



2019-2020 Tacoma Artists Initiative Program Funding Guidelines

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 creative expression 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, visual arts, and interdisciplinary are encouraged to apply. Only one application per artist will be accepted.

PROJECT REQUIREMENTS

Creation of New Work

Artists should focus on the generation and/or completion of new artwork. All funded projects must take place within the Tacoma city limits.

Public Component

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

ABOUT THE MONEY

TAIP funding awards are \$2,500 and are determined through a competitive application process. The number of contracts awarded will be based on 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.

Contracts will specify a specific public benefit that will be provided to the citizens of Tacoma in exchange for the funding. Examples of public benefit 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

The financial need of an applicant is not considered when evaluating applications. Artists are encouraged to support their projects from a variety of sources. TAIP funding will be issued in two payments, after the completion of deliverables as outlined in the funding contract. Artist should be prepared to cover the costs of their project until that time, but the City will work with each awardee on a case-by-case basis to try and stagger payment phases to lessen financial strain.

DATES TO NOTE

- **Application Workshop (optional):** December 13, 2018, 5:30 - 7 pm, Tacoma Municipal Building, 747 Market Street, 2nd floor, Room 243
- **Preliminary Application Feedback Deadline (optional):** January 14, 2019
- **Application Deadline:** January 21, 2019, 11:59 pm
- **Notification of Funding Decision:** by March 15, 2019
- **Contracting with Funded Artists:** March – April 2019
- **Project Period:** April 1, 2019 - December 31, 2020

ELIGIBILITY

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

- You ARE a resident of the City of Tacoma. Note: not all postal mailing addresses that say 'Tacoma' are located within the city limits of Tacoma. 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 applying as an individual artist. It is fine if the individual artist is contributing to a larger group project but the application must reflect the work of the artist applying
- You ARE 18 years old or older
- The funded public component will be free to the public; will take place within Tacoma city limits; and will be fully accessible to all audiences, including individuals with disabilities
- You already have or, if selected for funding, will obtain a City of Tacoma business license <https://www.cityoftacoma.org/businesslicense>
- You will comply with the laws of the Federal Government, the State of Washington and the City of Tacoma, including ADA accessibility, non-discrimination and equal employment opportunities
- You will acknowledge the City's funding in all appropriate marketing and promotion of the project
- You HAVE NOT received a TAIP award in the past 2 cycles. (2015-2018)
- You ARE NOT a full time undergraduate or graduate student in an arts-related degree program
- You ARE NOT a member of the TAIP selection panel
- You ARE NOT a current Tacoma Arts Commission member, City Council member, or City of Tacoma employee

TAIP Does Not Support:

- Individuals who receive funding for the same services directly from the City of Tacoma via other processes
- Travel or food
- Fundraisers, even those which include or benefit the arts
- Paying any personal or professional debt
- Political or religious activities

HOW TO APPLY

Please submit the following at www.tacomaarts.submittable.com/submit

- Basic contact and project information
- Narrative Responses
 - Description of Proposed Project
 - Description of Public Component
- Budget Page (download the budget form at www.cityoftacoma.org/artsopps, fill out, and attach to your electronic application)
- Artist Resume or Bio
- Written permission (email or letter) from the property owner to indicate their willingness to host the proposed public component. Or, a written explanation of the preferred location along with a clear plan to secure the necessary sites/partnerships should funding be awarded.
- Proof of Residency such as your Washington State ID, Driver's License, housing lease, or current utility bill to indicate your current residency within the City of Tacoma limits
- Artistic Work Samples and descriptions

Preliminary Application Feedback (optional)

Applications submitted by January 14, 2019 are eligible for preliminary review and feedback from staff, by request. Complete your application in Submittable and check the box to request feedback. Staff will offer feedback by email to the best of their abilities based on past funding panel experience. However, they do not vote on or select funding recipients. Staff will then open up the application for final edits by the applicant. Final edits must be made by January 21, 2019, 11:59 pm.

Application Deadline: Applications must be received by January 21, 2019, 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. Plan ahead and don't wait until the last minute.

NARRATIVE RESPONSES

Provide complete written responses to the following items. The panel cannot make assumptions about your proposed project; you must be very explicit about your project and how it addresses the evaluation criteria.

Description of Proposed Project - In 350 words or less, describe your project to the selection panel including how TAIP funding would be used towards the project.

Description of Public Component - In 200 words or less, describe the free public component to your project. Include pertinent information such as potential location (must be in Tacoma), dates, and promotion plans if available. Include how your project will positively benefit the community.

EVALUATION CRITERIA

Artistic Merit (50%)

Artistic Merit will count for 50% of the applicant's score and is the most important criteria in reviewing each application. Artistic Merit will be judged based on the work samples submitted in combination with the written project description.

Community Impact and Equity (30%)

Community Impact and Equity will count for 30% of the applicant's score. The most successful applicants will document that proposed activities will reach large audiences and/or underserved/underrepresented segments of the community (can include underrepresented art forms). All arts activities supported by the Tacoma Arts Commission must be accessible to the full breadth of Tacoma's citizenry.

Equity is the fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. The Tacoma Arts Commission and its staff are dedicated to promoting equity and social justice through the arts. Equity need not be a central component of every applicant's project, and will be taken into account more broadly by the selection panel in considering the individuals being funded directly and/or communities being reached via the public components of proposed projects. We encourage applicants to address how they are reaching out to diverse racial/ethnic identities, gender identities, ages, and abilities with the public event portion of their proposed project or the project itself, when applicable. Artists must demonstrate understanding of or connection to any culturally-specific art forms or groups referenced in the project.

Capacity to Complete the Program (20%)

Capacity to Complete the Program will count for 20% of the applicant's score. A successful application will demonstrate that the artist has the capacity and commitment to produce the proposed project. Capacity to Complete the Program will be judged on the feasibility of producing the project with the proposed budget in combination with the written responses describing the proposed project.

ARTISTIC WORK SAMPLES

Please select samples that illustrate the artistic merit of your work and that give the panel the best information about your proposed project. Please follow the instructions for the specific artistic work sample format you are submitting.

- **Visual Art**

Maximum of 10 images of artwork. Submit only high quality JPEG files.

- **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 2019 for the application review process. If you only want a portion of the work samples to be reviewed, indicate in the Description field of the online application form 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 Visual Art section for formatting instructions)
- Up to 3 critical reviews of previous performances

- **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 2019 for the application review process. If you only want a portion of the audio samples to be reviewed, indicate in the Description field of the online application form 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.

- **Literary Arts**

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.

- **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.

QUESTIONS?

For assistance, please contact Naomi Strom-Avila at 253.591.5191 or nstrom-avila@cityoftacoma.org