

Art in Public Places – Proposal Application

Guide to the Public Art Fund

Wellington City Council allocates \$300,000 per annum for the research, development, commissioning and implementation of art in public places in Wellington. The Public Art Panel distributes this fund.

Please complete this application form if you wish to propose an art work in Wellington’s public space.

For application assistance or advice regarding eligibility contact: Katie Duke, Administrator Public Art, ph: 801 4030 / email: Katie.Duke@wcc.govt.nz.

Please note that you cannot apply for another Wellington City Council Grant such as the Cultural and/or Creative Communities grants scheme for the same project, but you can apply to Creative NZ or another external organisation. We ask that you list other funding that you have applied for including sponsorship. This will give us a clear idea about the budget and scope of your project.

Make sure that you answer all the questions on the form. The proposal form must be printed and filled in by hand – we do not accept emailed or faxed applications. Do not enclose your application in a folder of any sort, as your application will be photocopied.

Please send your application to:

**Administrator Public Art
Policy Directorate
Wellington City Council
PO Box 2199
Wellington**

Proposal Application

Project title: _____ Amount requested: \$ _____

Applicant’s name: _____ Phone: _____ Mobile: _____

Postal address _____ Email: _____

1. Artist(s)

Provide details of the artist who will be involved in the project.

Name: _____ Address: _____ Role: _____

Name: _____ Address: _____ Role: _____

Name: _____ Address: _____ Role: _____

Name: _____ Address: _____ Role: _____

Please include with this application:

- Curriculum Vitae’s for each artist/designer involved and/or artists’ biographies (list relevant exhibitions, whether your work is held in a prominent collection – gallery or private – or any public artworks you have been involved with).
- Images of your work, copies of any press clippings, exhibition statements, reviews and/or published material that would support your application for funding.

2. Concept description

Provide an overview of the concept, including conceptual and scale drawings of the work with dimensions, measurements and type of materials if proposing a physical art work.

3. Environmental impact

Describe any aspect of the work that may impact the environment. Consultation with a resource consents officer will assist with this question. Consider materials used, waste, noise and pollution.

4. Proposed location/s

What location(s) do you propose for the work? If possible provide a map with the exact locations pinpointed. Please state why this (these) location(s) would suit.

5. Proposed duration

How long do you propose to have the work on display? What is the benefit for having the work on show for this period of time?

6. Installation considerations

What does the installation involve? Consider earthworks, equipment, installation time, disruption to traffic, pedestrians etc.

7. Maintenance

Describe any maintenance requirements for the work and its location and any ongoing operational aspects. Consider cleaning, repairs, location, maintenance, electricity – light bulbs, running water etc.

8. Security and safety considerations

Could the work be stolen, broken or vandalised? Describe any potential safety issues associated with the work or it's installation. What actions do you plan to take to minimise the risk?

9. Audience feedback

Who will the work appeal to? What discussion and/or debate do you think the work will generate? Could the work be considered offensive or culturally sensitive to anyone?

10. Benefits to Wellington

Describe how the art work will benefit Wellington and its residents. Consider aspects such as artistic value, entertainment and education.

11. Removing the work

What will the removal of the work involve? Will there be any remedial work required to the site? If yes, please specify. What will happen to the work when it is removed?

12. Implementation plan (timeframe)

Fill in the form below to indicate key dates for the construction and installation of this work.

Design Start date: _____ End date: _____ Other: _____

Construction Start date: _____ End date: _____ Other: _____

Installation Start date: _____ End date: _____ Other: _____

Exhibition Start date: _____ End date: _____ Other: _____

Decommission Start date: _____ End date: _____ Other: _____

13. Budget

The following table is a guideline only, your budget may not fit in to this format. If so, disregard or add rows as necessary.

Use the Public Art Fund column for expenses you are requesting from the Panel. Use the Other Funds column to show the other sources of funding, for example sponsorship and/or Creative New Zealand or other. Please note that you cannot apply for two Council grants, for e.g. Creative Communities and the Public Art Fund for the same project.

Expense Category:	Public Art Fund (PAF)	Other Funds (OF) e.g. Sponsorship/Grant
Design fee	\$ _____	\$ _____
Artwork costs (physical costs of materials etc)	\$ _____	\$ _____
Construction costs		
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Operational	\$ _____	\$ _____
Transport	\$ _____	\$ _____
Removal costs	\$ _____	\$ _____
Other	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
SUBTOTAL = PAF + OF	\$ _____	

Selection Process:

Following receipt of your submission, your proposal will be reviewed by the administrator for the Public Art Panel to ensure all requested material is submitted before evaluation by the panel. You or a representative from your organisation may be asked to deliver a short presentation to the panel. This is to give you the opportunity to seek advice from the panel and to answer any questions the panel may have about your project.

The administrator will contact you about a presentation, if needed. The panel's decision to fund the project will be sent to you by mail.

If you have any questions or concerns, do not hesitate to contact the administrator for the Public Art Panel, Policy Directorate, Wellington City Council, phone 801 4030, email Katie.Duke@wcc.govt.nz.

Proposal Checklist:

I have included:

- Completed proposal application
- Concept drawings (if proposing a physical artwork)
- Current Curriculum Vitae and/or artist biography
- Examples of recent work and copies of any press clippings, exhibition statements, reviews and/or published material relating to your work that will support this application.