

Arts Commission Application

Public art permit application for review by the Minneapolis Arts Commission & Public Art Advisory Panel

Read the instructions and guidelines before filling out this application. It is important that you answer each section in detail. Applications should show how the project meets the City's public art goals. You may only submit for approved locations.

Title of Project: _____

Lead Organization: _____

Eligible Permit Holder: _____

Other Organizations involved: _____

Lead Contact Person's Information

Name: _____

Email Address: _____

Artist(s): _____

A. Type of Project

B. Location

What is (are) the location(s) of your project? If there is no address, what is the adjacent address(es), or street intersections? Why was this (these) individual location(s)/ utility boxes chosen?

C. Artist Selection Process

How was the artist(s) selected for your project? Was there a call for artists open to the public? If not, please explain why. What criteria did you use to make the selection? Who decided or was on the selection panel?

D. Copyrights

What is your copyright agreement with the artist? Please provide the language in your call for artists or in your contract with the artist. (You may also submit this as an attachment)

E. Design Development

What was the artistic process for developing the design(s)? What are the themes and ideas represented in the design(s)? How do these themes relate to the location and the community? How was the community involved in the development of the design?

(Note: Early design review is discouraged. These applications are often delayed over a month due to requests for more information. The quality of these sections are very important for early design review: C, E, F, K, L, M, N.)

F. Community Involvement

In what ways was the community involved in this project? Were they (will they be) part of any of the planning, design, installation, or celebration?

G. Connection between design and location

(Note: early design review applications, please explain how the artist plans to do the following.)

How does the design connect with the location and surroundings? If near existing art, how is the design sensitive to that art, both in content and aesthetics?

H. Public Education

How was the public informed about this project (or will be)? Will there be a plaque or general information about the artwork onsite? Please explain. Will there be information on your website or other locations?

I. Materials

What materials will you be using? Why were these materials selected? What safety and cleanliness precautions will be made during installation? How will materials be safely disposed and stored onsite? Will you be using a protective coating or finish?

(Note: Latex paint is allowed. Other materials must be approved by the city before applying.)

J. Fabricators and Vendors

Utility Boxes - *(Note all boxes need to be cleaned, sanded, and prepped before painting or wrapping. All windows, meters, keyholes, vents, handles, etc. need to be clear of paint/vinyl cut out of or around these areas.)*

Wrapped/ Vinyl utility box projects – *(Note: No heat guns may be used to install Vinyl; box insulation has caught fire in the past.)* Who is the selected vendor? What is their experience with installing on utility boxes? Who will be prepping the box? Who is getting the obstruction permit? Will the vendor be working with the artist to tweak the design to each box before printing?

Painted utility boxes/Paint the Pavement/ Asphalt Art/ Murals – Will anyone else be assisting the artist paint the box(es)? How are these participants being selected? Include information on training/ youth parental consent.

3D Objects/Sculptures/Other Projects – Who is the project fabricator or vendor? What is their experience working with these types of materials? Include installation specifications and plans such as: site plan elevations, electrical drawings, attachment methods, structural specifications, excavation plan, blueprints, engineer drawings. *(note you were probably told during the eligibility request/ phase one what these would be).*

K. Installation Plan & Traffic Management

How will the art be installed? Are you using tarps, scaffolding, or ladders? Will you be using part of the road or sidewalk to set up/ during installation? What will you be using to manage the movement around the site – cones, signs, caution tape? What are your plans for managing vehicles, traffic, and lane use? How are you going to prevent damage and restore the site to its original condition? Please provide your traffic management/ sign vendor/ police officer information. Do you have an obstruction permit or plan to get one?

L. Maintenance & Removal

(Maintenance plans are required. The City does not fund or support maintenance or removal for permits.)

What kind of maintenance may be needed for this project? How often do you estimate that maintenance will need to occur? How will graffiti, tagging, vandalism, and theft be addressed? Who will be doing the maintenance? Who will be paying for the maintenance? How quickly can you respond to graffiti? What are your plans for final removal and is it in the budget? Who have you consulted in estimating these needs (i.e. art conservator, fabricator, artist)?

M. Timeline

What is your timeline?

Include the following milestones: Artist selection, design development, fabrication, community engagement, publicity, approvals, installation, celebration, and removal.

N. Budget

(Note: A budget is required. The budget must show the applicant has the capacity to execute the project.)

Provide a copy of your project budget either as an attachment or fill out the spaces below. Include in-kind contributions for items.

Artist Stipend	
Materials & Fabrication	
Installation / Vendor Fees	
Insurance	
Maintenance	
Removal	
Community Engagement	
Public Education / Promotion	
Traffic Management	
Permit Fees	
Other	
Total	

O. Attachments

Do not forget the other required forms and attachments with this application. Combine all documents into one PDF document.

- ☐ Images of the final design

(Early Design Review applications should submit examples of the artists past work if the design is still being developed)

- ☐ Context photo(s) of the site and the design in context to the space
- ☐ Resumes of participating artists
- ☐ Letter of support from additional organization(s) involved.
- ☐ For permit holders with other public art permits:
 - Date stamped photos showing the current condition of the previous project(s)
- ☐ VARA Waiver signed by each artist
- ☐ Structural review and/or signed engineering drawings (if told it was needed)
- ☐ Copy of artist copyright agreement for this project (if not provided above-section D)
- ☐ Budget (if not provided above – section N)

P. Information Agreement

I/We understand that **the materials we submit are public information under the Minnesota Government Data Practices Act** and may be shared by the City of Minneapolis with members of the public or the media for informational purposes or as otherwise required by the Data Practices Act. Accordingly, I/we hereby grant a non-exclusive license to the City of Minneapolis to make and distribute a limited number of copies of the submitted materials for the purposes of information and/or evaluation of the Project, or as required by the Data Practices Act.

I/We understand that if approved, the City of Minneapolis gives the applicant/ permit-holder permission to add art to the specified location until such a time, where that space is needed by the City of Minneapolis for public purposes. The length of a permit will be at the full discretion of Public Works.

Permits are revocable at any time in the interest of public safety, lack of maintenance, scheduled infrastructure upgrades or construction. I/We understand that the City of Minneapolis is not required to provide the permit holder advance notice of the permit's termination (the City will try to notify applicants whenever possible).

Signature of Applicant: _____ Date: _____

Name Printed: _____