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**Application and Guidelines for Temporary Art Projects**

The City of West Hollywood through its Arts and Cultural Affairs Commission and the Art on the Outside Subcommittee reviews temporary art projects on behalf of the City in the fields of visual and performance art, film/video, architecture, design, music and emerging/multi-disciplinary practices.

**How to Submit**:

* Complete the attached application for temporary projects
* Email completed application as a Word document (preferred) or as a PDF to pbonds@weho.org and copy acampbell@weho.org.
* Attach (as applicable) up to five (5) images associated with the proposed project. Images sent via email should be in jpeg format no more than1 MB maximum per image.
* Hard copies can be mailed or dropped-off at:

West Hollywood City Hall

Attn: Andrew Campbell

8300 Santa Monica Boulevard

West Hollywood, CA 90069

**REVIEW PROCESS**:

* Applications will be reviewed for completeness by the Secretary of the Arts and Cultural Affairs Commission and the Cultural Affairs Administrator.
* The secretary will notify the applicant when the Art on the Outside Subcommittee will consider the temporary project.
* The Art on the Outside Subcommittee meets the 4th Thursday of each month at 3:30 p.m. in the Community Conference Room at West Hollywood City Hall located at 8300 Santa Monica Blvd., West Hollywood, CA.

Should you have any questions, please contact Prentis Bonds at (323) 848-6354 or Andrew Campbell at (323) 848-6883.

**Applicant Information:**

*Begin typing in the shaded area. All correspondence will be sent to the address and/ or email listed below.*

|  |  |
| --- | --- |
| Name: |       |
| Organization: |       |
| Address: |       |
| City, State & Zip |       |
| Phone: |       | Fax: |       |
| Email: |       |
| Website: |       |

**Project Information:**

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| --- | --- |
| Name of Project: |       |
| Name of Artist(s) |       |
| Proposed Start Date: |       | Proposed End Date: |       |

**Type of Project:**

|  |  |  |
| --- | --- | --- |
| [ ]  Architecture[ ]  Design | [ ]  Film/Video[ ]  Multi Disciplinary[ ]  3D Sculpture or Structural Project | [ ]  Music[ ]  Performance[ ]  Visual |
| **Note**: If this is an outdoor, three dimensional sculpture or structural project, do you have a California Licensed engineer who can review and sign off on the structural design?  | [ ]  Yes[ ]  No |

**Proposed Space/Venue(s):**

*List proposed space(s) and/or Venue(s) you are considering for this project.*

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**Project Description:**

*Please provide a detailed description of the proposed project in 500 words or less. Describe your concept and how it shapes the work and why the project is appropriate for West Hollywood and how the project will engage West Hollywood.*

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**Technical Requirements:**

*List all technical requirements (as applicable) associated with this project.*

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**Project Budget and Funding**:

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| Anticipated Project Budget: |       |
| Is there funding for the project? | [ ] Yes[ ]  No |
| Is there in-kind support for the project? | [ ]  Yes[ ]  No |
| Are you requesting financial support from the City for the project? | [ ] Yes[ ]  No |

If yes, list anticipated costs to be paid for by the City:

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| --- | --- |
| **Type of Expense** | **Estimated Cost: ($)** |
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| **TOTAL** |       |

**Supporting Documentation:**

Please insert or attach bio/statement and/or information on artist(s), curator(s), and/or other primary individuals involved in creating, producing, or otherwise implementing the project.

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**IMAGES:**

As applicable, attach as a separate file up to five (5) low resolution images associated with this project in jpeg format (1 MB maximum per image).

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

|  |  |
| --- | --- |
| Type name of signer and title: |       |