

2022 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 CityArtist application has been simplified with these elements. Project description, budget and outreach plan are NOT required. Only awarded artists will need to develop these items for the contract. Selected artists now have two years to develop and present a creative idea. Options for final report are written or an in-person group sharing.

Information: Contact Irene Gómez, Project Manager at irene.gomez@seattle.gov

Application The online application is available here : For application or eligibility assistance contact Irene Gómez at irene.gomez@seattle.gov .	Opening January 13, 2021 Deadline April 21, 2021, 11:00 P.M. (PT)
Online Program Overview Workshops: Monday, Feb 8, 2021; 11 a.m.-1 p.m. RSVP here Co-Presenter City of Seattle Office of Economic Development-Small Business Advocate: Business License Tips Monday, Feb 22, 2021; 5-7 p.m. RSVP here Co-Presenter Seattle Channel: Virtual Tips/Tools	Draft Reviews (Individual appointments): Please RSVP here for an appointment on one of these two dates: If available, send drafts via email by Fri, 4/2. Friday, April 9, 2021 from 12-4 p.m. RSVP here Monday, April 12, 2021 from 2-6 p.m. RSVP here
Eligibility Applications will be accepted this year in these art forms or disciplines: <ul style="list-style-type: none">• Literary (including screenwriting)• Media/film	

- Visual

Traditional/ethnic and multi-disciplinary projects are always welcome, as long as a primary art form is one of the eligible disciplines listed.

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/workspace 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 might need to consider a virtual activity/presentation accessible to people within Seattle city limits. Project and virtual opportunity 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 benefit element defined as community impact
- be shared between January 1, 2022 and November 30, 2023.

Depending on what is allowable by Public Health standards, work in cycle-specific art forms need to be prepared to include a virtual activity or opportunity. Examples of virtual presentations include sharing an exhibit, installation or publication on a website; doing a livestream or posting a pre-recorded talk, demonstration, panel, performance, reading, recording, or screening online via a website, social media, YouTube or streaming platform.

The **APPLICATION** must:

- Respond to narrative questions

- Include a resumé
- Include an artistic work sample in Literary, Media/Film or Visual Art

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 a greater diversity of 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 and during contracting.

Funding may be used for:

- Direct project expenses (research, residency)
- Salaries and fees
- Supplies and materials
- Online platform fees, apps or service costs
- Equipment/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 any award from the Office who have not completed previously funded projects
- 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/City employees with art/culture and/or grant-writing experience in related disciplines determines application rankings.
- All required application materials will be evaluated based on set review criteria.
- Notification will be sent in September/October 2021.

TIPS FOR SUCCESS

- Attending an online 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 allow 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: 4/21/21 at 11 p.m. (PT).

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 legally committed to meet these requirements if you choose to accept our offer for funding. Project, virtual activity/presentation options, and a public benefit component 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 Seattle Police Department’s 911 service map.). Contact Project Manager Irene Gómez at irene.gomez@seattle.gov 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 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.

Contracts with the City of Seattle

- After awards are official, recipients will discuss and sign a contract committing to produce a project with activities (possibly virtual) including intended dates, and public benefit.

Confirmation of activity/presentation including possible virtual 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, printed materials, social media, signage visible to the public or in other ways appropriate.

Reporting

This award requires a final evaluation after activity(ies). 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.