



Citizen Initiated Public Art and Memorials Application Form

Requests for commissioning Citizen Initiated Public Art and Memorials are reviewed annually by staff and the Public Art Acquisitions and Policies Panel (APP). **All guidelines, deadlines, and aspects of this program are subject to change.**

- 1) Contact Person Name _____
- 2) Address _____
- 3) _____
- 4) Phone(s) _____ wk _____ home _____ cell _____
- 5) Email: _____
- 6) Submittal Requirements:

In order to aid you in this process, it is recommended that you schedule a meeting with Public Art Staff prior to preparing this application. Please Contact Program Assistant Rasheda Smith at 480-874-4645. You will need to provide:

- Description of project, art, concept, and proposed site
- Images of proposed artwork and/or artwork by proposed artist (if known)
- Description of why the project is important to you and any groups supporting it as well as the larger community
- Statement as to how the project fits into the existing Public Art Collection or how it relates to the Scottsdale Public Art Master Plan
- Proposed site for project (APP/SPA Board decides where all project will be placed but applicant may request specific location for consideration)
- Description of level of support project will require from Public Art Staff
- Proposed timeline for the project
- Proposed all inclusive project budget that identifies:
 - Complete projects costs for commission, design, purchase, fabrication, installation, shipping, delivery, site work, insurance, etc.
 - List of potential matching funding sources
 - List of individuals and /or groups supporting project or the project steering committee
 - Detail related to funds secured to support he project to date
 - Fund-raising plan and proposed methods to secure remaining funds
 - Amount of funding requested from the Art in Public Places Fund to support the project (generally successful projects will be supported with **up to** a dollar for dollar match)
 - Estimate of time you will need to raise remaining funds (grants are offered for up to one year from award; funds must be raised within one year from award date or grant offer expires and applicant must reapply during next funding cycle)