

## 2019 ARTS at King Street Station Portal Event and Exhibition Application Guidelines

---

ARTS at King Street Station is a new dynamic space for arts and culture in the heart of Seattle. We invest in exhibitions and events that promote arts and cultural participation, celebrate inclusivity, build community connections, and enhance the visibility of artists of color.

### Information:

Contact S Surface, King Street Station Program Lead at (206) 256-5484, [s.surface@seattle.gov](mailto:s.surface@seattle.gov)

<p><b>Application</b> Available at</p>	<p><b>Deadline</b> Ongoing; there is no deadline. Applications are reviewed every three months. Application review and contracting take time. Please share your <b>event proposals at least three months prior</b> to the desired date, or your <b>exhibition/installation application at least six months prior</b> to the desired opening date. You will receive a response within 90 days.</p>
<p><b>Office Hours</b> For more information or help on your application please contact us or drop in during ARTS at King Street Station programming office hours, <b>11 am-1230pm on the Third Wednesday and Third Saturday</b> of each month <b>EXCEPT December</b>. Contact: <a href="mailto:s.surface@seattle.gov">s.surface@seattle.gov</a></p>	
<p><b>Funding</b> Applicants can request funding for the following set amounts: <b>Exhibitions</b> – in-kind only, under \$2,500, \$2,500, \$5,000, \$10,000, \$25,000 <b>Events</b> – in-kind only, under \$500, \$500, \$1,000, \$2,500, \$5,000</p>	
<p><b>Eligibility</b></p> <ul style="list-style-type: none"> <li>○ Individuals, artist teams, curator(s), or groups seeking support for a unique exhibition/art installation involving arts and culture;</li> <li>○ People of all ages, especially youth and older adults, are encouraged to apply. Youth under 18 must include an adult contact.</li> <li>○ Proposals that reflect emerging, established and mid-career work are welcome.</li> <li>○ Organizations             <ul style="list-style-type: none"> <li>○ Mission may be focused on arts and culture or other areas</li> <li>○ Organizations are NOT required to have 501(c)(3) non-profit status</li> <li>○ grassroots or business organizations are welcome to apply</li> </ul> </li> <li>○ For-profit and/or touring exhibitions are NOT eligible</li> <li>○ Proposals must take place at ARTS at King Street Station, 303 S. Jackson Street. Public hours are: Tuesday – Saturday 10 am – 6 pm; First Thursdays 10 am – 8 pm.</li> </ul>	

## Program Overview

ARTS at King Street Station is a new cultural hub that promotes cultural participation, celebrates diversity, builds community connections, and enhances the visibility of artists of color. The Portal is a rolling application for exhibitions and events that will take place at ARTS at King Street Station. The Portal accepts ideas and proposals for events, performances, and exhibitions which will be funded by the Office of Arts & Culture, who manages the space.

## Eligibility and Requirements

### The Applicant must:

- Be an individual OR a group of people OR an organization
  - Individuals:
    - may include youth and/or older adults
    - may represent emerging and/or established artists
  - Organizations:
    - may be nonprofit arts and cultural organizations
    - may be grassroots or business organizations
    - are NOT required to be dedicated to an arts and culture mission
    - are NOT required to have 501(c)(3) non-profit status
- Seek support for a unique project or event involving arts and culture

### The Project must:

- take place at ARTS at King Street Station, 303 S. Jackson Street. The majority of programming will take place in the gallery space on the top floor.
- have a significant arts and culture component
- be free and open to the public *\*please note Sundays and Mondays are generally not available for events.*
- align with the Office of Arts & Culture's [commitment to Race and Social Justice](#)
- NOT be a for-profit, commercially touring event.
- NOT rely on sales of artworks or event tickets. ARTS at King Street Station cannot directly sell artwork, though exhibitors may place identification and contact information such that buyers may arrange for sale outside of ARTS at King Street Station. All events are to be free and open to the public.

## ARTS at King Street Station General Information:

[ARTS at King Street Station Website](#)

Info Packet: [Floor Plan](#), [Photographs](#), [Written Description](#), [Equipment List](#)  
[Portal Budget Worksheet](#)

## Funding

Funded proposals will receive in-kind and/or financial support in the following amounts:

- **Exhibitions** – in-kind only, \$under \$2,500, \$2,500, \$5,000, \$10,000, \$25,000
- **Events** –in-kind only, Under \$500, \$500, \$1,000, \$2,500, \$5,000
- Applicants may be offered a funding level other than that requested.

Funding may be used to support **direct project expenses:** artist fees, marketing and promotional fees, project management and personnel costs, supplies, and equipment rentals or other production-related costs.

### **ARTS at King Street Station will not fund**

- fundraising efforts
- gifts
- administrative costs not directly related to the proposal
- for-profit commercially touring event/exhibitions

### **Your proposal may be:**

- accepted/ accepted with suggested modifications
- combined with another proposal(s)
- asked to revise your proposal and re-share it
- declined
- offered feedback

## Application Components

### Narrative Questions:

- **Background:** Who are you? Please describe what excites, influences, encourages, or builds you/your group? What has inspired your proposal? If your background plays/has played a role in your proposal, share how. (300 words or less)
- **Racial Equity:** What does racial equity mean to you? What is your experience with racial equity? (300 words or less)
- **Proposal Concept:** Describe what you want to do at ARTS at King Street Station. What is your idea/concept/artistic statement? Why should your event/exhibition be at ARTS at King Street Station? Why would somebody be interested in this proposal? (500 words or less)
- **Community Building:** Describe who would be interested in this proposal. Who do you hope will attend what you are proposing, and what is your relationship to this audience? How will you benefit if your proposal is selected, and how will others? Will your budget pay artists and other creatives? Describe your efforts to reach diverse populations. Describe how your proposal will be experienced by people of all ages and abilities. (500 words or less)

**Logistics:** What kind of event/exhibition do you want to host at ARTS at King Street Station? Provide information on the logistics of the event/exhibition including audience, format, timeline and other sources of support. *Please note ARTS at King Street Station is open: Tuesday – Saturday 10 a.m. – 6 p.m.; First Thursdays 10 a.m. – 8 p.m.*

**Work Samples:** Please include up to 8 examples of things you have made or done that relate to this project, or that will help the Advisors understand you and your work.

**Demographic Questionnaire:** The Office of Arts & Culture requests demographic information from all applicants in order to assess our ability to serve the community. This data will NOT be reviewed as part of the panel selection. **All demographic questions are optional.**

## Evaluation Criteria

Proposals will be evaluated on the following criteria:

- **Artistic / Cultural Contribution**
  - Proposal/applicant is compelling, intellectually engaging, has artistic and conceptual resonance.
  - Proposal/applicant evidences creative/cultural contribution.
  - Form and content reinforce each other; proposal/applicant is meaningful, says something.
  - Proposal/applicant evidences learning, experimentation, and/or mastery.
- **Viability**
  - Feasible within ARTS at KSS footprint, capacity, budget, timeline, and mission.
  - Uniquely suited or site-specific to ARTS at King Street Station.
- **Alignment with Racial Equity and Intersectionality**
  - Anti-Racist and Intersectional practice, ethos, and/or direct representation.
  - Applicant speaks on their own behalf and from their own point of view; avoids speaking on others' behalf.
- **Public Benefit**
  - **Benefit to Community / Communities:** Evidences community involvement and support; invests in community/communities identified. Proposal connects groups to one another who would benefit from this contact.
  - **Benefit to the Applicant(s):** Applicant(s) are financially compensated, can access opportunity they would not otherwise have.
  - **Growth, Mentorship, and/or Professional Development:** Applicant(s) will develop new work and/or deepen an ongoing practice. Proposal strategically pairs youth, emerging, student, and/or less-experienced creatives with elders, professionals, and/or master artisans.

## Selection

The ARTS at King Street Station Advisors, a body of community leaders and arts/culture enthusiasts, work with ARTS staff to ensure that the programming at ARTS at King Street Station centers racial equity, represents and welcomes diverse communities, and showcases many creative disciplines. King Street Station Advisors will review and evaluate applications according to the program eligibility and criteria and recommend proposals for acceptance. Proposals may be combined with other projects.

All cultural programs must go through the Portal application process and be recommended by the Advisors. ARTS staff do not directly select the cultural exhibitions and events for ARTS at King Street Station.

## Obligations of Selected Recipients

If your project is selected for ARTS at King Street Station, you must meet the requirements listed below:

- If you are awarded funding, you will need City and State business licenses for payment, and a Washington State Unified Business Identification (UBI) number. You do not need these up front to apply. ARTS staff will help you apply for these documents if you are offered funding and need support, and you can include the costs of getting necessary licenses in your project budget.
- Funding recipients will sign a contract committing to produce their project, including intended dates and a detailed budget.
- Funding recipients are responsible for paying all applicable taxes.
- Funding recipients commit to recognize the Seattle Office of Arts & Culture in press releases, printed materials, social media, and signage visible to the public or in other ways appropriate to the project.

## Application Tips

- Download the Word version of our online application ahead of time, especially if you're a first-time applicant.
- **Be sure to save and re-read your work outside of the application. Our platform does not allow you to save your progress and work on it later.**
- Review the Guidelines - especially the evaluation criteria. Check your eligibility and read the instructions.
- Review the Floor Plan and Kinetic Walls diagram, Written Descriptions of our public spaces, Equipment List, and Photos.
- Contact the ARTS at King Street Station Program Lead ([s.surface@seattle.gov](mailto:s.surface@seattle.gov)) with any questions.
- 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.
- Advisors must read and evaluate dozens of applications. Be as brief and clear as you can be, while using your own voice and style.

# ARTS Funding Policies

## 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 outcomes 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](mailto:Arts.Culture@Seattle.gov).

## 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 people who are disabled. 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.