



## Public Art Committee

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# Community Based Public Art Projects Guidelines

***Application Deadline for 2006: December 1***

### ***What is Community Public Art?***

This is a new initiative of the City of Kelowna Public Art Program, commencing in 2006.

Community public art is a collaborative, collective creative process between a professional practicing artist and a community. It is as much about process as it is about the artistic product or outcome. It is a way for the community to creatively address and express its needs and aspirations. (Inspired by the Ontario Arts Council, *Community Arts Workbook*, 1998, p.7)

Some good examples of successful Community Public Art projects can be found at [www.city.vancouver.bc.ca](http://www.city.vancouver.bc.ca). Many of these projects use media such as terra cotta, pebbles, tile, glass, fabric, metal and paint. We also welcome proposals for projects using innovative new media such as performance, video and film.

Street or wayfinding signage will not qualify for this program, but banners may be considered. Please contact City Staff for more information.

### ***What are the goals for Community Public Art?***

- To encourage the creation of publicly accessible, permanent or temporary artworks having artistic merit and community benefit. Community benefits include encouraging or documenting social change and strengthening understanding between diverse communities.
- To foster community pride, identity and cohesion through collaborative artistic endeavor and the creation of artwork legacies
- To support local leadership in community art projects while respecting the role of creative artists and other design professionals
- To reflect the diversity, needs and ambitions of the larger community

### ***How does it work?***

This is a competition. A total of \$10,000 per year from the City of Kelowna Public Art Reserve Fund is available. One or more projects and applications for up to a maximum of \$10,000 will be considered.

Projects cannot be funded retroactively.

Applications can be made by organizations or individuals residing within the City of Kelowna, such as:

- Not for Profit Organizations



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- School Groups
- Service Clubs
- Aboriginal Groups
- Others (i.e. community groups, church groups)
- An artist in partnership with one of the above

Successful applicants must have the ability to sign a legal and binding contract with the City of Kelowna. Preferably, applicants will be an incorporated non-profit society, or will have the sponsorship of a society. The contract will include provisions governing scheduling and timelines, progress reporting, payments and communications. Successful applicants will report to City Staff and to the Public Art Committee during the project period.

You do not have to identify an artist in your application. We can provide you with a roster of local artists who have the qualifications and expertise to assist with your project or, in the alternative, applicants may wish to select an artist after confirmation that their application has been accepted.

Funding from the City of Kelowna for community public art projects is provided on a matching basis. This means that applicants are expected to match, from other sources (usually a combination of cash and in kind), the funding they are requesting from the City. For example, if you are applying for \$2,500, you must demonstrate that you have the equivalent amount arranged from other sources. Matching cannot come from other City of Kelowna programs or sources such as the Kelowna Arts Foundation.

Applicants are encouraged to explore other funding options such as:

- ArtsNow ([www.2010LegaciesNow.com](http://www.2010LegaciesNow.com))
- Spirit of BC Arts Fund ([www.tsa.gov.bc.ca/csb/artsfund/arts\\_fund.htm](http://www.tsa.gov.bc.ca/csb/artsfund/arts_fund.htm))
- Canada Council ([www.canadacouncil.ca](http://www.canadacouncil.ca))
- BC Arts Council ([www.bcartsCouncil.ca](http://www.bcartsCouncil.ca))

Applicants are also expected to gather community support through donations of volunteer time, services, materials and supplies, and cash. In kind contributions and donations are included in the calculation of the matching requirement.

### ***What is included in an application?***

Considerations in preparation of an application include:

- What is the site for your project and why is it important for your community or neighborhood? (All sites must be within the City of Kelowna.)
- Is the site publicly accessible and located on public land? (For example, a City Park, boulevard, linear pathway, school site or government building)
- Do you have permission from the owner(s) of the potential site for your project? (For example, the Parks Department or the School Board)
- How will you engage an artist or design professional in the planning and creation of the work? (For example, the artist can be a facilitator for the entire project, a resource person who helps you design the project or links you to other possible partners/collaborators, or someone who assists only with technical support.)
- What makes your project innovative and unique?
- How will you engage neighborhood residents in site selection, collaborating with the artist and creating the actual art work? Are they supportive of your ideas and can you document their support?
- What kind of legacy will the creative process and/or the artwork create for your community or neighborhood?



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- Who will lead and manage the project?
- If your project is for a temporary work of art, how will you document the creative process and share that documentation with the community?
- How will you ensure the safety of the site, the artwork and the people involved in the project?
- If the work is intended to be permanent, is it going to be resistant to vandalism, what kind of long term maintenance will be needed and will your organization be involved in it?
- Can you complete the project within one year?

### ***How are applications evaluated?***

City staff will first review the applications to ensure that they meet the program requirements and are technically feasible.

The Public Art Committee, assisted by additional experts as needed, evaluates proposals using the following criteria:

- Quality of the community process (level of community leadership, cultural diversity of community participation and demonstrated in kind and cash support)
- Relevance of the site to the neighborhood or larger community
- Artistic merit (expertise of artist if identified, quality of production, innovation and good contextual 'fit' with the site).

The Public Art Committee and City Staff are not directly involved in the management or implementation of projects. However, they are available to provide information and guidance as needed.

All projects are subject to final approval by Kelowna City Council, and no funding can be disbursed until a Council resolution has been obtained.

### ***How to Apply or Obtain More Information***

Application forms are available for downloading from the City's website at: [www.kelowna.ca](http://www.kelowna.ca) (follow the menu through Visitors – Arts and Culture – Public Art) or can be obtained by contacting:

Sandra Kochan  
Public Art Coordinator  
City of Kelowna Cultural Services  
Phone 250-469-8935  
Email [skochan@kelowna.ca](mailto:skochan@kelowna.ca)

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### Community Based Public Art Projects

#### APPLICATION INSTRUCTIONS

**BEFORE FILLING OUT THE APPLICATION FORM:** Please contact Sandra Kochan, Public Art Coordinator, at 250-469-8935 to ensure your proposal meets our Program criteria.

**PLEASE USE THE PROVIDED FORM FOR YOUR APPLICATION.** You must submit a hardcopy application; emailed applications will not be accepted. As all application materials will be photocopied for the Public Art Committee, please do not staple or bind them.

1. **PROJECT NAME:** Please pick a working title if your project does not have a name. Good project names often arise from the project as it evolves.
2. **PROJECT CONTACT NAME:** Please identify a contact for the project.
3. **NON-PROFIT SPONSORING GROUP:** Contracts should be signed only with a non-profit organization. If you are part of an unincorporated community group, you'll need a non-profit sponsor organization to receive and manage the funds. Call staff for advice if needed.
4. **NON-PROFIT SPONSOR CONTACT NAME:** Please identify a contact for the sponsoring organization. The project group, if it is not an incorporated non-profit organization, must come to an agreement with the non-profit sponsor on the handling of the finances. This arrangement can be done in a variety of ways, and will be governed by a signed letter of agreement if funding is approved. Call staff for more information.
5. **DESCRIBING YOUR PROJECT:** State what your project is, where it will be located and provide any other information you feel is important.
6. **MEETING COMMUNITY PUBLIC ART OBJECTIVES:** Please explain how your project relates to the goals of our Community Public Art Program. See the guidelines.
7. **ACTIVITY PLAN:** Describe the activities you'll undertake and when you will be doing them. Please be as specific as possible. Allow for timing delays and contingencies such as obtaining approvals from other departments or agencies.
8. **COMMUNITY PARTICIPATION:** Please tell us how the relationship between the project, the artist and the community will be structured. Who will be involved, in what way, and when? How will you make your process inclusive so that everyone who might have something to contribute has a chance to do so? How many people do you think will be involved? Are you going to reach out to groups and individuals who may not have worked together before? Are there special issues you are trying to address? Do you already have an artist identified and committed to the project? (If not, contact staff for assistance.)
9. **MAINTENANCE:** Please give some careful consideration to the lifespan and maintenance of the artwork. If you are intending it to be permanent, what is needed for the work to maintain its integrity and beauty over a long period of time? Vandalism is an unfortunate reality for all public art; the ease and cost of repair is an important consideration in approval of your proposal. Consider the possibility of continuing the community's engagement with the project by caring for it over the long term. An annual 'clean up' event can become a community celebration.
10. **PROJECT BUDGET:** Remember that you are required to provide, by cash and in-kind contributions from other sources, an amount equal to the amount you are requesting from the City. Volunteer time is valued at \$10 per hour.



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### Community Based Public Art Projects

#### APPLICATION FORM

Please read the Community Public Art Guidelines and Application Instructions before completing this form.

Please type directly onto this form or print in BLACK ink.

#### 1. PROJECT NAME

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#### 2. CONTACT NAME FOR PROJECT

Name: Address & Postal Code: Phone: Fax: Email:
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#### 3. NON-PROFIT SPONSORING GROUP

Name: Address & Postal Code: Phone: Fax: Email: (Note: if you are sponsored by a non-profit group, the group and the project coordinator(s) will need to sign a Memorandum of Understanding about the project and provide a copy to the City before funds will be released.)
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#### 4. CONTACT NAME FOR SPONSORING GROUP

Name: Address & Postal Code: Phone: Fax: Email:
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5. DESCRIBE YOUR PROJECT - what it is and where it will be located  
– MAXIMUM ONE PAGE



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6. HOW DOES YOUR PROJECT MEET THE PROGRAM GOALS (see Guidelines)  
– MAXIMUM ONE PAGE



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7. DESCRIBE YOUR ACTIVITY SCHEDULE – what will you be doing and when –  
MAXIMUM ONE PAGE





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8. WHO WILL BE WORKING TOGETHER ON THIS PROJECT – artist, groups, individuals  
– MAXIMUM ONE PAGE



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9. WHAT TYPE OF MAINTENANCE WILL THE ARTWORK REQUIRE – expertise, equipment, materials needed, plus information regarding frequency of maintenance and estimated costs



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### 10. PROJECT BUDGET

Revenues & Contributions	Details	Cash Amounts	In Kind Estimated Value
Grants			
Foundations			
Sponsorships			
Donations & In Kind			
Volunteer hours (\$10/hr)			
<b>TOTAL REV &amp; CONT</b>		(1)	
Cash Expenditures	Details	Cash Amounts	In Kind Estimated Value
Artist Fees			
Materials (incl GST & PST)			
Fabrication costs			
Community participation costs			
Documentation costs			
Maintenance costs			
Permits			
Contingency			
Other			
<b>TOTAL CASH EXPEND</b>		(2)	
<b>TOTAL REVENUES (1)</b>			
<b>LESS TOTAL EXPENDITURES (2)</b>			
<b>AMOUNT REQUESTED FROM CITY OF KELOWNA</b>			

NOTE: Amount requested from City of Kelowna must be matched or exceeded by cash and in kind revenues and contributions from other sources.



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### 11. PROPOSED PROJECT START & FINISH DATES:

Start:  
Finish:

### 12. CONTACT INFORMATION FOR PARTICIPATING GROUPS (use separate sheet if needed) – you will need to provide letters of commitment from all groups

NAME OF GROUP	CONTACT PERSON	PHONE/FAX	EMAIL

Please have the Project Coordinator or Contact Person read the following and sign:

*I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. I understand that any information submitted as part of this application is public information, with the exception of personal contact information.*

**Print Name and Date:**

**Signature:**

Please provide the following documents with this application:

- ☐ Résumé for artist/coordinator
- ☐ Letters of commitment from Participating Groups (as listed in Section 12).
- ☐ Any visual support material

Please submit this application form and supporting documents to:

Sandra Kochan, Public Art Coordinator  
City of Kelowna  
Historic Laurel Packinghouse  
Suite 11 – 1304 Ellis Street  
Kelowna, BC V1Y 1Z8

**APPLICATIONS WILL NOT BE ACCEPTED BY EMAIL**

Contact: Phone 250-469-8935

Email: [skochan@kelowna.ca](mailto:skochan@kelowna.ca)