

GUIDELINES FOR COMMUNITY INITIATED PUBLIC ART

The Scottsdale Public Art Board receives citizen requests for public art through a formal application and review process

- Interested citizens must submit a project idea using the required format provided in these guidelines.
- For an on-line application, Community Initiated Public Art Guidelines section on our website www.ScottsdalePublicArt.org
- It is strongly recommended that you read the Scottsdale Public Art Collection policy related to monuments and memorials and seek advisement from public art staff prior to preparing your application.
- For an appointment, contact Program Assistant Rasheda Smith at 480-874-4645

Send your request to:

Scottsdale Public Art Program
Community Initiated Art
7380 E. Second Street
Scottsdale, AZ 85251

- Once your request is received, you will receive a letter of receipt outlining the process and timeline, the SPA Board generally reviews applications annually and all guidelines and deadlines are subject to change. Preference is given to projects with matching grants/funding mechanism. The Board may reject any and all proposals. Funding is contingent upon availability of funds and larger budget approval process.

Request Format

1. Contact Person Name
2. Address, City, State, Zip
3. Phone(s)
4. E-mail
5. Type-written statement (no longer than 1 page) about the project; complete description of the preliminary idea, the well-thought out plan, or the general concept to the extent that it is formed

Include the following:

- Description of the project and the art
 - Description of why the project is important to you and any groups supporting it as well as its significance to the larger community
 - Description of 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 (SPA Board decides where all projects will be placed but applicant may suggest a specific location for consideration)
 - Description of level of coordination the project will require from public art staff
 - Proposed timeline for the project
 - Attach images or illustrations of the proposed artwork. Or attach images of sample artwork by your proposed artist
6. Proposed all-inclusive project budget that identifies:
 - Preliminary costs for commission, design, purchase, fabrication, installation, shipping, delivery, lighting, site work, maintenance, insurance, etc.
 - List of potential matching funding sources. Include detail related to funds secured to support the project to date
 - List of individuals and/or groups supporting project or the project steering committee
 - 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 an 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)