



Call to Community Groups for Expressions of Interest Terms of Reference

Community groups are invited to participate in the creation of public art as part of the Richmond Public Art Program. The community group will be involved in all stages of planning and commissioning of a public art project with a professional artist. Open to all community groups in or serving Richmond.

Budget: Up to \$15,000 (maximum provided by the Program)

Deadline for Submissions: Thursday, March 29, 2012 by 2:00 pm

For more information, contact the Public Art Program:

Phone: Eric Fiss at 604-247-4612

or email: publicart@richmond.ca

Photo Credits:
"Script: Inside Outside" by Karen Kazmer and Todd Davies, photo by staff photographer
"Community in Motion" by Corinna Hanson, photo by A. Sirois
"The River" by Blake Williams, photo by A. Sirois

Program Description and Goals

Richmond's Community Public Art Program creates opportunities for collaborative art projects between community groups and artists of all disciplines. The Program is based on the belief that through the arts, community groups can explore issues, ideas, and concerns, voice community identity, express historical and cultural spirit, and create dialogue. Central to the Community Public Art Program is the principle that exploration and the process of art making are of utmost importance. It can spark community participation in the building of our public spaces and encourages citizens to take pride in community cultural expression.

Eligibility

Open to all community groups located in or serving Richmond. A community is defined as a group of people brought together by any number of values including a shared heritage, geography, tradition, history, mission, culture, lifestyle or interest.

The Program is designed to be flexible, experimental and collaborative. The final project should be an expression created between the community group and artist. The end product need not be a permanent artwork but could be a public event such as an exhibition or performance.

Community groups and artists are asked to approach the process without preconceptions of what the final product will be. The type of projects that might develop could include:

- Documentary artworks such as books, videos, or exhibitions
- Performances, plays, concerts, readings, or dances
- Site-specific artworks

Projects already underway are not eligible.

Process and Schedule

1. Community groups submit to participate in the Community Public Art Program;
2. A selection panel recommends submissions to be developed and creates a shortlist of potential artists for each project from the Artist Roster;
3. A second panel, consisting of the community group along with art and design professionals, is formed to review the shortlist and recommend an artist to collaborate on a project;
4. The artist and the community group meet to develop a project with a budget and timeline;
5. The artist enters into a contract with the City and into a working agreement with the community group;
6. The artist and community group work on the project with regular reporting to the Program; and
7. The project culminates with the community group hosting a public event or unveiling of the artwork.

Public art projects can take up to one year or more to complete. Generally speaking, the process takes:

- a minimum of 3 months to select an artist and develop a concept
- a minimum of 6 months to fabricate and install the artwork

Selection Panel & Process

A selection panel consisting of art and design professionals, educators, and interested Richmond citizens will shortlist submissions, as needed, and recommend one or more community groups to the Community Public Art Program.

Selection Criteria

Submissions from community groups will be reviewed on the basis of:

- Expression of a shared goal, theme or idea to explore through art, including but not limited to issues such as identity, social history, cultural expression or the environment;
- Commitment to working collaboratively with an artist to explore community issues;
- Willingness to enter the process without a predetermined idea about the outcome;
- Belief that the art-making process is a unique and valid way to express community identity and concerns;
- Community cohesion and evidence of a history of working together as a group; and
- Commitment of community time to work on the project.

Budget

Community public art projects range in scope and complexity and as a result, budgets vary. The Program may provide funding up to \$15,000. These funds are directed to artist's fees, materials, fabrication and installation. This also includes up to \$2,000 (maximum) directed toward planning fees to engage one or more artists during the development stage (see Stage 4 in **Process and Schedule**).

Complete budgets and details for projects are determined during the development stage. Contributions from the Program and the community (financial or in-kind service) will be detailed at this stage. All budgets and plans must be approved by the City.

Submission Guidelines

The Program accepts paper submissions via mail or delivered in person. Electronic submissions are accepted and encouraged. Submissions must be complete and strictly adhere to these guidelines and Submission Requirements (below) or risk not being considered. Faxed submissions will not be accepted.

- All submissions (electronic and print) must be formatted to 8.5 x 11 inch pages. Do not send any models or maquettes.
- The community group name should appear in the right header of every page.
- Do not submit any original materials or files. Submissions will not be returned.
- Do not bind, staple or use plastic cover sheets.

In addition, electronic submissions:

- Must be submitted in MS Word or PDF format. Do not submit materials that require plug-ins, extensions or other executables that need to be downloaded or installed. Do not compress (zip) files
- Must be self-contained. Do not imbed links to other websites or on-line documentation or media.
- Must be contained in one single document. Do not submit multiple electronic documents.
- Must be 10MB or smaller (if emailed). Submission over 10MB must be sent via PC-compatible CD.

Submission Requirements

The submission for this Program takes the form of a letter of interest. Keep in mind the items listed in the **Selection Criteria** (above) as you write. The following guidelines may help you compose your letter.

Information Form (1 page)

- A completed Information Form found on last page of this document.
- Please list two people (one lead contact and one supporting contact) who will serve as community liaisons for the project

Letter of Interest

1. Community Name and Biography

- Who is your group?
- What defines your group? What are your shared interests?

2. Leadership and Resources

- How prepared is your group to take on a (potentially) yearlong project?
- Please indicate how your group is prepared to contribute time or any other special contributions toward the project.

3. Working with Others

- What is your group history of working with others?
- What draws your group to collaborative work?

4. Working with an Artist

- Do you have an issue/theme you would like to explore with an artist?
- How do you feel the art-making process will address this issue and how will it impact your community?
- How could an art project in your community contribute to Richmond?

5. Public Art Opportunity

- What do you see as your public art opportunities? Is it a space for a sculpture or performance? Is it time to create a book or video?
- Describe your group's openness to explore different artistic disciplines in the creation of a public art project.

Other Support Material (Optional)

- Supporting materials are photos, brochures or other printed materials of your group's activities.
- While there is no maximum, please limit your supporting materials.
- The Panel will base their decision on the content of your Letter of Interest and not your Support Material.

Deadline for Submissions

Submissions must be received by Thursday, March 29, 2012 by 2:00 pm. This is not a postmark date. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

It is the applicant's responsibility to ensure the submission package reaches the City of Richmond by the deadline.

Email, mail or deliver submissions to:

Richmond Public Art Program
City of Richmond
6911 No.3 Road
Richmond, BC V6Y 2C1
604-204-8671
publicart@richmond.ca

For questions and additional information, contact

Eric Fiss
Public Art Planner
City of Richmond
604-247-4612
efiss@richmond.ca

For more information on the Public Art Program please visit www.richmond.ca/publicart.

Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions, and may reject all submissions. The City reserves the right to reissue this Call as required.

All information provided under the submission shall be considered confidential and shall only be disseminated to City staff and partners for the purposes of the selection process. All submissions to this Call become the property of the City and will be held in confidence as required by law.

While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

Attach one (1) copy of this form as the first page of the application.

Community Group Name: _____

Lead Contact: _____

Title: _____ Organization Name: _____

Address: _____

City/Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ Website: _____
(if applicable)

Signature: _____ Date: _____

Supporting Contact: _____

Title: _____ Organization Name: _____

Address: _____

City/Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ Website: _____
(if applicable)

Signature: _____ Date: _____

Application Checklist

Please provide these items in the following order (as outlined in Application Details):

- Information Form (this page)
- Letter of interest (With completed parts as described in Submission Requirements)
- Supporting Material (Optional, see Submission Requirements)

How did you find out about this opportunity? : _____

Would you like to receive direct emails from the Richmond Public Art Program? _____

Submission Deadline: Thursday, March 29, 2012 by 2:00 pm.

Deliver to: City of Richmond, Public Art
6911 No. 3 Rd. Richmond, BC, V6Y 2C1

Or by email to:
publicart@richmond.ca