



## Grantee Photo Submission Form

Please tell us your:

- Artist/Organization Name:
- Which of our programs did you receive funding from?
- 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 email digital photos and this form to your project manager. You can also send your photos via tools like Dropbox or Google Drive. **All images MUST be accompanied by this photo submission form** with detailed caption and photo credit information.

### Photo Guidelines

- We prefer to receive digital images. Please submit them at the highest resolution possible.
- 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).
- If you have questions about these guidelines, please contact your project manager.

### 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.

You also affirm that **no generative AI was used in the production of your images**.

**If you submit photographs of children under 18**, you acknowledge that you have secured all required releases, consents, 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. If this is the case, please indicate all applicable photos in the *File Name* field, e.g. Images 1-5.

### Image 1

- File Name:
- Caption:
- Photographer:
- Notes/Comments:

### Image 2

- File Name:
- Caption:
- Photographer:
- Notes/Comments:

### Image 3

- File Name:
- Caption:
- Photographer:
- Notes/Comments:

### Image 4

- File Name:
- Caption:
- Photographer:
- Notes/Comments:

### Image 5

- File Name:
- Caption:
- Photographer:
- Notes/Comments:

### Image 6

- File Name:
- Caption:
- Photographer:
- Notes/Comments:

### Image 7

- File Name:

- Caption:
- Photographer:
- Notes/Comments:

#### Image 8

- File Name:
- Caption:
- Photographer:
- Notes/Comments:

If you have more than 8 images, please duplicate the above fields and add them as needed here.