



CITYARTIST Application

Instructions

Applications are due at 5:00 P.M. PST on Wednesday, April 27, 2022, via the online grant portal. Plan to submit early to avoid potential system overload or submission errors. **Applications may require up to two hours (or more) to complete with all necessary document submissions.** Late applications will not be accepted.

Follow these steps to complete your application:

1. Review the Funding Opportunity [Guidelines](#)

This provides in-depth details about the funding program, eligible projects, requirements, and processes. If you still have questions, you may **[attend an Information Session, schedule a Draft Review or contact staff in advance of submission deadline.](#)**

Draft Review #1: Wednesday, April 6, 4-7 p.m. (PT)

<https://23cityartistreview1.eventbrite.com>

Draft Review #2: Monday April 11, 11 am - 3 p.m. (PT)

<https://23cityartistreview2.eventbrite.com>

2. Read the Application Instructions

Read the complete application questions and instructions in this document and gather any information necessary to answer the questions in advance of starting the application.

3. Register in the online grant portal, [FLUXX](#)

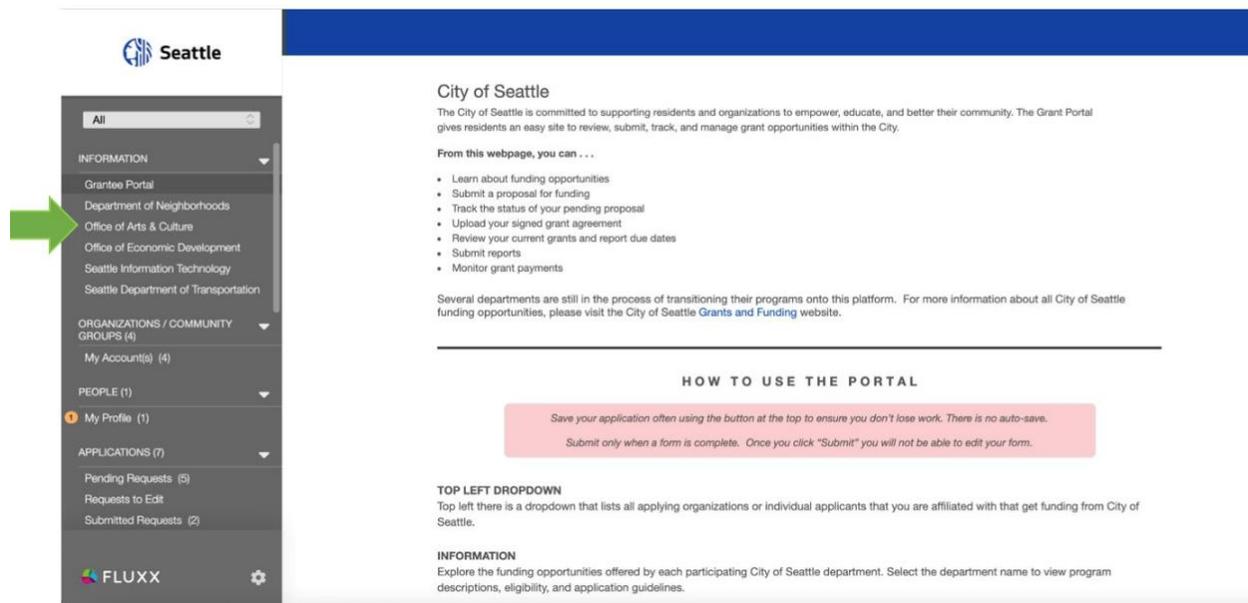
If you do not have an account in this system, select the **Create An Account Now** button. You will need to create an individual user account for yourself with your name and email address. You will receive an email to verify you have successfully created your account. You will then create a password for your account and can login.

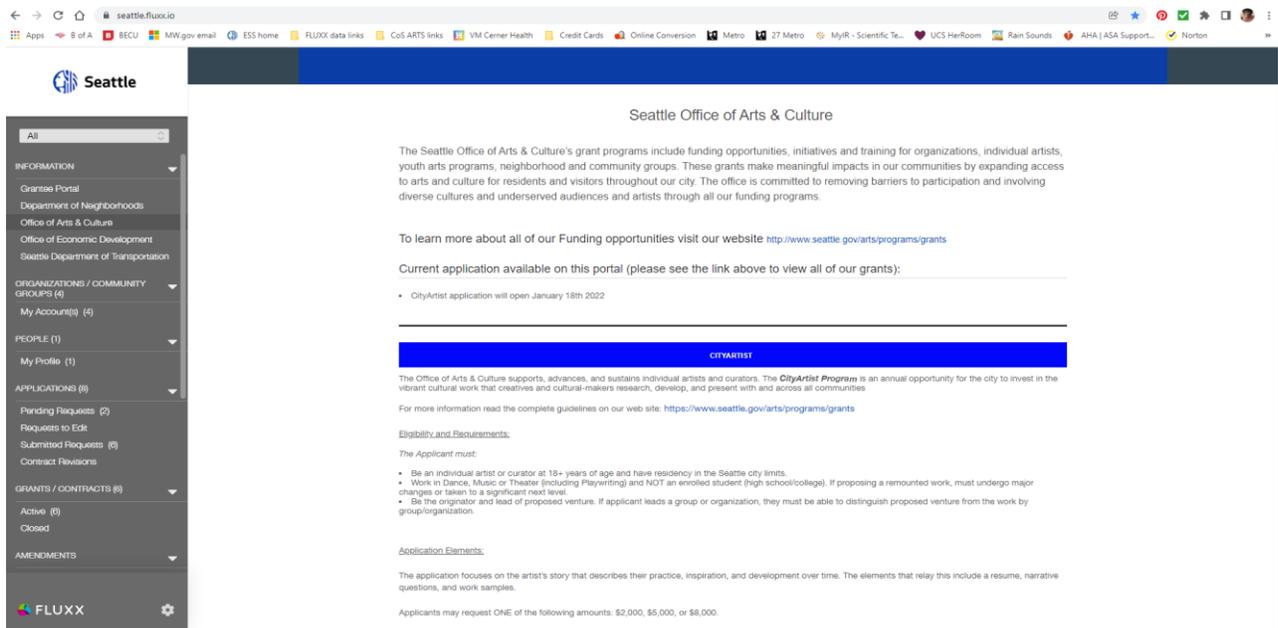
4. Write the answers to the application in a separate document

We recommend writing your responses in a separate document first, so you can work on it over time and have a backup copy. Please note, this document is provided only for review and preparation purposes - all applications must be submitted through our online application. **THE SYSTEM DOES NOT AUTOSAVE**, so be sure to click **Save and Continue** on the bottom as you go. If you cannot complete the application in one sitting, you can/may also click **Save and Close** and finish it later before the deadline. Cancel will close out your work without saving.

5. Start your application

Log in to your account and click on the Office of Arts & Culture on the left-hand side of the screen.





Scroll down on the Office of Arts and Culture page and click on the **Apply Now** button to enter the CityArtist application page.



6. Enter your Applicant Information

You only need to enter the required information (name, DBA/LLC, address, ZIP, phone number, website). This information is required to process your application.

7. Answer application questions (all questions in BOLD are required to be filled out)

City of Seattle

Office of Arts and Culture: City/Artist Application

Project Title:

ID: R-202202-02022
Contract Number:

Project Manager:

Project District:

Amount Requested:

Discipline:

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

If you are unable to submit your application, please look for red highlighted section(s) to fix.

Status

▼ Table of Contents

- Individual Applicant Information
- Demographic Information
- Additional Applicant Information
- Artist Questions
- Work Samples
- Documents
- Application Details - Internal Only
- Panel Review - Internal Only
- Notes/History - Internal Only

I am applying as:

▼ Individual Applicant Information

Applicant: Doing Business As (DBA) or Limited Liability Corporation (LLC)

**If your business name is different than your legal name, please provide a DBA/LLC. This indicates if you do business as/operate under a different name than your*

Cancel Save and Continue Save and Close

23CA Grant Application - Instruct x Mail - Marshonne Walker - Outli... City of Seattle

ESS home FLUX data links CoS ARTS links VM Cerner Health Credit Cards Online Conversion Metro 27 Metro MyIR - Scientific Te...

Is Applicant the Project Contact Person?

Is Applicant an Authorized Signer?

Applicant Address

Your Applicant Mailing Address should match the address on your W-9. If awarded, this is the address where your payment will be sent. This must be a street address for your home or a permanent work space in your name. A P.O. Box is not acceptable. Below, you will find questions that will help us to learn more about you as an artist.

Street Address

Street Address 2

City

State

Zip/Postal Code

Phone Number

Website

I agree that I am authorized to submit this application on behalf of the applicant, and that the statements herein are true, complete and accurate to the best

It is suggested to click the SAVE AND CONTINUE button frequently, as the FLUXX system does NOT autosave. We don't want you to lose your work!

8. Complete the work sample sections

Example shown is of the Written Work Sample section; the same steps apply to all three sections {Audio/Video, Image, and Written Work Samples}. **Please indicate the order of how you want your work samples to be viewed.** (Example, Image WS #1 = 1, Audio WS #3 = 2, Written WS #1 = 3. This provides a roadmap to your work samples and artistic journey)

INSTRUCTIONS FOR WRITTEN WORK SAMPLES

For literary sample (including playwrighting, scriptwriting), give title, year & 1-2 sentence description. For excerpt pieces, mention if it is the start, middle or end of a work. Selection of 1-2 samples where development of a film, animation, documentary, reading or spoken word can be experienced is strongly encouraged.

Fill-out for each work sample in the order of which they are to be reviewed (First to last; numerical order, oldest to current work, etc.) Please format written work samples using minimum 12pt font and upload as a pdf.

WORK SAMPLE DETAILS: *(in the description pop-up box, include the following information.)*

- Title
- Year
- Size/Length/Duration
- Materials
- 1 of _____ *(if multiple work samples are being submitted)*
- Show Title
- Your role
- 1-Sentence description about the work sample.

To add work samples, click on the green plus sign below (+)

 Please add at least one Writing Work Sample

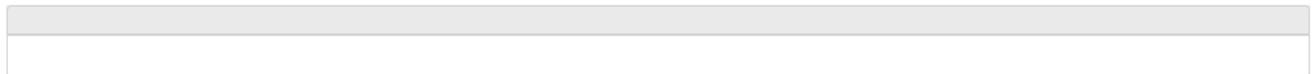
Writing Work Sample

As a grantee, you have the ability to delete documents YOU have uploaded. To add a new version of a document please upload the new version, make sure the document type is correctly chosen, and then delete the old/outdated document.

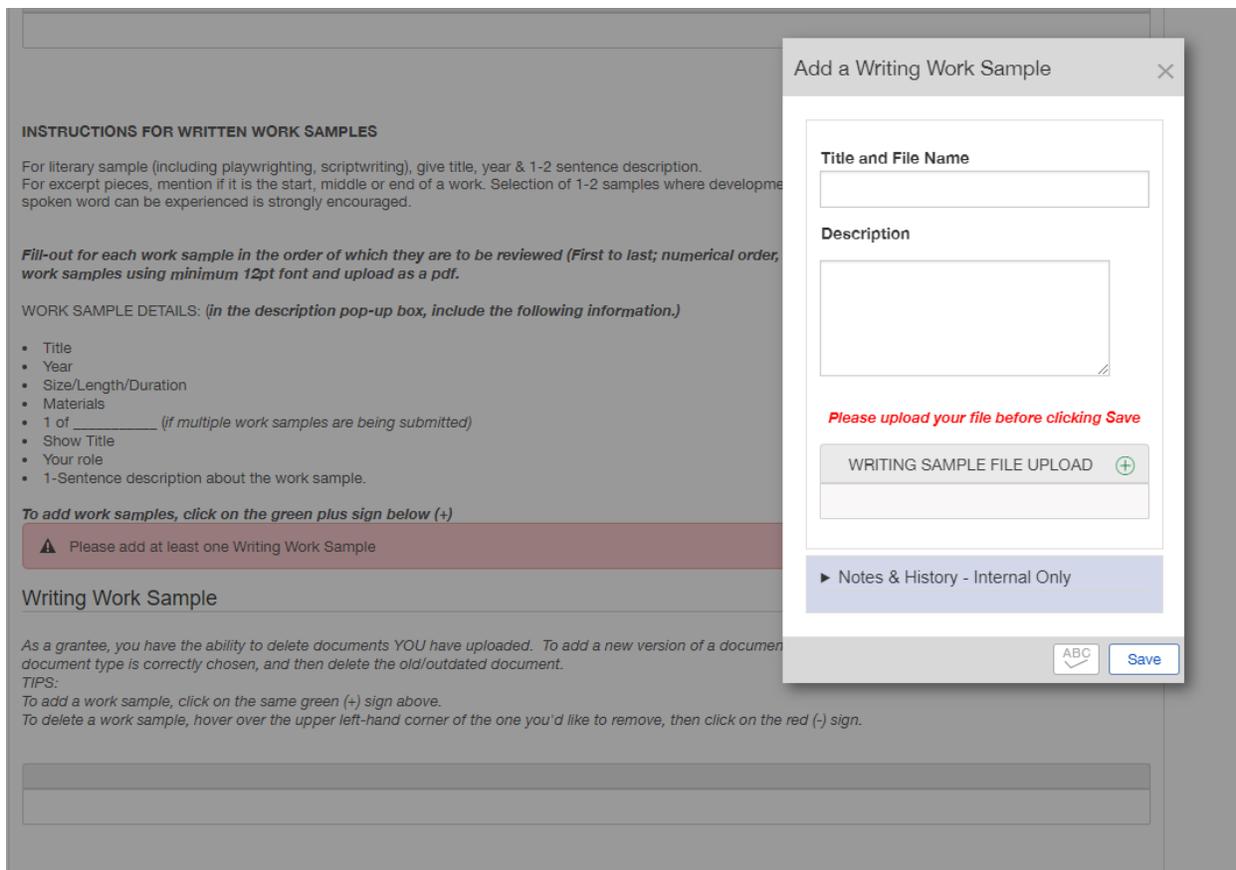
TIPS:

To add a work sample, click on the same green (+) sign above.

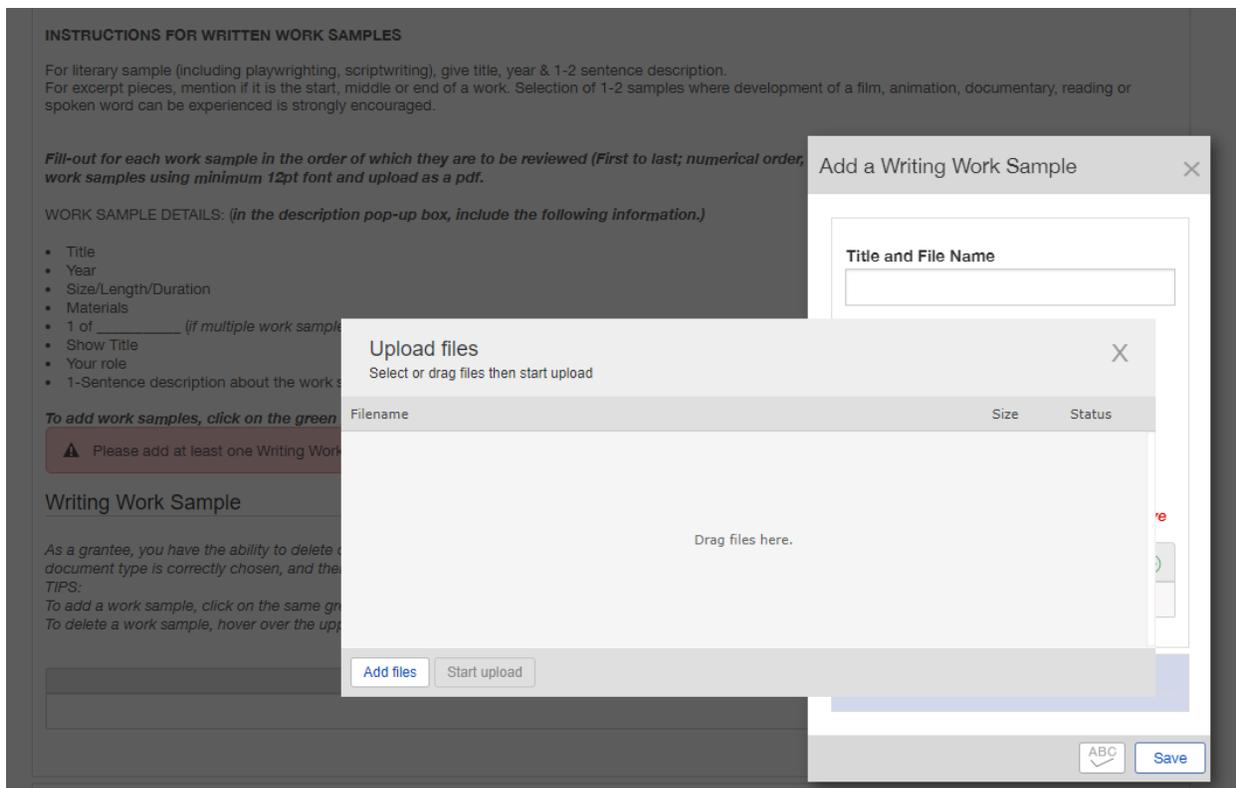
To delete a work sample, hover over the upper left-hand corner of the one you'd like to remove, then click on the red (-) sign.



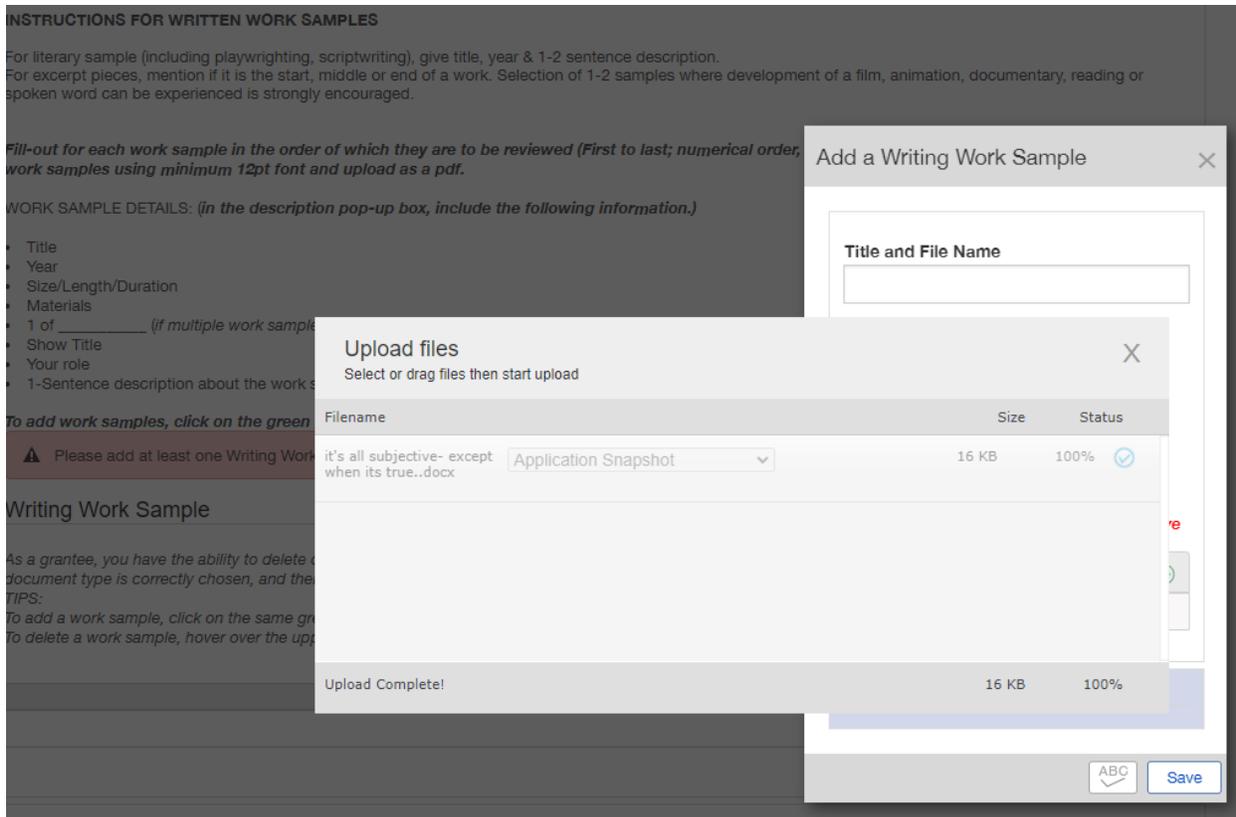
This screenshot shows the start of uploading a document. To upload a document (Image, Audio/Video file) to the application, you will click on the green plus sign to open the pop-up box.



This screenshot shows the pop-up box on screen. The box will ask you to click *another* green plus sign to upload the selected document to your application. This box also requests the title of the document (Image, Audio/Video file), and the file name (in case they are two different names.) It also has room for a description of the uploaded file in which you can give more detail.



This screenshot shows the actual upload box from the FLUXX system. You will click the blue lettered button that says **Add File** to select a file from your computer to upload. Once the file has been selected, and you accept the file upload, the FLUXX system will proceed to upload the file to the application.



This screenshot shows the completion of the uploaded file. The bottom left of the upload progress box will state **Upload Complete!** when it is finished. You can now click out of the upload dialog box if you are finished uploading files. Repeat the above process for as many files as needed.

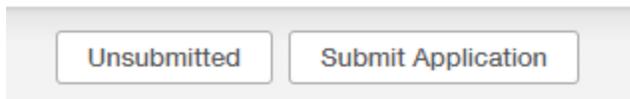
Once you have confirmed that the selected Work Samples have uploaded, click **Save and Continue** if you need to add additional work samples, or to go through your application again. You can also click the **Save and Close** button if you feel that you have completed your application, and do not need any further edits.

If you realize that you need edits, you can click the **Edit** button in the upper right-hand corner of your screen.

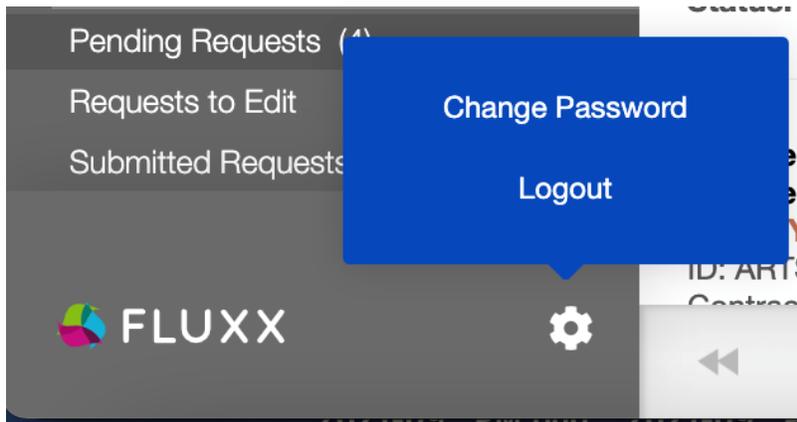
[Edit](#) 



Once you are finished filling out your application, you can submit the final draft of your application by clicking **Submit Application** button.

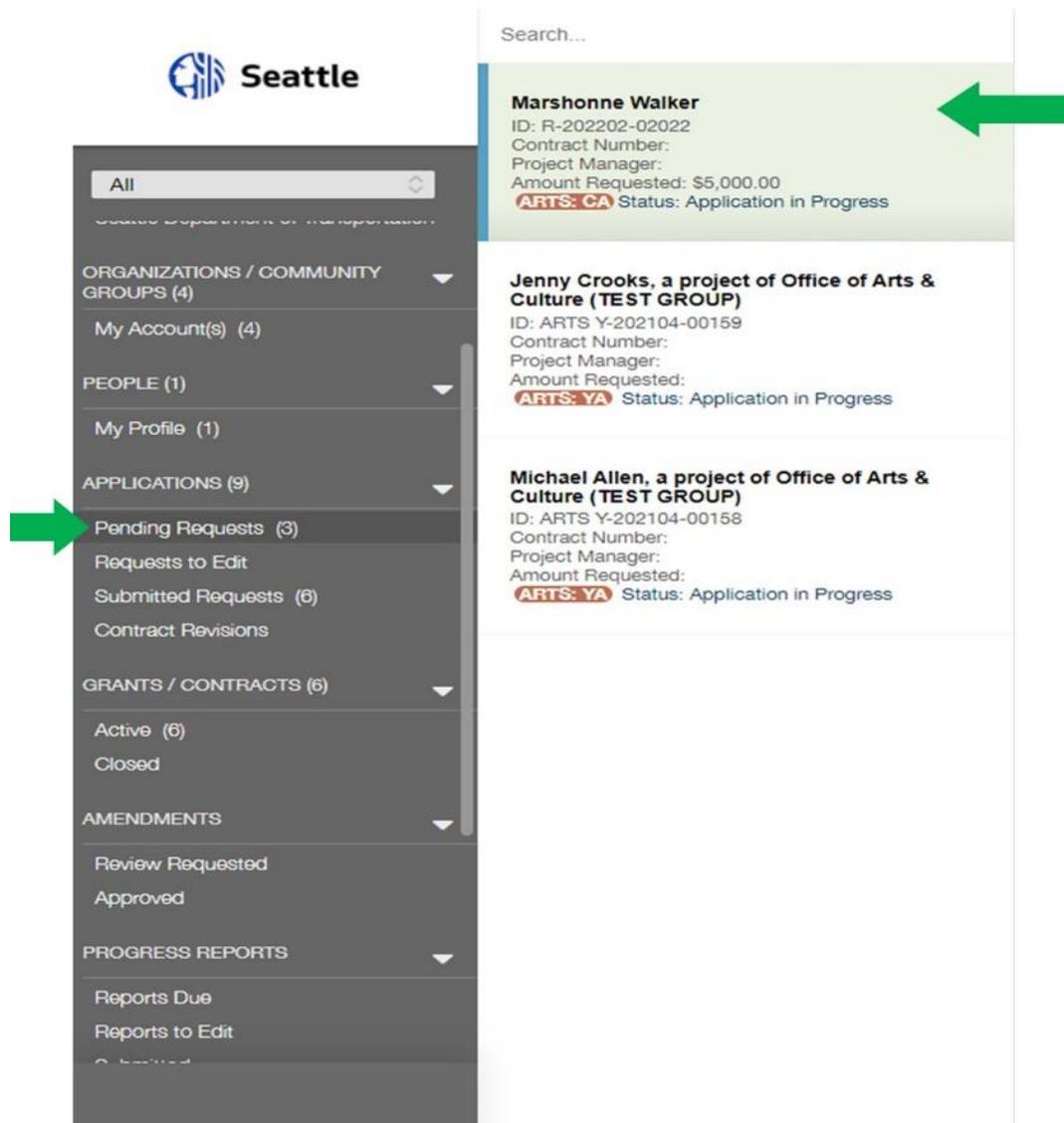


When you are finished with your application and are ready to leave/log out of the FLUXX system, you can click the gear symbol on the bottom left and log out of the system.



9. Returning to your application

If you are not able to complete your application in one sitting, you can log back in and find your application in progress under in the grey sidebar. Then click on the application you wish to continue editing.



Repeat steps as needed to submit your application!

Are you considering applying and have questions? Contact the Project Manger to get help.

Please submit all final applications through the website.

- Refer application questions to: Irene Gómez, Project Manager, at (206) 684-7310 or irene.gomez@seattle.gov
- Refer FLUXX online platform questions to: Marshonne Walker, Administrative Specialist, at (206) 733-9811 or marshonne.walker@seattle.gov