions fully and uploading required material.

Obligations of award recipients

If your project is selected for funding, you must meet the requirements listed below.

- 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. You may include the cost of getting your business licenses in your budget.
- 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, and signage visible to the public or in other ways appropriate to the project.

Tips

- Update or complete your basic registration and profile at <http://web1.seattle.gov/seastats/doServices.aspx> right away.
- Explore the online application ahead of time, especially if you’re a first-time applicant.
- Preview guidelines, check your eligibility and read instruction boxes.
- Attend workshop/information session.
- Start writing or outlining your application narrative early. You may wish to write it first in a separate document to see your whole story clearly.
- Be sure to save and re-read your work before you submit.
- 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.
- Submit early in case you need time to correct errors in the application.
- Double-check your budget and make sure income equals expenses.
- 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?

ARTS Funding Policies

Respects diverse cultures

ARTS respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:

- Ensuring culturally diverse representation in decision-making through attention to racial diversity in panel selection, hiring of staff and Commission appointments.
- Developing policies, documents and procedures that remove barriers to participation.
- Encouraging arts organizations to broaden representation in all aspects of serving their mission.
- Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.

Commitment to Racial Equity

The Office of Arts & Culture affirms that

- All people, their culture, and their art contribute to the meaning and understanding of our humanity, our society and our planet, and should be honored and celebrated.
- Artists, their art, their process, and the organizations they create and support play a unique role in witnessing and providing inspiration and strategies to eliminate societal inequity and injustice.
- Policies, practices and procedures, both intentional and inadvertent, have resulted in unequal access to education, housing, transportation, healthy food, cultural spaces, and countless other resources for African, Black, Latino(a), Hispanic, Asian, Pacific Islander, Arab, and Native American communities and artists. This systemic, unequal access to opportunity has resulted in generations of unjust and inequitable outcomes for communities of color. The result is an ongoing pattern of oppression and structural racism.
- These social inequities continue to be reflected in the programs, policies and practices of most organizations, including those working in the in arts and cultural community. Therefore, in order to create a more equitable society, funders, arts organizations, and artists should take explicit actions to change our policies, practices, structures and norms.

The Office of Arts & Culture believes that addressing historic injustices is a vital component of achieving equity for communities of color.

Therefore, the Office of Arts & Culture, in partnership with the Office for Civil Rights, is committed to role modeling best practices in dismantling, and working to educate arts and cultural organizations on institutional and structural racism. We are committed to addressing and increasing community-wide awareness about existing inequities so that we, along with our cultural and community partners, can most effectively work together toward a vision of racial equity.

(This statement is inspired by and adapted from Grantmakers in the Arts' Racial Equity in Arts Philanthropy: Statement of Purpose.)

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.