

PURPOSE

To support the development and presentation of work created by Seattle-based, independent individual artists. Projects may be new or works-in-progress. All projects must include a public presentation in Seattle. We support a broad range of artistic and cultural expression reflecting Seattle's diversity.

DEADLINE

The *NEW* application must be submitted **ONLINE**. The deadline is **11:00 p.m. Pacific Daylight Time on Tuesday, August 11, 2009**. Any required attachments submitted in person or by mail must be **delivered to the office by 5:00 p.m. or postmarked on August 11, 2009**. The online application is available by setting up an account at www.culturegrants-wa.org.

FUNDING

From **\$1,500 to \$10,000** is offered to artists in clusters of disciplines in alternate years.

2010 ELIGIBLE DISCIPLINES

Literary (except play scripts), Media Arts and Visual Arts. 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, has achieved substantial skill and experience in his/her discipline, and whose accomplishments are recognized by other arts professionals); and
- be a Seattle resident or have a permanent studio/rehearsal space within Seattle city limits where you receive mail (not a P.O. Box); and
- be at least 18 years of age by the application deadline, and NOT be an undergraduate or graduate student enrolled in **any** degree program related to your artistic profession; **and**
- be an individual artist who is the originator of the proposed project; **or**
- be the lead artist of a group of individual 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.*

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

- be created/developed by the applicant artist;
- if the proposal is to develop or re-present an existing work, it must show how that work will undergo major changes or be taken to a *significant* next stage;
- include a sound project plan and a work sample;
- propose a realistic budget where income equals expenses;

2010 CityArtist Projects Guidelines

PROJECT ELIGIBILITY REQUIREMENTS continued

- start no earlier than **JANUARY 1, 2010**; and
- include a plan for public presentation in the city of Seattle within one year.

Examples of Presentations:

Exhibit	Lecture	Publication*	Recording*
Installation	Performance	Reading	Screening

* These projects must include an actual presentation to share the publication or recording with the public.

REVIEW CRITERIA

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

- Artistic excellence, clarity and/or innovation of the project.*
- If the proposal is to develop or re-present an existing work, it must show how that work will be taken to a significant next stage.
- Quality of work sample(s) as evidence of the potential of the proposed project.
- Artistic merit and accomplishments of applicant and additional project artists.
- Appropriateness of project plan and budget.
- Track record or other indicators of applicant's capacity to complete the project successfully.
- Public accessibility and plans to reach audiences.

* 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 & Cultural Affairs 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 funding recommendations.
- All required application materials will be evaluated based on the review criteria.
- Notification will be sent within four months of the August 11 deadline.

THIS PROGRAM WILL NOT FUND

- purchase of equipment, software or food;
- organizations;
- recipients of the 2009 CityArtist Projects program, or artists who have not completed any previously-funded CityArtist Project at the time of application;
- projects funded by other programs of the Office of Arts & Cultural Affairs;
- events or presentations in which fundraising is the primary purpose;
- religious services;
- government-run programs and degree-granting institutions.

2010 CityArtist Projects: *NEW ONLINE APPLICATION* – START EARLY!

TIPS FOR SUCCESS

- Complete your basic registration and profile at www.culturegrants-wa.org right away.
- Explore the *new* online application *ahead of time*.
- Preview guidelines, check your eligibility and read instruction boxes.
- Attend a workshop, *especially if you're a first-time applicant*.
- 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.
- **Focus on your work sample. 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.** We are happy to assist you, but last-minute help is limited due to timing.

FOR ASSISTANCE, CONTACT

Application: Irene Gómez, Project Manager

(206) 684-7310 ♦ irene.gomez@seattle.gov

Marcia Iwasaki, Project Manager

(206) 233-3946 ♦ marcia.iwasaki@seattle.gov

Office Hours: M.-Tu., 8:30 a.m.-5:00 p.m.; Wed., 8:30 a.m.-Noon

For assistance working online, or if you do not have access to a computer or the internet, please call the main office number (206) 684-7171 and request help from an available staff member.

Tell Your Story.

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

- 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 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 work sample. Does it illustrate the skills and style you will use in your project?

IF YOU WANT YOUR WORK SAMPLE BACK

Applicants may pick up work samples at the Office of Arts & Cultural Affairs 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.

2010 CityArtist Projects – Things to Know if Your Project Is Funded

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 & Cultural Affairs 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 \$90 per calendar year, \$45 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 \$15.

Contracts with the city of Seattle

- Award **recipients will sign a contract** committing to produce their project and describing a project plan that outlines activities, including intended dates and venue for a public presentation.
- 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 & Cultural Affairs** in printed materials, signage visible to the public or in other ways appropriate to the project.