



Port Townsend Arts Commission Grant Funding FAQ

Who is eligible for grant funding?

The Port Townsend Arts Commission (PTAC) can fund organizations or individuals who are bringing public art experiences to the Port Townsend area. First-time applicants are strongly encouraged.

What is eligible for funding?

We fund projects that bring the arts to the public, meaning projects with artistic merit that culminate in some sort of opportunity for a public experience. This includes, but is not limited to, a performance, exhibition, artist talk, screening, or any arts related public project. Each PTAC funded project or event should be held in an ADA-accessible venue or space and have either free entry or at least one pay-what-you-wish performance.

When should I submit my application?

We accept applications year-round with three opportunities for commission review. We provide three deadlines for each grant review posted to our website. Applications received after the posted deadline will be referred to the next grant round. We review applications directly within the open public meetings of the Arts Commission and make decisions at the meeting. Applications are reviewed in the order in which they are received.

In general, we recommend that you apply well in advance of your event. PTAC meetings are the first Thursday of each month, at 3:00 p.m. in City Council Chambers. Applicants are invited to attend the meeting in which their grant application will be reviewed with the opportunity to provide a brief overview of the project or event and answer any questions the committee may have.

Can my event be funded after it's happened?

No. However, series and seasons of events can be funded, even if the series or season is underway, as long as there are remaining events in the year of funding. We are more likely to fund your next project if you can prove that you have successfully created other events but it is not a prerequisite for funding.

Please note that PTAC grants are reimbursable and cannot be paid upfront. Every project or event must expend the grant funding in the calendar year in which it was approved. This can get a little tricky if your event is in the first quarter of the year, so please reach out to us if that is the case with your project or event. Email artscomm@cityofpt.us

Can I apply more than once and receive more than one grant each year?

Yes. PTAC does not restrict the number of times an individual or organization can apply. If you have received a PTAC grant in the past, you are asked to disclose this information on your application.

I've submitted my application, now what?

PTAC will review your application at our next grant review meeting. You'll receive an invitation to join us for the review process if your application is going to be reviewed. While we recommend that you join us, since it is an opportunity to provide clarity about your project or event, it is not required to receive funding. 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. City staff will follow up with you to issue a contract via email requiring your project or event to happen as indicated. You must return the contract by the date noted in the email. Note that you must include PTAC in your digital and print marketing materials and spoken program at your event (if applicable). After your event takes place you'll submit an invoice for the grant amount and a follow-up report on the form provided. After you've submitted these documents, the City will issue payment.

My application was declined, or I received partial funding! Does the commission offer feedback?

PTAC grants are competitive, with applicant requests far exceeding the allowable total budget for the grant program each year. Thank you for all the time you have taken to apply, and your interest in bringing art to the public. We appreciate you! If you were unable to participate in the grant review meeting, we recommend that you listen to the recording, publicly available on the City's website: <https://cityofpt.us/citycouncil/page/agendasminutesvideos>

I'd like to change elements of the project or event that you have already approved, or I need more time to make my project or event happen. What do I need to do to make sure my project is still funded?

Please keep us in the loop. We understand that sometimes plans change and need to be modified. In order to be transparent to the community and use community tax dollars in the public interest, we need to stay apprised of major changes or delays in your project. Please email artscomm@cityofpt.us with your changes so that we can discuss them and approve them at the next PTAC meeting.

If you do not let us know about any changes, we may not be able to release the funds to you for your project depending on the circumstance.