



OFFICE OF ARTS & CULTURE
CITY OF SEATTLE

Guidelines for Events and Exhibitions Application, ARTS at King Street Station

Application Overview

ARTS at King Street Station is a dynamic space for arts and culture in the heart of Seattle. We invite you to propose exhibitions and events to take place on King Street Station's top floor, a 7,500 square-foot cultural space, during the 2025 calendar season.

You can propose visual art exhibitions, performances, literary readings, lectures and symposia, screenings, reading groups, debates, sketching and figure drawing, combinations of these formats, and more. You can request funding in set amounts from in-kind (gallery usage only with staff support) up to \$7,000.

For information and assistance with the application, eligibility or online technical support, contact **James Coley**, King Street Station Program Lead, at **(206) 684-4186** or James.Coley@seattle.gov.

We have interpreters who can speak to you in your language, including American Sign Language (via video). Just call us and tell us what language you speak. Expect a short pause while we find an interpreter to join the call.

Application

[Apply online through Submittable](#). It's free to apply.

If you don't have computer or internet access, contact staff as soon as possible.

Due Date

The call remains open through 2024 with a rolling deadline. Cycles for review in 2024 have these due dates: **June 25**, **Sept. 10**, and **Nov. 9**.

Please allow ample time to complete your application. Applications submitted after 5 p.m. (Pacific) on each due date will be considered for the following cycle.

Eligibility

You can apply as an individual or a group of people if:

- You are 15 years of age and older.
- You represent emerging and/or established artists.

Groups and organizations can also apply:

- They can be nonprofit, grassroots, or business organizations.
- They seek support for a project or event involving arts and culture.
- They are NOT required to be dedicated to an arts and culture mission.
- They are NOT required to have 501(c)(3) non-profit status.

Your proposal must:

- Take place onsite at ARTS at King Street Station, 303 S. Jackson Street. The majority of selected programming will take place on the top floor.
- Align with [our commitment to race and social justice](#).
- Have a significant arts and culture component.
- Be free, all-ages, and open to the public.
- Take place during our gallery public hours: Wednesday–Saturday 11:00 a.m.–5:00 p.m.; First Thursdays 11:00 a.m.–8:00 p.m. **Sundays and Mondays are not available for events.**

Your project must NOT:

- Directly sell materials or post prices, though you may place identification and contact information so buyers may arrange for sales outside of ARTS at King Street Station.
- Use ticket sales. All programs must be presented free of charge to the public.
- Be a for-profit or commercially touring event.

We strongly encourage compensation for labor. ARTS at King Street Station references [WAGE](#) (USA), [CARFAC](#) (Canada), and [NAVA](#) (Australia) recommendations on equitable compensation. Additionally, Seattle’s minimum wage is \$19.97/hour.

Funding

Funded proposals will receive in-kind (use of the gallery with curatorial and communications support) or financial support in the following set amounts:

- Exhibitions/Installations: in-kind only, \$500, \$1,000, \$2,500, \$5,000, \$7,000
- Events: in-kind only, \$500, \$1,000, \$2,500, \$5,000
- You may be offered a funding level different from your request.

You can use funding 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. Funding may not be used for equipment purchases.

We will not fund:

- Fundraising efforts
- Gifts
- Administrative costs not directly related to your proposal
- For-profit or touring event/exhibitions
- The purchase of equipment.

Your proposal may be:

- Accepted/accepted with suggested modifications
- Grouped or combined with another proposal(s)
- Declined.

Information Workshops

Learn more about this grant and how to submit your best application. If you need interpretation, please contact **James Coley** at **(206) 684-4186** or James.Coley@seattle.gov.

Virtual Workshop 1

Wednesday, June 5, 3 - 4:30 p.m. (Pacific)

[RSVP to Workshop 1](#)

Virtual Workshop 2

Wednesday, Aug. 14, 5 - 6:30 p.m.

[RSVP to Workshop 2](#)

Virtual Workshop 3

Wednesday, Oct. 23, 5 - 6:30 p.m.

[RSVP to Workshop 3](#)

Evaluation Criteria

Your proposal is evaluated on the following criteria. You're not expected to meet every item on this list, but these are what we consider. Percentages indicate the proportional importance of each category.

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

- Your proposal demonstrates **anti-racist and intersectional practice, ethos, and/or direct representation**. Communities of color and/or those with other institutionally

marginalized identities would clearly benefit from the program being resourced and taking place.

- **Representation:** You speak on your own behalf and from your own point of view; avoid speaking or presenting work on others' behalf. Individuals or identity groups represented in the proposal have submitted the proposal directly or as part of a team.
- **Accessibility** to people of all ages, dis/abilities, and languages.

Public Benefit (30%)

- **Applicant(s) Benefit:** Artist(s) are financially compensated and can access opportunities they would not otherwise have.
- **Growth, Mentorship, and/or Professional Development:** You will develop new work and/or deepen ongoing practice. Your proposal strategically aligns youth, emerging, and/or students with elders, professionals, and/or master artisans.
- **Community/Communities Benefit:** Demonstrates community involvement and support; invests in community/communities identified. Your proposal connects groups who would benefit from this contact to one another.

Artistic/Cultural Contribution (25%)

- Compelling and resonant: artistically, intellectually, conceptually.
- Demonstrates creative/cultural contribution.
- Form and content reinforce each other; proposal/applicant is meaningful.
- Demonstrates learning, experimentation, and/or mastery.
- Uniquely suited or site-specific to ARTS at King Street Station in some way: mission, the building/architecture, location, etc.

Viability (5%)

- Proposal is technically and logistically feasible, considering facility, budget, timeline.

Selection

ARTS at King Street Station Advisors 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. 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.

Timeline

This call remains open through 2024 with a rolling deadline. Cycles for review in 2024 have the following deadlines: **June 25, Sep. 10 and Nov. 9, 2024**. Applicants will be notified up to 8 weeks after each deadline.

Application Outline & Components

For this application, you will need to provide the following components:

- Narrative Questions
- Work Samples
- Logistics Questions

Narrative questions can be submitted either in written or audio/video formats, but please note that this should not be a highly produced/edited video. The intent of this option is to provide an opportunity for individuals who feel they can represent themselves better verbally versus in writing. Please be sure to adhere to all word count and time limits.

Application Tips

- Review these guidelines, especially the Evaluation Criteria. Check your eligibility and read all instructions.
- Review the Facility Information.
- Submittable will save your work as you go, but we recommend that 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.

Narrative Questions

Background (Required, no more than 300 words or 2 minutes)

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

Are you proposing an Exhibition or Event? (Required)

Exhibitions involve the display of materials in the gallery, foyer, and/or stairwell spaces for 4-12 weeks at a time.

- If you are proposing an Exhibition that includes an Event during its run (such as a panel discussion, celebration, performance, screening, etc.) select **Exhibition** and include information about the complementary event(s) in your project description.
- Exhibitions may be scheduled to run for 4-12 weeks, depending on the scale of the project, compatibility with other exhibitions concurrently running in the gallery, and other scheduling and logistics factors.
- Most Exhibition proposals requesting use of the gallery will receive $\frac{1}{3}$ - $\frac{1}{2}$ of the total gallery space, and/or will be recommended to collaborate with other exhibitors to create a full gallery combined exhibition.
- Exhibition layout and coordination is subject to staff and panelist recommendation and final approval and will be designed in collaboration with all who are exhibiting at the same time. ARTS staff reserve the right of final approval.

- ARTS at King Street station is best able to support exhibitions that include up to 10 artists/exhibitors. We cannot regularly support proposals for full-gallery and/or large-group exhibitions.
- Site-Specific installations, or other object-based and spatial displays, should be proposed as “Exhibitions.”

Events are time-based uses of the gallery, foyer, and/or panel room that last from several hours up to three consecutive days at a time.

- Events must take place during ARTS at King Street Station public hours.
- Events can be scheduled during or between Exhibitions, depending on the nature of the event proposal. For example: “3-hour Saturday morning poetry writing workshop in the panel room;” “4-hour weekday afternoon/evening community celebration in the gallery;” “2-day long performance art festival that takes place throughout all public areas of KSS, ideally between exhibitions.”

Project Title (Required)

Project Description (Required, no more than 300 words or 2 minutes)

Describe what you want to do at ARTS at King Street Station. What is your idea, concept, or artistic statement? Why should your event or exhibition be at ARTS at King Street Station, specifically?

Mission Alignment with ARTS at King Street Station (Required, no more than 300 words or 2 minutes)

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. 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 create the fabric of Seattle.

How would presenting your exhibition or event further our mission of increasing opportunities for people of color to generate and present their work? How does your exhibition or event intersect with and support anti-racist commitments and values?

Access and Inclusion (Required, no more than 300 words or 2 minutes)

ARTS at King Street Station welcomes people of all ages, dis/abilities, genders, and languages. How will they experience your proposal? How does your proposal meet the access needs of, and increase opportunities and equity for, participants and visitors?

Applicant and Participant Benefit (Required, no more than 300 words or 2 minutes)

Who will benefit from your proposal, financially and otherwise? Who will be compensated for their participation/labor? What forms of non-monetary compensation or benefit do you foresee participants might enjoy?

Work Samples (Maximum of 10 files)

To help the selection panel understand you and your work, share examples of what you have created or done. 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.

Work samples can include images, audio, videos, PDF and text documents, and/or website pages. 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 + 2.5 pages of written material = 5 minutes
- 2.5 minutes of audio or video + 2.5 pages of written materials = 5 minutes
- 2 images + 2 minutes of audio or video + 2 pages of written materials = 5 minutes

If you have a URL to online work samples or a website, please simply upload a PDF file that lists the website URL and password for access (if needed). **Only include one link per file so that you can include the necessary metadata for each work sample.** 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).

Panelists will use single and multi-format guidelines to review website links for a total of 5 minutes for all work sample materials. If the website is provided in addition to other materials, the website will be reviewed for the duration of the remaining time. For website text, 500 words = 1 page of reading time from the above single and multi-format guidelines (i.e. 2,500 words = 5 minutes).

You may upload up to 10 documents, but please note that panelists will only review 5 minutes’ worth of materials. If you submit more materials than allowed, we will make an administrative decision on our end about what panelists will review. For example, if you submit 12 images, we will instruct panelists to only view the first 10; if you submit a 10-minute video and do not provide start and end times that keep the viewing time to 5 minutes, we will instruct panelists to only watch the first 5 minutes.

Multiple views/details of one artwork will each count as individual samples if they are separate files.

You will be required to include the following information with your work samples:

- **File Name** - include artist's name in file name. For example, *FirstnameLastname_01.jpg*
- *(if relevant)* **Collaborator 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
- *(if relevant)* **Start and End times** for start and end point of audio/video/media samples, if somewhere in the middle of the sample or if sample exceeds time limits provided
- *(if relevant)* **Documentation Credit** for photographer or videographer, *if different from artist*
- *(if relevant)* **Content Notice**. While ARTS at King Street Station welcomes a range of content, including challenging and mature, please adhere to applicable state and federal laws. ARTS at King Street Station is an all-ages space, and the selection panel may include youth under 18 years of age. If your work sample should have a content notice, please indicate.

Contact the King Street Station Program Lead if you need assistance, or your sample does not fit any of the above descriptions: James.Coley@seattle.gov or call (206) 684-4186

Logistics Questions

What is/are your proposal's creative medium(s)? (Required)

Does your proposal require any audio, video, lighting, or other technology? If so, what are the equipment needs?

How many participants will be included in your proposal? Include all exhibitors, artists, performers, organizers, producers, designers, technicians, ushers, admin, and other helpers or support staff.

Accepted proposals will receive in-kind (use of the gallery with curatorial and communications support) or in-kind and financial support. How much money do you think you will need from ARTS to produce your proposal? For assistance, we have provided a budget worksheet to help you gauge your costs.

Obligation of Award Recipients

If your proposal is selected, you must meet the requirements listed below.

- Funding recipients 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 will provide a preliminary project proposal.
- 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.

ARTS Funding Policies

Commitment to Racial Equity

The Seattle Office of Arts & Culture (ARTS) 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.

Grant Appeal Process

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

Procedure:

- You must first contact the staff member responsible for the program to review the decision and hear a summary of the peer panel feedback: James Coley: James.Coley@seattle.gov or (206) 684-4186.
- Your appeal must be sent in writing to the director of the Seattle Office of Arts & Culture within 30 days of formal notice of the decision.
- Our director consults with staff and/or members of the peer panel for input in making the final decision.
- If our director agrees that the award should have been given based on the merit of your original application, you will be awarded a grant.
- A rejection by our director is final and ends the appeal process.
- Our director will notify you of their final decision in writing.

Application materials are public information

Application materials submitted to the Office of Arts & Culture are governed by the Washington Public Records Act and may be subject to disclosure to a third-party requester. To learn more please see [Chapter 42.56 RCW](#) and the City's [Privacy Statement](#).

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 the differently-abled. 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 the 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.

For additional information about funding opportunities and the Seattle Office of Arts & Culture, visit our website at www.seattle.gov/arts, and [subscribe to our email newsletter](#).