



2020 Auburn Arts Commission Project Support Grant Application Guidelines

**Projects from January 1, 2020 – December 31, 2020
Deadline: September 17, 2019**

About the Project Support Grant Program

Established in 2002, the primary purpose of this program is to provide support to arts-related projects and programs within the City of Auburn. The goal of the program is to encourage the growth, innovation, excellence and accessibility of the arts programs, as well as offer opportunities for local artists to create new work and share that work with the community through a free public component.

The City of Auburn Arts Commission allocates funding support it receives from 4Culture (Cultural Development Authority of King County) to community arts organizations and special projects through its Arts Sustained Support Program. All funds awarded through this program are dependent entirely on receipt of funds from 4Culture. Funding is typically awarded for \$500 - \$2,000 and is determined through a competitive application process. Strong applications will have a significant community impact through the arts and will demonstrate innovation and excellence in the field.

Eligibility

The Project Support Grant Program provides funding for arts related projects or programs, for the benefit of the residents of the City of Auburn, Washington.

- Proposed projects must take place within the city limits of Auburn and serve/be completely accessible to all residents of Auburn.
- Private, by-invitation-only, or membership events do not qualify. All events/projects must be open to the general public.
- Projects must comply with all regulations of the United States of America, State of Washington, and City of Auburn.
- Those artists or organizations receiving funding through other City of Auburn programs or sponsorship may apply for funds through this program; however, priority is given to organizations who are not receiving funding support through other City of Auburn programs.
- Projects must take place within the 2020 calendar year

What kind of projects do not qualify?

- Scholarships, tuition assistance, or other student support.
- Underwritten project sponsorships, or subsidy of tickets.
- Projects which support religious activities or political organizations.

- Projects that exclusively or primarily benefit the membership of the organization, or those that preclude reasonable access by the general public.
- City of Auburn staff or members of the Auburn Arts Commission are not eligible to apply

Details about Funding

- Payment is not provided until after the completion of the selected project(s) with an invoice/evaluation form
- Selected projects may be partially or fully funded in the amount of \$500 – \$2,000
- All published materials and announcements regarding the project must state: “This project made possible through the support of the City of Auburn and 4Culture King County Lodging Tax.” Promotional credit must be clearly prominent and submitted as part of the evaluation.

Evaluation Criteria

- A goal of the Auburn Arts Commission is to enhance appreciation of the arts and provide as broad a spectrum and access to arts programming as possible to all residents of Auburn. Consideration is given to projects that demonstrate how the above priorities are addressed.
- Community impact, including partnerships with other organizations, or public participation, with an implementation plan and evaluation of the impact of the project will be given additional consideration.
- Feasibility and commitment to complete the project (clear programming, plan and/or budget)
- Innovation in the arts and artistic quality of the project

Application Process

- All applications **MUST** be received by the deadline; late or incomplete submissions will not be accepted.
- Eligible applications are reviewed by a peer panel selected for their knowledge and/or expertise in the arts, familiarity with the Auburn community and their ability to interpret policies and review criteria.
- All selected projects must be approved by the Arts Commission on November 6, 2018 and applicants will receive notification of results in mid-November.
- Selected projects that do not fulfill their proposed projects may not receive funding
- Amount granted may not be for the exact amount requested.

How to Apply

All applications must be submitted via electronic online form at:
<https://auburn.seamlessdocs.com/f/AACProjectSupportGrant/>

Required documents:

- Application form (contact and project information, narrative questions, and a budget in which the proposed project expenses **MUST MATCH** the proposed project income)
- For organizations: a 501c3 determination letter or business license
- For non-profit organizations: a list of the board members and their affiliations
- For artists: artistic work samples/images (up to 10 JPEG images and separate image list)
- For artists/individuals: a resume or CV demonstrating related experience

Optional documents:

- Marketing or press samples

Applicants are encouraged to contact staff for assistance with completing the grant application and to inquire about any other questions Monday through Friday, 8 AM - 5 PM.
 Contact: Allison Hyde, Arts Coordinator, 253-804-5043, ahyde@auburnwa.gov