



City of Port Townsend Arts Commission Funding Frequently Asked Questions

What is funding available for?

We recommend projects for funding that bring the arts to the public, meaning projects with artistic merit that culminate in an event that is open to the public. This often means a performance, but it can include exhibitions, talks, screenings, or arts education-related public projects. Each project must have either at least one pay-what-you-wish event or free entry. First-time applicants are encouraged to apply.

Please note that every project must have an event taking place in the calendar year in which it is approved. To be considered for funding, January events must take place after our first meeting of the year.

When should I submit my application?

We consider applications every other month on odd-numbered months. We review all applications in the order they are received.

Our meetings are the first Thursday of every month, so to be considered, you should submit by the 20th of the month prior to the meeting in which you would like your application to be reviewed.

Can my event be funded after it's happened?

In short, no. But we are more likely to fund your next project if you can prove that you have successfully created other events.

I've submitted my application, now what?

PTAC will review your application at our next grant review meeting, which is the first Thursday of the following months; January, March, May, July, September, and November. You'll get an invitation to join us for the review process. We highly recommend that you join us, as you will have a chance to clarify any points, we may have questions about, and your passion for your project can help us see the benefit it will have for our community. If you are unable to attend in person, you are welcome to join us virtually. Please email artscomm@cityofpt.us if you would like to do this.

We will decide on funding at that meeting. If you are unable to attend, you will be notified of our decision via email.

My application was approved! What happens next?

Congratulations! We trust you'll create something meaningful for our community. The city will issue you a contract requiring your event to happen as indicated. After your event takes place, you'll need to submit an invoice and follow-up report to receive reimbursement.

Please note that you will not receive funding before your event.

**I'd like to change elements of an approved project.
What do I need to do to make sure that you'll still fund me?**

PTAC needs to be informed of any changes. We understand that sometimes things need to be modified, but in order to be transparent to the community, we need to make sure that those changes are in the public interest. Please email your changes to artscomm@cityofpt.us so that we can review them at the next meeting.

If you do not let us know about any changes, we may not be able to release the funds.