



SITE 2 SITE APPLICATION

ORGANIZATIONAL CAPACTIY

Organization Information

Organization Name:

Executive Director:	Phone:	
Current address:		
City:	State:	Zip Code:
Website:	Fax:	Email:

Lead Contact Information

Name & Title:

Contact address:

City:	State:	Zip Code:
Phone:	Fax:	Email:

Project Budget

What is the estimated total project budget?

How much money is currently secured for this project?

****ATTACH PROJECT BUDGET****

SITE SUITABILITY

Site Selection

Location of proposed site (address & borough):

****ATTACH STREET MAP AND PHOTOGRAPHS OF THE SITE ****

Briefly describe the reasons for site selection based on the *Site Guidelines* (see below):



SITE 2 SITE APPLICATION

Project Description

Briefly describe the proposed project for the DOT site (Be as specific as possible):

****ATTACH SITE PLAN AND PROJECT RENDERINGS****

Community Relationship

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

ARTISTIC MERIT

Artwork Information

Artist's Name:			
Title of Artwork:		Dated:	
Form:		Medium:	
Height:	Width:	Depth:	Weight:
Current Ownership:		Current Market Value:	

****ATTACH RESUME AND STATEMENT****

Artwork Selection

Briefly describe reasons for selection of both artist and artwork:

What affiliation exists between the organization and the artist, if any?



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SITE 2 SITE APPLICATION

Exhibition History

Has the artwork been previously installed in a PUBLIC and/or PRIVATE venue? (within past 5 years)

Installation

What is the projected cost for installation?

Materials, equipment and methods necessary for installation:

Any specific installation concerns or requirements (parking or storage needs)?

ARTWORK DURABILITY

Maintenance

Briefly describe the maintenance requirements for the artwork during the display period:



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BACKGROUND

PROGRAM OVERVIEW: NYC DOT will partner with Business Improvement Districts, not-for-profit organizations and for-profit galleries and firms to install temporary public art on DOT properties in all five boroughs. Appropriate sites for art installations 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 installed for up to eleven months), Site to Site (existing artworks installed for up to eleven months), and Arterventions (short term projects installed/performed for one day up to one month). Artists can not apply independent of an organization.

SITE TO SITE TRACK: DOT-owned sites are opportunities to relocate existing artworks. For-profits and not-for-profits are invited to apply. All organizations must have the right to exhibit the artwork if not collaborating with an artist. A permit will be granted to the Sponsor to install and maintain an artwork for a maximum display period of eleven months.

APPLICATION PROCESS: Organization-artist teams may submit applications on a rolling basis for a proposed site based on the *Site Guidelines*. At least two-three alternate sites should be selected and listed on the application. The organization should have a specific artwork in mind for the site prior to applying.

SELECTION PROCESS: Projects will be recommended or rejected by DOT and outside advisors based on the *Considerations for Approval* list (see below). All applicants will be notified of the results within one month of submission.

BUDGET: All not-for-profits are eligible to receive up to \$1,000 towards installation and de-installation fees. For-profits may apply but are ineligible for funding.

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

INSTALLATION: The Sponsor and/or the artist(s) are required to install the proposed artwork. External consultants may be hired to install the artwork under close supervision by the Sponsor. Installation tools and materials will not be provided by DOT. DOT will grant the organization a permit for a set installation or fabrication period. Appropriate signage, including information about the Sponsor(s), the Artist and DOT will be agreed upon and mounted visibly near artwork.

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

MAINTENANCE: The Sponsor will be responsible for the maintenance of the artwork during a maximum display period 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: The Sponsor and/or artist will de-install the artwork, and return the site to its original condition (i.e. repair concrete sidewalk).

DOCUMENTATION: The artist(s) retain sole ownership and copyright of the final artwork, but grant 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.



SITE GUIDELINES

1. **Size & Safety:** 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.
3. **Visibility:** Appropriate locations for temporary public art are extremely visible, as well as accessible to high pedestrian and vehicular volume.
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 art.
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.



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CONSIDERATIONS FOR APPROVAL

The following will be considered during the selection process:

Public Safety

- Proposal does not present a safety hazard to the public.

Artistic Merit

- Proposed artwork exhibits high standards of design.
- Artist's work demonstrates proficiency in the proposed medium.
- Artist has a successful exhibition history within the public and/or private realm.

Site Suitability

- Artwork is suitable for the site based on size, scale, and form.
- Proposal considers the variety of audiences at the site.
- The artwork is installed to enhance the passerby's experience, facilitate public interaction on City streets, and improve the quality of life in public spaces.

Organizational Capacity

- Organization has experience planning public programs and/or public art events.
- Organization plans to provide staff to monitor and maintain the artwork during the display period.
- Organization can provide funding for all aspects of the project.

Artwork Durability

- Artwork is made of durable materials to withstand outdoor weather conditions.
- Artwork is carefully planned ensuring sound installation.

Contact Information

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