

City of Englewood
Cultural Arts Commission

Public Art - Proposal Form

The mission of the City of Englewood's Cultural Arts Commission is to strengthen and enrich the community by promoting and supporting interactions with the cultural arts.

The Cultural Art Commission (CAC) is responsible for the planning and development of cultural arts activities in the City of Englewood and the implementation of an arts plan for the community. All proposed public art projects within the City of Englewood must be approved by the CAC prior to installation. The commission reviews proposals at the monthly CAC meetings (5:45 pm on the first Wednesday of the month). To give staff and the Commission ample time to thoroughly review your proposal, proposals must be received no later than two weeks prior to the meeting date. For questions, please reach out to Debby Severa at dsevera@englewoodco.gov or 303-762-2684.

A Staff Liaison may reach out to provide guidance after your proposal is submitted. The Staff Liaison will assist in identifying and facilitating necessary approvals from other parties (other city departments, site managers, etc.) who have a vested interest or future responsibilities relating to the proposal/project.

Section 1: Basic Information

- Date
- Name of Applicant
- Address
- Email
- Phone Number

Section 2: Proposal Details

- Why are you proposing a public art piece/activity? How does the piece/project address the needs set forth in the Arts Plan of Englewood?
- What goals are you hoping to accomplish with this art piece/project?
- Please describe your proposed public art concept in detail. Please review the Artwork Criteria¹ and affirm in the text box that the guidelines presented will be followed. If there are questions or points of clarification, please also note here.

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1. Artwork should avoid:
 - a. Sharp edges, points, projections, etc. which may cut, puncture or cause injury by impact, catch passing pedestrian clothing, trip or entrap limbs
 - b. Cynical, pornographic, or otherwise obscene artwork that is not appropriate for public display
 - c. Brands, logos, or other displays of marketing or product or business placement
 - d. Promotion of violence, drug, drug use, organized crime or other illegal activities

- How will you solicit artists for your project (if applicable)

Section 3: Installation and display

- Is the planned artwork for permanent display or temporary display?
- Where do you intend to display the artwork?
- Who will be installing the artwork?
- When do you anticipate the artwork will be ready for installation or display?

Section 4: Maintenance and Conservation

- What are the desired materials for the proposed artwork?
- What is the lifecycle of these materials?
- What are the anticipated restoration/conservation needs (both skill and \$) for the life of the piece?
- How do you plan on funding the project?
 - What are the artist fees?
 - What is the installation cost?

Please place a check mark next to the services you are requesting from the CAC

- Request for Proposal Development
- Site Selection
- Concept Generation
- Artist sourcing
- Financial contribution/aid
- Technical guidance for maintenance/installation

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Public Art - Initial Review

Applicants must submit a Proposal Form and receive confirmation from the Staff Liaison prior to presenting at the monthly Cultural Arts Commission meeting. Applicants must submit the following materials electronically two weeks prior to the meeting to Debby Severa at dsevera@englewoodco.gov. Meetings are held on the first Wednesday of the month at 5:45 pm.

1. Completed Public Art Proposal Form
2. PDF files of the overall site and existing drawings (if applicable)
3. A PDF of the presentation of the project that will be given at the meeting
4. Name and contact information for the person who will be presenting the project to the commission.

What you can expect:

Items 1-3 will be distributed to the Commission in advance of the meeting. You will have 3 minutes to present the project to the Commission. The Commission will then have the opportunity to ask questions and make recommendations about the proposal. Preliminary review is not an action item with an approval, but an opportunity for you to get input that will help make the final artwork more successful. The Commission and staff will also further identify the additional parties who will need to be brought into the project and whose sign-off will be required to move forward (ex: other city departments, civic organizations, City Council, etc.)

Next Steps:

- Once you have completed the selection process for the artist (if necessary) and proposal, you must return to the Cultural Arts Commission for Final Approval before fabrication/work can commence.

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Public Art - Final Review

Applicants must have submitted a Proposal Form and presented an Initial Review at a Commission meeting prior to submitting application materials for final review by the Cultural Arts Commission (CAC). CAC meetings take place on the first Wednesday of the month at 5:45 pm. Applicants must submit the following materials electronically two weeks prior to the meeting to Debby Severa at dsevera@englewoodco.gov:

1. Complete Proposal form with all updates/changes, including how the artwork/artists were selected including samples of the artist's previous work and a resume.
 - a. Description of the final art piece/project including dimensions, materials, method of construction
 - b. Detailed drawings or photographs of the proposed artwork preferably to include a rendering in-situ
 - i. Include lighting, identification, and other elements included in the proposed installation
 - c. Detailed timeline and itemized budget, including artist fees, installation, and consultant fees
 - d. A statement on the maintenance requirement

What you can expect:

Items 1 a-d will be distributed to the Commission in advance of the meeting. You will have 15 minutes to present the art plan to the Commission. The Commission will then have the opportunity to ask questions and make recommendations and point out areas of concern. Final review is an action item requiring the approval of the CAC.

Next Steps:

- Once you have the final approval of the CAC, staff liaison will work with you on the next steps.