CALL FOR ART / 2020

As part of the New Works program in the Public Art Plan, the City of Elgin puts out a Call for Art each year to acquire new public art. The Call for Art is open to artists of all levels, worldwide.

For more information about all of the public art initiatives in the City of Elgin, visit www.cityofelgin.org/publicart.
ELIGIBILITY:

- Application is open to artists of all backgrounds and level of accomplishments, worldwide.
- Anyone receiving funds directly from the City of Elgin will not be considered for funding.

NOT ELIGIBLE/FUNDING WILL NOT BE GRANTED FOR:

- Purchasing permanent equipment or capital expenditures.
- Operating expenses or scholarships or educational programs in any school.
- An existing deficit from a previous year or previous project.
- Hobbies or recreational projects.
- Any project for a religious or political purpose.
- Any group receiving money directly from the City Council or payment in-kind agreements.
- Projects already funded by the City of Elgin or the ECAC.

FUNDING REQUESTS:

Actual honorarium awards will be contingent on the budget available once the 2020 Fiscal Year Municipal Budget is approved by the Elgin City Council. All applicants who are approved for funding under this program shall enter into a professional services agreement with the City of Elgin. The professional services agreement shall be signed and returned to the City of Elgin no later than fifteen (15) days after receipt of the document. Failure to return the professional services agreement within that time period will result in loss of the honorarium award. The ECAC is not responsible for lost or mis-delivered mail. Payment of approved honorarium will be only after full execution of the professional services agreement and the processing of appropriate cash request documents. All honorarium awards are processed at the same time.

Funding for 2020, the maximum grant request that will be accepted is $20,000.

Application deadline for 2020 is Monday, APRIL 2, 2020 @4pm
PROJECT GUIDELINES

- Projects must take place within the corporate city limits of Elgin and must be intended for a specific project.

- Only one honorarium per calendar year per artist will be funded.

- An artist or artist organization may act as a fiscal agent only once per year and cannot act as a fiscal agent for another artist or artist organization.

- An organization cannot act as a fiscal agent for another organization that has a 501(c)3 status.

- Expenditures of grant monies must occur between January 1, 2020-December 31, 2020.

- It is the responsibility of the honorarium recipient to complete any and all necessary permits or applications for the City of Elgin.

- If the artwork is being created specifically for the city of Elgin, the City of Elgin and the Elgin Cultural Arts Commission must be listed as the originating location. Artists must acknowledge the City of Elgin and the ECAC in all promotional materials, publicity and informational materials used. The ECAC and City of Elgin logo must be used on all appropriate materials for the funded project.

- Artists must complete the proposed artwork within the timeline, budget, and feasibility plan that is proposed. A final report detailing an additional maintenance care plan is required upon completion and installation of the artwork.

- Artists must provide progress updates and images as applicable.

- Artists must work directly with city staff to facilitate onsite fabrications, installation, and de-installation.

- Artist must provide appropriate information for all public signage to accompany the proposed artwork for the term of installation.

- Only one application per artist will be accepted.

- Changes to a proposed artwork once an honorarium has been awarded will necessitate a formal written Request for Project Change as well as a revised budget. This request for change can not be guaranteed; should denial of a Request for Project Change occur, Grantee shall refund all monies received within 30 days of notice of denial.
ARTWORK SCORING

The ECAC will review Call for Art applications based on the criteria listed below. Successful applicants should demonstrate a clear purpose for the artwork, offer support to demonstrate their ability to successfully complete their proposal, a balanced budget and timeline, and a strong commitment to making artwork accessible and relevant to a diverse range of participants. Applicants should also show that their proposals have artistic and/or cultural value. It is recommended that proposals not include designs that would be considered inappropriate and/or indecent by community standards.

APPLICATION AND IMPLEMENTATION PROCESS

STEP ONE
Submit your completed application and additional documentation by the deadline listed in the application.

STEP TWO
The ECAC will review the application and vote in March. Staff will vet the finalists for feasibility, maintenance, and installation.

STEP THREE
Final ECAC votes will take place in April. Proposal is sent to City Council for approval. Applicants will be notified of application status.

STEP FOUR
Selected applicant completes necessary paperwork, establishes timeline and expectations. Marketing and promotion begins.

STEP FIVE
Artwork fabrication and installation begins based. City staff provides support as has been identified during the installation.

STEP SIX
Artwork is unveiled at the Art Harvest event at the end of October. Final report and maintenance plan submitted.
AWARD CRITERIA

The ECAC reviews and evaluates each application based on the following criteria. These criteria may not apply to every application, and do not represent the only means of evaluation.

ARTISTIC EXCELLENCE

- What is unique about the proposed artwork? What is timely about this proposed artwork? How does this project highlight artistic quality and its intended aesthetic or cultural impact on its audience?

- What risks will you take with this project? How is the proposed artwork forward thinking?

TECHNICAL COMPETENCE

- Do you have the level of skill needed to accomplish the proposed artwork?

- Are the budget, timeline and installation feasible and realistic?

- Do you have past work that will provide evidence to support the level of experience needed to complete the proposed artwork?

- Does the list of materials reflect the level of research needed for the proposed artwork?

NARRATIVE SUPPORT

- The narrative should support, explain and defend the work.

- Does the proposed artwork narrative provide evidence of sound management and planning and a realistic timeline?

- What problems, difficulties, or challenges are you likely to encounter with this project and how does your narrative address them?

- Does the narrative fully describe the history, thought process, and inspiration behind the proposed artwork?

- Does the narrative describe the materials to be used and the expenditures that will be covered by the budget?
APPROPRIATE RELATIONSHIP TO THE FUNCTION OF THE SITE

- How will the artwork engage the community surrounding the location?
- Does the proposed artwork work towards accomplishing the goal of placemaking?
- Does the proposed artwork offer encouragement or support the community surrounding the site?
- Does the proposed artwork fit the location’s identity?

LONG-TERM FEASIBILITY

- Does the artwork’s proposed narrative provide a plan for its care and maintenance for the lifetime of the installation period?
- Is the maintenance and feasibility of the plan something that the City of Elgin can maintain?
- Are there special care needs that may incur additional costs? If so, what is the expected cost of those needs?

CITY OF ELGIN SUPPORT

1. Access to the installation site for artwork creation purposes.
2. Support for the installation and de-installation of the work.
3. Maintenance support as is feasible, reasonable and adheres to the plan as proposed by the artist.
4. Publicity support for the proposed artwork.
5. Signage for the artwork.
6. Unveiling event after or at the time of installation.
7. The City of Elgin will not provide insurance for the artwork.
ARTWORK LOCATIONS

The City of Elgin is considering the following location for public art installations in 2020. This location is the only location up for consideration in 2020. For images of the proposed locations, please visit cityofelgin.org/publicart.

2D LOCATIONS

1. **Ed Shock Centre of Elgin sky bridge and stairwell wall.**

   - The sky bridge is located over Symphony Way connecting the parking deck to the Ed Shock Centre of Elgin which is located at 100 Symphony Way. The sky bridge is comprised of metal and glass. The 2D work application surface would only be the metal portion of the bridge. The sky bridge is approximately 170 feet long on the western side and 80 feet long on the eastern side and is 13 feet wide. The metal surface area is on the top of the bridge going down approximately 2.5 feet onto the sides as well as the bottom of the bridge going up approximately 3.5 feet onto the sides. The surface area will be cleaned and prepped for the artist ahead of the installation. The City of Elgin will provide support to close the street and parking spaces as needed during the installation.

   - The stairwell wall is attached to the both the bridge and the parking deck. The stairwell is four floors high. The stairwell is well traveled and had a large panel of windows on the western side, making the majority of the stairwell visible from the sidewalk and road. The proposed surface for painting is up for artist interpretation, but should include at least one of the following areas:

     - The rises of the stairs on the three levels visible from the outside. The stair rises are approximately 7” tall. There are 13-15 stairs on each of the four floors. Only three floors are visible from the outside.

     - The interior walls inside the stairwell. There are a variety of walls in a variety of shapes on the interior of the stairwell. The walls make up approximately 2,500 square feet of space and are concrete.

   - The 2D work in the stairwell should either be a continuation of or complimentary to the work on the bridge.

   - To view images of the areas, please visit elgin.box.com/publicartimages
APPLICATION:

SECTION 1

Applicant Name: ____________________________________________________________

Title of Project: ____________________________________________________________

Total Amount Requested: __________________________________________________

Proposed Location of the Artwork: ____________________________________________

Address of Applicant: ______________________________________________________

City, State, and Zip Code: ___________________________________________________

Telephone: ________________________________________________________________

Email Address: _____________________________________________________________

Expected Dimensions: ______________________________________________________

Expected Lifespan of the Work: ______________________________________________

CONTACT INFORMATION:

Phone: 847-931-6019
E-mail: Harris_A@cityofelgin.org
URL: www.cityofelgin.org/publicart
Address: 150 Dexter Ct, Elgin, IL, 60120
SECTION 2

If a honorarium is awarded, the applicant hereby agrees that:

- The activities and services for which assistance is sought will be administered under the supervision of the applicant.

- The proposed artwork is original in design and the sole creative idea of the applicant.

- The applicant has read and will conform to the program guidelines.

- The applicant will expend funds received as a result of the application solely on the project and programs described herein.

- Any funds received under this grant shall not be used to supplant any budgeted funds.

- The applicant organization will comply with all laws, acts and ordinances of the United States, the State of Illinois and the City of Elgin, and further agrees that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or disability. The applicant further agrees to make every attempt to ensure the program is accessible to persons with disabilities.

- The figures, facts and representations in this application, including all exhibits and attachments, are true and correct to the best of its knowledge and belief.

- Failure to follow these guidelines will disqualify the applicant for future grants and/or honorariums.

- Cancellation of funded projects will result in forfeiture of funds and funds must be returned within sixty (60) days of the scheduled event.

_________________________________________________   ____________________
Signature of Authorizing Official      Date

_________________________________________________   ____________________
Signature of Applicant       Date
SECTION 3

Complete the attached budget to the best of your ability. If any of the categories do not apply to your project, simply ignore that line item. If you wish to expand on any areas or need additional space, you may forgo this form and attach your own budget spreadsheet.

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<td>Technical/Production</td>
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<td>Other Expenses</td>
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<td><strong>Total Expenses</strong></td>
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CALL FOR PUBLIC ART CHECKLIST

Please provide ONE (1) copy of the following information, in the order listed. Do not print front and back. No late, incomplete, or double-sided, will be accepted. Digital copies are acceptable as long as they are shared as one link or document. Applications are scored blind, so please redact your name, website, and contact information from all pages with the exception of page 8 of the application. Application: Pages 8-10 of this document should be the top of the document. If you are attaching your own budget, replace that page of the application with your own budget.

• Narrative/Proposal: 1-3 page maximum narrative/proposal addressing the award criteria and how they apply to your proposed project. This document should include the expected timeline and the detailed care and maintenance plan. Minimum 10 point font.

• Design Illustration: 4 page maximum design compilation of the proposed artwork. Must be no larger than 11x17 in size.

• Artist Resume: 1 page maximum with the artist’s history and relevant experience.

• Supporting Materials: 5 page maximum containing relevant materials such as exhibition catalogs, articles, reviews, etc.

• Work Samples: 5 page maximum, Images of good quality in jpeg format, no larger than 11x17 in size.

• Supporting Materials: 5 page maximum containing relevant materials such as exhibition catalogs, articles, reviews, etc.

• Reference: 1 page maximum listing at least 3 professional references that can be contacted. Include names, phone numbers, and email addresses.

Submit your completed application via mail to:

City Hall
Attn: Amanda Harris
150 Dexter Ct
Elgin, IL, 60120

Or email to:
culturalarts@cityofelgin.org