

Public Art Grant Application Guidelines

If you are thinking of developing a public art project and are considering applying to any of the grant opportunities under the *Cambridge Arts Grants Program* to support a public art project, please follow these guidelines to prepare your project, application, and supplemental materials.

We Want to Help Your Proposal

We can help you navigate the grant process and create a successful proposal. Public art projects tend to be more complicated than art made in the studio. Logistics, approvals, public space factors and permits are part of realizing a successful project. In order to make sure everyone receives help, all applicants interested in seeking grants for public artworks are required to have a conversation with the Public Art staff in advance of applying. This will be a time to discuss these various factors and answer your questions so that we can help make your proposal the best it can be. This requirement is for public art in any medium including sculpture, murals, interactive, performance-based electronic, or time-based.

All public art applicants MUST meet either in-person or virtually with the Cambridge Arts Public Art Division and secure a Statement of Eligibility. Public Art Staff are also available to help with any questions throughout the process of your application. Please email Lillian Hsu, lhsu@cambridgema.gov and Hilary Zelson, hzelson@cambridgema.gov to schedule a meeting.

All public art applicants will meet virtually with the Public Art staff by October 8, 2022, at the latest and secure a Statement of Eligibility from the Public Art Staff before applications will be considered complete and eligible for review.

Secure a Statement of Eligibility

For the Public Art Statement of Eligibility, applicants must provide a detailed description of the project that includes a concept description, site location, property owner(s) name, materials used, fabrication methods, plans for installation and de-installation, plans for maintenance, names of collaborators, budget, schedule/timeline, and anticipated impact on community and neighborhood.

Secure Space Approvals

For projects that involve temporary or permanent installation of artwork in public space, applicants must submit a one-page letter outlining the ownership of the work and the maintenance plans for the project.

If the artwork is to be located on private property, the applicant must provide a letter naming the owner of the site with his/her signature of approval for the project.

Projects proposed to be on City property must meet the approval of the Cambridge Arts Public Art program staff and, where necessary, staff from other city departments who have jurisdiction over proposed locations or services.

Please Note: Applicants are advised that the funding of public artwork through the *Cambridge Arts Grant Program* is a separate process from the commissioning of artwork through the Cambridge Arts Percent-for-Art Program. The commissioning of artwork to be accessioned into the City's permanent Public Art Collection is

accomplished through a highly specific public process in keeping with the Cambridge Public Art Ordinance, which is administered by the Cambridge Arts Percent-for-Art Program with oversight from the Public Art Commission.