



# 2017-2018 Tacoma Artists Initiative Program Guidelines

## Tacoma Arts Commission

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## 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. Only one application per artist will be accepted.

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. Check this map to verify that you live within Tacoma city limits: <http://bit.ly/2ftLUaM>
- 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. (2013-2016)
- 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:** December 15, 2016, 5:30 – 7:00 pm, Tacoma Municipal Building North, 728 St. Helens, Room 16

**Deadline:** January 23, 2017, 11:59 pm

**Notification:** by March 17, 2017

**Funded activities** must take place before **December 31, 2018**

 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.

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## **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 Tacoma Arts Month (October 2017 and/or October 2018) 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...)

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## **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.

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## **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, honorably discharged veteran or military status, or disability. 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.

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## ***Evaluation Criteria***

Funding is not guaranteed. The review process is competitive and the Tacoma Arts Commission routinely receives more applications than can be funded with 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

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## ***Application Process***

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

The Tacoma Arts Commission will host a free application workshop specific to TAIP on Thursday, December 15, 2016 from 5:30 - 7:00 pm at the Tacoma Municipal Building North, 728 St. Helens, Room 16. All applicants are strongly encouraged to attend.

### ***Step 2 - Submit Application by January 23, 2017***

Starting this year, TAIP applications must be submitted electronically through the TAIP application form available at [www.tacomaarts.submittable.com/submit](http://www.tacomaarts.submittable.com/submit). Applications are due by January 23, 2017, 11:59 pm. Applications received after this date will not be reviewed and will be deemed ineligible for funding regardless of the merit of the project.

### ***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 13, 2017 meeting. Applicants will be notified by March 17, 2017. 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, W-9 form, and direct deposit 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, 2018.)

### ***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.

# 2017-2018 TAIP Application

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## ***Application Deadline***

Electronic application must be submitted by January 23, 2017, 11:59 pm.

## ***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)

## ***How to Apply***

Complete the electronic application, available at [www.tacomaarts.submittable.com/submit](http://www.tacomaarts.submittable.com/submit). The application will allow you to attach support documents and links. Overall, the application will ask for:

- Basic contact and project information
- Description of proposed project
- Description of how project will be publicly presented
- Description of how project will be documented and evaluated
- Project Budget (please use the form on page 7 of this document or download the PDF budget page at [www.cityoftacoma.org/artsopps](http://www.cityoftacoma.org/artsopps). Fill out and attach to your electronic application)
- Artist Resume \*
- Letter of Agreement \*
- Proof of Residency \*
- Artistic Work Samples and Descriptions \*

\* Pages 4 - 6 clarify the content for the above items noted with an asterisk.

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## ***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.

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## ***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.

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## ***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. To check if you reside within the official City of Tacoma limits, please call Naomi at 253.591.5191 or check your residential street address on this map: <http://bit.ly/2ftLUaM>

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## **Artistic Work Samples and Descriptions**

The artistic work samples you submit are crucial to illustrate the artistic quality of your work. Please submit work samples that give the panel the best information about your proposed project. You may choose any format for your work sample. You may submit work samples in up to two different media if your proposal is interdisciplinary. Please follow the instructions to the right for the specific artistic work sample format you are submitting.

## **Digital Images**

Maximum of 10 images of artwork.

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 in the Work Sample Description

- **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. 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.

- Do not embed the images into PowerPoint or submit moving image or audio files.

### **Work Sample Descriptions**

Include:

- Title of 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**

If it is legally viable, please submit URLs or digital video files for up to three samples of work. Please make sure that work sample URLs remain live through March 2017 for the application review process. If you only want a portion of the work samples to be viewed, in the Work Sample Descriptions, indicate what time into the start of the samples the panel should begin review.

The panel will view a minimum of 1 minute and a maximum of 3 minutes of the work samples.

If it is not legally feasible to submit a video sample, please submit any combination of the following support documents:

- Up to 6 digital still images from previous performances (see the Digital Images section for formatting instructions)
- Up to 3 critical reviews of previous performances
- Up to 5 audience surveys from previous performances

### **Work Sample Descriptions**

Include:

- Titles of pieces
- Production credits including your role in creating each work presented
- If desired, indicate what time into the start of the URL or digital video file work samples the panel should begin review

## **Music/Sound Art**

Please submit URLs or digital audio files for up to three samples of work. Please make sure that work sample URLs remain live through March 2017 for the application review process. If you only want a portion of the audio samples to be reviewed, in the Work Sample Descriptions, indicate what time into the start of the samples the panel should begin review.

The panel will review a minimum of 1 minute and a maximum of 3 minutes of the work samples.

### ***Work Sample Descriptions***

Include:

- Titles of each piece including length, production and performance credits
- Your role in creating each work presented
- If desired, indicate what time into the start of the URL or digital audio file work samples the panel should begin review

## **Literary Arts**

### ***Manuscript***

A manuscript format is suggested for literary arts, playwriting, screenwriting, and poetry. Provide a manuscript of up to 10 pages for poetry and fiction, or a maximum of 26 pages for plays, film scripts, and teleplays. The manuscript should be in an 8 ½" x 11" sized document, with a minimum font size of 11 points, and saved as a PDF or Word document.

### ***Work Sample Descriptions***

Include:

- 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.

