



City of Port Townsend Arts Commission Funding Frequently Asked Questions

Who do we fund?

The Port Townsend Arts Commission (PTAC) can fund either organizations or individuals that are bringing public art to the Port Townsend area.

What is funding available for?

We fund projects 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. First-time applicants are strongly encouraged. Each PTAC-funded event must have either free entry or at least one pay-what-you-wish performance.

Please note that every project must have an event taking place in the calendar year in which it was approved. This can get a little tricky if your event is in early January, so please keep that in mind when you are applying.

When should I submit my application?

We consider applications every other month on odd-numbered months. We review applications in the order in which they are received and currently are able to review nearly all of our applications each month.

Our meetings are on the first Wednesday of every month, so in order to be considered, you should submit by the 20th of the month prior to the meeting when you would like your application to be considered.

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 Wednesday of January, March, May, July, September, and November. You'll get an

invitation to join us for the review processes if your application is going to be reviewed. We highly recommend that you do this, as you'll have a chance to clarify any points we may have questions about, and your passion for your project can help us to see the benefit it will have for our community.

We will make a decision on funding at that meeting, and if you are unable to attend you will be notified of our decision via email.

My application was approved! What happens next?

Congratulations! We know you'll create something fantastic for our community. Now 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. The City will then issue a payment.

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

PTAC needs to be kept in the loop. 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 PTAC your changes at artscomm@cityofpt.us, so that we can discuss them at the next PTAC meeting.

If you do not let us know about any changes, then the City may not be able to release the funds to you for your project.