

COMMUNITY ART PROJECTS PROGRAM



SALT LAKE CITY CORPORATION GUIDELINES AND REQUIREMENTS FOR PERMISSION TO PLACE ART ON SALT LAKE CITY PROPERTY AND IN THE RIGHT-OF-WAY

NOTE: This is not an application for Salt Lake City funding

APPLICATION COVER SHEET

Applicant #1

Name _____ Organization _____
Address _____
City/State/Zip _____
Phone _____ Email address _____

Applicant #2 (If partnership, please attach additional pages if necessary)

Name _____ Organization _____
Address _____
City/State/Zip _____
Phone _____ Email address _____

APPLICATION CHECKLIST: Enclosed are the following submission materials (INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED):

- _____ Letter of Interest, **one page**. Must include Applicant's name(s), Organization (if applicable), address, email, and phone number.
- _____ Project Description, **maximum of two pages per design**.
- _____ Images of the final design, **one page per design**.
- _____ A map, including address of each location and the boundaries of the artwork within the location(s), **one page per location**.
- _____ Consent Form and or Letters of Support from neighbors (all of the property owners within a 350 foot radius of the installation location and/or neighborhood organization(s)).
- _____ Résumés of all of the participating artists, **maximum of two pages per artist**.

APPLICATION MUST BE RECEIVED BY MONDAY, AUGUST 25, 2014 BY 5:00 P.M.

Mail or deliver application materials to:
Salt Lake City Arts Council
Community Art Projects Program
54 Finch Lane
Salt Lake City, UT 84102

Applicants will be notified in September 2014. Projects must be completed and installed by June 2015.

FOR MORE INFORMATION CONTACT: RONI THOMAS, 801-596-5000, RONI.THOMAS@SLCGOV.COM

COMMUNITY ART PROJECTS APPLICATION

SALT LAKE CITY CORPORATION GUIDELINES AND REQUIREMENTS FOR PERMISSION TO PLACE ART ON SALT LAKE CITY PROPERTY AND IN THE RIGHT-OF-WAY

UTILITY BOXES ♦ STREET/SIDEWALK PAINTINGS ♦ ARTISTIC BANNERS ♦ SCULPTURAL WORKS ♦ MURALS

Project Summary

Salt Lake City receives requests regularly from citizen groups and non-profit organizations to place or paint art on City property. To assist Applicants in their desire to add artistic elements to the urban landscape, guidelines have been developed and a review process implemented for these types of projects. The objectives of these guidelines are to:

- Encourage projects that contribute to the quality of the public realm.
- Encourage initiatives that come from, are supported by, and enhance the community.
- Respect and support local artists.
- Provide project opportunities to all districts and neighborhoods.
- Ensure that Applicants have the capacity for implementation, maintenance, and removal.
- Encourage projects on City property that are of high quality and consistent with all codes and statutes.
- Ensure that projects do not compromise public safety.

The Community Art Projects Program is managed by the Salt Lake City Arts Council in partnership with the Community Art Review Team (CART). CART is comprised of representatives from Salt Lake City's Community and Economic Development Divisions of Engineering, Transportation, Housing and Neighborhood Development, Public Services, Parks, Streets, and the Salt Lake City Police and Fire Departments. The Community Art Review Team will review all complete applications and make recommendations for approval.

THIS IS NOT AN APPLICATION FOR CITY FUNDING.

The purpose of this application process is solely for the review/approval of requests from artists and community groups to do art projects on Salt Lake City property at their own expense.

Projects may be proposed by artists, community members, or organizations and may be temporary or permanent. Each year, the project will be evaluated by the Community Art Review Team to determine the condition of the artwork. If the artwork's condition is satisfactory it may remain in place; however, if it is in disrepair the project will need to be removed or repaired by the Applicant, at his/her expense. Applicants should consider their capacity to implement and maintain the project when determining the number and proximity of installation locations.

Projects Overview

1. Projects may be considered for sidewalks and residential streets, with final approval required from the applicable City Departments. (Projects will not be allowed on school crossings, intersections with marked crosswalks, or State/County-designated roads).
2. Murals on City-owned buildings or bridges.
3. Banner artworks.
4. City-owned utility boxes (**NOTE:** many utility boxes are owned by private utility companies and do not require this application process and will not be considered. Applicants must contact the owner of those utility boxes directly).
5. Three dimensional works.
6. Projects not listed above or using other media will be reviewed on a case-by-case basis.

Requirements and Fees

1. Each project must involve an artist as the lead designer, and/or coordinator of public involvement. Artists must be paid a reasonable fee or stipend for their involvement.
2. Projects must comply with all Salt Lake City codes, statutes, and permits.
3. If selected, Applicants must provide a Certificate of Insurance as proof of general liability coverage. The Certificate of Insurance must list Salt Lake City Corporation as additional insured. This certificate must be renewed each year the project is in place with a copy of the renewal filed with the city.
4. The Applicant must have written support from neighborhood organization(s), if applicable, and from all of the property owners within a 350 foot radius of the installation location.
5. If selected, Applicants must obtain all necessary permits from Salt Lake City, including right to work in the public way, and road and lane closures. All permits or costs relating to permits are the Applicant's expense. Installation of projects will occur during periods of low traffic activity. Applicants should receive instruction from Salt Lake City at the time of permitting as to when installation can take place.
6. CART, at its discretion, may require the Applicant to place funds in a separate account to be used for maintenance or removal of the project. The amount will be based on the estimated total for removal costs for the proposed project. CART will have the right to retain the funds if the maintenance or removal is not completed by the Applicant or is unsatisfactorily completed. If maintenance and removal is satisfactorily completed, the funds will be returned to the Applicant.

Content

1. Only art projects will be reviewed. The artwork design can contain community event and neighborhood names, however, this project is not intended to support advertising or the promotion of community-based agendas. The design cannot contain organizational or program names or logos. Artwork should be all-age appropriate and reflect neighborhood characteristics and community values.
2. In areas where other artworks currently exist, CART may choose not to approve additional projects to avoid oversaturation and respect for the artistic elements already in place.
3. Artwork cannot mimic any traffic control devices or signage used on City streets.

4. Painted works on approved sidewalks and roads should include sufficient non-painted areas within the design to ensure that the area is not slippery when wet.
5. Artwork Credits: It is strongly recommended that the artist is credited somewhere near the artwork in a label-type format. Educational information about the artwork may also appear near the artwork. No logos or websites may be used. All such information should be part of the Applicant's proposal design and must be approved.

NOTE: Copyright for the work will remain with the artist, although the City will have the right to publicize the work without restrictions while it remains on City property. Any media about the art work must be coordinated with the Salt Lake City Arts Council prior to distributing it to the public.

Materials, Maintenance, and Removal

ALL PROJECTS MUST BE INSTALLED, MAINTAINED AND REMOVED AT NO COST TO THE CITY.

1. Applicants are responsible for leaving the area in which the artwork is installed in the same manner in which it was found. All materials related to installation of any artwork shall be removed and the area left clean of debris, paint, tools, etc. Applicants are responsible for all ongoing maintenance, including touch-ups and graffiti removal, as well as complete removal of the work and any repair to surfaces.
2. For temporary paint projects, only removable, non-toxic materials will be considered for use.
3. Utility boxes must be primed, with Public Services oversight, prior to any painting by the artist.
4. Paint must be applied in a quality manner and the surrounding area should be covered to protect from spills. Accidental spills, paint drips and messy edges must be removed from the area immediately.
5. Paint must be cleaned up and disposed of in a safe, appropriate manner. No paint or contaminated water may be poured into City sewers or onto City or privately owned properties or waste containers.
6. For utility boxes, complete removal means sanding chipped paint and repainting the boxes a color that has been approved by the City. Painted pavement and sidewalks should be power washed until all paint is removed and the surrounding areas are clean of material. Street maintenance (patching or seal coating) or repair of City property could also require the Applicant to partially repaint, at their expense, the project.
7. The existence of a nuisance or unsafe condition may be grounds for revocation of the permit and removal of the artwork.

Application Materials (required for each project/location)

1. APPLICATION COVER SHEET
2. LETTER OF INTEREST, **one page**. Include Applicant's name, address, organization, email, and phone number.
3. PROJECT DESCRIPTION, **maximum of two pages** and should include:
 - The process for developing the design. If the process involves youth working with the artist, information on the plan for training the youth and their involvement with the installation.
 - The process for notifying and involving the community.
 - All materials, including primers.

- Itemized Budget (An itemized budget is required as a demonstration that the Applicant has the capacity to implement the project and has raised the necessary funds has budgeted for artist fees and ongoing maintenance).
- Timeline: including design, fabrication, installation, completion, and removal (if applicable).
- Detailed plans for ongoing maintenance and, if applicable, final removal of the artwork.

4. A FINAL DESIGN for each location in a clear, detailed, scaled color 8.5 x 11" format, **one page per design/location**. The image should be drawn to scale with the scale provided on the drawing.

Indicate the location address and the name of the artist.

5. A MAP, including address, of the location and the boundaries of the artwork within each location, **one page per location**.

6. CONSENT FORM AND/OR LETTERS OF SUPPORT from each of the neighborhood organization(s), if applicable, and property owners in the neighborhood(s) where the project is occurring.

7. RÉSUMÉS of all of the participating artists, **maximum of two pages per artist**.

THE FOLLOWING CRITERIA SHALL BE USED WHEN EVALUATING AND SELECTING PROJECTS:

Stimulate Excellence in Urban Design and Public Arts:

- Does the design and location provide an opportunity to make a unique, bold artistic statement?
- Do the artists have experience in like projects with quality work?

Enhance Community Identity and Place:

- Does the project have the support of the neighborhood organization and property owners?
- Is the design and location appropriate?
- Does the project provide an opportunity to reflect on or celebrate the community and its characteristics, including history, identity, geography, and cultures?

Contribute to Community Vitality:

- Will the project be visible to and attract visitors and residents?
- Did the project engage citizens and organizations in the planning/creation of the artwork?
- Will the project be accessible to people with a range of abilities?

Value Artists and Artistic Processes:

- Does the project nurture an emerging artist?
- Has the artist received compensation for their work?
- Has the design process included an artist and artistic process as a central element?

Use Resources Wisely:

- Are the conditions at the proposed site stable enough to support an artwork during the timeframe?
- Does the Applicant have the capacity to implement the project at the proposed scale?
- Is there a realistic and achievable maintenance plan and budget?
- Are the materials appropriate and being used as they should?

COMMUNITY ART PROJECTS CONSENT FORM

The following Applicant is requesting permission from Salt Lake City to create and place a public art project on City property that is adjacent (within a 350 foot radius) to your property. Attach letters of support if applicable.

Name of Applicant / Organization: _____

Address: _____

Telephone: _____ Email: _____

Contact Person: _____ Title: _____

By signing below, the property owner agrees and consents to allow the Applicant to place artwork on the street adjacent to their property.

Property Owner (print) _____

Property Address: _____

Signature: _____ Date: _____

Comments: _____

Property Owner (print) _____

Property Address: _____

Signature: _____ Date: _____

Comments: _____

Property Owner (print) _____

Property Address: _____

Signature: _____ Date: _____

Comments: _____

Property Owner (print) _____

Property Address: _____

Signature: _____ Date: _____

Comments: _____

**Salt Lake City Corporation
Community Art Projects Program**

Utility Boxes for Consideration

For each box, groups need to note the location, color, dimensions, special features and include a photo.

	Location (If intersection, note corner)	Approximate Dimensions	Distinguishing Features (meter, side box, etc.)	Commercial, Residential or Green space?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
Attach a photo of each box and include the corresponding number above.				