



SYRACUSE PUBLIC ART APPLICATION SUBMISSION DEADLINES AND INSTRUCTIONS

Applicants are strongly encouraged to contact the City Public Art Coordinator early in their planning process to discuss the review process, application requirements and deadlines. Please contact Kate Auwaerter at 316-448-8108, or email kauwaerter@syr.gov.

Submission deadlines:

In order to conduct the required internal review, all Public Art applications must be submitted 10 working days prior to the next regularly scheduled Syracuse Public Art Commission (SPAC) meeting. Please note the submission schedule below:

Please submit your complete Public Art Application no later than this date:		If you would like to have your application considered at this Public Art Commission meeting:
APPLICATION DEADLINE		SPAC MEETING DATE
December 26, 2017		January 9, 2018
January 30, 2018		February 13, 2018
February 27, 2018		March 13, 2018
March 27, 2018		April 10, 2018
April 24, 2018		May 8, 2018
May 29, 2018		June 12, 2018
July 10, 2018		July 24, 2018
<i>No meeting in August</i>		
August 28, 2018		September 11, 2018
September 25, 2018		October 9, 2018
October 30, 2018		November 13, 2018
November 27, 2018		December 11, 2018

Application submission:

Applications may be submitted electronically, by mail or hand delivered to:

Kate Auwaerter, Public Art Coordinator
 Bureau of Planning & Sustainability
 City Hall Commons, Room 512
 201 E. Washington Street
 Syracuse, NY 13202
kauwaerter@syr.gov

PUBLIC ART COMMISSION REVIEW

The Public Art Commission meets on the second Tuesday of every month at 5:30 p.m., Room 215 City Hall. The meetings are open to the public.

When the Public Art Coordinator determines that an application is complete and has received all necessary departmental approvals, the Coordinator will schedule the application to appear on the next available Public Art Commission agenda. The Public Art Coordinator will notify all applicants of the date that their application is scheduled for review by the Commission. Applicants or their representatives are expected to appear before the Public Art Commission to present their applications in person. Applicants will receive notification by mail of any Commission decisions regarding their applications.

The Public Art Commission evaluates applications based on the seven (7) criteria enumerated below. Some criteria will have more relevance than others depending on the proposed artwork; the Public Art Commission weighs the criteria accordingly.

- Artistic merit and quality, as substantiated by an artist's past history of exhibitions or sales, awards or other recognition, or an outstanding first work, as well as the inherent quality in terms of timelessness of vision, design, aesthetics and excellence;
- Intentionality of the artist, concerning the meaning and proposed or desired effect of the work as Public Art upon the viewing public, as rationalized and elaborated upon in the project description;
- Local significance, creating a sense of excitement in public spaces and presenting fresh ways of seeing the community and city reflected;
- Representation of styles and tastes within the public art collection, acknowledging existing works in the public art collection and striving for diversity of style, scale and media;
- Safety and durability, including the ability of the artwork to withstand weather conditions, as well as structural and surface integrity;
- Unrestricted public viewing, primarily the opportunity for public access, but also suitability for public participation, social and political attitudes, and functional considerations; and
- Installation and maintenance of the work, from practicality of fabrication and transport, to installation and long-term care.

For technical assistance please contact:

Kate Auwaerter, Public Art Coordinator, 315-448-8108, kauwaerter@syrgov.net

**PUBLIC ART APPLICATION
SUPPORTING DOCUMENTATION
CHECK LIST**

The following materials **MUST** be provided with the completed application form:

- Project description, including purpose, artist's rationale and/or intention for the proposed work; history and provenance of artwork; relationship of project to other community interests and activities; involved individuals and organizations
- Illustrative and/or construction drawings of proposed work; scale model of proposed sculptural work strongly recommended.
- Scaled site plan and color images of proposed installation location and its context
- Scaled illustrative drawings or model showing artwork in relation to proposed site
- Description of short- and long-term maintenance requirements and costs
- For temporary installations, include a general liability insurance certificate listing the City of Syracuse as additionally insured with at least \$1 million of general liability coverage.
- Artist resume, annotated exhibition list, and CD Rom and/or hard copy color images of other works
- Letter of support from property owner, only for proposed murals on non-1 or 2-family dwelling properties
- Project timeline, including (as applicable) fabrication, delivery, installation and removal
- Project budget, including both committed and anticipated funding sources
- General letters of support. Applicants are encouraged to include letters of support, particularly from neighborhood groups such as the appropriate Tomorrow's Neighborhood Today Neighborhood Planning Council. For murals on private property, a letter of support from the private property owner is *required*.



CITY OF SYRACUSE PUBLIC ART APPLICATION

Project Title: _____

Installation Type:

- _____ Donation to permanent art collection
- _____ Temporary installation
- _____ Proposed date and duration of installation: _____
- _____ Mural on private property

Installation Location

Property Name: _____
 Street Address: _____
 Location Description [e.g., 15 ft. from building entrance]: _____

Artwork Type [e.g., sculpture, mural, video]: _____

Artwork Description [include fabrication date; medium, dimensions, materials and finishes]:

Artist

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Current Owner (if applicable)

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Applicant

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Signature: _____ Date _____