2023-2024 Tacoma Artists Initiative Program Funding Guidelines

ABOUT THE TACOMA ARTISTS INITATIVE 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 goals of the program are to recognize creative expression of the artists in our community, financially assist artists in generating new work and growing their skills, and engage the broader community through free public components presented by the funded artists. Projects must take place in Tacoma and can happen anytime between April 1, 2023 – December 31, 2024. Artists working in all disciplines including but not limited to literary, performing, digital, new media, film, visual, and interdisciplinary arts are encouraged to apply. Only one application per artist will be accepted.

In alignment with Tacoma City Council Resolution 40622, the Tacoma Arts Commission is committed to sustained and transformational anti-racist work, including projects supported by the Tacoma Artists Initiative Program. As stated by Mayor Victoria Woodards, "Dismantling more than 400 years of systemic racism will not happen overnight. This must be a sustained effort that invites the whole community to join us in radically reimagining our institutions and the services they provide."

The Tacoma Arts Commission is striving toward social justice. We are committed to supporting equitable opportunities to broaden artistic expression while encouraging inter-sectional communities through inclusive relationships and outreach. Arts and culture are uniquely positioned to touch every person and every part of Tacoma. We are committed to supporting the entirety of our community.

We invite applicants to consider how their proposed public component can help build a more Compassionate Tacoma with projects that are equitable and inclusive, offer opportunities for connection and relationship building, and contribute to the social, emotional, and physical well-being of our community members.

All projects must follow state and local health regulations; applicants should be prepared to adjust projects, as needed, in response to the current public health situation at the time of production.

PROJECT REQUIREMENTS

Creation of New Work

Artists should focus on the generation and/or completion of new artwork. Artists can propose working on a portion of a longer-term project. Applicants are encouraged to consider how TAIP funding can be used to help them grow as artists. Applicants are also encouraged to consider proposing projects that are feasible and realistic given the time frame and their budget. 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 residents of Tacoma in a public forum that is free and accessible to everyone and is located within the Tacoma city limits. The public component can happen either in-person and/or virtually. Examples include, but are not limited to, workshops, performances, screenings, readings, murals, installations, artist talks, and exhibits. To learn about projects that have been previously funded, please visit the TAIP webpage.

DATES TO NOTE

- *Virtual Application Workshop (optional)*: Wednesday, December 14, 2022, 5:30 - 7 pm, online at https://bit.ly/3Dc4zkM. This workshop will be recorded and posted at www.cityoftacoma.org/artsopps.

- *Preliminary Application Feedback Deadline (optional)*: January 11, 2023

- *Application Deadline*: January 23, 2023, 11:59 pm

- *Notification of Funding Decision*: by March 17, 2023

- *Contracting Process with Funded Artists*: March – April 2023

- *Timeframe in Which Project Must be Completed:* April 1, 2023 - December 31, 2024

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

☐ 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 public component will be free and open to the public and will take place within Tacoma city limits. Public components can be designed to engage a specific cultural or identity group but cannot be exclusive to any group. Check this map to verify that your location is within Tacoma City limits.

☐ You already have or, if selected for funding, will obtain a City of Tacoma business license

☐ You will comply with the laws of the Federal Government, the State of Washington and the City of Tacoma, including non-discrimination, Americans with Disabilities Act, and equal employment opportunities

☐ You will acknowledge the City's funding in all appropriate marketing and promotion of the project

☐ You DID NOT receive a TAIP award in the past funding cycle (2021-2022)

☐ You ARE NOT a full time undergraduate, graduate, or doctoral student in a degree program related to your own artistic work or career

☐ You ARE NOT a member of the TAIP review 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

- Projects that promote a specific political agenda or religious practice

---

*DID YOU KNOW? The Tacoma Arts Commission also offers the Community Arts Projects funding program, which provides financial support to organizations and groups producing publicly accessible arts programming. Find out more at http://www.cityoftacoma.org/funding

ABOUT THE MONEY

TAIP funding awards are $4,000 and are determined through a competitive application process. The number of contracts awarded will be based on the availability of funds allocated by the City. A panel of community members will review and score each application using the Evaluation Criteria detailed in these guidelines and will make funding recommendations to the Tacoma Arts Commission. The Tacoma Arts Commission will review the panel's recommendations and make a final determination on which applicants to fund. No funding is guaranteed until official approval of the 2023-2024 budget by Tacoma City Council. The financial need of an applicant is not considered when evaluating applications. Applicants are encouraged to support their projects with a variety of cash and/or donated resources.

Artists selected for funding will be required to sign a contract for services, which lays out the amount of funding the artist will receive and the public benefit they will provide. Examples of public benefit include but are not limited to:

- a free exhibition, reading, workshop, artist talk, performance, or screening that is accessible to a broad range of community members
- projects that serve historically underserved neighborhoods or communities (see the Tacoma Equity Index)
- producing artistic work that intersects with other shared community goals, such as environmental justice, community safety, workforce development, and supports for mental and physical health
- projects that are responsive to an emergent community need

The full amount of funding will not be paid up front. TAIP funding will be broken into several payment phases spread out over the term of the funding contract. Artists will receive final payment after all services have been provided and a final report has been submitted. Artist should be prepared to cover the costs of their project until that time, but the City will work with each awardee to stagger payment phases to lessen financial strain.

FUNDING PRIORITIES

The Tacoma Arts Commission is committed to investing in communities most impacted by racial, social, and economic inequity. The intention of funding priorities is to foster programming that addresses historic and structural inequities, as we work toward justice for all.

All applications will be reviewed, and funding decisions made, using the Evaluation Criteria. An applicant's proposed project does not need to meet any of the Funding Priorities listed below to be considered for funding. But, as part of the funding allocation process, the panel will prioritize funding for projects and/or public components that meet one or more of the following:

- Projects and/or public components that primarily give voice to one or more of the following:
  - Racial justice and/or social justice
  - Black, Indigenous, People of Color (BIPOC) / African, Latinx, Arab, Asian, Native-American (ALAANA) communities
  - Economically or socio-economically marginalized communities
  - LGBTQIA+ communities
  - People with disabilities
- Projects and/or public components that strive to provide fair compensation to the artist and/or project collaborators that is appropriate based on the project and available budget. Fair compensation can include the payment of agreed upon fees, in-kind compensation, and/or fair value exchange for services.
- Projects and/or public components that will address emergent community needs

Applicants are encouraged to reach out to staff with any questions.

HOW TO APPLY

Applications must be submitted through the Tacoma Artists Initiative Program online application form at https://tacomaarts.submittable.com/submit. The application form will ask for the following items:

- Basic contact and project information

- Narrative Responses (written responses to the two prompts outlined in the Narrative Responses section below)

- Budget Page (Download the budget form, save to your computer, fill out, and attach to your electronic application. To see an example of a completed budget form, click here.)

- Artist Resume or Bio

- Location Confirmation or Plan: 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. A letter is not needed if applicant is hosting project virtually or at a location they own.

  Struggling to find a location for your proposed public component? We encourage you to reach out to staff, who are available to help brainstorm ideas.

- Letter of Commitment: If you are collaborating with any organizations or individuals whose role is central to your project's success, provide written confirmation (letter or email) of their commitment to your project.

- Proof of Residency such as a photo of 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

One-On-One Support (optional)
Applicants are strongly encouraged to email or call Naomi Strom-Avila at nstrom-avila@cityoftacoma.org or
(253) 591-5191 with questions about or assistance with any part of this application.

Virtual Application Workshop (optional)
An application workshop will be held on December 14, 2022, 5:30 – 7 pm, online at https://bit.ly/3Dc4zkM. This workshop will be recorded and posted at www.cityoftacoma.org/artsopps. Applicants are strongly encouraged to attend this workshop or watch the recording.

Preliminary Application Feedback (optional)
Applications submitted by January 11, 2023 are eligible for preliminary review and feedback from staff, by request. Applicants should complete their 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. Staff will then open up the application for final edits by the applicant. Final edits must be made by January 23, 2023, 11:59 pm. Please note that staff does not vote on or select funding recipients. Applicants should use their own best judgement when deciding if or how to incorporate staff feedback.

Application Deadline: Applications must be received by **January 23, 2023, 11:59 pm**. Applications received after this date will not be reviewed and will be deemed ineligible for funding. No exceptions will be made.

NARRATIVE RESPONSES

Your application as a whole should tell a clear story about the project you are proposing and how you will produce it. Provide complete written responses to the following two prompts. Do not expect the panelists to be familiar with your work or your intentions; you must be very clear about what your project is and how it addresses the Evaluation Criteria.

Description of Proposed Personal Project - In 350 words or less, describe your personal project including what new work you will be creating, how this project will help you grow as an artist, and how you will use TAIP funding to support the project. Proposed projects should be feasible and realistic, given the time frame and your budget. If applicable, describe your relationship with or connection to the content and/or community involved in the project.

Description of Public Component - In 250 words or less, describe the free public component to your project. Include pertinent information such as intended audience, potential location (must be in Tacoma), dates, and promotion plans, if available. Include how your project will positively benefit the community and how you will authentically connect with and/or reflect your intended audience.

EVALUATION CRITERIA

The financial need of an applicant is not considered when evaluating applications. Panelists will evaluate each application using the following criteria:

Artistic Merit (50%)
Artistic Merit will count for 50% of the applicant's score. When evaluating applications for Artistic Merit, the panel will be looking at the work samples submitted and the written narrative responses.

Artistic Merit can include:

- Demonstration of strong technical skills and craft in the execution of past work
- Compelling storytelling – the proposed project reveals something about the world, communicating unique perspectives, inviting the viewer to question, discover, and explore new ideas
- An artistic challenge or stretch, which will help the applicant grow as an artist
- An artistic exploration which feels relevant and deeply considered
- An authentic relationship with or connection to the content and/or community involved in the project
- A demonstrated commitment to working in the proposed art form
- Emotionally and intellectually engaging combination of aesthetics, technical skill, and delivery

Community Impact and Equity (30%)
Community Impact and Equity will count for 30% of the applicant's score. The most successful applicants will explain how proposed public components will reach intended audiences and/or underserved/underrepresented segments of the community (can include underrepresented art forms). All programs supported by the Tacoma Arts Commission must be open to the public and accessible to the full breadth of Tacoma's residents.

Equity means minimizing historical, systematic, and institutional disparities and maximizing opportunities for all people. Equity takes into account context: history, current realities, and future outcomes. Equity advances social justice, which is about the distribution of social and economic resources and opportunities to create a more just society. The purpose of equity in TAIP programming is to foster greater inclusiveness, increase diversity, and broaden participation in arts programming.

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 their proposed personal project and/or public

component, if applicable. Artists must demonstrate an authentic relationship with or connection to the content and/or community involved in the project.

When evaluating applications for Community Impact and Equity, the panel will be looking at the written narrative responses as well as any letters of commitment from organizations or individuals whose role is central to the success of the applicant's 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. When evaluating applications for Capacity to Complete the Program, the panel will be looking at the written narrative responses, feasibility of producing the project with the proposed budget, and confirmation of a location or a location plan.

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. If your proposed project is significantly different from your past work, consider including a few works in progress or renderings of what you are proposing to do, along with samples of your past work. If you do this, in the work sample descriptions, note that these pieces are provided as in-progress samples to help illustrate your proposed concept.

Please review the artistic work sample formats below and select one format that best conveys your artistic work. If your work is interdisciplinary, select one or two of the format options below to submit work samples in.

- **Images**

  Provide up to 10 images. Submit only high quality JPEG files.

- **Video**

  Provide URLs and/or digital video files for up to a total of three samples of work. Please make sure that work sample URLs remain live through March 2023 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.

- **Audio**

  Provide URLs and/or digital audio files for up to a total of three samples of work. Please make sure that work sample URLs remain live through March 2023 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.

- **Writing**

  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.

BUDGET

The project budget provides an opportunity for the applicant to demonstrate that they have a financial plan for completing the proposed project, and to demonstrate the additional resources and community support that will help ensure success. Applicants should employ a variety of revenue sources and/or donated support to fund their project. Applicants are allowed and encouraged to consider donated goods and services such as donated services, artist's time, donated space, and donated materials and/or supplies.

The online application form will provide a budget form to fill out with projected amounts for cash expenses, cash income, expenses covered by donations, and donated goods and services. Provide as much detail as possible within the spreadsheet. Your budget proposal must be balanced, meaning that the Total Projected Resources must equal Total Projected Expenses. Projecting a profit would constitute a fundraising event, which cannot legally be funded with public dollars. To see an example of a completed budget form, click here.

Projected Income

In the Projected Income column, please list all sources of support for your proposed project, separated into the "Projected Cash Income" and "Projected Donations of Good and Services" sections, as appropriate. The "Projected Cash Income" section should include any sources of cash income you will use to support your project, while the "Projected Donations of Good and Services" section should include things that will be given or donated to you to support your project. Projected Income sources may include, but are not limited to:

- Grants
- Donations from businesses, individuals, civic groups, or associations
- Applicant's own cash

- Volunteer time - volunteer hours may be calculated at $34.87 per hour (based on the Independent Sector Value of Volunteer Time in Washington State)
- Donations of supplies, services, materials, or space

Projected Expenses

In the Projected Expenses column, please list all costs associated with the proposed project, separated into the "Projected Cash Expenses" and "Projected Expenses Covered by Donations" sections, as appropriate. The "Projected Cash Expenses" section should include all of the things that you will have to pay for, while the "Projected Expenses Covered by Donations" section should include things that you need but that will be given to you. Projected Expenses may include, but are not limited to:

- Artist fees – we highly encourage applicants to consider wage standards for themselves and collaborators. One resource for determining wage standards for artists is the fee calculator provided by WageforWork.com.
- Contractors or consultants

- Production fees
- Space, materials, supplies, equipment
- Licenses and permits
- Promotion, marketing, outreach
- Phone, internet, digital access

DEMOGRAPHIC INFORMATION

The application includes optional demographic questions. Responses to the questions in this section will not be seen or used by panelists and will not impact the evaluation or funding of an application. However, this information will be used by the Office of Arts & Cultural Vitality staff to learn about artists applying to our programs and so we can address inequities and ensure we are representing diverse identities in our programs.

QUESTIONS?

Applicants are strongly encouraged to email or call Naomi Strom-Avila at nstrom-avila@cityoftacoma.org or (253) 591-5191 with questions about or assistance with any part of this application.