



2023 Grants for Artists' Progress Award Guidelines

ABOUT ARTIST TRUST

Artist Trust is a 501c3 nonprofit organization dedicated to helping Washington State artists thrive. Recognized as a national model for direct funding and professional development for working artists, we have invested over \$15 million in individual artists since our founding in 1986. We view our mission to support and encourage artists working in all disciplines in Washington State through a lens of racial and geographic equity, actively working to ensure that artists from all backgrounds and Washington State geographies are reached through our services.

ABOUT GRANTS FOR ARTISTS' PROGRESS

2023 Grants for Artists' Progress (GAP) are unrestricted project-based grants of \$1,500 for artists working in all disciplines across Washington State who are Black, Indigenous, and People of Color (BIPOC) residing in King County, and artists of all backgrounds residing outside King County.

This current iteration of GAP is a three-year pilot with the goal to make strategic investments in artists from backgrounds and communities most deeply impacted by the pandemic, who have also historically received less funding and resources from Artist Trust. This includes artists residing outside of King County and artists who identify as BIPOC. If you do not currently fit the scope of this year's GAP, we welcome you to take a look at our other [funding programs](#) and [opportunities](#). If you have feedback you would like to share to inform future GAP cycles, email info@artisttrust.org.

2023 GAP is made possible thanks to private funding through Artist Trust's community of donors. No public funds are used towards this program. Deep appreciation to participants in our statewide artist focus groups, the Artist Trust Strategic Vision and Stewardship Committee and Racial Equity Committee, Board of Trustees, and staff.

SYNOPSIS

Grants for Artists' Progress (GAP), are unrestricted project-based grants of \$1,500 for artists working in all disciplines across Washington State. In 2023, Artist Trust will support artists who are Black, Indigenous, and People of Color (BIPOC) residing in King County, and artists of all backgrounds residing outside King County. In 2023, Artist Trust will award 65 GAPs to be distributed in six regions across Washington State: East, North Central, Puget Sound, South Central, West, and King County.

We define BIPOC artists as individuals identifying as one or more of the following ethnicities:

- Alaskan Native

- Asian/Asian American/Pacific Islander or Hawaiian
- Black/African/African American
- Latinx
- Middle Eastern
- Native American or Indigenous
- South Asian

For support with your application and a map of the counties in each region, see page 5.

WHO IS ELIGIBLE

APPLICANTS MUST BE EITHER OR BOTH OF THE FOLLOWING:

- BIPOC (Alaskan Native, Asian/Asian American/Pacific Islander or Hawaiian, Black/African/African American, Latinx, Middle Eastern, Native American or Indigenous, or South Asian)
- Residing outside of King County

APPLICANTS MUST ALSO BE:

- 18 years of age or older;
- Washington State residents at the time of application and payment;
- Individual artists (or artist teams) who are the originators of works of art.

APPLICANTS MUST NOT BE:

- A recipient of a GAP from 2018-2022;
- Previous recipients of the James W. Ray Distinguished Artist or Arts Innovator Awards;
- Recipients of another Artist Trust grant in the 2023 calendar year;
- Current graduate or undergraduate students enrolled at the time of both the application and/or payment (payment will be made October 2023);
- Applying on behalf of a company, nonprofit, organization, fiscal sponsorship, or community group;
- Current Artist Trust staff, Board of Trustees, honorary committee, current GAP panelists, or their immediate family.

ARTIST TEAMS

A team of two or more artists may apply if they have a documented history of creating and presenting work as a team for at least three consecutive years. Artists applying as a team must contact Artist Trust to confirm eligibility before applying. If eligible, one artist will submit the application and list team members in the application. All team members must meet the eligibility requirements.

DISCIPLINARY CATEGORIES

Choose the category that best suits your practice and use the discipline statement to provide additional context.

Disciplinary categories may include the following practices:

Literary Arts: Creative Nonfiction, Experimental/Hybrid Works, Fiction, Graphic Novels, Poetry, Zines.

Media Arts: Animation, Augmented Reality, Film, Immersive Audio & Video Works, Podcasts, Screenplays, Sound Art, Teleplays, Video Art, Virtual Reality, Web-based Art.

Performing Arts: Costume Design, Dance, Music, Music Composition, Musical Theater, Performance Art, Playwriting, Puppetry, Set Design, Sound Design, Spoken Word, Storytelling, Theater, Traditional/Folk Performance.

Visual Arts: BioArt, Craft, Digital Arts, Drawing, Ecological Art, Environmental Design, Furniture Art, Illustration, Installation, Interactive Installation & Sculpture, Painting, Photography, Printmaking, Public Art, Sculpture, Traditional/Folk Art.

HOW TO APPLY

The 2023 GAP application is available online starting May 15, 2023. Visit artisttrust.submittable.com/submit to submit.

DEADLINE: Friday, June 23, 2023, at 11:59 PM PST

Materials to Submit

Discipline Statement (50 words or less)

Biography (150 words or less or up to 1.5 minutes of video/audio)

Project Description (350 words or less or up to 3 minutes of video/audio)

Work Samples (See Work Sample Guidelines on page 7)

Progress Statement (150 words or less)

Applications are only accepted through Submittable.

VIDEO GUIDELINES FOR YOUR BIOGRAPHY AND PROJECT DESCRIPTION

Materials submitted in video format should be low-tech. Low-tech videos are unedited, without filters, scene changes, or multiple clips. The video should be a straight and clear shot of the applicant. The video can show the applicant's full body, or from the waist or shoulders up. The video cannot contain any of the applicant's artwork.

The video should be:

- Clear and focused footage of the applicant;
- Up to 1.5 minutes long for the biography and up to 3 minutes long for the project description;
- Easy to see and hear the applicant ;
- Footage of the applicant speaking clearly.

The video should not be:

- Footage of more than one person;
- More work samples or have the applicant's work in view;
- Longer than the maximum time - up to 1.5 minutes for the biography and up to 3 minutes for the Project description.

AUDIO GUIDELINES FOR YOUR BIOGRAPHY AND PROJECT DESCRIPTION

Materials submitted in audio format should be clear and easy to hear without any additional audio including music, white noise, other voices, and/or any background noise that is not the applicant's own voice.

The audio should be:

- Clear and easy to hear the applicant's voice;
- Up to 1.5 minutes long for the biography and up to 3 minutes long for the project description;
- The applicant's voice only.

The audio should not be:

- More than one person's voice;
- Edited audio of the applicant including auto-tune, sped up or slowed down manipulation, and/or higher or lower pitched;
- More work samples;
- Longer than the maximum time- up to 1.5 minutes for the biography and up to 3 minutes for the artist statement minutes for the project description.

Applications are only accepted through Submittable.

HELP WITH YOUR APPLICATION

Applying for grants can be hard, and we want to help you. Artist Trust offers the following support services and resources to guide you through the application process:

How to Apply for 2023 GAP: A brief walkthrough of how to apply, the process, and selection criteria. [Click here](#) to view this pre-recorded webinar.

How to Write a Project Proposal: Join us for this free virtual workshop on May 25 with Artist Trust Program Co-Director Luther Hughes to talk through the basics of crafting a successful project proposal! [Click here to register.](#)

Office Hours: 20-minute consultations with our staff, provided via Zoom or by phone, on June 8 & 9. Additionally, we have in-person appointments available in [Edmonds \(June 7\)](#) and [Bremerton \(June 8\)](#). Make an appointment at artisttrust.org.

Study Hall: Pop into this open Zoom session on Thursday, June 1, from 1-3 p.m. to work on your 2023 GAP application. During Study Hall you can speak with Artist Trust program staff, work through your application on mute, or request a breakout session for direct support. This is not a private session, but rather a space for information sharing and work time. No registration is required. Zoom link: <https://us02web.zoom.us/j/83309568523>

Reference Guide: [Review examples](#) of successful applications from past year's awardees at artisttrust.org.

Resources: Visit artisttrust.org for toolkits, tips, and other information.

Contact Us: We are happy to answer questions about your application. Our contact information is on page 8. Please note: it's hard for us to answer questions on the day of the deadline. Start your application early and don't wait to contact us with questions.

If you require a translator to complete your application or have other accessibility needs, please get in touch. Our contact information is on page 8.

ARTIST TRUST DESIGNATED REGIONS

2023 GAP will be distributed and adjudicated by region to six regions across Washington State: East, North Central, Puget Sound, South Central, West, and King County. Depending on which county you live, you will only be considered with other artists located in your region for funding. Artists living in King County will be adjudicated separately from Puget Sound. Please reference the map below to see the breakdown of our six funding regions and their counties. If you're not sure which county you live in, [click here](#).

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TIPS & HINTS

1. Read the guidelines and instructions carefully and follow them.
2. Start your application at least a week before the deadline and give yourself plenty of time to prepare your materials. Don't wait until the last minute to submit. Submittable slows down from high traffic in the hours before the deadline. We do not accept late applications.
3. Write and save your application in a word processing program. Copy and paste the text into Submittable when you are ready to submit.
4. A **discipline statement** (50 words or less) describes your artistic practice. It can be as simple as "I am a poet" or give a more detailed explanation of your practice. You will also be asked to select a disciplinary category (literary, media, multidisciplinary, performing, and visual).
5. A **biography** (150 words or less or up to 1.5 minutes of video/audio) tells your story as an artist. It provides details about you and your work, such as where you were born or grew up, your training, career development, accomplishments, or other information that may not be found elsewhere in the application. This can be written, video, or audio format.
6. A **project description** (350 words or less or up to 3 minutes of video/audio) explains the who, what, when, where, and why of a project. It gives specific details about your vision, timeline, intentions, goals, and how this funding will support your work. A strong project description is clear and straightforward, cohesive with the work samples, and shows you know what it takes to complete your project. Projects selected for GAP funding vary in scope, size, and scale. They range from developing a series of poems to large-scale performances. This can be written, video, or audio format. You can find written examples of projects supported by GAP in the [reference guide](#).
7. **Work samples** are the most important part of your application. Include your strongest work. Make sure your work samples are well-documented, cohesive with other parts of the application, and follow the work sample guidelines on page 7. Upload your work samples in the order you'd like the panel to review them.
8. The **progress statement** (150 words or less) explains how this grant will impact the progress of your artistic practice. How will this funding progress your work forward? Please feel free to address your financial need and how this grant will impact other parts of your artistic progress and/or life.

9. Do not include links to external websites, portfolios, social media, etc. in any of your submitted materials.
10. Take advantage of our support services and resources listed on page 5. You can find examples of some components of the GAP application in the [reference guide](#) at artisttrust.org.
11. Watch the How to Apply to 2023 GAP pre-recorded webinar [here](#).
12. Have a friend, colleague, or another artist review your application before you submit. If you have questions about your application, the guidelines, your eligibility, or anything else, give us a call or email. Our contact information is on page 8.

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WORK SAMPLE GUIDELINES

You may submit work samples in audio, video, image, and manuscript formats. The works in your samples should have been created within the past 5 years. Review the guidelines for information on file types, sizes, lengths, and total number of samples. We do not accept physical artwork in any format, slides, or files sent via email. All work samples must be submitted within your Submittable application.

The total amount submitted must equal no more than 10, which may not necessarily be how many files you upload.

If you are submitting multiple file formats, you may submit no more than 10 files. One image is equal to one minute of video, audio, or manuscript page. For example, you can submit a single 10-minute video, or 10 images, or 10 manuscript pages. Or you can submit a combination. For example, you can submit 2 minutes of a video, 5 pages from a manuscript, and 3 images—this equals 10 work samples.

To respect the panelists' time, samples submitted over the maximum allowed will not be considered. Links to third party websites, such as SoundCloud, Vimeo, and YouTube, and/or other third-party websites are not accepted anywhere in the application.

AUDIO

- Maximum of 10 minutes total.
- Begin and end each sample where you want the panel to begin and end.
- Do not submit samples with cue times.
- Choose a selection that will make the panel want to see/hear more (avoid long intros, etc.).
- Do not submit work samples designed for promotional purposes (such as a filmography, reels, or interviews).
- Submit an individual file for each song or work.
- File type(s): .aiff, .mp3, .wav.
- Music and Music Composition: No scores please.

IMAGES

- Maximum of 10 images.
- Recommended no smaller than 1920 pixels on the longest side.

- Recommended 72 ppi/dpi (standard web resolution).
- Submit one piece per file (do not collage several angles or multiple pieces within one image).
- Backdrops should be neutral (white, black, or gray), with each piece well-lit and focused.
- File type(s): .gif, .jpeg

MANUSCRIPT

- One manuscript with a maximum of 10 pages, plus one synopsis page (11 pages maximum).
- All manuscripts must be double-spaced with a 12-point font size or larger (except poetry, plays, or experimental works).
- Multiple poems, stories, pieces, or excerpts should be combined into one file.
- Each excerpt, story, poem, or piece should start on its own page. Do not put different pieces on a single page.
- One synopsis page is allowed. Include it as the first page of your work sample (one synopsis page + maximum 10 manuscript pages). If the work sample consists of multiple excerpts, use the synopsis page to give information for each. A synopsis page can include publication dates, whether the selections are from a larger series, additional description, or details about where the piece fits within a larger body of work. It can be single- or double-spaced.
- File type(s): .pdf.

VIDEO

- Maximum of 10 minutes total.
- Do not submit work samples designed for promotional purposes (such as a filmography, reels, or interviews).
- Submit an individual file for each distinct work.
- Video compilations of still images are not allowed.
- Begin and end each sample where you want the panel to begin and end.
- Do not submit samples with cue times.
- Choose a selection that will make the panel want to see/hear more (avoid long intros, fade-ins/outs, etc.).
- Resolutions: recommended minimum 640 x 480, maximum 1920 x 1080.
- Aspect Ratio: 4:3 or 16:9.
- Bit Rate: recommended above 240 kbps.
- Frame Rate: recommended minimum 12 fps, maximum 30 fps.
- Format: .avi, .m4v, .mpg, .wmv.

Submittable has a default maximum file upload size of 400mb and a default maximum total submission size of 800mb. This means individual files cannot exceed 400mb, and in total, your application cannot exceed 800mb.

WORK SAMPLE DESCRIPTIONS

You may add work sample descriptions when uploading each file in the metadata. Work sample descriptions should include title, materials, dimensions, time, or pages, and the year work was completed. Also, use the description to clarify your role (e.g., cinematographer, lighting designer, "I'm the second to the left in this image."). You may include a short (1-2 sentence) description of the work.

WORK SAMPLE ORDER

Submittable orders your files in the order that you upload them.

SELECTION PROCESS

Selection Criteria

Applications are reviewed by one multidisciplinary panel of working artists from across the state. The panel will consist of one artist from the West, Puget Sound, North Central, South Central, and East regions. Panelists review all eligible applicants online through Submittable and meet via Zoom to discuss applications and recommend recipients. 10 recipients from West, North Central, South Central, East, and Puget Sound (outside of King County), and 15 BIPOC recipients within King County will be nominated by the panel. Panelists are required to review applicants through a lens of racial equity and are encouraged to highlight a range of disciplines, practices, and career stages.

Artist Trust recognizes that Black and Indigenous people experience more barriers and less opportunities than other people of color. We use the term BIPOC (Black, Indigenous, and People of Color) to acknowledge this reality.

Throughout the 2023 GAP adjudication process, panelists will be asked to prioritize Black and Indigenous artists, as well as discuss marginalized identities within BIPOC communities.

The panel nominates recipients based on:

- Artistic excellence;
- Clarity of vision and project;
- The potential progress and impact the award would have on the artist's life;
- Geographic location in Washington State .

RACIAL EQUITY

Background

Artist Trust is a nonprofit organization that helps Washington State artists of all disciplines thrive through direct support, connections, and advocacy. We believe a fair and just society ensures artists of all backgrounds and identities are included in its cultural narratives.

Artist Trust Racial Equity Statement

Artist Trust is committed to becoming an anti-racist organization, and to working against the systems of racism we have inherited, upheld, and perpetuated. We know we are not there yet. Black, Indigenous, and people of color (BIPOC) have been systemically oppressed, and we are committed to partnering with them to eradicate white supremacy throughout our organization and to support historically marginalized artists across Washington State.

Read more about our work towards racial equity at [here](#).

Selection Panelists

Selection panelists are chosen by Artist Trust staff and represent a range of disciplines, ages, genders, and stages in their careers. Panelists are working artists and represent one of the

following regions (East, North Central, Puget Sound, South Central, and West) of Washington State.

Panelists are kept confidential until the announcement of the awards.

Schedule

Application Opens May 15

Application Deadline June 23

Panel review July- August

Notification Early October

Award announcement October

QUESTIONS?

CONTACT ARTIST TRUST

- With questions about applications, guidelines, eligibility, support services, and resources;
- if you need to access or edit a submitted application prior to the deadline of September 23, 2021.

CONTACT SUBMITTABLE

- With website access issues;
- With questions about uploading or formatting files;
- With other technical support needs.

help.submittable.com

ARTIST TRUST

Monday-Friday: 9:00 am - 3:00 pm PST

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