

2023 CityArtist Guidelines

The CityArtist program supports Seattle-based individual artists/curators in the research, development, and presentation of their work. The 2023 application is open to dancers/choreographers, musicians/composers or theater-makers (including playwrights). Awarded artists will need to offer a public presentation within Seattle city limits. The Seattle Office of Arts & Culture supports a broad range of artistic and cultural expression reflecting the city's diversity.

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

<p>Application The online application is available here: https://seattle.fluxx.io/</p> <p>Online Application Support: Marshonne Walker marshonne.walker@seattle.gov</p>	<p>Opening January 18, 2022</p> <p>Deadline April 27, 2022, 5 p.m. (PT)</p>
<p>Online Program Overview Workshops & New Online System Guidance:</p> <p>Monday, Feb 7, 2022, 11 a.m.-1 p.m. PT Registration Link Here</p> <p>Tuesday, Feb 22, 2022, 5-7 p.m. PT Registration Link Here</p>	<p>Draft Reviews (Individual Phone Appointments): Receive one-on-one assistance.</p> <p>Wednesday, April 6, 2022, 4-7 p.m. PT Registration Link Here</p> <p>Monday, April 11, 2022, 11a.m.-3 p.m. PT Registration Link Here</p>
<p>Eligible Disciplines Applications will be accepted for artists working in these art forms or disciplines for this cycle:</p> <ul style="list-style-type: none"> • Dance/choreography • Music/composition • Theater (including playwriting) <p>Artists who do practice traditional/ethnic and multi-disciplinary art forms are always welcome, as long as a primary art form is one of the eligible disciplines listed.</p>	
<p>Funding Applicants may request one from the following set amounts: \$2,000, \$5,000, or \$8,000.</p> <p>Project details will be discussed AFTER awards are official. Please select an amount that considers a future idea and scope.</p>	

ELIGIBILITY and REQUIREMENTS

The **APPLICANT** must be:

- a generative artist/curator who produces/presents art;
- 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*;

- at least 18 years of age by the application deadline;
- an individual artist/curator who will be the originator of the proposed project 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 clearly distinguish work for this award from the ongoing/seasonal work of the organization.
 - (If the project is a remounted work), must be significantly different from previous iteration.
- Applicant **CANNOT BE** an enrolled in school, or be an undergraduate, graduate, or doctoral student in any degree program related to one's own artistic work or career.

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.

Additionally, the following are ineligible for funding:

- recipients of any award from the Office who have not completed previously funded projects
- government-run programs
- degree-granting institutions
- religious services
- fundraising efforts or gifts

FUNDING

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

Applicants are asked to 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 phase.

Funding may be used for:

- Direct project expenses (research, residency)
- Salaries and fees
- Supplies and materials
- Online platform fees, apps, and/or service costs
- Equipment/space rentals
- Insurance, licenses, permits
- Publicity/marketing
- Transportation
- Documentation (photography/videography)

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
- organizational administrative costs

EVALUTION CRITERIA

Proposals will be evaluated based on three (3) criteria. Applicants are encouraged to respond to these criteria in their application materials. Each criterion below is assessed at **equal value** for a total of 60 points.

Experience and potential (20 Points)

- How well your past/current experience and history are described from project-to-project, including community engagement elements.

Artistic growth and vision (20 Points)

- How clearly you convey inspiration, theme or deepening of artistic and/or administrative skills, materials, or processes moving into future work.

Body of work (20 Points)

- How well work samples reflect narrative responses and level of craft.
- Work samples can be work-in-progress, completed work, or combination of both.

Application Contents

The City of Seattle is using a NEW online application system called FLUXX. Applicants will need to create an account and profile before accessing the application.

Main Components

- Two (2) Narrative Questions that connect past, current, and future work discuss practice and inspiration/themes over time, and allow the applicant to share their artistic vision and future trajectories.
- Resumé that lists history of applicant's relevant accomplishments, awards, public events or teaching/lecturing, publications, etc. that includes dates/years for all entries.
- At least one (1) Work Sample that reflect applicant's dance/choreography, music/composition, or theater (including playwriting) work. **Note:** See special instructions in application.

Demographic Information

This application also includes **optional** demographic 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](#). These questions let us know if we are reaching underrepresented artists, organizations, and communities in Seattle.

REVIEW PROCESS, NOTIFICATION and CONTRACTS

- Applications are screened for eligibility and completeness.
- An independent community review panel of peer artists/curators independently review and score applications based on set review criteria.
- Notification will be sent on or before September/October 2022. Contracts will be developed and generated thereafter.
- Contract dates to complete project and events/activities will be from January 2023 to November 2024.

TIPS FOR SUCCESS

- Read and follow guidelines and online instructions carefully. Give yourself adequate time for answering all questions and submitting work sample(s).
- Attend an online information session, especially first-time applicants.
- Draft narrative responses on a separate document, then copy/paste into FLUXX online application system, taking care to address formatting and word count limitations.
- Be direct, concise, and avoid pretentious language. Be aware that community review panelists read a high volume of applications.
- Submit what you consider your best work sample(s) from past five years. Does it illustrate your skills and style? Start and submit work sample early in the application process in case unforeseen issues arise in uploading.
- Test resumé and work sample links before submitting to ensure it uploads properly.
- Preview the application, spell-check, and re-check. "Save and Continue" often.
- 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.

OBLIGATION OF AWARD RECIPIENT

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

By submitting an application and accepting offer of award, you are legally committed to meet these requirements:

- Complete new/remounted work with a public presentation in city limits of Seattle by 11/1/24;
- Identify and include a community partner with little to no access to the arts as public benefit;
- Acknowledge the Seattle Office of Arts & Culture in all promotions, signage, web, and/or social media.
- Submit up to three (3) invoices, including an evaluation report/presentation AFTER public presentation event.
- Optional, but encouraged: Submit 3 images of work OR from public presentation event/activity with Photo Submission Form.

City and State Business Licenses will be required AFTER funding notice. (A business license is NOT required 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 awarded artists' initial contract meeting.

[Box with link to City/State Business Licenses]

Contracts with the City of Seattle

- After awards are official, recipients will discuss and sign a contract committing to produce a project with a public presentation/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.
- Project, event(s) and/or activity(ies) must be completed by November 1, 2024.
- Optional, but encouraged to submit 1-3 images of event/public engagement plus the Photo Submission Form (on web site).
- 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 public presentation event/activity. Award recipients have a choice of a written report or a verbal sharing (individually or in a group presentation) of lessons, challenges, unexpected outcomes, or successes before final payment. Staff will coordinate verbal presentation. The project manager will discuss options during initial contract meeting.

CityArtist Appeal Process

Applicants may appeal the recommendations of the independent community review panel. Appeals must be based solely on the information included in the original application.

Procedure

- Applicants wishing to appeal must first contact the project manager responsible for the program to review the decision and hear a summary of the peer review panel feedback.
- Appeals must be sent in writing to the Director of the Office of Arts & Culture within 30 days of formal notice of the Seattle Arts Commission-approved funding decision.
- The Director shall consult with staff and/or members of the CityArtist Grant peer review panel for input in making the final decision.
- If the Director accepts the appeal request, the applicant will be awarded a CityArtist Grant.
- A rejection by the Director is final and ends the appeal process.
- The Director will notify the applicant of their final decision in writing

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.