



# pARTners APPLICATION

## ORGANIZATIONAL CAPACITY (15 POINTS)

### Partner Organization Information

Organization Name:

Executive Director:

Phone:

Current address:

City:

State:

Zip Code:

Website:

Fax:

Email:

### Contact Information

Contact Name & Title:

Contact Address:

City:

State:

Zip Code:

Phone:

Fax:

Email:

### Staff

Number of Full Time Staff:

Number of Part Time Staff:

Number of Staff Dedicated to Urban Planning/Public Art/Visual Arts:

Staff to be involved with proposed project:

Name	Title	Contact Information

### Operating Budget

What is the operating budget for FY 08? \$ \_\_\_\_\_

What is the projected operating budget for FY 09? \$ \_\_\_\_\_

What is the fiscal year cycle?

### Project Budget

What is the estimated total project budget? \$ \_\_\_\_\_

What is the minimum amount of funding secured for the project? \$ \_\_\_\_\_

**Budget:**

Artists' Fees       \$ \_\_\_\_\_  
 Materials           \$ \_\_\_\_\_  
 Installation       \$ \_\_\_\_\_  
 Administration   \$ \_\_\_\_\_  
 Miscellaneous     \$ \_\_\_\_\_  
 Total                \$ \_\_\_\_\_

### Organizational Mission

Briefly describe the mission, history, and principal activities of the organization:

## pARTners APPLICATION

### Experience

Briefly describe two successful public art or arts-related activities executed by the organization:

#### Project/Activity Information (1)

#### Approach Taken (1)

#### Results/Accomplishments (1)

#### Project/Activity Information (2)

#### Approach Taken (2)

#### Results/Accomplishments (2)

## pARTners APPLICATION

### SITE SUITABILITY (20 POINTS)

#### Site Selection

State the DOT site of interest (address and borough):

If proposing a self-selected site, briefly describe the site location (address and borough) and reasons for selection based on *Site Guidelines* (see attached):

*Attach map and photo documentation*

#### Project Description

Briefly describe the proposed project at the DOT site:

*Attach a site plan and renderings of proposed artwork*

#### Site Significance

Briefly describe how the proposed project connects with the social, historical, architectural, geographical, and/or cultural context of the site and its surrounding community (if at all):

#### Community Relationship

Briefly describe the intended impact of the proposed project on the anticipated audience:

## pARTners APPLICATION

### ARTISTIC MERIT (20 POINTS)

#### Artist Selection

If artist has not be selected, briefly describe the selection process to identify and select artists for the project:

If artist has already been selected, include proposal, digital images of past work, and the artist's resume and statement:

### PUBLIC SAFETY (5 POINTS)

Briefly describe how the proposal has accounted for any possible safety hazards introduced by the art project:

### ARTWORK DURABILITY (10 POINTS)

#### Fabrication/Installation

Briefly describe the proposed fabrication materials, as well as installation methods, if known:

#### Maintenance

Briefly describe the organization's plan to maintain the artwork during the display period (what is required to maintain the work):



## BACKGROUND

**PROGRAM OVERVIEW:** NYC DOT will partner with Business Improvement Districts and local organizations to install temporary public artworks on DOT properties in all five boroughs. Appropriate sites for art interventions include plazas, fences, medians, triangles, sidewalks, and jersey barriers. Organization and/or organization-artist teams are invited to submit applications to DOT in one of three different program tracks: pARTners (new commissions), Site to Site (existing artworks), and Community Connections (community-based volunteer projects). Artists can not apply independent of an organization.

**pARTners TRACK:** A number of locations will be identified biannually by DOT as sites for commissioned artwork. Not-for-profit organizations are invited to submit applications to partner with DOT on a commission for each site. Organizations are also welcome to submit proposals for self-selected DOT sites. DOT and the Partner will oversee artwork production, installation, and de-installation.

**APPLICATION PROCESS:** Not-for profit organization/organization-artist teams prepare proposals to commission an artwork for a pre-determined NYC site. Organizations may apply with a general project idea or may apply collaboratively with an artist proposing a specific art project for the site. Organizations applying with a general project idea will be expected to select an artist independently of or collaboratively with DOT upon project approval.

**SELECTION PROCESS:** Projects will be selected by DOT and outside advisors based on the *Site Guidelines* and the *Numerical Selection Ranking System*. DOT Commissioner will review and approve all selected projects. All applicants will be notified of the results within one month of submission.

**BUDGET:** DOT will sponsor up to \$5,000 per project, with the Partner at least matching those funds in-kind or in cash. Approximately two projects per borough will be selected biannually. All not-for-profit organizations are eligible for funding, but organizations with operating budgets of under \$500,000 will receive priority funding by DOT. Organizations may be selected as partners but not awarded funding.

**INSURANCE:** The Partner will be responsible for obtaining any necessary insurance policies naming DOT as an additional insured, and indemnifying the City. The Partner will be liable for all accidents to any person in relation to the project and assume all risk of loss or damage to DOT property.

**INSTALLATION:** The Partner and/or the artist(s) may be required to install the artwork or monitor the installation process. Installation tools and materials will not be provided by DOT. DOT will grant a permit for a set installation or fabrication period. On a case by case basis, DOT may arrange for parking in close proximity to the installation site. Appropriate signage, including information about the Partner(s), the Artist and DOT will be agreed upon and mounted visibly near artwork.

**PRESS EVENT:** DOT may host a press event upon completion of the artwork.

**MAINTENANCE:** The Partner will be responsible for the maintenance of the artwork throughout the display period for a maximum of eleven months including a) monitoring the site periodically for damages or vandalism, b) arranging for and paying full cost of proposed maintenance, and c) notifying DOT of any maintenance that is performed.

**REMOVAL & SITE REMEDIATION:** Upon de-installation, the artwork will be returned to the artist (if agreed upon), and if installed on the property, the site will be remediated to its original state by the Partner or DOT on a case by case basis (i.e. repair concrete sidewalk).

**DOCUMENTATION:** The artist(s) retain sole ownership and copyright of the final artwork, but grants DOT and the Partner the right to a royalty-free, perpetual license to use any depictions for any lawful purpose and all non-commercial use.



## DOT SITE GUIDELINES

1. **Size:** The site must be large enough to accommodate artwork while maintaining its functionality. The artwork cannot hinder pedestrian and vehicular movement or create a public safety hazard.
2. **Jurisdiction:** The site must be owned and maintained by NYC DOT. Possible sites may include DOT owned sidewalks, triangles, medians, plazas, fences, and jersey barriers. (See *Site Definitions* for details).
3. **Visibility:** Appropriate locations for temporary public art are extremely visible, as well as accessible to high pedestrian and vehicular volume. The artwork is installed to enhance the passerby's experience, facilitate public interaction on City streets, and improve the quality of life in a public space.
4. **Enhancement:** Sites with unwelcoming physical characteristics in need of aesthetic enhancement, due to limited maintenance and community oversight, may be appropriate for temporary public artwork.
5. **Destination:** Locations in close proximity to public transportation, as well as other commercial or cultural venues would benefit from the addition of public art by encouraging residents and tourists to visit the destination.
6. **Significance:** The site has social, historical, architectural, geographical, and/or cultural significance which can be highlighted through the addition of a contemporary public art installation.
7. **Approval:** The site has been used in the past for public art or special events by the community setting a precedent for future projects. Sites currently hosting public art will not be considered.



## NUMERICAL SELECTION RANKING SYSTEM

### Artistic Merit (20 points)

- (5) Proposed artwork is aesthetically pleasing—exhibiting high standards of design excellence.
- (5) Artist's current work demonstrates proficiency and talent in a given medium and style.
- (5) Artist has previous experience participating in team and/or community-based art projects.
- (5) Artist has a successful exhibition history within the public and/or private realm.

### Site Suitability (20 points)

- (5) Artwork is suitable for the site based on size, scale, and form.
- (5) Proposal appropriately interprets the site considering the social, historical, architectural, geographical and/or cultural context of the site.
- (5) Proposal demonstrates a consideration for the variety of audiences positioned to view the artwork.
- (5) Proposal encourages community involvement during the design, fabrication, or installation phase.

### Organizational Capacity (15 points)

- (5) Organization has recent experience planning public programs and/or public art events.
- (5) Organization plans to provide staff to monitor and maintain the artwork during the display period.
- (5) Organization can contribute partial or total funding to sponsor the project.

### Public Safety (5 points)

- (5) Proposal effectively addresses possible safety hazards aligned with installation.

### Artwork Durability (10 points)

- (5) Artwork will be made of durable materials to withstand outdoor weather conditions.
- (5) Artwork is carefully planned structurally ensuring sound fabrication & installation in a timely manner.

### TOTAL POINTS (70 points)

#### Contact Information

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