



# 2009-2010 Tacoma Artists Initiative Program Guidelines

## Tacoma Arts Commission

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- Naomi Strom-Avila, Cultural Arts Specialist

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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.

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

Funding for the TAIP is determined through a competitive application process.

## 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 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 Commissioner, City Council member, or City of Tacoma staff member
- You HAVE NOT received a TAIP award in the past 2 cycles. (2004-2008)

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 7, 2009**, 5:30 – 7:00 pm, Tacoma Municipal Building, 747 Market Street, Room 1444

**Deadline:** **January 26, 2009**, 5 pm (or postmark)

**Notification:** by **February 27, 2009**

**Funded activities** must take place before **December 15, 2010**

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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. Artists are also asked to participate in Art at Work month (November 2009 and/or November 2010) through the public presentation of their work. Examples include giving a reading of poems at the Opening Party, opening up your studio for the Studio Tours, using your musical compositions for the Art Slam, sitting on a panel for the Arts Symposium.

### **Public Component**

Selected artists are required to share their talent with the citizens of Tacoma in a public forum (separate from participation in Art at Work month) 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**

Contracts will be funded at a minimum of \$1,000 and a maximum of \$5,000. Contracts average \$3,000. The jury will determine the amount of the awards and may fund more or less than the amount requested. Applicants must be prepared to adjust their project to compensate for reduced funding, if necessary. The completion of the project should not be solely dependent on funds requested from the Tacoma Arts Commission. .

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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 public components must be open to the public and fully accessible to all audiences.

### **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**

The contractor agrees to take all steps necessary to comply with all federal, state and City laws and policies regarding nondiscrimination and equal employment opportunities. The 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 the 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:

- an exhibition of artwork
- a public reading
- a free workshop or artist talk
- a free performance
- a 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, 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 typically receives applications with requests totaling more than the money available. Evaluation is based on:

- Artistic excellence as represented in the work samples is the foremost criterion
- General interest and support for the project presented and how it compares to other projects submitted
- The reasonable ability for the project to be realized with TAIP support, based on budget and other sources of support as outlined in the application. Project completion should not rely solely on TAIP support
- How the project benefits the citizens of Tacoma
- How the project might attract visitors from outside Tacoma

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## ***Application Process***

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

The Tacoma Arts Commission will host a free application workshop. All applicants are strongly encouraged to attend to learn about the program and submission requirements. The workshop will be held on January 7th from 5:30pm – 7:00pm in room #1444 (14th floor) of the Tacoma Municipal Building, 747 Market Street in downtown Tacoma.

### ***Step 2 - Submit Application by January 26, 2009***

Applications are due on January 26, 2009 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 January 26 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.

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

The selection panel will be comprised of Tacoma Arts Commissioners, artists and arts professionals and will represent a complement of disciplines including expertise in visual, literary, and performing arts. The panel will review and evaluate all the eligible applications and select the recipients. The process is facilitated by arts program staff who does not vote. Artists recommended by the selection panel for TAIP contracts will be presented for approval to the Tacoma Arts Commission on February 9, 2009. 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 contracts and W-9 forms 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.

Selected artists have approximately 2 years to complete all artwork and the public component identified in the proposal (by December 15, 2010.)

### ***Step 6 - Evaluation***

Each funding recipient will have a mid-project review with a member of the Tacoma Arts Commission. Completed projects 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 are asked to self-evaluate 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 a project report and invoice before 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.

# 2009-2010 TAIP Application

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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.

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## **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
- Do not use colored paper
- When photocopying material, please make double sided copies.
- Use only paper clips and rubber bands to fasten materials. Do not bind or staple.
- Do not submit anything that is not on the checklist. It will not be reviewed.

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## **Submission**

Label and send your application to:

Tacoma Arts Commission  
TAIP  
Community & Economic Development Dept.  
747 Market Street #900  
Tacoma WA 98402-3793

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## **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)

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## **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 Budget Page of the TAIP application form
- 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/Proof of Public Component's feasibility
- One Proof of Residency
- A Self-Addressed Stamped Envelope with the proper postage (optional)

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

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## **Application Form and Project Budget**

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

Please do NOT staple application copies or put in a binder or report cover. These items will be discarded before the panel sees them.

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

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## **Artist Resume**

Resume should be no longer than three pages. Please include three 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 a letter of 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 and an alternative plan in the event that you are funded less than your request. 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 a letter 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? A letter from the gallery indicating that you have been approved for a show would be sufficient.

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## ***Proof of City of Tacoma 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. Copies will be destroyed once residency is established.

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## ***Self-Addressed Stamped Envelope (SASE)***

If desired, please provide a suitably sized self-addressed stamped envelope with the proper amount of postage for the return of work samples. Metered envelopes are not acceptable. Materials will not be returned if an SASE is not provided.

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

Please follow the instructions for the specific format for which you are submitting. Please note: This is the last cycle where we will accept all the media listed. In the 2011-12 application we will no longer accept slides, audio-cassettes, and VHS tapes.

### **Visual Arts**

#### ***Slides***

Maximum of 10 - 35mm slides labeled with:

- Slide number (as it appears on slide list)
- Applicant's name
- "Top/Front" on the top and front of the slide

Include slides in a plastic slide sheet. Slides can include other information however they must include the items indicated here.

OR

#### ***Digital Images***

Maximum of 10 images of artwork can 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 digital image 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 9, 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 -1/2" VHS Videotape**

Cue exactly where you want the panel to begin viewing. The panel will view a minimum of 1 minute and a maximum of 5 minutes.

OR

### **One DVD**

Please submit the portion of the work that you want the panel to view. 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 5 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 Audiotape**

Cue exactly where you want the panel to begin listening. Edit tape so that it is in the order that you would like the work to be heard. The panel will review a minimum of 1 minute and a maximum of 5 minutes.

OR

### **One Audio CD**

Please submit the portion of the work that you want the panel to listen to. 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 5 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. For tapes, the order of the titles on the tape
- 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 a 12 point font size or larger.

Submit a maximum of 5 double-sided pages for poetry and fiction and a maximum of 13 double-sided pages 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: January 26, 2009**

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

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

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

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

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

**I would like my application reviewed with others in the category checked below (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.

- \_\_\_\_ Slides (10 maximum) and 1 copy of a Work Sample Description Sheet
- 1 CD including no more than 10 JPEG images no smaller than 72ppi and 1 copy of a Work Sample Description Sheet
- 1 1/2" VHS Video Tape and 1 copy of a Work Sample Description Sheet
- 1 DVD and 1 copy of a Work Sample Description Sheet
- 1 Audiotape 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  IS NOT related to my project. I am requesting \$\_\_\_\_\_.

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will your project be publicly presented in Tacoma?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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:	
Your time/fee	\$ _____
Other artist fees	\$ _____
Non-artist fees	\$ _____
Materials, supplies	\$ _____
Equipment (rental/purchase)	\$ _____
Space rental	\$ _____
Insurance	\$ _____
Promotion/marketing	\$ _____
Other (please describe briefly):	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>Total Project Expense</b>	<b>\$ _____</b>

PROJECT INCOME	
(Check any that are already confirmed):	
<input type="checkbox"/> Government Agency (WSAC, NEA, WESTAF, etc)	\$ _____
<input type="checkbox"/> Private Foundation	\$ _____
<input type="checkbox"/> Business/Corporate	\$ _____
<input type="checkbox"/> Family/Friends/Individual	\$ _____
<input type="checkbox"/> Your own money	\$ _____
<input type="checkbox"/> In-kind materials, services (list):	
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> Other (explain): _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
Request to Tacoma Arts Commission	\$ _____
<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 affected if you do not receive full funding from the Tacoma Arts Commission?

Please note: a successful project should still be viable in some capacity, even with reduced funding, either with alternative financial support or programming flexibility.

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## Assurances

- All statements made on this application are true to the best of my knowledge.
- I certify that I am a resident of Tacoma, Washington and have been immediately prior to this application.
- I am over eighteen years of age and not currently matriculated in an undergraduate or graduate arts-related degree program.
- I acknowledge that the City of Tacoma is not liable for damage or loss of materials submitted.
- I understand that if I do not include a self-addressed, stamped envelope the City is not responsible for returning support materials.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please print, sign and mail this application to:  
 Tacoma Arts Commission  
 TAIP  
 Community & Economic Development Dept.  
 747 Market Street #900  
 Tacoma WA 98402