**CITY OF WEST HOLLYWOOD**

**ARTS AND CULTURAL AFFAIRS COMMISSION**



**TEMPORARY ART PROJECT PROPOSAL**

**APPLICATION AND GUIDELINES**

**www.weho.org/art**

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Dear Applicant:

Thank you for your interest in the City of West Hollywood Art on the Outside Program.

The City of West Hollywood has made a strong commitment to providing accessible arts and cultural events programming for its residents and visitors. The City formed the Arts and Cultural Affairs Commission to identify the arts needs of the community, analyze methods of fulfilling these needs, and promote activities to broaden the opportunities for citizen participation in the arts. Working in conjunction with other City departments, constituents and local nonprofit arts organizations, the Arts and Cultural Affairs Commission oversees a number of projects and programs to meet the City's mandate to broaden citizen participation in the arts.

The Arts and Cultural Affairs Commission and Art on the Outside Subcommittee reviews temporary public art projects on an ongoing basis on behalf of the City in the fields of visual and performance art, film/video, architecture, design, and emerging/multi-disciplinary practices.

All proposals are considered on the following criteria:

* Overall excellence of the proposed project.
* Potential of the art to enrich and diversify the City of West Hollywood while maintaining a high level of aesthetic quality and artistic integrity consistent with the mission of the Arts and Cultural Affairs Commission.
* Relationship and relevance of the project to the West Hollywood community.
* Educational opportunities associated with the project to broaden community participation, highlight or stimulate further interest in visual culture.
* Appropriateness of qualifications of artist(s), curator(s), and/or other primary individuals involved in creating, producing or otherwise implementing the project.
* Ability and willingness to collaborate with City staff, stakeholders and contractors.
* Costs, including but not limited to shipping, fabrication and installation and staff resources.
* Probability of successful execution.
* Completeness of application.

**How to Submit**:

* Complete the following application for temporary projects. Applications must be typewritten including up to 4 images in the space provided. Resize as appropriate.
* Email completed application as a **Word** document to [pbonds@weho.org](mailto:pbonds@weho.org) and copy [acampbell@weho.org](mailto:acampbell@weho.org). **Documents submitted in PDF format will not be accepted.**
* 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 first 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.

Submitted proposals that do not follow the above guidelines will not be considered for review. The Arts and Cultural Affairs Commission reserves the right to recommend changes to any proposed project in an effort to maintain the highest quality and integrity.

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:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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:**

*In the space below, insert 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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**Artist/Artistic Statement:**

*In the space below, insert a brief artist/artistic statement. Do not insert web address for this information.*

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**Biographical Statement of Primary Individuals Working on the Project:**

*In the space below, please include a bio/statement and/or information on artist(s)*, curator(s), and/or other primary individuals involved in creating, producing, or otherwise implementing the project. *Do not insert a web address for this information*.

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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** |  |

**Timeline:**

*Provide a detailed timeline leading up to the implementation/installation of the project based on the proposed start date and end date.*

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**Images:**

*In the space provided below, insert up to 4 images of the proposed project and include the name, size and/or dimensions.*

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

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