

To: Tacoma Arts Commission  
From: Amy McBride, Tacoma Arts Administrator  
Re: November 14, 2016 Tacoma Arts Commission Meeting

Hello everyone:

We have a very full agenda including review of TAIP and Anchor Fund guidelines, funding distribution and Executive Committee elections. We have summarized the issues and proposed changes and ask that you please read this over and review the guidelines in advance so we are sure to get through the agenda in a timely manner. Clarifying information about these items can be found below.

**COMMISSION EXECUTIVE COMMITTEE ELECTIONS**

We have received and confirmed nominations for the 2017 Chair and Vice Chair positions as follows:

- Chair nominations – Mike Sweney
- Vice Chair nominations – Rachel Cardwell

You will vote on these positions at the meeting.

**2017-18 FUNDING DISTRIBUTION**

It is the Arts Commission’s role to determine the distribution of funds to each of our funding programs (Arts Anchor Fund, Arts Projects, and Tacoma Artists Initiative Program) from the allocation identified. At this point, we do not have a confirmed funding allocation for re-distribution in 2017-18 but are planning on \$395,000 (the same amount as we had in the last two budget cycles.)

For context, in 2013-14 and 2015-16, the Commission redistributed the \$395,000 funding allocation as follows:

• \$40,000 Tacoma Artists Initiative Program	10%
• \$100,000 Arts Projects (\$50,000 per year)	25%
• \$255,000 Anchor Fund	65%

For 2017-18, staff recommends maintaining the same distribution levels as used in 2015-16.

**TACOMA ARTISTS INITIATIVE PROGRAM (TAIP) GUIDELINES AND APPLICATION**

Your packet contains a PDF of the proposed updates for the 2017-18 TAIP funding guidelines and application. The document is a PDF of the 2015-16 application marked with text edits of the proposed updates. Each suggested edit is numbered and the following page lists out what the suggested edit is for that number. We will go over the main suggested edits at the meeting but please review the document ahead of time as we will not have time to go through it in detail.

THE BIGGEST CHANGE FOR THIS YEAR: we are proposing to convert our hard-copy paper application process over to a fully electronic application process. This means that applicants will fill out a form online and attach support materials to the online form. This will eliminate paper waste and the need for applicants to make multiple copies of their application packet. It will also shave days off of staff time in processing applications and will allow us to get application packet materials out to the panelists much easier. As such, many of the changes you see marked in this PDF simply reflect updated instructions on how to submit the same items we have always asked for. The application items we are requesting are not changing, the instructions for how to submit those items are changing.

Beyond those updates, many edits outlined are simple updates to the dates from 2015-16 to 2017-18.

Here are the main updates being suggested:

- On page 1 - Updated the list of Commission members to our current membership. Clarified that we will only accept one application per artist.
- On Page 3 of the application (page 7 of the PDF) – Updating language to reflect TAIP applications must be submitted electronically starting this year.
- On Page 4 of the application (page 9 of the PDF) – Streamlined the list of items that will be requested in the online application (same items requested as before)
- On Pages 5 & 6 of the application (pages 11 & 13 of the PDF) – We will now accept digital files or URLs (not DVDs) for Performance or New Media work samples. We will now accept digital files or URLs (not CDs) for Music/Sound Art work samples.

### **ART ANCHOR FUND GUIDELINES AND APPLICATION**

Your packet contains a PDF of the proposed updates for the 2017-18 Arts Anchor Fund guidelines and application. The document is a PDF of the 2015-16 application marked with text edits of the proposed updates. Each suggested edit is numbered and the following page lists out what the suggested edit is for that number. We will go over the main suggested edits at the meeting but please review the document ahead of time as we will not have time to go through it in detail.

THE BIGGEST CHANGE FOR THIS YEAR: we are proposing to convert our hard-copy paper application process over to a fully electronic application process. This means that applicants will fill out a form online and attach support materials to the online form. This will eliminate paper waste and the need for applicants to make multiple copies of their application packet. It will also shave days off of staff time in processing applications and will allow us to get application packet materials out to the panelists much easier. As such, many of the changes you see marked in this PDF simply reflect updated instructions on how to submit the same items we have always asked for. The application items we are requesting are not changing, the instructions for how to submit those items are changing.

Beyond those updates, many edits outlined are simple updates to the dates from 2015-16 to 2017-18.

Here are the main updates being suggested:

- On page 1 - Updated the list of Commission members to our current membership.
- On Page 4 of the application (page 7 of the PDF) – Updating language to reflect Anchor Fund applications must be submitted electronically starting this year. Proposed deletion of the Appeals process as this is not something we have implemented with our other funding

- programs and it is unclear as to how it would be logistically implemented, if ever called upon to do so
- On Page 5 of the application (page 9 of the PDF) – Streamlined the list of items that will be requested in the online application (same items requested as before)
  - On Page 6 of the application (page 11 of the PDF) – Moving the Operating Deficit Explanation Sheet out of the Application Narrative and making it part of the online application form
  - On Pages 7 & 8 of the application (pages 15 & 17 of the PDF) – We will now accept digital files or URLs (not DVDs) for Performance or New Media work samples. We will now accept digital files or URLs (not CDs) for Music/Sound Art work samples.

Many thanks and see you soon!