

# GUIDELINES FOR APPLICATION | Studio Residency Award

## ARTS at King Street Station

**ARTS at King Street Station** is a new dynamic space for arts and culture in the heart of Seattle. It was created to promote cultural participation, celebrate diversity, build community connections, and enhance the visibility of artists of color. The ARTS at King Street Station Studio Residency Award offers creatives of all disciplines, at all stages in their careers, time and space in our onsite studio to encourage growth in their practices.

### Information:

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

<b>Application URL</b> <a href="http://bit.ly/KSSStudio2020">bit.ly/KSSStudio2020</a>	<b>Deadline</b> - Friday, November 15, 2019, 6:00 p.m. PST. <b>Applicant Notifications</b> - by December 31, 2019 <b>Public Announcement</b> - by January 31, 2020
<b>Office Hours</b> For more information or help on your application please contact the King Street Station Program Lead. <b>Contact:</b> <a href="mailto:s.surface@seattle.gov">s.surface@seattle.gov</a> ; (206) 256-5484	
<b>Funding</b> Six (6) Studio Residency Awards will be selected. Each Residency period is approximately two months long. Each Residency will receive a \$2,000 stipend.	
<b>Eligibility</b> This call is open to: <ul style="list-style-type: none"><li>o Individuals or groups</li><li>o Creatives working in any medium are welcome (dance, design/craft, literary, media/film, multidisciplinary, music, performance, theater, traditional/ethnic, visual arts, and more.)</li><li>o People ages 15 and over, especially youth and older adults, are encouraged to apply. Youth under 18 must include an adult contact.</li><li>o Artists at any stage - emerging, mid-career, and established - are welcome to apply.</li></ul>	

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## ARTS at King Street Station

### General Information:

- [ARTS at King Street Station website](#)
- [Online Application](#), Word Version of Application
- Application **Guidelines**
- Studio Facility Information

### Program Overview

- **Deadline: November 15, 2019, 6:00 p.m. PST**
- Applicants will be notified of the results by December 31, 2019
- Awards will be publicly announced in January 2020
- (6) total, 2-consecutive-month Residencies will be selected for this application cycle
- \$2,000 stipend per Residency
- Open to creatives ages 15 and up
- Open to all mediums (visual arts, design and architecture, performance, dance/movement, literary/writing, multidisciplinary, and more)
- Applications are reviewed and selected by ARTS at King Street Station Advisors

### Eligibility and Requirements

The **Applicant** must be an individual OR a group. Applicants may:

- include youth and/or older adults
- represent emerging and/or established artists

### Funding

- Each Residency will receive \$2,000 stipend per two-month period.
- Each Residency period will receive the same \$2,000 stipend, regardless of the number of co-applicants during one period. By law, the City of Seattle provides payment for services already completed; The City does not pay in advance for work that has not yet been done. Therefore, participants can invoice for up to \$1,000 (50% of the total stipend) upon their starting date, for the work done to prepare for Residency. The final \$1,000 (50%) can be invoiced following the end of the Residency period.

## Application Components

### Narrative Questions

#### 1. **Background** (no more than 300 words) (Required)

Who are you? Who are your communities? What excites, influences, encourages, or sustains your practice? If your background informs your creative practice, share how.

#### 2. **Mission Alignment** (no more than 300 words) (Required)

*Mission Statement: "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. The cultural space, ARTS at King Street Station, was conceived to increase opportunities for people of color to generate and present their work and to reflect and foster the creativity and talents of people that continue to create the fabric of Seattle."*

How would a Studio Residency Award further ARTS' mission of increasing opportunities for people of color to generate and present their work? How does your artistic practice intersect with and support anti-racist commitments and values?

#### 3. **Studio Use** (no more than 300 words) (Required)

How will you use the time, space, and visibility offered by a Studio Residency Award at ARTS at King Street Station? How will two months in the studio benefit your creative practice? Where do you currently create? If you have a specific project idea, please share.

### Work Samples (Maximum of 10 files)

Share examples of what you have created or done, to help the selection panel understand you and your work. This application welcomes, but does not require, "professional" documentation. Images, audio, video, or text from your smartphone or social media are sufficient, as long as they communicate your practice and are visible, audible, and/or otherwise legible. You can include finished work and/or work in progress.

In addition to your work samples, upload the **Work Sample Template**, filled out with the following information.

- **File Name** - include artist's name in file name. For example, *FirstnameLastname\_01.jpg*
- **Applicant Name(s)** - if group: list *names and roles/responsibilities* of each individual collaborator responsible for the project, and *group name* if any.
- **Artwork Title**
- **Date Created**
- **Medium**
- **Dimensions** (objects/installations), **Duration** (performance/audio/video/media), or **Word Count** (poetry, literature, writing, etc.)
- **Artwork Description**, 50 words or under

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## ARTS at King Street Station

- *(if relevant)* **Website URL as Hyperlink** to online work samples or websites. Directly link to specific pages so reviewers don't have to click through menus within a website, with the exception of web-based work (for example: new genres, net art, website designs). Include password, if any.
- *(if relevant)* **Time Code** for starting point of audio/video/media samples, if somewhere in the middle of the sample
- *(if relevant)* **Documentation Credit** for photographer or videographer, *if different from artist*
- *(if relevant)* **Content Notice**. ARTS at King Street Station welcomes a range of content, including challenging and mature. The selection panel includes adults alongside youth under 18. If you feel your work sample should have a content notice, please indicate.

**Work samples can include Images, Audio, Videos, PDF and text documents, and/or website pages.** You may share **up to 10** work samples. Multiple views/details of one artwork will each count as individual samples if they are separate files. **You may share work samples up to an equivalent of 5 minutes of panelist review time, and you may combine different work sample types if desired. For example:**

### Single Format Examples:

- 10 images = 5 minutes
- 5 pages of written materials = 5 minutes
- 5 minutes of audio or video = 5 minutes

### Multi-Format Examples:

- 5 images + 2.5 minutes of audio or video = 5 minutes
- 5 images + 3 pages of written material = 5 minutes
- 2.5 minutes of audio or video + 5 pages of written materials = 5 minutes
- 2 images + 3 minutes of audio or video + 2 pages of written materials = 5 minutes

Contact King Street Station Program Lead if you need assistance, or your sample does not fit any of the above descriptions. [s.surface@seattle.gov](mailto:s.surface@seattle.gov) / (206) 256-5484

### Demographic Questionnaire:

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

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## ARTS at King Street Station

### Evaluation Criteria

Proposals will be evaluated on the following criteria. Every individual applicant is not expected to achieve every item on this list, but these are the considerations discussed. Percentages indicate the relative prioritization of each category.

#### **Alignment with ARTS at King Street Station Mission (40%)**

- Anti-Racist and Intersectional practice, ethos, and/or direct representation.
- The review process will prioritize supporting those who do not have access to studio space and who need such access to move forward with their work.
- People of color and/or those with other institutionally marginalized identities would clearly benefit from the Residency being awarded and taking place.

#### **Public Benefit (25%)**

- Benefit to the Applicant(s): Applicant(s) can access opportunity/resources they would not otherwise have.
- Growth and/or Professional Development: Applicant(s) will develop new work, experiment, and/or deepen an ongoing practice.

#### **Artistic / Cultural Contribution (25%)**

- Application is compelling, intellectually engaging, has artistic and conceptual resonance.
- Application evidences creative/cultural contribution.
- Application evidences learning, experimentation, and/or mastery.
- King Street Station location is especially suited to the applicant's growth and development: dedicated space, mission, location, public visibility, architecture, etc.

#### **Viability (10%)**

- Planned activity is compatible and feasible within the facility.

### 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 applications for acceptance. Advisors consider individual applications as well as the overall group, and seek to assemble multifaceted representations of many artistic mediums and applicants. All cultural programs must go through the application process and be recommended by the Advisors. ARTS staff do not directly select the cultural exhibitions, events, or Studio Residency Awards at King Street Station.

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## ARTS at King Street Station

### Application Tips

- Review **Guidelines**, especially evaluation criteria. Check eligibility and read instructions.
- Review **Facility Information** to ensure it's compatible with your practice.
- Submittable will save your work as you go, but it's still recommended you download the **Word** version of the online application ahead of time. Save and re-read your text outside of the application. This can help you see your application all in one place.
- Advisors must evaluate dozens of applications. Be as brief and clear as possible, in your own voice and style.
- Contact the ARTS at King Street Station Program Lead ([s.surface@seattle.gov](mailto:s.surface@seattle.gov)) with any questions.

### 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 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).

# **GUIDELINES FOR APPLICATION | Studio Residency Award**

## **ARTS at King Street Station**

### **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.

# STUDIO FACILITY INFORMATION

## ARTS at King Street Station

### ARTS at King Street Station Studio



Photo: Benjamin Benschneider

The ARTS at King Street Station studio is approximately 170 square feet. It has a full-height glass wall with double doors that open into the shared foyer. Two walls are standard drywall construction, painted white. One wall is brick, and has non-operable windows that face the train tracks and street. The studio is furnished with a large shop sink, two desks and two chairs.



# STUDIO FACILITY INFORMATION

## ARTS at King Street Station

### **GENERAL INFORMATION**

#### **CONTACT**

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

#### **FACILITY HOURS**

**Gallery Hours:** Tuesday - Saturday, 10:00 a.m. - 6:00 p.m.

**Gallery Hours on First Thursdays:** 10:00 a.m. - 8:00 p.m.

**ARTS Administrative Office Hours:** Monday-Friday 8:00 a.m. - 6:00 p.m.

#### **STUDIO HOURS & BACKGROUND CHECK**

- Participants who complete a successful background check will be given a key card to access the Facility between 6am - 11pm, seven days per week. The key card will provide access to the studio, as well as to the public areas of the space (gallery, living room, restrooms, stairwell, elevator). The key card must be returned to ARTS staff on or before the last day of Residency; final payment will be issued only when the key card is returned.
- Those under 18 years of age, those who opt-out of background check, and/or those whose background check results preclude key card authorization, will be able to access the studio during administrative office and public facility hours:
  - Administrative Office only: Monday 8:00 a.m.–5:00 p.m.
  - Open to Public: Tuesday-Saturday 8:00 a.m.–6:00 p.m., and 8:00 a.m.–8:00 p.m. on First Thursdays.

#### **ABOUT THE FACILITY - ARTS at King Street Station**

- **ADA:** The entire facility is ADA compliant and has both stair and elevator access.
- **Low-Scent / Fragrance-Free Space:** The facility strives to uphold disability justice for individuals with chemical sensitivity by working to be a low-scent space. While we cannot guarantee that all walk-in members of the public will arrive at the Facility scent-free, we ask staff, event hosts, contractors, and other planned guests to arrive and work at the Facility without wearing products containing synthetic fragrance.
- **Restrooms:** Our restroom is all-gender. It includes three ADA accessible restrooms, two of which are family size with baby-changing tables. There are four ambulatory stalls — three with toilets and one with a urinal.
- **Staffing:** The facility is staffed by a receptionist during public hours, and is patrolled by additional security on First Thursday evenings and all day Saturdays.
- **Climate:** There is temperature regulation typical of an office building, including a thermostat in the studio, but the facility is not fully light-, climate-, or humidity-controlled like a museum.

# STUDIO FACILITY INFORMATION

## ARTS at King Street Station

### ABOUT THE STUDIO

- **Size:** The studio is an approximately 170 sq ft room located in the “Living Room” area of ARTS at King Street Station.
- **Public Visibility:** The studio has a glass wall on one side. AIR may pin-up curtains for privacy, so long as they can be easily drawn or removed.
- **Equipment:** The studio is equipped with two adjustable-height work tables, two chairs, a sink, and some basic utensils. ARTS owns other supplies and tools, available by request.
- **Kitchen:** The shared staff kitchen is available for personal food storage and preparation.
- **Climate:** The studio has standard office-type HVAC and ventilation. The window to outside is permanently shut and is *not* operable for ventilation.
- **Air Quality:** Do not use materials that off-gas or emit vapors, or that create a large amount of dust/particles unsuited to the ventilation level (including but not limited to aerosol paints, etc). The studio is equipped with a personal size air purifier.
- **Noise:** During administrative office hours, gallery hours, and events there are restrictions on noise levels and other uses that compromise others’ use of the space.
- **Cleaning:** Artist in Residence (AIR) is expected to keep the studio free of safety hazards (vermin, fire, etc.) The facility custodian will only be responsible for cleaning the outside glass of the studio.
- **Display:** Pinning up and hanging materials on the studio walls is allowed. Major holes should be patched and painted at the conclusion of each studio term.
- **Pets:** Pets are not allowed onsite.
- **All-Ages Space:** ARTS at King Street Station is an all-ages public facility that welcomes children and youth at all times, and at all events. During all public and administrative hours, AIR will strictly display or otherwise present work that welcomes audiences of all ages. (This does not restrict what may be created in the studio during non-public hours, nor anything which is not visible/audible to the public.)
- **Transport & Parking:** AIR is responsible for their own transportation to ARTS at King Street Station. King Street Station is near an array of public transit: buses, Light Rail, Sounder, Amtrak, Bolt, and Greyhound, among others. Street and garage parking are available nearby.
- **Housing** is not provided. Sleeping overnight in the studio is strictly prohibited.

# STUDIO FACILITY INFORMATION

## ARTS at King Street Station

### ARTIST RESPONSIBILITIES & LOGISTICS

#### Usage Expectation

AIR is expected to use the studio for a minimum of 12.5 hours a week. Those who pass a background check can additionally access the studio as much as they would like between 6am - 11pm, 7 days per week.

#### First Thursday Expectation

ARTS at King Street Station participates in the monthly Pioneer Square First Thursday Art Walk. From 4pm to 8pm on First Thursdays, expect the public to visit the studio. AIR is expected to be present during Art Walk to interact with visitors.

#### Production

This opportunity is intended simply to provide space and time for creation and artistic growth. There is no specific deliverable due.

#### Promotion and Documentation

AIR will provide a biography, artist's statement, and allow the use of name, text, and artwork images for promotion purposes. AIR will be asked for consent to having themselves and the work they create in the studio to be photographed, filmed, or otherwise recorded. This is so the City can publicize the residency for purposes including, but not limited to: education, advertising, publicizing, or documenting on behalf of the Seattle Office of Arts & Culture, ARTS at King Street Station, and other City of Seattle needs.

#### No Sales

No work may be sold at ARTS at King Street Station. AIR may post contact information in the Studio, and may arrange sales of their artwork independently of the Seattle Office of Arts & Culture. All sales are handled privately between the AIR and buyer. The City takes no commission on works sold and cannot handle such payments.

#### Compensation

Stipend is \$2,000.00 for two months, regardless of the number of participants. AIR may invoice for up to 50% (\$1,000.00) for preparation done prior to the beginning of the Studio Residency. The following 50% can be invoiced on the final day, after the keycard is returned (if relevant) and the studio restored to its original condition.

#### Intellectual Property

The AIR will retain the copyright and all other rights to the artwork created at ARTS at King Street Station.