



## City of Port Townsend Arts Commission Funding Guidelines & Application Review Schedule

The Commission decides whether to fund a project based on the following guidelines:

1. The applicant demonstrates the public benefit or value to the community and shows that the event will be broadly advertised to the community (or, if intended to bring in out-of-town visitors, that advertising is designed for that purpose).
2. The project or event would not occur without PTAC funding. If the project can still be done without PTAC funding, the application shows how the requested funds would improve the project.
3. The target audience is the Port Townsend/East Jefferson community or the project is intended to bring in visitors from outside the area.
4. The event is accessible financially so that members of the public are not excluded based on ability to pay admission (e.g., Will admission be charged? Will there be donations at the door? Will there be an opportunity to “pay what you wish?”)

The Commission funds for results (i.e., performances, exhibits, or workshops) not specific expenses. However, the intent is to fund direct costs of the production.

“Direct costs” include but are not limited to the following:

- Purchases of supplies and materials
- Rentals of supplies, materials, equipment, and space
- Artist presentations and workshops
- Creation and/or documentation of the work, event, or performance
- Production costs, such as events, installations, exhibits, programs

The following are generally not considered “direct costs”:

- Brick and mortar projects
- Operating support (administrative and overhead)
- Permanent or capital equipment
- Events with the sole purpose of fundraising, even those including a public benefit
- Personal travel
- Regranting of funds
- Scholarships
- Hospitality expenses, such as food, beverages, flowers, and receptions
- Events for which the sole purpose is political or religious
- Events not open to the public

### **Funding process and procedures:**

1. Applicant submits a complete proposal (available on City’s website and at City Hall) according to the application review schedule
2. Proposal reviewed by PTAC
3. Notification of award or non-award of funds
4. City issues contract
5. Applicant submits invoice and follow-up report to the City after event
6. Payment issued by City

**Funding application review schedule:**

<b>Event occurring in</b>	<b>Application reviewed at PTAC meeting in</b>
January, February, March	January *
April, May, June	April
July, August, September	July
October, November, December	October

*\* In 2021, PTAC will review 1<sup>st</sup> quarter applications at the January, February, and March meetings.*

Applications are due by the 20<sup>th</sup> of the month prior to the meeting when they will be reviewed. They can be submitted to [artscomm@cityofpt.us](mailto:artscomm@cityofpt.us) or delivered to 250 Madison Street.

Applications for microgrants of \$500 or less will be considered monthly. Applications must be submitted at least one month prior to the event and by the 20<sup>th</sup> of the month prior to the next meeting.