



# 2013-2014 Tacoma Artists Initiative Program Guidelines

## Tacoma Arts Commission

Robin Echtle, Chair

Traci Kelly, Vice Chair

Jan Brazzell

Rachel Cardwell

J.D. Elquist

Chad P. Hall

Matt Hudgins

Donald Lacky

Dane Meyer

Zach Powers

Scott Ramsey

Catherine Stegeman

Mike Sweeney

Wanda Thompson

Jana Wennstrom

Lauren Walker, City Council Liaison

Marty Campbell, City Council Liaison

Alternate

Amy McBride, Tacoma Arts Administrator

Naomi Strom-Avila, Cultural Arts Specialist

## Contents

2013 - 2014 TAIP Guidelines .....	1
Dates to Note.....	1
About the TAIP .....	1
Eligibility.....	1
TAIP Does Not Support.....	1
Project Requirements .....	2
About The Money.....	2
Legal Requirements .....	2
Evaluation Criteria .....	3
Application Process.....	3
2013 - 2014 TAIP Application.....	4
Format.....	4
Submission .....	4
Help .....	4
Application Checklist.....	4
Application Form and Project Budget...	4
Artist Resume .....	4
Letter of Agreement.....	4
Proof of Residency.....	4
Work Sample and Work Sample Description Sheet.....	5 & 6
Application Form .....	7
Project Budget.....	8

 If you need this information in an alternative format please contact the Arts Program at (253) 591-5191 (voice). TTY or speech to speech users please dial (253) 591-5820 to connect to Washington Relay Services.

## About the Tacoma Artists Initiative Program

The Tacoma Artists Initiative Program (TAIP) was established in 1999 to encourage the contributions made by individual artists within the City of Tacoma. The goal of the program is to recognize high quality talent of the artists in our community and assist them in generating new work and presenting that work to the community through a free public component.

Artists working in all disciplines including literary, performing, new media, and visual arts are encouraged to apply. Cross-disciplinary approaches are also encouraged.

TAIP funding awards are \$2,500 and are determined through a competitive application process. The number of contracts awarded will be based on budgetary factors and the evaluation criteria detailed in these guidelines. Of these, Artistic Quality is the most important factor in determining the competitiveness of an application.

## Eligibility

*You are eligible to apply if you meet all of the following requirements:*

- You ARE a resident of the City of Tacoma. Staff will verify addresses against official City limit map
- You ARE a practicing artist, dedicated to producing artwork on a regular basis
- You ARE 18 years old or older
- You HAVE NOT received a TAIP award in the past 2 cycles. (2009-2012)
- You ARE NOT a member of the TAIP selection panel
- You ARE NOT a full time undergraduate or graduate student in an arts-related degree program
- You ARE NOT a current Tacoma Arts Commission member, City Council member, or City of Tacoma employee

### APPLICATIONS MUST BE MADE IN THE NAME OF AN INDIVIDUAL ARTIST.

Applications made in the name of collectives, companies, bands, groups, and/or ensembles or any version thereof will not be accepted. If an individual artist is contributing to a larger project, that is fine, but the application must reflect the work of the artist applying.

Any applicants who do not meet these criteria will be removed from the selection process.

## TAIP Does Not Support

- Individuals who receive funding for the same services directly from the City of Tacoma via other processes
- Travel, food, or entertainment expenses
- Projects in which fundraising, even for cultural services, is the primary purpose
- Scholarships
- Debt service
- Arts activities of a political or religious nature

## DATES TO NOTE

**Workshop:** **January 9, 2013**, 5:30 – 7:00 pm, Tacoma Municipal Building, 747 Market Street, 9th floor, Visibility Center conference room

**Deadline:** **February 11, 2013**, 5 pm (or postmark)

**Notification:** **by March 22, 2013**

**Funded activities** must take place before **December 31, 2014**

---

## **Project Requirements**

### ***Creation of New Work***

Artists are asked to focus on the generation and/or completion of new artwork. All funded projects must take place within the Tacoma city limits. While not required, artists are encouraged to participate in Art at Work month (November 2013 and/or November 2014) through the public presentation of their work. Examples include presenting a concert, giving a workshop or reading, or participating in the Tacoma Studio Tour.

### ***Public Component***

Artists are required to share their talent with the citizens of Tacoma in a public forum that is free and accessible to everyone and is located within the Tacoma city limits.

For example: a visual artist could have an exhibit, a literary artist could have a public reading, and a performing artists could have a performance. Please do not limit the public component to these choices.

PLEASE NOTE: Applicant must provide proof of consent for the public component portion (i.e. a letter from the gallery where the exhibit will be; consent from the property owner where a sculpture might be sited; budget allocation for the rent of a performance hall, etc...)

---

## **About The Money**

All selected artists will be funded at \$2,500. The number of artists selected for funding will be based upon the availability of funds and review of each application as measured against the evaluation criteria detailed in these guidelines. No funding is guaranteed until official approval of the budget by Tacoma City Council. The financial need of an applicant is not considered when evaluating applications. The completion of the project should not be solely dependent on funds requested from the Tacoma Arts Commission. The City of Tacoma does not provide payment until services are delivered. Artist must be prepared to cover the cost of his/her project until payments, as outlined in the contract, are made.

---

## **Legal Requirements**

### ***Location***

The public component to the artist's funded work must take place within Tacoma city limits. Applicant must be a resident of the City of Tacoma.

### ***Access***

Funded programs must be open to the public and fully accessible to all audiences, including individuals with disabilities.

### ***Audit***

Contractor shall manage all of its operations in accordance with a policy of keeping books and records open to the City. The City shall be and they are hereby authorized to, at such times as they may deem necessary and proper, to perform periodic audits of and monitor Contractor's activities to ensure Contractor's compliance with the requirements of this agreement.

### ***Legality***

Programs must comply with the laws of the Federal Government, the State of Washington and the City of Tacoma.

### ***Non-Discrimination***

Contractor agrees to take all steps necessary to comply with all federal, state and City laws and policies regarding nondiscrimination and equal employment opportunities. Contractor shall not discriminate in any employment action because of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the presence of any sensory, mental or physical handicap. In the event of non-compliance by Contractor with any of the non-discrimination provisions of this agreement, the City shall be deemed to have cause to terminate this agreement in whole or in part.

### ***Public Benefit***

The City of Tacoma cannot use public funds in any way that may be construed as a gift to an individual or organization. Each contract will specify a specific 'deliverable' that will be provided to the citizens of Tacoma.

Examples include but are not limited to:

- a free exhibition of artwork
- a free public reading
- a free workshop or artist talk
- a free performance
- a free public screening of a film

### ***Acknowledgment***

TAIP recipients must acknowledge the City's funding in all appropriate publications and media. City of Tacoma's Arts Commission logo placement is also requested where appropriate. Appropriate sponsor recognition may include curtain speeches, programs, signage, websites, emails, advertisements, press releases, public service announcements, print previews or reviews, flyers, postcards, newsletters, letters, posters and other publications and media. Refusal to fully acknowledge the City's funding may be grounds for termination of a contract.

## **Evaluation Criteria**

Funding is not guaranteed. The review process is competitive and the Tacoma Arts Commission routinely receives applications with requests totaling more than the money available. Evaluations are based on three factors (percentages indicate the weight of each factor in relation to the final score):

### **Artistic Quality (50%)**

Artistic Quality as represented in the work sample. The strength of the project proposed must be clearly demonstrated in the application and supported by the work sample submitted. The goal and expected outcome of the project must be clearly defined by the artist. The Arts Commission's funding decisions are based solely on the content of the application; they cannot make inferences. Be very clear about your project proposal.

### **Community Impact (25%)**

The most successful applicants will document that their proposed projects will reach large audiences and/or underserved/underrepresented segments of the community and/or present underrepresented art forms.

All arts activities supported by the Tacoma Arts Commission must be accessible to the full breadth of Tacoma's citizenry.

### **Capacity to Complete the Program (25%)**

The reasonable ability for the project to be realized with TAIP support, based on:

- feasibility of the budget as demonstrated in the proposed project budget and through additional sources of funding. Project completion should not rely solely on TAIP support.
- written agreement from the agency hosting the public component
- a plan for documenting and self-evaluating the project

## **Application Process**

### **Step 1 - Pre-Application Workshop**

The Tacoma Arts Commission will host a free application workshop specific to TAIP on Wednesday, January 9, 2013 from 5:30 - 7:00 pm in the Visibility Center conference room (9th floor) of the Tacoma Municipal Building, 747 Market Street. All applicants are strongly encouraged to attend.

### **Step 2 - Submit Application by February 11, 2013**

Applications are due on February 11, 2013 at 5 p.m. Applications may be delivered to the Community & Economic Development Department at 747 Market Street, 9th Floor, by 5 p.m. or postmarked by this date. Applications received in person after this date or including a postmark after February 11 will not be reviewed and will be deemed ineligible for funding regardless of the merit of the program. No faxed or e-mailed materials will be accepted.

### **Step 3 - Staff Review**

Staff will review each application for completeness and legal compliance. Artists may be asked to supply corrections, clarification and missing material. Failure to respond by the deadline given will disqualify the application. Incomplete applications or applications with material deficiencies may be rejected at the discretion of staff or review panel.

### **Step 4 - Selection Process**

Each application goes before a review panel comprised of Tacoma Arts Commissioners, artists and arts professionals representing a complement of disciplines including expertise in visual, literary, and performing arts. The panel will review and evaluate all eligible applications and select the recipients. The process is facilitated by arts program staff who do not vote. Artists recommended by the selection panel for TAIP contracts will be presented for approval to the Tacoma Arts Commission at their March 11, 2013 meeting. Applicants will be notified by March 22, 2013. An award notification is not a contract. Funding is not guaranteed for a particular artist until the contract has been fully executed.

### **Step 5 - Contracting**

Staff will speak with each award recipient to determine contracting details. A packet of information including the contract and W-9 form must be completed and returned to the Tacoma Arts Administrator before the work can begin. Payment will not be made if the contract is not returned. The City of Tacoma does not provide payment until services are delivered. Artist must be prepared to cover the cost of his/her project until payments, as outlined in the contract, are made.

Anyone receiving a contract from the City of Tacoma is required to acquire a City of Tacoma business license.

Artists have approximately 2 years to complete all artwork and the public component identified in the proposal (by December 31, 2014.)

### **Step 6 - Evaluation**

Each funding recipient will have a mid-project review with a member of the Tacoma Arts Commission. Public components may be evaluated by a member of the Tacoma Arts Commission or Arts Program staff. Artists are asked to provide invitations to public components in advance to members of the Tacoma Arts Commission. Artists must self-evaluate their project in the form of a final report.

### **Step 7 - Reporting and Payment**

After the artist has completed the project but before the contract period has expired, the artist must submit an invoice, final report, and deliverables before any payment can be made. Successful applicants must be prepared to cover their expenses before receiving payment. The City of Tacoma will issue payment only upon timely receipt of an invoice and the completion of agreed upon deliverables.

# 2013-2014 TAIP Application

---

Please read all information carefully. Incomplete or illegible applications will be returned. We will confirm applicant eligibility for a TAIP award. Only one application per artist will be accepted.

## Format

To assist the processes of application preparation and evaluation, please:

- Type all application materials
- Use black ink and an 11-point or larger font
- Do not reduce or condense type or line size
- Restrict responses to the spaces provided  
Don't add pages or write on the backs of pages
- Submit all material (excluding work samples) on 8-1/2" x 11" white paper
- When photocopying material, please make double sided copies
- Use only paper clips and rubber bands to fasten materials. Do not staple application copies or put in a binder or report cover. These items will be discarded before the panel sees them.
- Do not submit anything that is not on the checklist. It will not be reviewed

## Submission

Label and send your application to:

Tacoma Arts Commission  
TAIP  
Community & Economic Development Dept.  
747 Market Street, Room 900  
Tacoma, WA 98402

## Help

For assistance, please call Cultural Arts Specialist Naomi Strom-Avila at 253.591.5191 or email [nstrom-avila@cityoftacoma.org](mailto:nstrom-avila@cityoftacoma.org)

## Application Checklist

The **Master Packet** is the complete packet that contains all the requested materials listed below. The Master Packet should be on top of the stack of applications. In total, you will be submitting 7 packets - 1 Master Packet and 6 Panelist Packets.

The **Master Packet** should include in this order:

- One 3-hole punched copy of the Application Form and Project Budget of the TAIP application form **with original signature**
  - One 3-hole punched copy of your Artist Resume
  - One 3-hole punched copy of a Work Sample Description Sheet
  - Work Sample(s) as outlined below
  - One 3-hole punched Letter of Agreement
  - One 3-hole punched Proof of Residency
- Six **Panelist Packets** should include in this order:
- One 3-hole punched copy of the Application Form and Project Budget of the TAIP application form
  - One 3-hole punched copy of your Artist Resume

## Application Form and Project Budget

Please fill out the TAIP Application Form and Project Budget pages completely.

Use only the space provided to write a concise description of your project, how you will present this publicly in Tacoma, and how you will self-evaluate your project.

## Artist Resume

Resume should be no longer than three pages. Please include three professional references on the resume.

Do not send any materials not requested such as press reviews or letters of recommendation. They will not be reviewed.

## Letter of Agreement

The public component of an applicant's proposal must be supported with written agreement from the partner agency, indicating the feasibility of completing your proposal.

If the cost of the public location is in the budget you propose, please include the rate schedule from the venue. For example: A proposal to teach a free painting workshop at the XYZ Neighborhood Outreach Association that will be accessible to the public would need written confirmation from the XYZ Neighborhood Outreach Association saying that the Association agrees to provide the space (either free or for stated fee) and that they understand that the workshop will be free and open to the public. Planning on exhibiting work at a gallery? Written confirmation from the gallery indicating that you have been approved for a show would be sufficient.

## Proof of Residency

Please submit a copy of your Washington State ID, Driver's License or current utility bill to indicate your current residency within the City of Tacoma limits. If you are unsure if you reside within the official City of Tacoma limits, please call Naomi at 253.591.5191.

## **Work Sample and Work Sample Description Sheet**

Please follow the instructions to the right for the specific format for which you are submitting.

### **Visual Arts**

#### **Digital Images**

Maximum of 10 images of artwork must be submitted on a CD-R. Disc must be labeled with the applicant's name and number of images submitted. Do not embed the images into PowerPoint or submit moving image or audio files.

Digital images must be true to the object photographed (i.e. excessive editing with photo software to improve the original artwork is not acceptable). If original artwork is digitally rendered, please indicate that on the work sample description sheet.

- ***File Format***

Submit only "High" quality JPEG files (do not use GIF, TIFF, or other formats.)

- ***Image Size***

Images must be at least 72 ppi resolution. Images smaller than 600 pixels per side are not recommended.

- ***File Size***

Files must be less than 5 MB each.

- ***File Labeling***

Files must be titled with a number indicating the viewing order, followed by the artist's last name. The numbers must correspond to the accompanying Work Sample Description Sheet. Use a "0" in front of single digit numbers and use only letters, numbers, and underscores. For example: 01\_Smith; 02\_Smith. If using Mac OS 8 or later, include a ".jpg" extension at the end of each image title.

#### **Work Sample Description Sheet**

One copy of a Work Sample Description Sheet (one page or less) including:

- Applicant's name (upper right corner)
- Numbered order in which the images are to be viewed
- Title of each image represented
- Media and dimensions (H x W x D")
- If artwork is representative of a collaborative work, indicate your specific contribution to the project

### **Performance or New Media**

#### **One DVD**

Please submit the portion of the work that you want the panel to view or indicate what time into the start of the DVD the panel should begin review. If the DVD contains several pieces, please indicate which 'chapter' you want to be viewed. The panel will view a minimum of 1 minute and a maximum of 3 minutes.

#### **Work Sample Description Sheet**

One copy of a Work Sample Description Sheet (one page or less) including:

- Applicant's name (upper right corner)
- Titles of pieces
- Production credits including your role in creating each work presented

## **Music/Sound Art**

### **One Audio CD**

Please submit the portion of the work that you want the panel to listen to or indicate what time into the start of the CD the panel should begin review. If the CD contains several pieces, please indicate which one you want the panel to review. The panel will review a minimum of 1 minute and a maximum of 3 minutes.

### **Work Sample Description Sheet**

One copy of a Work Sample Description Sheet (one page or less) including:

- Applicant's name (upper right corner)
- Numbered order in which CD tracks should be heard.
- Titles of each piece including length, production and performance credits
- Include your role in creating each work presented

## **Literary Arts**

### **Manuscript**

A manuscript format is suggested for literary arts, playwriting, screenwriting, and poetry. Provide seven copies of a manuscript, bound with binder clips, staples or paper clips (no folders please). They must be double-sided, with the applicant's name on the upper right corner of each page. All manuscripts must be typed with an 11 point font size or larger. Submit a maximum of 5 double-sided pages (10 pages total) for poetry and fiction and a maximum of 13 double-sided pages (26 pages total) for plays, film scripts, and teleplays.

### **Work Sample Description Sheet**

A copy of a Work Sample Description Sheet (one page or less), stapled to the front of each of the seven manuscripts, including:

- Applicant's name (upper right corner)
- For poetry: the titles of poems included in the work sample
- For manuscripts: description/synopsis of the included work

## **Interdisciplinary Art**

Applicants using this format must demonstrate the use of two or more disciplines in their work samples. Review the above formats to see which best demonstrates your interdisciplinary work and select one or two formats to submit work samples in. Follow the instructions for each format you choose.

## APPLICATION FORM

# Tacoma Artists Initiative Program

Application Deadline: February 11, 2013

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number (daytime): (\_\_\_\_\_) - \_\_\_\_\_ (evening): (\_\_\_\_\_) - \_\_\_\_\_

---

### I would categorize my work as (Check only one):

- VISUAL ARTS Includes but is not limited to: craft, design, drawing, painting, photography, printmaking, sculpture and installation
  - PERFORMANCE ARTS Includes but is not limited to: dance, music, performance, theater, musical theater and playwriting
  - LITERARY ARTS Includes but is not limited to: fiction and poetry
  - MEDIA ARTS Includes but is not limited to: film, video, screenplays and teleplays
  - INTERDISCIPLINARY ARTS Includes artworks using two or more of the categories listed above
- 

### I am submitting a Work Sample in the following format:

Interdisciplinary applicants may submit two formats. All others must submit only one.

- 1 CD including no more than 10 JPEG images and 1 copy of a Work Sample Description Sheet
  - 1 DVD and 1 copy of a Work Sample Description Sheet
  - 1 Audio CD and 1 copy of a Work Sample Description Sheet
  - 7 copies of a Manuscript complete with the Work Sample Description Sheet as the cover sheet for each
- 

### Brief Project Description

My work sample  IS  NOT related to my project.

Describe your project to the selection panel, and how TAIP funding would be used towards the project. Use only the space below.

Project title: \_\_\_\_\_

Description:

---

## Project Budget

The purpose of the Project Budget is to determine the feasibility of completing your project. In addition, this information will assist the Tacoma Arts Commission in determining what types of expenses and what sources of income individual artists have. The completion of the project should not solely depend on funding from the Tacoma Arts Commission. Applications with incomplete Project Budgets will not be accepted.

PROJECT EXPENSES		PROJECT INCOME	
Your time/fee	\$ _____	(Check any that are already confirmed):	\$ _____
Other artist fees	\$ _____	<input checked="" type="checkbox"/>	\$ _____
Non-artist fees	\$ _____	<input checked="" type="checkbox"/>	\$ _____
Materials, supplies	\$ _____	<input checked="" type="checkbox"/>	\$ _____
Equipment (rental/purchase)	\$ _____	<input checked="" type="checkbox"/>	\$ _____
Space rental	\$ _____	<input checked="" type="checkbox"/>	\$ _____
Insurance	\$ _____	In-kind materials, services (please describe briefly):	
Promotion/marketing	\$ _____	<input checked="" type="checkbox"/>	\$ _____
Other (please describe briefly): _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	<input checked="" type="checkbox"/>	\$ _____
<b>Total Project Expense **</b>	<b>\$ _____</b>	<input checked="" type="checkbox"/>	\$ _____
		<input checked="" type="checkbox"/>	\$ _____
		<input checked="" type="checkbox"/>	\$ _____
		<input checked="" type="checkbox"/>	\$ _____
		<input checked="" type="checkbox"/>	\$ _____
		<input checked="" type="checkbox"/>	\$ _____
		TAIP Funding Requested	\$ 2,500
		<b>Total Project Income **</b>	<b>\$ _____</b>

\*\* Total Project Expense must equal Total Project Income. Projecting a profit would constitute a fund-raising event, which cannot legally be funded.

---

## How will your project be publicly presented in Tacoma?

---

## How will you document and evaluate your project and public component?

---

### Assurances

- All statements made on this application are true to the best of my knowledge.
- I am eligible to apply for TAIP funding based on the Eligibility criteria outlined on page 1.

Signature \_\_\_\_\_

Date \_\_\_\_\_