



## 2024 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 2024 application is open to **Literary, Media/Digital/Film (including Screenwriting) and Visual art**. 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)

### **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](mailto:irene.gomez@seattle.gov).

<p><b>Application</b></p> <p>The application is submitted ONLINE. The application is available through the City of Seattle's grant portal on FLUXX at <a href="https://seattle.fluxx.io/user_sessions/new">https://seattle.fluxx.io/user_sessions/new</a></p>	<p><b>Opening</b></p> <p>March 28, 2023, 8:00 a.m. (Pacific)</p> <p><b>Due Date</b></p> <p>May 9, 2023, 5:00 p.m. (Pacific)</p>
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If you don't have computer or internet access, contact staff as soon as possible.	
<p><b>Virtual Information Sessions:</b></p> <p><b>Session 1</b> Tuesday, April 11, 11:30 a.m. - 1:30 p.m. (Pacific) <a href="#">RSVP</a></p> <p><b>Session 2</b> Tuesday, April 18, 3:00 p.m. - 5:00 p.m. (Pacific) <a href="#">RSVP</a></p> <p><b>Phone Office Hours:</b> Wednesday, March 29 - May 3, 3:00 - 5:00 p.m. (Pacific)</p>	<p><b>20-Minute 1:1 Draft Application Phone Sessions:</b></p> <p><b>Draft Review 1</b> Tuesday, April 25, 1:00 p.m. - 5:00 p.m. (Pacific) <a href="#">RSVP</a></p> <p><b>Draft Review 2</b> Tuesday, May 2, 1:00 p.m. - 5:00 p.m. (Pacific) <a href="#">RSVP</a></p> <p><b>The guidelines are also available in <a href="#">Chinese (Traditional)</a>, <a href="#">Amharic</a>, <a href="#">Korean</a>, <a href="#">Somali</a>, <a href="#">Spanish</a>, <a href="#">Tagalog</a>, and <a href="#">Vietnamese</a>.</b></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**

The applicant **must be:**

- a generative artist/curator who produces/presents art with individual artists;
- 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\*;
- at least 18 years of age by the application due date;
- an individual artist/curator who will be the originator of the future idea or be the lead artist/curator of a team of artists/curators.
- If the applicant is the lead artist/curator of an arts or cultural group/organization), they must clearly distinguish work for this award from the ongoing/seasonal work of their group/organization.

The Applicant **must not be:**

- 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;
- a current award recipient from any other city program or Office of Arts & Culture program with an active contract.

### **Seattle-based artist/curator applicant**

**\*Applicants must provide a street address within Seattle city limits for their home or a permanent studio/rehearsal space in their name.** A post office box, *temporary* rehearsal space or studio under a name other than the funded artist 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 <http://web1.seattle.gov/seastats/doServices.aspx>. (Please note that this is the Seattle Police Department's 911 service map.). Contact Project Manager, Irene Gómez, at [irene.gomez@seattle.gov](mailto:irene.gomez@seattle.gov) for clarifications.

### ***Funding***

Applicants may request one of the following set funding amounts: \$2,000, \$5,000, or \$8,000. Applicants are asked to select an amount that considers a future idea and its scope. Idea and event details will be determined AFTER awards are official and during contracting phase.

### **Funding may be used for:**

- Direct expenses (research, residency)
- 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 idea from their organization's work and expenses)
- organizational administrative costs
- purchase of equipment or food
- fundraising/benefit expenses

### **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 Potential (20 Points)**

- Share what inspires, influences or shapes work and/or what prompted changes in practice.
- Describe types of experience, training, history or work as an artist or curator.

#### **Artistic Growth and Vision (20 Points)**

- Clearly conveys development of scale, theme, or technique over time.
- Indicate what leaps or explorations were taken or will be taken next.

#### **Body of Work (20 Points)**

- Demonstrate how work samples reflect narrative responses, level of craft or next path.
- Work samples are legible, audible, and/or in focus/visible.

### **Timeline**

- **March 28, 2023:** Application Opens
- **May 9, 2023:** Application Due Date
- **September/October 2023:** Notification Letters
- **January 2024 - March 2024:** Contracting/Payments Begin
- **October 1, 2025:** Public Benefit & Presentation Completed
- **November 1, 2025:** 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 share inspiration and development of past and future practice and work. Tell what has grown or changed from project to project.

- Resume that lists history of training and accomplishments (events, teaching, lectures, residency, articles, etc.)
- Work Sample that shows artist applicant work and supports narrative and resume.

### **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 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. 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.
- **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 deal with 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.)**

### **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 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 paperwork.
- Project, event(s) and/or activity(ies) must be completed by October 1, 2025.
- Optional, but encouraged to submit 1-3 images of event/public engagement plus the
  - Photo Submission Form (on website).
- 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](mailto: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](http://seattle.gov/arts), where you can [subscribe to our regular e-Newsletter](#).**