



Civic Poet 2023-24 Guidelines

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Grant Program Overview

Introduction

The Seattle Office of Arts & Culture (ARTS), in partnership with the Seattle City of Literature, commissions and supports an experienced poet for a two-year residency to serve as a literary ambassador for Seattle. In addition to annual City events, the Civic Poet will foster community dialogue and engagement between the City, the public, and other artists, while celebrating the literary arts.

Background

Launched in 2015, the Seattle Civic Poet program is inspired by the previous Poet Populist program instituted in 1999 by Seattle City Councilmember Nick Licata. The goal of the Poet Populist program was to support the practice of literary arts, and democracy, and to promote local literary arts organizations to a general audience citywide. The Poet Populist program was

discontinued in 2008. The Civic Poet program continues the legacy of the Poet Populist program by fostering community dialogue and engagement between the public and artists while celebrating the literary arts.

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

<p>Application The application is submitted ONLINE. The application is available on Submittable.</p> <p>If you don't have a computer or internet access, contact the staff as soon as possible.</p>	<p>Opening May 18, 2022, 8:00am (PT)</p> <p>Deadline July 13, 2022, 5:00pm (PT)</p>
<p>Information Session: Wednesday, June 15, 2:00 - 4:00pm (PT) RSVP</p>	<p>Individual Phone Draft Review: Tuesday, June 21, 11:00am - 3:30pm (PT) RSVP</p>

For Assistance, Contact:

- **Application or Access:** Irene Gómez at (206) 684-7310 or irene.gomez@seattle.gov.
- **Online Technical Support:** Marshonne Walker (marshonne.walker@seattle.gov)

Grant Purpose

The Civic Poet will serve as a cultural ambassador for Seattle's rich, multi-hued literary landscape and will represent Seattle's diverse cultural community. In addition to annual City events, the Civic Poet fosters community dialogue and engagement between the City, the public, and other artists, while celebrating the literary arts.

Eligibility/Requirements

This call is open to Seattle-based poets who have an established body of work including published/self-published works, reading/spoken word plus project planning experience, and applied racial equity practice. Applicants must:

- Be based in Seattle (residence in the city of Seattle)
- Be eligible to work in the U.S.
- Have demonstrated interest/experience in promoting equity and inclusion through the arts
- Show strong program planning and implementation with partnerships

Funding

The compensation for the two-year Civic Poet commission is \$15,000. Funding covers a two-year period. It covers time for writing, administration, artist fees, performances, event costs, materials, travel, fees, taxes, and other project-related costs.

Evaluation Criteria

The peer review panel will assess applications based on the following criteria that total 80 points:

- Advanced skill as a generative and committed poet with strong ties to Seattle (20 points)
- Demonstrated ability to engage audiences across sectors, ages, and cultures (20 points)
- Capacity to apply racial equity practices/skills to work (20 points)
- Ability to plan and execute projects (20 points)

Timeline

- **May 18, 2022:** Application Opens
- **July 13, 2022:** Application Deadline
- **September/October 2022:** Panel Selection
- **November/December 2022:** Notification
- **December 2022:** Contracting

The two-year Civic Poet commission begins January 2023 through November 1, 2024.

Application Outline & Components

Applications must include responses to the following questions:

1. Statement of interest and commitment to this 2-year commission, that includes your relationship to Seattle (2,000 characters maximum, including spaces).
2. Description how new work, projects, and events will reflect new and different voices/perspectives through poetry (2,000 characters maximum, including spaces).
3. Description of capacity to plan, implement, and partner on projects/events (2,000 characters maximum, including spaces).
4. Résumé (three pages maximum)
5. One letter of recommendation that endorses your literary accomplishments, ability to plan/implement a project, and your racial equity practice.
6. Two literary work samples: two poems, no longer than five pages each. Include brief work sample descriptions (see instructions in application) and order of viewing.
7. Materials showing proof of establishment within the field:
 - a. publication cover, article or promotional piece or
 - b. audio/video of significant performance (up to 2.5 minutes)

Application Tips

- Read the guidelines, check your eligibility, and follow-up with staff on unclear elements.
- Initiate an account on Submittable online system and explore navigation early.
- Attend an information session, schedule a draft review, or contact staff with questions.
- Prepare work sample(s) early and seek feedback from a trusted peer if needed.
- Check all uploaded items for functionality, clarity, and accessibility.
- Submit application 45-minutes prior to 5:00pm. System sends notice of blank or incomplete items that may require additional time.

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 the City of Seattle's 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 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.)

Reporting

After funding recommendations are approved, the Seattle Office of Arts & Culture staff will work with the applicant to go over the required reporting documents in order to receive funding. Award recipients will need to sign a contract prior their event, as well as provide a copy of promotional material. Partners are paid on a reimbursement basis after projects or services are completed and a final report is submitted (approximately 4-6 weeks after paperwork is received.)

Insurance

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

Taxes

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

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.

Current COVID Protocols

If funded, please, refer to this link for *existing* City of Seattle's Executive Order pertaining to those contracting for services with the City: [COVID-19 Vaccination Requirements for City Contractors and Volunteers - Purchasing and Contracting | seattle.gov](#) . The Order is subject to change.

Application materials are public information

Application materials submitted to the Seattle 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 Seattle 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 Seattle 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 Seattle 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.

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