

Group Art Projects 2012 Guidelines and Process

Who Can Apply

Applicant eligibility

Applicants MUST:

- Be a partnership, group, ensemble, co-op, collective, commercial or DBA ("Doing Business As") entity
- Have a physical presence and address in King County (both at the time of application and through completion of the proposed project)

Applicants MUST NOT:

- Be a current [Sustained Support](#) program recipient
- Be an Individual Arts applicant. You cannot apply to both Group Arts Projects and Individual Artists Projects for the same project
- Serve as a current staff or board of 4Culture
- Be a 2012 Group Artist Projects selection panelist

Groups may submit only **one** application annually to *Group Artist Projects*.

What We Fund

Project eligibility

Projects MUST:

- Offer public benefit (see section below on public benefit) and be accessible to the citizens and visitors of King County
- Begin no earlier than **June 1, 2012 and be completed by December 31, 2013.**
- Be directly related to the mission of the applicant group

Projects MAY include the following:

- The development of new work
- The interpretation of existing work
- The presentation of new work or collection of works
- Support professional development for artists or arts / cultural groups (e.g. workshops, training, conferences)
- Support the rental or purchase of materials that further the applicant's artistic project

Projects MAY NOT include:

- Tuition and cost-of-living expenses for matriculated students in any degree program
- Projects in which fundraising is a primary purpose
- Permanent public art projects or planning for permanent public art projects
- Equipment purchases
- Applications from religious institutions
- Applications from schools and school districts
- Capital construction projects
- General operating support

Collaborative Projects

Groups applying for a collaborative project (a project developed between two or more organizations or groups) may apply to *Group Arts Projects* **IF** the collaborators have agreed to stay in partnership while completing the proposed project. We define "collaborator" as an entity who is considered to be a co-owner of the project, not someone who provides technical or creative services or support.

Applying for both Arts and Heritage Project Support

Heritage 4Culture offers funding for heritage interpretation projects. Some projects may meet eligibility criteria for both Arts and Heritage funding programs. Heritage 4Culture has different deadlines, guidelines and application requirements. Applicants who are considering applying to both programs are strongly encouraged to contact program staff before submitting an application to either program.

When

2012 Program Deadline: ~~passed~~

Projects or portions thereof that are funded through Group Arts Projects may begin no earlier than June 1, 2012.

2012 Application Review Timeline

The following is an approximate schedule. The actual timeline may differ.

- **March:** Deadline is **March 7, 2012 at 5:00 p.m. PST**. No late applications will be accepted.
- **April:** Applications will be reviewed and organized by staff in preparation for the peer-panel review process. A peer review panel meets to review applications. The panel will recommend funding for the most highly ranked projects from among the applications submitted. The panel's funding Recommendations are forwarded to the 4Culture Arts Advisory Committee for approval. The Arts Advisory Committee reviews and takes formal action on the panel recommendations, then makes its recommendations to the 4Culture Board of Directors.
 - **May:** The Board of Directors approves the recommendations and the award recipients will receive formal notification from 4Culture.
 - **June:** Each award recipient will receive a contract that governs the payment of funds. Award recipients will be required to meet recipient obligations. Funds become available after

contracts are signed and submitted with all necessary documents. Projects may begin June 1, 2012. Award recipients are expected to initiate their project within the contract period. Completion of the project, including final documentation and invoice, is expected by December 31, 2013.

Public Benefit Requirement

4Culture receives all funding for its Group Arts Project program from a portion of [Lodging Tax](#) revenues collected in King County. Because of this, groups funded through this program must provide some kind of public benefit to the citizens of King County. The following are examples of services that meet the public benefit:

- Free/discounted admissions to project event: performances, exhibitions, workshops, screenings, readings, etc...
- Presenting a project-related event outside of the Seattle metropolitan area, in suburban, unincorporated or rural King County.
- Free distribution of resources including publications, CDs, DVDs etc.to the King County Library system.
- Creation of free, publicly accessible materials including audio/video recordings and electronic files.

Your public benefit must be described in the **Project Impact** section of the application.

How

Selection process and criteria

Review Process

Applications to Group Arts Projects are reviewed by staff for eligibility, accuracy, and completeness. 4Culture staff will facilitate a peer panel review of your application. This panel is made up of artists, administrators and arts workers from throughout King County and have expertise in one or more artistic disciplines. This panel will select and recommend the most highly qualified projects for funding based on the following criteria:

- Artistic merit, excellence or innovative quality of project
- Access and public benefit for King County residents and visitors
- Artistic excellence as demonstrated in the work samples provided
- Feasibility and applicant's demonstrated ability to accomplish the project
- Appropriateness of the funding request and project feasibility demonstrated in the budget

Additional program goals of geographic and cultural diversity will be considered after vetting based on above criteria.

Requirements and appeals

Learn about the legal requirements of award recipients, and about the process for appeal of a 4Culture award [here](#).

FAQ

This is my first time applying, how can I get help?

Applicants are strongly advised to take advantage of the following helpful resources:

- **Review** successful applications submitted by other artists in previous years. You may visit our office to review successful project descriptions, project impact descriptions and sample budgets from past award recipients in 4Culture's resource room at 4Culture's office during open hours; 9-5pm M-F.
- **Communicate** with program staff about eligibility requirements, project ideas and other resources. All applicants are strongly encouraged to contact staff prior to preparing an application if there is a question about eligibility.
- **Attend** a free application workshop. Workshops are presented by 4Culture staff to help guide you through the application process.

Q: I received an award from 4Culture last year, can I apply again?

A: You may have received support from King County programs last year and still apply this year. You may not apply for the same phase of the project if you received funding for it in previous years.

Q: What if the project I want to do is totally different than what I have done in the past?

A: If your project is different than what you have to present in your work samples, be sure to help the panelists understand why you are taking on this new challenge and how your past work demonstrates your ability to achieve this new kind of work. You should include this in the "project description" section of the application.

Q: Can you give me an example of what "in-kind" support is? A: Here is an example for you. Say your brother is letting you borrow a generator for your project; find out how much a generator would cost you to rent for the length of your project. That rental amount can be included in your budget under In-Kind, as support your brother is providing toward the project.

Q: Who is the person I contact if I have other questions?

A: Doreen Mitchum is the program coordinator for Group Arts Projects. You can reach her via email at Doreen.Mitchum@4culture.org or by phone at (206) 296-7579

Ready to Apply

How to submit your application

STEP 1 - Read all of the above sections

STEP 2 - Prepare your information before you apply online. This section contains guidance on how to prepare your online application, and the support materials you are required to submit with your application.

Preview Application with Helpful Tips

Before you log-in to apply, we recommend you view and/or print the Preview Application with Helpful Tips. This preview shows you what the actual online application looks like, and also contains some tips from staff.

[2012 Annotated Application Preview Download](#) a free version of Adobe® Acrobat is required.

Required Support Materials

File Uploads Required

The following two file uploads are required as part of your application. Applications without the following uploaded documents will be considered incomplete.

1. Project Budget

Use this one-page budget form to enter your estimated project expenses and your expected income, including your request to 4Culture. Although not required, a cash or in-kind resources of materials or labor will make your application more competitive. You can add detail as to how you arrived at these figures in the Project Implementation section of the online application. [Open this form, save to your computer, complete, save, and upload to application].

[Project Budget](#)

2. Work Sample Description

Identify your work sample(s) on this form only. Include **titles** (and/or track numbers) of the work(s) submitted in the order in which they are to be reviewed. Include, the **date the work(s) was completed** or if it is in-progress and indicate the **role of the applicant** (Examples: choreographer, photographer, guitarist, director). Applicants may elect to write a few brief sentences about the work sample(s). If work sample is in the **Manuscript** Format, identify if the sample(s) is a complete work, abstract, excerpt or a group of works. If work samples are in the **Image Format** include the medium and dimensions of the artwork(s) and completion date. [Open this form, save to your computer, complete, save, and upload to application].

[Work Sample Description](#)

Work Samples are required of all applicants

Applicants are encouraged to submit work samples of past work that best illustrates their qualifications for the proposed project. Prints, transparencies, musical scores, brochures and press-clippings will not be accepted. The following Work Sample guide outlines the options available for submitting work samples.

You may choose only one format and one way-to-submit

Recommended formats by discipline:

- Music - Audio Format
- Dance - Video Format
- Theater - Video or Manuscript Format
- Visual - Digital Image Format
- Literary - Manuscript Format
- Media - Video or Manuscript Format

Audio Format

A maximum of three (3) work samples. Each applicant's work will be reviewed for a cumulative total of five (5) minutes maximum.

Way To Submit (choose one) External Site Upload: You may submit up to three audio files using [SoundCloud](#). Once you have uploaded the files to SoundCloud that you would like the selection panel to review, indicate the SoundCloud URL (e.g. <http://soundcloud.com/bob-m/03-bob-smith>) on the Work Sample Description sheet in the order in which you would like the files reviewed. **Work samples may not be submitted through other media sharing sites.** All submissions must be publicly accessible (not private).

Mail/Deliver: Mail in or deliver one (1) CD with audio samples, in the required format. Label the CD clearly with your group name and Project Title. All CDs must be self-executable and ready to play on a portable sound system or computer.

Image Format

A maximum of ten (10) JPGs in the order in which they are to be reviewed. JPG (.jpg) files only. Images must be under 2MB, 1920 pixels on the longest side and 72 dpi at least. TIFF and other file formats will not be accepted. Files names must use only numbers, letters and underscores. Label your images in the following manner: **01_LastName_FirstInitial**. Example: 01_Smith_A, 02_Smith_A etc... Images will be presented one at a time during the application review process.

Way To Submit (choose one) Upload: Upload JPGs in the order in which they are to be reviewed, in the required format.

Mail/Deliver: Mail in or deliver one (1) CD with images, in the required format. Label the CD clearly with your group name and Project Title.

Manuscript Format

A writing sample, in English, on white, 8.5x11" paper, of no more than **ten (10) pages** (plus one (1) cover page) with a minimum font size of 12 points. Include a cover page with your group name, author name and title of work(s) and label each page with group name and author's first and last name.

Way To Submit (choose one) Upload: Portable Document Format (.pdf) or Word (.doc) only, in the required format.

Mail/Deliver: Mail in or deliver 1 copy of your manuscript, on white 8.5x11" paper, in the required format. Do not punch holes or staple, paperclip only.

Video Format

A maximum of three (3) work samples. Each applicant group work sample submission will be reviewed for a **cumulative total of five (5) minutes maximum**.

External Site Upload: You may submit up to three videos using [Vimeo](#). Once you have uploaded video selections to Vimeo that you would like the selection panel to review, indicate the Vimeo URL (e.g. <http://www.vimeo.com/2992575>) on the Work Sample Description sheet in the order in which you would like the videos reviewed. **Work samples may not be submitted through other media sharing sites.** All submissions must be publicly accessible (not private).

Mail/Deliver: Mail in or deliver **One (1) DVD** with a maximum of three (3) work samples in the order in which they are to be reviewed. DVDs must be **self-executable** and if possible, **with chapters**. DVDs must be clearly labeled with group name and project title. DVDs will be played on a DVD player, not a computer. Test your DVD on stand-alone players prior to submission. MOV, WMV and other file formats will not be accepted.

Mail In/Delivery Instructions

Artists may mail in or hand-deliver work samples. Mailed materials must have a United State Postal Service postmark by midnight, March 7, 2012 and be sent to:

- Doreen Mitchum
- 4Culture
- 101 Prefontaine Pl S
- Seattle, WA 98104

STEP 3 - Sign in to fill out your application

Note: *Once you have started the process of applying online, you can click "save" after each step in the application, sign out, and your application will remain saved as a draft. Please make sure you have prepared all documents to be uploaded prior to completing the application. You can then return to your application any time before the deadline to continue working or to make changes by signing in with the username and password you created. Once you click "submit," you will still be able to see your application; by you will not be able to make any more changes.*

For technical questions about the online application system, contact staff member [Doreen Mitchum](#) at 206 296.7579.