

Pre-Approved Art Wrap Application

Application form to use the City's pre-approved utility box designs

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: _____

A. Location

How many boxes do you plan to wrap? List the utility box locations.

B. Community Involvement and Education

What was the process for notifying and engaging the community? How will the public learn about this project? Do you plan to provide information on your website and or social media?

C. Timeline

What is your timeline? Include milestones for community engagement, publicity, installation, and celebration.

D. Maintenance

(Note: The City does not fund ongoing maintenance or removal of the Wraps.)

What are your plans for ongoing maintenance? Who will be conducting maintenance and graffiti removal? How often do you estimate that maintenance will need to occur? How quickly can you respond to requests for graffiti removal? What does your vendor recommend for maintenance? Is maintenance part of your budget? What are your plans for final removal?

E. Vendor Selection

(Note: Heat guns are NOT allowed during installation! Vendors are required to thoroughly clean, sand, and prepare any box before wrapping. Some vendors do not prep boxes as part of their services, meaning you will need to arrange for someone in your organization to do so, or find a different vendor.)

Has this vendor wrapped any other utility boxes in the City of Minneapolis?

Vendor/ Company: _____

Vendor Contact Person's Name: _____

Vendor Contact Person's Email: _____

F. Vendor Agreements

The vendor will obtain an obstruction permit.

The vendor agrees to install wraps AFTER the encroachment permit is issued to the permit holder.

The vendor agrees not to use a heat gun.

Then vendor will get the final design layout approved by the artist prior to installing.

The vendor will install wraps above 55 degrees Fahrenheit.

G. Project Budget

(Note: While the City does not fund these projects, a budget is required. Applicants must show they have 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.

Installation / Vendor Fees	
Insurance	
Maintenance	
Removal	
Community Engagement	
Public Education / Promotion	
Permit Fees	
Other	
Total	

H. Attachments

Do not forget the other required forms and attachments with this application.

- ☐ Design Selection Table
- ☐ 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)
- ☐ Budget (if not provided above – section G)

I. 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: _____