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January 6, 1994
CRD/sp

INTRODUCED BY: LOUISE MILLER
DON SIMS

PROPOSED NO: 93-914

MOTION NO. 9242

A MOTION adopting application guidelines for special projects program funded with hotel/motel tax revenues.

WHEREAS, the King County council approved Ordinance 11242 amending the county's existing hotel/motel tax ordinance to combine the Opportunity Grant and Cultural Enhancement Programs into a Special Projects program to create administrative efficiencies in program delivery, and

WHEREAS, Ordinance 11242 requires the executive to submit for council approval a set of proposed guidelines for applicants to follow in developing project proposals for hotel/motel tax funding, and

WHEREAS, the King County arts commission and King County landmarks and heritage commission have developed guidelines for a new Special Projects program; and

WHEREAS, the guidelines for the Cultural Education Program and Cultural Facilities programs have not been substantially changed since their approval by the council;

NOW, THEREFORE, BE IT MOVED by the Council of King:

The attached 1994 guidelines for the Special Projects program funded by hotel/motel tax revenues are hereby approved.

PASSED this 28th day of February, 19 94.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Kent Pullen
Chair

ATTEST:

Arnold G. Peterson
Clerk of the Council

Attachments:

A. 1994 Guidelines

Passed by a vote of 13-0.

Special Projects Program

The Special Projects Program consolidates the hotel-motel tax revenue funded Cultural Enhancement & Opportunity Grant Programs

The Cultural Resources Division has recommended consolidating the Cultural Enhancement Program and Opportunity Grant programs into a new Special Projects Program. This recommendation requires a revision to the King County Code governing the use of hotel/motel tax revenues and must be approved by the King County Council. This recommendation is part of the larger reorganization of the arts programs, which is described in the *Introduction*.

As these guidelines went to press, the proposed program consolidation had not yet been approved. The description of the Special Projects Program that follows is therefore tentative, although the key elements of the previous two programs have been retained. The new program thus represents a simplification of the application process more than it represents a new category of funding. In the event the recommended changes are not approved, Division staff will assign applications to either the Cultural Enhancement and Opportunity Grant categories for panel review. The application form and review process will remain the same in either case.

Definition

Supports innovative arts projects, heritage endeavors, and collaborative programs which reflect the cultural and geographic diversity of King County.

Eligibility

Eligible applicants may include, but not be limited to independent artists, heritage specialists, cultural organizations of all sizes including small and mid-sized arts organizations, public agencies involved in cultural programs, community arts and cultural groups, and family and youth programs relating to cultural endeavors.

Projects must serve residents of King County. Independent artists who receive an award one year may not apply the following year. Only one application may be submitted per project.

Projects already funded through the King County Arts Commission Sustained Support Program are not eligible. Organizations whose only program is an annual single event, such as a festival, may apply for a distinct project or element within the overall program.

Purpose and Scope of Program

The Special Projects Program is intended to fund cultural projects, special needs or collaborative efforts by individuals and organizations of any size.

The estimated program budget is: approximately \$191,000 for arts programs and approximately \$47,700 for heritage programs. The source of funds is the hotel-motel tax revenue program. The expected funding range for arts projects based

on last year's program budget is: \$2,000 - \$25,000. The expected funding range for heritage projects based on last year's program budget is: \$1,000 - \$15,000. Applicants are encouraged to weigh their requests carefully against available funds, expected funding range, and review criteria as the commissions attempt to fund projects in this category as close as possible to the applicant's request

The deadline is **January 14, 1994** for support in the 1994 calendar year. Awards are made annually and are intended to fund diverse activities. Funds may be used to:

1. Provide opportunities for independent artists to produce new work, such as:
 - Literary publications and readings
 - Media (film, video, audio) creations and presentations
 - Compositions and musical presentations
 - Choreography and dance presentations
 - Playwriting and theater presentations
 - Visual arts creations for exhibitions, displays and installations
 - Experimental forms, new genres and interdisciplinary collaborations

Note: Please see section on application materials for required support materials. At least 25% of the available funds will be allocated to independent artists for new works.

2. Provide support for special needs or technical assistance, such as:
 - Cooperative workshops and lectures

- Conferences with regional, national or international appeal
 - Exchange and sharing of equipment, marketing tools and information services
3. Produce special events and programs that will highlight the region's cultural resources, such as:
 - Festivals
 - One time special events with significant regional impact
 - Regional and national touring programs and exhibits presented in King County
 - Local art fairs
 - Community performances and local exhibits
 - Newly developed programs or initiatives
 4. Improve cultural opportunities for special populations, multicultural audiences and King County youth, such as:
 - Participatory and educational programs which integrally involve above groups
 - Program opportunities and access for disabled individuals
 - Program opportunities and outreach for culturally diverse audiences
 - Programs and workshops for at risk youth including those that may only take place in an institutional setting
 - Internships and training programs
 5. Improve audience development and outreach with particular emphasis on tools to reach special populations, multicultural

audiences and King County youth, such as:

- Discount tickets and group rates
 - Free programs in the resident facility or special outreach
6. Develop heritage projects that make a significant contribution to the preservation, conservation or interpretation of the historical and archaeological resources of King County, such as:
 - Community histories
 - Thematic exhibits
 - Heritage resource documentation
 - Interpretive guides and markers
 - Projects that address neglected aspects of King County heritage such as those defined by theme, ethnicity or geography

Application Review Criteria

- Artistic merit and innovation or heritage significance of project
- Feasibility and applicant's ability to accomplish project
- Appropriateness of overall budget (including professional fees to artists) and request
- Access and public benefit
- Publicity and audience development plan
- Applicant's experience and potential effectiveness

Note: In the future the King County Landmarks and Heritage Commission or King County Arts Commission may adopt supplemental guidelines to meet special needs in a specific year.

Application Materials

All applicants must submit:

- 10 copies of the completed application form
- If applicable, description of umbrella organization

Organizations must submit the following information in addition to the materials listed above:

- IRS determination letter of non-profit status
- Audit or financial statement from most recently completed fiscal year
- Current fiscal year's operating budget
- List of board of directors (indication of cultural background and geographic representation is encouraged)
- Optional: One copy of support materials (resumes, brochures, catalogs, reviews, etc.)

Independent artists must present all new works to the public in either workshop or final production form. Applicants are requested to submit the following information in addition to the application forms listed above:

- 2 copies of resume (no more than 2 typed pages)
- Additional support materials (see disciplinary headings)

Literary Artist Projects Works-in-Progress

Including but not limited to: fiction, creative non-fiction, poetry and experimental forms based on writing or presentation of the written word. Selection of final projects will be based upon blind jurying of writing samples and subsequent evaluation

of project proposals. Writing sample must be of proposed work-in-progress and must not be previously published or produced. Funding support assists in the completion and a public presentation of this project.

Submit the requested application forms and the following support materials:

- 3 copies of writing sample from proposed work (up to 5 poems and/or 3,000 words) submitted unbound and without covers. Do not include name of writer, press name or acknowledgments on writing sample
- Cover letter (include titles and first lines of works submitted)

Publication Projects for Fiction, Creative Non-Fiction and Poetry

The writer and the literary small press are provided funds for publication. The publisher must be a Northwest small press willing to print a run of at least 500 copies. Anthology proposals will be considered. Grants supporting the writer and printing costs are typically \$5,000. A public reading or discussion in King County is required for all award recipients.

Submit the requested application forms and the following support materials:

- 2 copies of completed manuscript submitted unbound and without covers
- The review will be blind. Do not include name of writer, press name or acknowledgments on manuscripts
- Cover letter (list titles and first line of work submitted)

- Statement from press committed to publishing work if accepted or statement by writer outlining plans for publication if selected

Media Artist Projects

Including but not limited to: film, video and audio. Funding supports the creation and presentation of this project.

Submit the requested application forms and the following support materials:

- Sample (up to 10 minutes) cued to appropriate section. (Formats: film - 8mm or 16mm; video - 1/2" VHS or 3/4"; audio - cassette). Clearly mark side to be played with artist's name and title of work
- One 3"x5" card describing sample. Include: artist's name, creator's name (if different from artist), title of work, date completed (indicate if previously completed work or work-in-progress of submitted project proposal), role artist played in sample (i.e., director, writer, producer, other) and 2-3 sentences describing sample
- Radio plays and screenplays must be accompanied by film, video or audio sample as described above

Performing Artist and Inter-disciplinary Projects

For the creation and presentation of new work in music, dance, theater and inter-disciplinary collaborations

Music: including but not limited to composition and improvisation, jazz, sound pieces and opera

Dance: including but not limited to choreography, mime and music theater

Theater/Playwriting: including but not limited to playwriting and music theater

Inter-disciplinary: including but not limited to performance art and inter-disciplinary collaborations. Projects should involve two or more disciplines working in an equal artistic partnership to create a new work

Submit the requested application forms and the following support materials:

- Samples of tapes (up to 6 minutes) cued to appropriate section. Clearly mark sample with artist's name and title of work (for audio cassette note side of tape to be played)

Music: Audio cassette. When applicable, include one copy of score which corresponds to tape selection. *Optional:* one copy of score of proposed project

Dance: 1/2" VHS tape

Theater/Playwriting: Playwrights must include 3 copies of proposed script unbound and without covers. Please indicate on the application form the development stage of the work by the draft number or explain what processes have been accomplished thus far. Submitted scripts may not have been already

professionally produced. If a theater work is created through a collaborative and/or improvisational process, please provide 3 copies of a scenario and description of the theater process to be used. *Optional:* 1/2" VHS tape of previous work

Inter-disciplinary: 1/2" VHS tape. One resume for each key collaborator in addition to the 2 requested from applicant. *Optional:* no more than 6 labeled slides of visual artist's recent work with annotated slide list; audio cassette of composer's recent work

- One 3"x5" card describing tape sample. Include: artist's name, creator's name (if different from artist), title of work, date completed, role artist played in sample (i.e., composer, choreographer, director, playwright, performer; include role of other key collaborators) and 2-3 sentences describing sample. Indicate if sample is work-in-progress of submitted project proposal

Visual Arts Projects

For temporary new works projects that may be constructed or installed in public non-traditional sites.

Submit the requested application forms and the following support materials:

- 10 numbered and labeled slides
- Annotated slide list (on 8 1/2"x11" piece of paper with artist's name, number, title,

medium, and dimensions of each piece)

- Indicate if slide is work-in-progress of submitted project proposal

Note: No unsolicited material will be reviewed. When more than the specified number of slides are submitted, only the first 10 will be reviewed. Slides submitted without numerical designation will be reviewed randomly.