OFFICE OF ARTS & CULTURE
CITY OF SEATTLE

Artists at the Center 2023-2024 Guidelines

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Grant Overview

Artists at the Center is a multi-year collaboration between Seattle Office of Arts & Culture and Seattle Center, with support from Uptown Arts & Culture Coalition and the communities surrounding the Seattle Center campus. This project is made possible by a 10-year community benefit grant from Climate Pledge Arena and Seattle Kraken, starting in 2021.

Artists at the Center funds individual artists, groups, and organizations to develop and present pop-up performances throughout the year at Seattle Center. Artistic genres may include music, dance, theater, demonstrations, and multi-disciplinary work. Performances will be scheduled between October 2023 and September 2024. Selected participants will receive either $2,000, $4,000, or $6,000 in funding based on the artist/group size and complexity of scope. Awardees from the current season (2022-2023) are not eligible to apply for the 2023-2024 season.

Information: Please refer to these Frequently Asked Questions, or contact Alex Rose, Project Manager for Artists at the Center, at (206) 459-6517 or alex.rose@seattle.gov.

Application	Opening
The application is submitted ONLINE. The application is available through the City of Seattle's grant portal on FLUXX at https://seattle.fluxx.io/user_sessions/new If you don't have computer or internet access, contact staff as soon as possible.	Tuesday, May 16, 2023, 10 a.m. (Pacific) **Due Date** Tuesday, June 27, 2023, 5 p.m. (Pacific)
Information Sessions: Receive an overview about the program and how to submit the best application.	
Information Session 1 (Hybrid) Thursday, June 1, 1- 2 p.m. In-Person: Seattle Center Armory Virtual: Webex **RSVP**	**Information Session 2 (Hybrid)** Saturday, June 17, 10 - 11 a.m. In-Person: Seattle Center Armory Virtual: Webex **RSVP**

For Assistance, Contact:

- *Application or Access*: Contact Alex Rose, Project Manager for Artists at the Center, at (206) 459-6517 or alex.rose@seattle.gov
- *Online Technical Support*: Contact Marshonne Walker, Administrative Specialist, at marshonne.walker@seattle.gov
- **We have interpreters who can speak to you in your language, including American Sign Language.** Just call us and tell us what language you speak. Expect a short pause while we find an interpreter to join the call.

Grant Purpose

Artists at the Center was designed to support our vibrant arts communities by introducing emerging and established artists to a revitalized Seattle Center campus, while broadening the arts

and cultural experiences in the [Uptown Arts & Cultural District](). Selected artists reflect the city's cultural diversity and have the unique opportunity to perform at Seattle Center, enjoy technical production support, connect with new audiences, and showcase their talents. Visitors to the campus and the surrounding neighborhood benefit from surprising and delightful pop-up performances throughout the year.

Eligibility/Requirements

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

- You are an individual artist, organization, or community-based group located in, or presenting work regularly in, Seattle.
  - Organizations and individual artists representing communities most impacted by systemic oppression including low-income, people with disabilities, immigrant and refugee communities, and communities of color are encouraged to apply.
- You have a Federal Tax ID number (Social Security Number, ITIN, or Employee Identification Number) and are based in, or have current and active programming within, the City of Seattle.
  - Groups applying are not required to be a 501(c)(3) nonprofit, nor are they required to use a fiscal agent.
- You may submit only one application per year to this program.
- Awardees from the current season (2022-2023) are **not eligible** to apply for the 2023-2024 season.

Your performance is eligible to be funded by this grant if it meets the following criteria:

- Your performance will be free and open to the public.
- You will have event insurance for the performance.
- The performance will last 90 minutes or less.

Funding

Award funds may be used for artist fees, marketing and promotional fees, project management and personnel costs, supplies, equipment rentals or other production-related costs, required

insurance, and no more than 10% for food-related costs. Additional expenses may be allowed upon advance approval by the grant project manager.

Applicants can apply for the following levels of funding:

- $2,000 award (typically 1-2 performers), plus $600 in-kind production support
- $4,000 award (typically 3-5 performers), plus $1,100 in-kind production support
- $6,000 award (typically 6+ performers), plus $1,600 in-kind production support

This funding may not be used for the following:

- Events not accessible and free to the public
- Religious services
- Events or presentations in which fundraising is the primary purpose
- Gifts
- Organizations' administrative costs not directly related to the project
- Purchase of equipment or software

Evaluation Criteria

Proposals submitted to the program will be evaluated on the following criteria:

- **Career Advancement**: The application presents an opportunity for the artist/group to benefit from exposure to new audiences, production support, and showcasing their talents in a unique setting at Seattle Center.
- **Achievability**: The applicant illustrates the experience or capacity for growth (including support from experienced partners or collaborators) to execute the performance/activation.
- **Artistry**: The application proposes a compelling and authentic artistic/cultural experience, which would resonate with the proposed audience.
- **Cultural Relevance**: The application prioritizes creatives from Black, Brown, Indigenous, Asian and diaspora, immigrant, refugee, and other unserved and underserved communities.

Timeline

This timeline is an estimate and is subject to change.

- **May 16, 2023 (10 a.m.)**: Application opens
- **June 27, 2023 (5 p.m.):** Application closes
- **July - early August 2023:** Panel review
- **Mid-August 2023:** Recommendations for funding reviewed by ARTS leadership
- **End of August 2023:** Applicants notified of funding decisions
- **September 2023:** Awardee orientation and contracting
- **October 2023 - September 2024:** Artists at the Center performances take place

Application Outline & Components

*The City of Seattle uses the grant application system **FLUXX**. If you have not done so already, you will need to create a new profile before you are able to access the application.*

- **Contact/Fiscal Sponsor Information:** This section provides additional contact information that is specific to this application but not already requested in the registration profile.
- **Application Questions / Project Information:** The purpose of these questions is to share information about your event/project, the community it serves and some background about yourself.
    1) **Artist/Organization Website or Social Media Link**
    2) **Discipline**: Select one artistic discipline of your proposed project
    3) **Project Title**
    4) **Project Summary**: In a few sentences, please describe the pop-up performance you would like to present at Seattle Center. What will the audience experience be? Include length of performance, number of artists, genre, new or re-mounted work, technical needs, and anything else you feel is important to note. (Maximum 500 words)
    5) **Background**: Briefly describe who you are, your areas of expertise, key accomplishments, and experience producing performances or events, particularly in your artistic discipline. (Maximum 250 words)
    6) **Award Category Preferences**: Indicate your first, second, and last choice category, reflecting the best fit your proposed performance.

- Small (1-2 performers): $2,000 award, plus up to $600 in-kind production support
- Medium (3-5 performers): $4,000 award, plus up to $1,100 in-kind production support
- Large (6+ performers): $6,000 award, plus up to $1,600 in-kind production support

7) **Scheduling Preferences**: Indicate your first, second, third, and last choice quarter of the year, reflecting your availability to perform.
- October - December 2023
- January - March 2024
- April - June 2024
- July - September 2024

- **Demographic Information:** This **will not be reviewed as part of your application** but rather is used to help ARTS learn more about the communities that we reach through our programs so that we can continue to work towards making our programs more equitable. Responses are optional, but applicants must submit the questionnaire with or without the responses before they can proceed to the rest of the application.

Application To-Do

All funding programs are highly competitive. We encourage you to:
- **Read the guidelines,** check your eligibility, and follow the online instructions carefully.
- **Explore the online application early** so you can plan ahead. Consider drafting application responses in a document outside of the online application form itself, so you don't risk losing any of your work and you keep a record for yourself.
- **Attend an information session** to receive guidance and hear other applicants' questions.
- **Update or complete your profile** at seattle.fluxx.io.
- **Talk with the project manager** about any questions, or review your draft application as early as possible before the due date. Last-minute assistance to applicants is limited due to the volume of requests.
- **Be clear and concise in your application**, as panelists read and evaluate many applications. Panelists may or may not be familiar with you or your work, so be sure to provide essential information on who you are, your areas of expertise, or key accomplishments.
- **Save your work** as you go and re-read and preview your responses before you submit.

- **Submit your application before the due date** so you have time to deal with any potential technical issues.

Obligation of Award Recipients

If your project is selected for funding, you must meet the requirements listed below.

Acknowledgement
Organizations and individuals receiving awards from the Seattle Office of Arts & Culture (ARTS) must acknowledge ARTS' support in printed materials, signage visible to the public, via social media, or in other ways appropriate to the project. ARTS will supply preferred wording and logos in electronic format.

Public Benefit
State law authorizes the purchase of services on behalf of the public, but not the donation of public money to organizations or individuals. Funded organizations and individuals must provide public benefits (such as free admission) to residents of Seattle as a condition of their funding.

Seattle Business License Is Required for Payment
Individuals and organizations awarded funds from ARTS must have a Seattle business license prior to receiving any award payment. (The business license is NOT needed to apply for funds.)

Insurance
Award recipients will be responsible for securing and providing proof of Event Liability Insurance for their project, listing the City of Seattle as additionally insured.

Production/Technical Support Specifications
In order to receive the production support associated with a performance, the award recipient must supply Seattle Center Productions & Events staff with required documentation approximately one month in advance of the performance. Documents include a tech sheet, proof of insurance, marketing information, and photos.

Taxes
Award recipients are responsible for paying all applicable taxes. At the time of notification, awardees will need to complete appropriate paperwork and submit an updated W-9.

Reporting
ARTS requires awardees for all its programs to evaluate and report on the impact of their awards

(e.g. numbers of artists paid, audience information, experience working with ARTS staff, etc.). This information will be collected after the project is complete, via a questionnaire included in the final payment request in FLUXX.

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 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

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

Procedure:

- Applicants wishing to appeal must first contact the staff member responsible for the program to review the decision and hear a summary of the peer panel feedback. In this case, the point of contact is Alex Rose: alex.rose@seattle.gov or (206) 459-6517.
- Appeals must be sent in writing to the Director of the Seattle Office of Arts & Culture within 30 days of formal notice of the decision.
- The Director shall consult with staff and/or members of the peer panel for input in making the final decision.
- If the Director deems the award should have been given based on the merit of the original application, the applicant will be awarded a grant.
- A rejection by the Director is final and ends the appeal process.
- The Director will notify the applicant 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, where you can subscribe to our regular eNewsletter.