



Grantee Photo Submission Form

Artist/Organization Name: _____

Which of our programs funded you for this project/program: _____

Project/Program Year: _____

Important Note: We may use your photos in our promotional efforts, e.g. annual report to the community, website, social, press releases, etc.

How to Submit

Please upload your digital photos and this form to Fluxx. You can also link your photos via platforms like Dropbox or Google Drive. **All images must be accompanied by this photo submission form** with detailed captions, alt text, and photo credit information.

Photo Guidelines

- Please submit digital images only.
- Please select and submit only your best eight images.
- Please send images at their highest resolution:
 - For print use, images should be at least 300 dpi (dots/pixels per inch).
 - Lower-resolution images should be a minimum of 72 dpi (dots/pixels per inch).
- **Required:** Please include a file name and *non-AI-generated ALT text for all of your images*. Here's a [guide on writing ALT text](#) (scroll down to the copybara image). This ensures people of all abilities can access and understand your photos.

Generative AI

If any of your images were created or altered by typing a prompt into chat or a window, we cannot accept them.

Images modified with generative AI (e.g. ChatGPT) are not permitted for the purpose of demonstrating your public benefit. Your photos should reflect reality as it happened.

If AI usage is an intentional part of your art practice or work, please disclose the following to avoid confusion: which AI tool you used, how you used it, and if you have copyright of the final image(s). **We cannot accept images that you do not have copyright over.**

Required Authorization for Use of Your Photos

You authorize us to use any images you provide us in print, digital, and all other media, and **affirm that your photos are free and clear of any lien or encumbrance** that may interfere with its use by the City of Seattle.

If you submit photographs of children under 18, you acknowledge that you have secured all required releases, consent, and parental permissions.

Photo Information – Please Provide for All Images Submitted

If you are submitting multiple photos of the same event by the same photographer, just fill out one *Caption* field.

Image 1

File name (required): _____

Caption: _____

Alt text (required): _____

Photographer: _____

Notes/Comments: _____

Image 2

File name (required): _____

Caption: _____

Alt text (required): _____

Photographer: _____

Notes/Comments: _____

Image 3

File name (required): _____

Caption: _____

Alt text (required): _____

Photographer: _____

Notes/Comments: _____

Image 4

File name (required): _____

Caption: _____

Alt text (required): _____

Photographer: _____

Notes/Comments: _____

Image 5

File name (required): _____

Caption: _____

Alt text (required): _____

Photographer: _____

Notes/Comments: _____

Image 6

File name (required): _____

Caption: _____

Alt text (required): _____

Photographer: _____

Notes/Comments: _____

Image 7

File name (required): _____

Caption: _____

Alt text (required): _____

Photographer: _____

Notes/Comments: _____

Image 8

File name (required): _____

Caption: _____

Alt text (required): _____

Photographer: _____

Notes/Comments: _____