



2025 CityArtist Guidelines

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Grant Overview

The CityArtist grant supports Seattle-based individual artists/curators in the research, development, and presentation of a creative venture. The 2025 application is open to artists/curators working in **Dance, Music, and Theater (including Playwriting)**. Awarded artists will need to offer a public presentation within Seattle city limits. The Seattle Office of Arts & Culture supports a broad range of artistic and cultural expression reflecting the city's diversity.

This program is open to specific discipline clusters in alternate years.

- Even Years (2024, 2026): Literary, Media/Digital/Film (including Screenwriting), and Visual
- Odd Years (2023, 2025): Dance, Music, and Theater (including Playwriting)

PROGRAM YEAR	DISCIPLINE CLUSTERS	APPLICATION YEAR	TWO-YEAR CONTRACT
2025 CityArtist	Dance, Music & Theater (Playwriting)	2024 Application-Panel-Notification	2025-26 Contract-Project-Payment-Event
2026 CityArtist	Literary, Media (Screenwriting) & Visual	2025 Application-Panel-Notification	2026-27 Contract-Project-Payment-Event

For information and assistance with the application, eligibility or online technical support:

Contact Project Manager, Irene Gómez, at (206) 684-7310 or irene.gomez@seattle.gov.

<p>Application</p> <p>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</p> <p>If you don't have computer or internet access, contact staff as soon as possible.</p>	<p>Opening</p> <p>Tuesday, April 2, 2024, 8 a.m. (Pacific)</p> <p>Due Date</p> <p>Tuesday, May 7, 2024, 5 p.m. (Pacific)</p>
<p>Virtual Information Sessions:</p> <p>Session 1</p> <p>Monday, April 8, 3 - 5 p.m. (Pacific): RSVP</p> <p>Session 2</p> <p>Wednesday, April 17, 1 - 3:00 (Pacific): RSVP</p> <p>Open Phone Office Hours:</p> <p>Wednesdays, March 27 - April 24, 3 - 5 p.m. (Pacific)</p>	<p>20-Minute 1:1 Phone Draft Reviews</p> <p>Monday, April 22 & 29, 1 - 5 p.m. (Pacific)</p> <p>To RSVP, visit our calendar and select your preferred timeslot on April 22 or April 29.</p> <p>These guidelines are also available in Chinese (Traditional), Amharic, Korean, Somali, Spanish, Tagalog, and Vietnamese. Find translations on our website.</p>

Grant Purpose

CityArtist sustains individual artists, makers, and curators who are at the core of the cultural sector. Ensuring that creative careers and work can develop and adapt over time is critical to artists' professional growth and business insight. Providing financial support for creative entrepreneurs contributes to the broader economy and quality of life in neighborhoods across the city.

Eligibility/Requirements

You are qualified for this grant if you meet this criteria:

- You are a generative artist/curator who produces/presents art.
- You are a Seattle resident OR have a permanent studio/workspace in your name within Seattle city limits where you receive mail. It **cannot** be a P.O. Box*.
- You are at least 18 years of age by the application due date.

- You are an individual artist/curator or the lead artist/curator of a team of artists/curators.
- If you are the lead artist/curator of an arts or cultural group/organization, you must clearly distinguish work for this award from the ongoing/seasonal work of your group/organization.

You are not qualified for this grant if:

- You are enrolled in school at any level (high school, undergraduate, graduate, or doctoral) in any degree program related to one's own artistic work or career;
- You are a current award recipient from any Office of Arts & Culture program with an active contract.

Seattle-based artist/curator

***You must provide a street address within Seattle city limits for your home or a permanent studio/rehearsal space in your name.** A post office box, *temporary* rehearsal space or studio under a name other than the funded artist/curator does not fulfill the residency requirement. If you are uncertain about your address (not all "Seattle" zip codes are actually in the city limits), an interactive city map indicating boundaries can be found at [this link](#). Contact Project Manager, Irene Gómez, at irene.gomez@seattle.gov for clarifications.

Funding - NEW THIS YEAR

Awards are set at a single amount of \$8,000 for **all** recipients.

Scope of work and final event details will be determined **after** awards are official and during the contracting phase.

Funding may be used for:

- Direct expenses (research, development, professional development and presentation)
- Salaries and fees
- Supplies and materials
- Online platform fees, apps, and/or service costs
- Equipment or space rentals
- Insurance, licenses, permits
- Publicity/marketing
- Transportation/mileage
- Documentation (photography/videography)

- Additional expenses may be allowed upon advance approval by the grant project manager.

Funding may NOT be used for:

- Organization or related administrative fees (Lead artist of an organization must distinguish expenses of proposed scope of work from their organization's work and expenses).
- Organizational administrative costs
- Purchase of equipment or food
- Fundraising

Evaluation Criteria

Proposals will be evaluated based on three (3) criteria. Applicants are encouraged to respond to these criteria in their application materials. Each criterion below is assessed at **equal value** for a total of 60 points.

Experience and Vision (20 Points)

- Shares what inspired, influenced, or shaped idea or theme of LAST venture compared to CURRENT work.
- Describes how artist/curator will learn or prepare for NEXT theme or topic.

Growth and Potential (20 Points)

- Describes artistic development, training, or work as an artist/curator over time.
- Indicates what steps will be taken to strengthen abilities or approach (practices, skills, or techniques).

Work Sample (20 Points)

- Demonstrate how work samples reflect resumé, narrative responses, level of craft, or next path.
- Samples are legible, audible, visible, and accessible.

Review and Notification

A panel of peer artists, curators, arts administrators or leaders in specific disciplines determine the scoring of applicants. The Cultural Investments Committee of the Seattle Arts Commission will review recommendations and the Director of the Office of Arts & Culture makes final approval. All applicants will be evaluated and scored based on the review criteria above and receive notification of their funding status.

Timeline

- **April 2, 2024:** Application Opens
- **May 7, 2024:** Application Due Date
- **September/October 2024:** Notification Letters
- **January - March 2025:** Contracting/Payments Begin
- **November 30, 2026:** Presentation & Report Completed
- **December 31, 2026:** Contract Expiration Date

Application Components

The City of Seattle is using an online application system called FLUXX. Applicants will need to create an account and profile, if they do not already have one, before accessing the application.

Main Components

- Two (2) Narrative Questions that describe your inspiration and practices of past and future ideas or work. Tell how these develop from project to project.
- Resumé that lists history of training, education, events, and accomplishments (events, teaching, lectures, residency, articles, etc.)
- Work Sample that demonstrates artist applicant work and supports narrative and resumé.

Application To-Dos

CityArtists receives a high volume of applicants. 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.
- **Attend an information or draft review session** where you can ask and hear other applicant questions, *especially* if you are a first-time applicant.
- **Check-in with the project manager for this program before you start applying** to ensure you are properly registered in the City of Seattle's online grant portal (Fluxx) and so you receive important updates related to this opportunity.
- **Contact the project manager with any questions** or to review a portion of your draft application as early as possible before the due date. See phone/office hours in *Grant Overview* section. We are happy to assist, but last-minute help is limited due to timing and volume of requests received. Email is the best way to reach us, from which we can schedule time to chat virtually or over the phone. Open Phone Hours are available on Wednesdays during the application period, from 3:00-5:00pm.
- **Be clear and concise** in your application. Panelists review 100-200+ applications.
- **Save often and be sure to re-read and preview your work** before you submit.

- **Submit your application early** so you have time to address any potential technical issues.
- **Ensure you attach the required attachments** before submitting.

Obligation of Award Recipients

Acknowledgement

Organizations and individuals receiving awards from the Seattle Office of Arts & Culture (ARTS) must acknowledge the City of Seattle's support in printed materials, signage visible to the public, via social media or in other ways appropriate to the idea. 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 to citizens of Seattle as a condition of their funding.

Seattle Business License and Washington State UBI Number Are Required for Payment

Individuals and organizations awarded funds from the Seattle Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. **(The business license and UBI numbers are NOT needed to apply for funds but will be needed if awarded.)**

- [City](#): City of Seattle business license
- [State](#): State of Washington UBI license

Contract and Reporting

After funding recommendations are approved, the Seattle Office of Arts & Culture staff will work with the applicant to develop a contract and request for payment for up to two years, including a scope of services (public benefit). Individuals are paid via installments after 1) partial or full completion of services, and 2) a final report is submitted or presented.

Contracts with the City of Seattle

- *After awards are official, recipients will discuss and sign a contract committing to planning and developing a project with a public presentation including intended dates and public benefit.*
- Confirmation of activity/presentation, including possible hybrid/virtual details, is encouraged at time of pre-contract session.

- Award recipients are responsible for paying all applicable taxes.
- At the time of contracting, you will need to complete appropriate pre-contracting worksheets and paperwork.
- Project, event(s) and/or activity(ies) must be completed by **November 30, 2026**.
- Optional and encouraged: submit 1-3 images of event/public engagement plus the [Photo Submission Form](#).
- Award recipients commit to recognize the Seattle Office of Arts & Culture in printed materials, social media, and signage visible to the public or in other ways appropriate.

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.

Funding is contingent upon availability of grant funds

Grant awards are contingent upon confirmation and availability of budget for this program as a part of the City of Seattle's budgeting process.

Grant Appeal Process

Applicants may appeal the recommendations of the independent peer 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.
- 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 accepts the appeal request, 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 become public information. Members of the public may request a copy of them with a formal request. Materials are subject to public disclosure due to the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at (360) 786-6777.

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 seattle.gov/arts, where you can [subscribe to our regular e-Newsletter](#).