



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

The Commission decides whether to fund a project based on the information provided in the submitted application and within the Commission's discussion, along the following guidelines:

1. The project has artistic merit and engages at least one artist in the creation or implementation of the project or event.
2. 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).
3. If the project can still be implemented without PTAC funding, the application shows how the requested funds would improve the project.
4. The target audience is the Port Townsend/East Jefferson community or the project is intended to bring in visitors from outside the area to benefit the local community.
5. The event is accessible and inclusive so that members of the public are not excluded based on a protected class or ability to pay admission (e.g., Will admission be charged? Will there be an opportunity to "pay what you wish?")

The Commission funds the project / event (i.e., performances, exhibits, or workshops) not specific expenses. However, the intent is to fund direct costs of the effort.

"Direct costs" eligible for funding include but are not limited to the following:

- Purchases of supplies and materials needed in the immediate implementation
- Rentals of supplies, materials, equipment, and space
- Artist fees for performances, presentations, and workshops
- Marketing and documentation of the work, event, or performance
- Production costs such as events, installations, exhibits, programs

The following are generally not considered eligible:

- Capital projects
- Operating support (administrative and overhead)
- Permanent equipment
- Events with the sole purpose of fundraising, even those including a public benefit
- Personal travel
- Re-granting 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 in an open public meeting of PTAC with decision made in the review meeting
3. Notification of award or non-award of funds from City
4. City issues contract
5. Applicant performs project / event and credits the City and PTAC for support
6. Applicant submits invoice, W-9, and follow-up report to the City after the event showing that the grant award amount was expended in full as part of implementation
7. Payment issued by City to the name and address shown on the contract

Funding application review schedule:

Application Deadline (2026)	Application reviewed at PTAC meeting
February 19, 2026	March 5, 2026
May 21, 2026	June 4, 2026
August 20, 2026	September 3, 2026

Applications are due towards the end of the month prior to the meeting when they will be reviewed. Always check the PTAC webpage for the latest dates and deadlines. They are submitted online through the City's applicant portal found on the PTAC webpage, or can be emailed to artscomm@cityofpt.us or delivered to 250 Madison Street.

Questions?

Email artscomm@cityofpt.us