  
  
Dear ARTS at King Street Station community member,  
  
Thank you for sharing your ideas, dreams, and plans for arts and cultural events, performances, and exhibitions with the [Seattle Office of Arts & Culture](http://seattle.gov/arts/) and the [ARTS at King Street Station Advisors](https://www.seattle.gov/arts/programs/arts-at-king-street-station#aboutkssadvisors).  
  
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 that will be funded by the Seattle Office of Arts & Culture, which manages the space.   
  
Because the Portal is designed to start a dialogue about what can happen at ARTS at King Street Station, we may respond to your proposal by introducing you to potential project collaborators, or by providing feedback and requests for revision.    
  
We are excited to learn what you imagine can take place at ARTS at King Street Station.  
  
Sincerely,  
Seattle Office of Arts & Culture  
  
  
  
  
To get started:   
First, read the ARTS at King Street Station Portal Guidelines so you know what to expect.   
 Top of Form

Contact Information (for Primary Contact)

Name (First, Last) 

Affiliation (if relevant) 

Address

Address 2

City/Town

State/Province                   

ZIP/Postal Code

Country (if relevant) 

Email Address

Phone Number

My application is submitted on behalf of either an individual or group. (mark one):

an Individual or Artist

a Team, Group, Network, or Organization

If you are a team, group, collective, network, or organization, list the full names of all individual organizers, and the group name if you have one.



#### My preferences for staff and/or Advisor **feedback**:

Yes, I would like to get feedback

No, I do not want feedback

Part 1: Narrative QuestionsThe purpose of these questions is to share information about your event/exhibition, the communities it serves, and background about yourself or organization. We ask about the budget you are proposing, but do not require a budget document at this stage of the process.  
  
**1A. Background** (no more than 300 words) (Required) **Who are you? Describe what excites, influences, encourages, or builds you/your group? What has inspired your proposal? If your background plays a role in your proposal, share how.**



#### **1B. Racial Equity** (no more than 300 words) (Required) What does racial equity mean to you? What is your experience with racial equity?



#### **1C. Project Title:** (Required)



#### **1D. Project Description:** (no more than 500 words) (Required) **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?



#### **1E. Community Building:** (no more than 500 words) (Required) **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.



Part 2: Logistics   
  
Are you proposing an Exhibition or an Event?  (Required)  
*Select your primary format.* If you are proposing an Exhibition that includes a Panel Discussion during its run, select “Exhibition.” If you are proposing a Performance followed by Q&A, select “Event.”  
*ARTS at King Street Station public hours are: Tuesday – Saturday 10 a.m. – 6 p.m.; First Thursdays 10 a.m. – 8 p.m.*

* Exhibition
* Event

2Ai. If your project is an exhibition, indicate its type.    
*(Skip this question and move to the next question if your project is an event):*

* Multi-Sensory. Engages two or more of the following: sight, sound, touch, taste, scent.  
  *(ARTS at King Street Station has a low-fragrance, chemically-sensitive facility policy.)*
* Other (please specify)

2Aii. If your project is an event(s), mark everything it includes:

* Performance
* Screening or other presentation with audience
* Lecture
* Workshop
* Culinary Event *(there is a small catering-prep kitchen with limited sink and refrigerator access, but no cooking facilities)*
* Multi-Sensory. Engages two or more of the following: sight, sound, touch, taste, scent.  
  *(ARTS at King Street Station has a low-fragrance, chemically-sensitive facility policy.)*
* Other (please describe)

2B. Exhibitions and Installations  
  
If you are proposing an exhibition, answer the following questions  
*(If event, skip to the events section, starting with question 2C.)*  
Exhibition Logistics (no more than 300 words each)  
  
2Bi. Scale:  
What is the scale of your proposed exhibition? How many square feet of space do you need? What are the approximate dimensions and number of artworks you want to exhibit? Is it a full gallery installation/exhibition, or a smaller scale show? Does it require any audio, video, or other technology?  *(The main gallery space is approximately 7,800 square feet.)*



2Bii. Timing  
During what dates/months (include year) would you ideally want to present your proposed exhibition? How long do you want it to be installed in the gallery?   
*ARTS at King Street Station public hours are: Tuesday – Saturday 10 a.m. – 6 p.m.; First Thursdays 10 a.m. – 8 p.m.*



2Biii. What are you proposing to exhibit? (select all that apply)

your own artwork

curated exhibition including others' work

creating an ideas- or research-based exhibition

something else entirely (elaborate here)



2Biv. Exhibition Funding  
Funded proposals will receive in-kind and/or financial support. How much money do you think you will need from ARTS to produce your exhibition? Your budget should reflect the actual costs to produce your proposal, including labor, supplies, and funds to pay exhibitors and yourself. (If you are selected, the funding offered may be different from your request.)  
  
Here is a simple Budget Form to help estimate costs.  
  
Review the ARTS at King Street Station Info Packet: Floor Plan, Photographs, Written Descriptions, and Equipment List.

In-kind staffing and space only

Under $2,500

$2,500

$5,000

$10,000

$25,000

Other (please specify)



2C. Events (including performances, workshops, lectures, panels, discussions, screenings, etc.)   
  
If you are proposing an event, please answer the following questions.  
*(If exhibition, go back to question 2B).*  
  
Event Logistics   
  
2Ci. Scale: How many presenters/performers are included in your proposal?

1

2 to 5

6 to 10

11 to 25

More than 25

Other (please specify)



2Cii. Equipment: Does it require any audio, video, lighting, or other technology? If so, what are the equipment needs? (check all that apply)

no equipment needs

video

audio

other technology (elaborate)



2Civ. Timing  
During what date(s) or date range (include year) would you like to hold your event?   
*\*Sundays and Mondays are not generally available for events. ARTS at King Street Station public hours are: Tuesday – Saturday 10 a.m. – 6 p.m.; First Thursdays 10 a.m. – 8 p.m.*  
Indicate the length, schedule, and time of day you want to host your event.   
(For example: 2-day long convening, Friday and Saturday, 10am – 5pm both days.)



2Cv. Attendance  
How many people do you expect to attend your event?   
*Gallery capacity is 360 and the large meeting room is 60. If you are proposing something like a three-night run of a play or film screening, project the attendance per individual showing/performance.*

Less than 20

20-60

61-100

101-360

More than 360

Other (please specify)



2Cvi. Event Funding  
Funded proposals will receive in-kind and/or financial support. How much money do you think you will need from ARTS to produce your event? Your budget should reflect the actual costs to produce your proposal, including labor, supplies, and funds to pay presenters/performers and yourself.   
  
Here is a simple Budget Form to help estimate costs.  
  
Review the ARTS at King Street Station Info Packet: Floor Plan, Photographs, Written Description, and Equipment List.

In-kind staffing and space only

Under $500

$501 to $1,000

$1,0001 to $2,500

$2,501 to $5,000

Part 3: Work Samples (maximum total of 8)   
  
Share examples of things you have made or done that relate to this project, or that helps us understand you and your work. This application welcomes but does not require “professional” documentation. Images, audio, or video from your smartphone or social media are sufficient, as long as they communicate your proposal and are visible, audible, and/or otherwise legible. You can include finished work and/or work in progress.   
  
Work samples should be uploaded to a FOLDER on a file sharing site. (For example: [Dropbox](http://dropbox.com/) [[instructions](https://help.dropbox.com/files-folders/view-only-access)], [Google Drive](http://drive.google.com/) [[instructions](https://www.wikihow.tech/Create-a-Folder-on-Google-Drive-on-PC-or-Mac)]). Then, link to the folder below.   
  
Work samples can include JPGs, PNGs, Videos, PDFs, Word documents, and/or website pages. You may share up to 8 work samples. Multiple views/ details of one artwork will each count as individual samples if they are separate files.   
  
For each work sample, include:

* artist/creator name (if group: list names of each individual collaborator responsible for the project, and group name if any.)
* file name
* title
* date created
* medium
* dimensions (objects/installations) or duration (performance/audio/video/media)
* time code for audio/video/media samples longer than 1 minute.
* description

Work samples can include, but are not limited to, the following:   
  
Images (No more than 5MB per image)

* Images of artworks, installations, exhibits, works in progress
* Documentation of previous performances/events
* Other

Documents (No more than 5MB per file)

* Curatorial / exhibition / event plans
* Written text and publications, or literary work
* Other as relevant

Websites and Social Media

If your sample is in an online portfolio, write links to individual artworks in a PDF document and upload the PDF with your other work samples. Link to specific pages so we don’t have to click through menus within a website, with the exception of work whose medium is web-based (for example: new genres, net art, web design). Videos embedded in a website should be entered according to the instructions below.

* Web projects in which Advisors are directed to one specific page
* Social media projects
* Other as relevant

Video and Audio  
If media is hosted on [Vimeo](http://vimeo.com/), [YouTube](http://youtube.com/), or other online platform, write the link and its password, if any, in a PDF document and upload the PDF with your other work samples. If included as files, videos and audio samples should be no larger than 5MB and no longer than 1 minute; if longer, provide the time code of the one-minute segment you want reviewed. If no time code is provided, we will play the first minute of the work sample.

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



Thank you. This is the end of the application.

Part 4: Demographics Section   
(OPTIONAL)  
  
The Seattle Office of Arts & Culture has a [Commitment to Racial Equity](https://www.seattle.gov/rsji), and we would like to know how we are reaching historically underrepresented artists, organizations and communities in Seattle. Answers are being 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 may be shared to indicate broad trends in representation. All questions are optional.   
  
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](http://www.seattle.gov/privacy).

4A. For Individuals  
(if relevant, skip to organizational demographics):   
  
Please tell us which racial and ethnic category below best describes you, so we can ensure we are hearing from a diversity of individuals (check all that apply).

Asian/Asian American/Asian Diasporic

Black/African American/African Diasporic

Latinx/Hispanic/Latinx Diasporic

Middle Eastern/North African

More Than One Racial Identification

Native/Alaskan Native/Indigenous

Native Hawaiian/Samoan/Other Pacific Islander

White

Decline to State

Different identity (please elaborate)



Which of the following do you use to describe your gender identity:

Female

Gender non-binary and non-conforming

Male

Decline to State

Different gender identity (please elaborate)



Do you identify as transgender?

No

Yes

Decline to State

Do you have experience currently living with a disability that falls under the following categories (check all that apply):

Motor and physical disability

Social, learning, and cognitive disabilities (autism, intellectual, hidden, mental illness)

Hearing loss and deaf, or hard of hearing

Blindness or low-vision, or limited field of vision

Different disability (please elaborate) \_\_\_\_\_\_\_\_

None

Decline to State

Other (please elaborate)



In which year were you born?



The City of Seattle recognizes the state of emergency declared to address homelessness and unsheltered populations and acknowledges the increase in wealth disparity between its poor, working poor, middle income, and affluent residents. Please disclose your housing occupancy status (check all that apply):

I am a homeowner

I am a renter and live in my own unit

I am a renter who shares a unit

I have experienced homelessness or unstable housing in the past 12 months

Decline to State

Other arrangement (please elaborate)



Which of these languages, other than English, do you speak (check all that apply):

Amharic

Cantonese

Cambodian/Khmer

Laotian

Mandarin

Oromo

Korean

Spanish

Somali

Tagalog

Tigrinya

Thai

Vietnamese

Russian

If other language, please elaborate



Educational Experience: Indicate your highest level of formal education.

Some high school, GED, or equivalent

Some college or vocational credit

Associate’s Degree

Trade/Technical/Vocational Certification

Bachelor’s Degree

Some postgraduate school or Masters

Masters Degree

PhD/Ed.D/JD/MD

Decline to State

Different education (please elaborate)



4B. Organizational or Group Demographics  
(skip if you are an individual).  
  
Vision, Mission Statement, and Strategic Plan  
  
To the best of our knowledge, the mission statement of our organization primarily focuses on particular people of color (POC) population(s).

Yes

No

Unsure

Decline to state

To the best of our knowledge, the vision, mission statement, or strategic plan of our group or organization includes an emphasis on anti-racist policies and practices.

Yes, we have a statement or plan in place that focuses on becoming an anti-racist organization, group, or network.

Efforts have been made in recent years, with ebb and flow, and we are working towards becoming an anti-racist organization, group, or network.

Unsure

No, we do not have a statement or plan that focuses on anti-racism at this time.

Decline to state

To the best of our knowledge, the vision, mission statement, or strategic plan of our group or organization includes an emphasis on the following particular POC or non-POC groups (check all that apply) .

Asian/Asian American/Asian diasporic

Black/African American/African diasporic

Latinx/Hispanic/Latinx diasporic

Middle Eastern/North African diasporic

More than one racial identification

Native/Alaskan Native/Indigenous

Native Hawaiian/Samoan/other Pacific Islander

White/European

Decline to state

Different identity (please elaborate)



To the best of our knowledge, the vision, mission statement, or strategic plan of our group or organization includes an emphasis on women, non-binary and gender non-conforming persons, disabled, or seniors/elders. Specifically, my organization focuses on the following (check all that apply):

Women and non-binary and/or gender non-conforming persons

Queer communities

Transgender communities

People with disabilities

Seniors/Elders

We do not focus on any of the above populations in our mission statement

Unsure

Decline to state

Leadership in paid and unpaid positions   
  
To the best of our knowledge, our arts and culture group, network, or organization is comprised of the following percentage of people of color (POC) in paid and unpaid positions of staff and board leadership (mark only one box):

0%

1% to 25%

26% to 50%

51% to 75%

76% to 100%

Decline to state

To the best of our knowledge, our arts and cultures’ group or organization is comprised of the following communities of color in paid and unpaid positions of staff and board leadership (check all that apply):

Asian/Asian American/Asian diasporic

Black/African American/African diasporic

Latinx/Hispanic/Latinx diasporic

Middle Eastern/North African diasporic

More than one racial identification

Native/Alaskan Native/Indigenous

Native Hawaiian/Samoan/other Pacific Islander

White/European

Decline to state

Different identity (please elaborate)



To the best of our knowledge, the creative team of artists and cultural workers for this project will be comprised of the following people of color (POC):

Asian/Asian American/Asian diasporic

Black/African American/African diasporic

Latinx/Hispanic/Latinx diasporic

Middle Eastern/North African diasporic

More than one racial identification

Native/Alaskan Native/Indigenous

Native Hawaiian/Samoan/other Pacific Islander

White/European

Decline to state

Different identity (please elaborate)



To the best of our knowledge, our partnering community groups, audience members, and volunteers will be comprised of the following people of color (POC):

Asian/Asian American/Asian diasporic

Black/African American/African diasporic

Latinx/Hispanic/Latinx diasporic

Middle Eastern/North African diasporic

More than one racial identification

Native/Alaskan Native/Indigenous

Native Hawaiian/Samoan/other Pacific Islander

White/European

Decline to state

Different identity (please elaborate)



What are your total annual organizational expenses for your most recently completed fiscal year (do not include capital expenditures)?



Please specify the amount of fair market dollars and provide a description of in-kind contributions for your most recently completed fiscal year that are not captured above.



How many paid staff in full-time equivalent (FTE) positions work for your organization?

