



2027 ARTS at King Street Station Exhibition Application Preview

Introduction

[Read the full guidelines](#) on our website.

This document is intended to aid in your preparation for and application to our 2027 KSS Exhibition call for exhibitions. **It is not an alternative to the online application portal.** If you don't have computer or internet access, or would like to discuss alternative ways of applying, contact James Coley, KSS Program Lead, as soon as possible: james.coley@seattle.gov or call 206-684-4186.

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

You must submit your application by Tuesday, Sept. 29, 2026, 5 PM Pacific. Please give yourself enough time to finish it. We won't accept applications submitted after this deadline.

Application

General Information

This form contains a mix of multiple-choice and open-ended questions, as well as requests for file uploads. All questions are required, unless they are labeled optional. We estimate this application will take approximately 3-5 hours to complete. Use this document to draft your responses outside of the application.

Helpful Documents

Find these [supplemental documents on our website](#):

- Full guidelines
- ARTS at King Street Station facility description
- Budget template

Important notices

- **Need tech support?** [Submittable FAQ and step-by-step guides](#) are available. For further assistance in using Submittable, please contact their tech support at support@submittable.com.
- **Invite others to collaborate** with you on this application. Click the Manage Collaborators link located at the top of this page and follow the prompts to share your application.
- **Saving Your Application:** Submittable will automatically save your application at regular intervals, but you may also manually save your application at any time using the Save Draft

button located at the end of this form. If you are completing your application in multiple sessions, please ensure you click the Save Draft button before exiting the application form to avoid losing your work.

- **Internet Browsers:** Submittable recommends using Mozilla Firefox, Google Chrome, or Apple Safari. Internet Explorer 11 or legacy versions of Microsoft's Edge browser (prior to version 20) are no longer supported, and you may run into problems if you use Submittable with these older browsers.
- **Privacy Notice:** Information that you provide below will become part of a record that is subject to public disclosure. We will not publish this information, but we are legally bound to provide it upon request. For more information, see the Public Records Act, RCW Chapter 42.56. To learn more about how we manage your information, [see our Privacy Statement](#).

Important Note: Questions below with an asterisk indicate that an answer is required.

Eligibility

You are eligible to apply for funding if you meet the following criteria:

- You are an individual artist, curator, organization, or community-based group located in and with a strong connection to the city and that regularly presents work in Seattle.
- You are part of an organization or are an individual artist representing communities most impacted by systemic oppression. Persons that are low-income, people with disabilities, immigrant and refugee communities, and communities of color are encouraged to apply.

You are *not* eligible for this funding if:

- Your project directly sells materials, posts prices, and/or has ticket sales. All programs must be presented free of charge to the public.

Project Requirements

- Your project must occur between April-December 2027.
- Your exhibition must be free, all-ages, promoted and made accessible to the public: Seattle community members, workers, and visitors.
- All video components of your exhibition involving sound must include captioning for accessibility purposes. For any audio components, you must provide an audio transcript. Additional accessible exhibit media and/or assistive technology should be considered in discussion with OAC staff.
- Your project will take place during public gallery hours: Wednesday–Saturday 11 AM–5 PM; First Thursdays 11 AM–8 PM. Our gallery is closed Sunday-Tuesday.

I have reviewed the eligibility information above and confirm that my proposal and I meet the eligibility requirements: *

- ☐ Yes
- ☐ No

Unsure or would like to discuss your eligibility? Please contact James Coley (james.coley@seattle.gov) for assistance.

Applicant information

This section collects basic information about you as an applicant.

I am applying as:*

- An individual
- An organization
- A community group

Application Type – individual, community group or organization

If you are applying as a group or collective and do not have a tax ID, please select Community Group above. If you are an established organization with your own Tax ID, please select Organization above.

Name of applicant, group or organization*

Contact Person*

Identify the point of contact for any questions or follow up about this application if applying as a group or organization.

Contact Email*

Contact Phone Number *

Narrative questions

The first two questions in this application provide information about your background through lived, educational, and/or professional experience. These responses will help the review panelists understand your ability to carry out your proposed exhibition. If you are applying as a group, speak to your collective accomplishments.

Narrative questions can be submitted either in written or audio/video formats, but please note audio/video formats should not be highly produced/edited. 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. If you choose to respond via audio/video format and your audio/video sample is longer than the time allotted, panelists will be instructed to review the allowable time limit.

Who are you? What communities are you a part of? What excites, influences, encourages, or sustains your creative practice and/or work? If your background informs your work, share how.* (200 words or 2-minute video)

Briefly describe your areas of expertise, key accomplishments, and experience producing activations, performances, events, exhibitions or other work relevant to your proposal.* (200 words or 2-minute video)

Project Concept

Project title*

Please give your project a working title. If your project is selected for funding, you will have the option to change your project title later.

Project Description*

Please provide a detailed overview of your project concept. What is the experience you wish to create and what approach will you take to achieve it? (450 words or 4-minute video)

Advancing equity & accessibility*

How will your project further our mission to increase opportunities for people of color and people with other institutionally marginalized identities to generate and present their work? How does your project intersect with and support anti-racist commitments and values? How does your proposal meet the access needs of, and increase opportunities and equity for people of all ages, dis/abilities, genders, and languages? (200 words or 2-minute video)

Applicant and participant benefit*

How does your proposal sustain an existing practice or project, expand your artwork or medium in new directions, and/or provide opportunities for community participation? Who will be compensated for their participation/labor? (200 words or 2-minute video)

Artistic and cultural connections*

How does your proposed project uplift stories, creatives, ancestors, and audiences from communities that represent Seattle's diversity? Describe any partnerships you envision for the implementation of the project and indicate whether or not that partner has already agreed to support your work. (200 words or 2-minute video)

Logistics

Information on exhibitions at ARTS at King Street Station:

- Exhibitions involve the display of materials in the gallery.
- We are best able to support exhibitions that include up to 10 artists/exhibitors.
- Proposed exhibitions must be new bodies of work; **we do not support travelling or prepackaged exhibitions.**
- Exhibitions may be scheduled to run up to 12 weeks depending on the scale of the project, compatibility with other exhibitions concurrently running in the gallery, and other scheduling and logistics factors.
- Selected **\$10,000** exhibitions will typically receive ¼ -½ of the total gallery space, and/or will be recommended to collaborate or share with other exhibitions.

- Selected **\$20,000** curated exhibitions will typically receive the full gallery space.
- Exhibition layout and coordination is subject to staff and panelist recommendation and will be designed in collaboration with all who are exhibiting at the same time. Our staff reserve the right of final approval.
- **Selected artists are expected to be present at all Free First Thursday Art Walks during the run of their exhibition.**

What is/are your exhibition's creative medium(s)?* Select all that apply.

- ☐ 2D - painting, drawing, printmaking, illustration, collage, etc.
- ☐ 3D - sculpture, any medium
- ☐ Craft, maker
- ☐ Curatorial
- ☐ Design: graphic, architecture, industrial, textile, digital, etc.
- ☐ Literary/writing: screenwriting, scriptwriting, poetry, narrative, fiction, research, journalism, criticism, etc.
- ☐ Participatory, interdisciplinary, conceptual
- ☐ Photography, film, video, animation
- ☐ Music, audio, sound, composition
- ☐ Traditional/ethnic, any discipline
- ☐ Other medium (please describe)

AI Policy for this Call

Artificial intelligence (AI) is not restricted when artwork is created with substantial human-led contribution from the artist(s). The artist must remain the primary author, guiding artwork concept and execution.

When choosing to use AI in your proposed project, you must ensure copyright and authorship and consider privacy and intellectual property risks, loss of authentic voice and vision, inaccuracy, bias, and cultural insensitivity.

You must disclose if AI was used in the creation of your proposed project and provide a narrative that identifies how AI was used. We reserve the right to request clarification or documentation about how AI was used in your proposed project.

Due to the rapid pace of AI development, this policy will be reviewed regularly and is subject to change.

Will artificial intelligence (AI) be used in the creation of your proposed project?*

- ☐ Yes
- ☐ No

List and identify all use of artificial intelligence (AI) in the proposed project.* (200 words)

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

- ☐ Video
- ☐ Audio
- ☐ Lighting
- ☐ Other technology (specify)
- ☐ None

What size exhibition are you proposing? Select all that apply.*

- ☐ ¼ or less of Gallery (up to 2,000 sq ft)
- ☐ ½ to ¾ of Gallery (2,500 to 3,200 sq ft)
- ☐ Full Gallery (7,500 sq ft)

What are the approximate dimensions and number of objects included? If the exhibition proposal is not object-based, please describe.*

Will your exhibition include hosted events? (e.g. an artist talk, performances, tours, community gatherings, screenings). Please describe.*

Select all months in 2027 when you are available to install at ARTS at King Street Station.*

- ☐ April
- ☐ May
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

Exhibitions last for 4-12 weeks, pending overall gallery schedule and needs. Months not listed are unavailable.

Budget

Exhibition funding

Award funds range from \$10,00 (half gallery) to \$20,000 (full gallery) to support exhibition proposals. You may use the [budget worksheet on our website](#) to identify your need; do not include this file with your application.

For information and assistance with exhibitions budgets, contact James Coley, King Street Station Program Lead, at 206-684-4186 or james.coley@seattle.gov.

What is the total requested award amount?*

To provide a sense of the scope and scale of your project, show the primary budget line items such as creative worker wages, supplies, rentals, marketing, project management, liability insurance, permits, etc. totaling the requested amount.*

Example: Total: \$40,000 requested award amount (Wages: \$32,000. Supplies/Materials: \$6,000. Marketing: \$1,000. Insurance: \$1,000.)

Please add up your primary line items to make sure they equal your total requested award amount.

Be sure to review the funding guidelines to ensure your project is using funds in an allowable manner. You may indicate any additional financial support you have secured for this project, if applicable. Final budgets will be requested for project proposals that are selected by the panel.

How many creative workers do you anticipate employing through this project?*

This includes all paid creatives participating in this project directly, or as subcontractors. The primary goal of this funding is to pay creative workers for their labor; we strongly encourage creative workers to be paid a fair and living wage.

ARTS at King Street Station references [WAGE](#) (USA), [CARFAC](#) (Canada) and [NAVA](#) (Australia) recommendations on compensation.

Work samples

To help the selection panel understand you and your work, **submit 1 or 2 types of work samples** showing past or in-process work that best demonstrates your qualifications to complete this project. We recommend prioritizing your work samples by selecting those most relevant to your proposed project – in scope, scale, complexity, or subject matter.

We welcome, but do 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.

Work samples will be reviewed by panelists for no more than five (5) minutes per application. For longer written, video or audio work samples, please note what section should be reviewed in the Work Sample Description. For example: *Please start listening at 3:30 to hear a sample of my composition.* To resize files to under 2MB, you can use free websites like [Image Resizer](#) and [PDF Resizer](#).

Work samples can include formats such as images, audio, videos, PDF and text documents, and/or website pages; you may combine different formats if desired. For example:

Single format examples equivalent to 5 minutes of reviewing time

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

Multi-format equivalent to 5 minutes of reviewing time

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

Websites

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 required). 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). **Only include one link per file so that you can include the necessary metadata for each work sample.**

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 total files, but please note that panelists will only review 5 minutes' worth of materials. If you submit more materials than are 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 applicant or organizational name in the 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.

Demographic Data

We have a [Commitment to Racial Equity](#), and we would like to know how we are reaching underrepresented artists, organizations and communities in Seattle. The following questions are voluntary and will be used to assess our Race and Social Justice Initiative work citywide. We ask that you

answer these questions even if you have answered them before so that we can assess each of our programs.

Answers are collected for internal assessment and evaluation and are not part of your application. Your personal demographic information will not be shared with selection panels, but a high-level report of applicant pool demographic information will be shared to indicate broad trends in representation and outreach. Most questions are marked as required but you have the option to select "decline to state" for any and all questions you do not wish to answer.

Privacy Notice

Information that you provide below will become part of a record that is subject to public disclosure. The Office of Arts & Culture will not publish this information, but we are legally bound to provide it upon request. For more information, see the Public Records Act, RCW Chapter 42.56. To learn more about how we manage your information, see our Privacy Statement at www.seattle.gov/tech/initiatives/privacy.

Specific demographic questions are not included here for brevity.

Ready to submit?

If you would like to save a draft of your application and return to complete it later, please click the **Save Draft** button below.

If you're ready to submit your application, please click the **Apply** button below. You'll receive a message at the email address associated with your Submittable account confirming that your application has been successfully received and summarizing what to expect next. **Don't see the confirmation email in your inbox?** Please check your spam or junk mail folder, as messages from Submittable are sometimes misdirected there.

- ☐ I, the applicant, acknowledge that I have read and followed the guidelines. I understand that if any of my Work Samples exceed their maximum limit the panelists will start their review at the beginning of the file or link and stop at the maximum limit allowed. I acknowledge that if I do not provide a start time or end time for audio/video samples that the panelists will review and evaluate my material from the beginning of the link and stop at the maximum limit allowed. *