

# **APPLICATION PACKET INSTRUCTIONS FOR CREATION/INSTALLATION OF PUBLIC ART ON CITY OF ARCATA PROPERTY**

## **Section 1. Purpose**

The purpose of the City of Arcata's "Art Around Arcata" program is to provide an opportunity for the public to experience high quality art of enduring value that reflects the diversity of the region served by the City of Arcata.

## **Section 2. Guidelines and Instructions**

Guidelines and regulations for the creation of new Public Art, the requirements for Public Art proposals, and information regarding the review and approval process for Public Art can be found in "*Art Around Arcata, Public Art Review Guidelines*". This document, as well as a Public Art review process flowchart, is available on the Art Around Arcata webpage and in the Recreation Division Office. Please review these guidelines prior to completing and submitting your application/proposal.

For assistance with your application/proposal, contact the City's Arts Liaison by reaching out to the Recreation Division Office by email at [rec@cityofarcata.org](mailto:rec@cityofarcata.org) or by phone at (707) 822-7091.

## **Section 3. Application**

Complete the attached application form.

## **Section 4. Proposal**

On a separate piece of paper, either handwritten or typed, respond to the following questions and considerations (also available in Section 12. Applicant Submittal Requirements of "*Art Around Arcata, Public Art Review Guidelines*"):

1. Describe the proposed artwork in detail (including dimensions, materials, and colors).
2. Describe the narrative intent of the piece (if applicable, outlining the proposal's adherence to the goals of the Arcata Strategic Arts Plan [ASAP]—some of which are listed below with examples of how proposals may adhere).
  - a. *Public arts are increased equitably throughout Arcata*
    - i. Will the proposal lead to public art in an area of Arcata which currently has less than other neighborhoods?
    - ii. Does it contribute to diversity (in medium, content, etc.) within the City of Arcata's art collection?
    - iii. Has it been submitted or led by a Black, Indigenous, Person of Color (BIPOC) community member (or members)/does it make visible historically excluded narratives?
  - b. *Every Arcata resident has access to a quality arts education*
    - i. Does the proposal involve partnership with local education partners?

- c. *The arts function as an avenue of connection between Cal Poly Humboldt and the broader community*
  - i. Does the proposal involve partnership with Cal Poly Humboldt?
- 3. Describe the needs for construction, installation, and maintenance associated with the piece, and a plan for meeting them.
  - a. Any requests of the City, including assistance or materials needed from the City, shall be included in the proposal. If these requests are not included in the proposal, the City retains the right to deny the requests.
- 4. Provide a detailed drawing of the site plan.
- 5. Provide designs, photographs, sketches, and/or models of the proposed artwork.
- 6. Identify the longevity of the piece.
  - a. How long is it expected to be in place? Is the piece permanent or temporary? If temporary, identify a clear timeline for when the piece will be taken down and parties responsible for removal.

### **Section 5. Review Considerations**

Complete the attached [Site Specific Considerations](#) rubric. If the elements required in Section 4 above already answer one or more of the questions asked, write “in proposal” in the notes section of that question.

### **Section 6. Application and Proposal Submission**

The completed rubric and elements of Sections 3 and 4 above together represent an application and proposal. Submit your completed application/proposal to the City’s Recreation Division office. Submissions can be made hard copy in person at 736 F Street, Arcata or via email to [rec@cityofarcata.org](mailto:rec@cityofarcata.org).