



urban art program

Application Checklist

Program Track:
(pARTners, Site to Site, or Arterventions)

Project Title:

Site Location:

Organization:

Artist:

Installation Date(s):

The following materials are required for review by the Advisory Committee. Please check all boxes before submitting application. Incomplete applications will not be considered.

Application Form

No more than 3 site photographs (For proposed sites only)

No more than 4 images of past artwork in jpeg format
(Include title, media, dimensions, location, and list of partners)

No more than 4 project renderings (Include site plan and Photoshop'ed image)

**All application materials must be submitted as printed hardcopies and also included on a CD.
Applications should be mailed to:**

Attn: Urban Art Program
NYC Department of Transportation
Division of Planning and Sustainability
55 Water Street, 9th Floor
New York, NY 10004

Unfortunately, materials will not be returned.

All questions should be emailed to: arts@dot.nyc.gov



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Application

Contact Information

Organization Name:

Executive Director:

Contact Name & Title:

Address:

City:

State:

Zip Code:

Website:

Phone:

Email:

Organizational Background

Briefly describe your organization's mission and any relevant programming:

Site Selection

List site (address & borough). If a proposed site, describe the reasons for site selection (refer to Site Selection Tips available for download at www.nyc.gov/urbanart):

Project Description

Briefly describe the proposed project for the DOT site, and if relevant, include specifics on community involvement during design, fabrication and/or installation phase:



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Application (continued)

Artist Information

Briefly provide an artistic statement in 150 words or less (attach an abbreviated CV highlighting artistic training and any relevant group or solo exhibitions in the public and/or private realm):

Project Budget

What is the estimated total project budget?

How much funding is being requested from NYCDOT?

Provide a line-item budget here:

Fabrication/Installation

Briefly describe the fabrication and/or installation methods:

Maintenance

Briefly describe the maintenance requirements and commitment by the organization and/or artist:



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Application (continued)

Timeline

Provide a tentative schedule for implementation. Be sure to account for the design, fabrication, installation and de-installation phases.

FOR SITE TO SITE ONLY

Artwork Specs

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

Exhibition History

Provide information regarding the exhibition history of the proposed artwork (PUBLIC and/or PRIVATE venue):



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Selection Criteria

The following checklist will be used by the Advisory Committee when reviewing applications:

Public Safety

- Proposal does not present any public safety hazards.

Artistic Merit

- Proposed artwork is of high quality.
- Artist's past work and resume demonstrates proficiency in the proposed medium.
- Artist has an exhibition history or experience within the public and/or private realm.
- (pARTners only)
Artist has participated in team and/or community-based art projects.

Site Suitability

- Artwork is suitable for the site based on size, scale, and form.
- Proposal considers the variety of audiences at the site.
- (pARTners only)
Proposal considers the social, historical, architectural, geographical and/or cultural context of the site.
- Proposal demonstrates community involvement during design, fabrication, and/or installation.

Organizational Capacity

- Organization has experience planning public programs and/or public art projects.
- Organization agrees to monitor and maintain the artwork.
- Organization has secured funding to meet budget.

Artwork Durability

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



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Overview

Background Information

Commissioner Janette Sadik-Khan launched the Urban Art Program to present temporary public art on city streets in October 2008. As part of the World Class Streets initiative, art will help foster more vibrant and attractive streets and offer the public new ways to experience New York City's streetscapes.

DOT will partner with not-for-profit and for-profit organizations committed to enhancing a site within their community. DOT plazas, fences, medians, triangles, sidewalks and jersey barriers, in all five boroughs, are possible locations for art. The public realm will become increasingly dynamic for transit riders, pedestrians and cyclists with the addition of public art.

The Urban Art Program has three program tracks:

pARTners (Commissions): Organization-artist teams may apply biannually, in fall and spring, to install site responsive art for up to eleven months.

Site to Site (Existing): Organization-artist teams may apply on a rolling basis to relocate an existing artwork for installation up to eleven months.

Arterventions (Short-term): Organization-artist teams may apply on a rolling basis to present short-term projects for up to one month.

Application Process and Restrictions

- Applicants should review [Site Selection Tips](#) prior to proposing a non-priority site.
- Applicants are encouraged to propose pARTners projects for pre-identified DOT priority sites. [Priority Site List](#).
- Artists must apply in partnership with an organization; applications submitted strictly by an artist will not be considered.
- For Site to Site and Arterventions, applications must be submitted two months before installation.
- Applicants proposing performance art or special events, that obstruct pedestrian or vehicular traffic, must apply to the Street Activity Permit Office (www.nyc.gov/sapo). DOT may assist in the application process.
- Approved projects must commence no later than 6 months from the notification date.
- Applicants will receive notification of award within one month from submission date.
- Organizations are only eligible for one commission per application cycle through the pARTners track.
- Dependant on quality of proposals, approximately two pARTners projects will be selected annually per borough.
- Funding is not guaranteed with project approval; for-profit organizations are ineligible for funding.
- Incomplete applications will not be reviewed; appropriate applications must include a selected artist and conceptual design.
- Proposals that commercially promote a specific individual or organization are ineligible.

DOT Responsibilities

1. Review and select projects recommended by the Advisory Committee based on [Selection Criteria](#).
2. Prepare legal documents for signature by organization.
3. For the pARTners track, engage a licensed engineer to review three-dimensional projects. The engineer is responsible for reviewing all technical aspects of the project and submitting a signed and stamped technical report.
4. Fund up to \$5,000 for pARTners projects; up to \$1,000 for Site to Site projects; and \$0 for Arterventions projects.
5. Grant the artist sole ownership and copyright of the final design and artwork.

Organization Responsibilities

1. Propose high quality art that responds to guidelines.
2. Obtain necessary insurance policies naming DOT as an additional insured and indemnifying the City.
3. For the Site to Site track, submit a copy of the original technical report prepared by a licensed engineer for three-dimensional projects.
4. Oversee installation of artwork (tools, materials and equipment not provided by DOT).
5. Coordinate press with the DOT press office.
6. Produce art signage (agreed upon by all parties).
7. Monitor and maintain the artwork during the display period.
8. Oversee de-installation of artwork and site remediation.
9. Grant DOT the right to a royalty-free, perpetual license to use any depictions of the artwork for non-commercial purposes (credit will be given to the artist and organization).