



## CITY OF NORTH ADAMS PUBLIC ART APPLICATION

The North Adams Public Arts Commission thanks you for your interest in submitting a proposal. The steps of the proposal process are as follows:

1. Email a letter of inquiry, along with any specific questions you may have, to [publicarts@northadams-ma.gov](mailto:publicarts@northadams-ma.gov).
2. Submit your COMPLETE application to the North Adams Public Arts Commission (PAC). You may email a PDF application, drop off a hard copy application, or submit an online form. If submitting digitally, please email all attachments to [publicarts@northadams-ma.gov](mailto:publicarts@northadams-ma.gov).
3. If all materials are included, the PAC will ask you to present your proposal during a PAC meeting. Meetings are scheduled as needed. If the application is not complete, the applicant will be notified. Only COMPLETE applications will be placed on a PAC agenda.
4. During the meeting, the application will be reviewed by the PAC for compliance. Applicant attendance is required; the PAC will work with the applicant as much as possible to determine a meeting date and time.
5. The PAC will approve or deny the proposal, as well as offer suggestions and recommendations to the applicant.
6. If approved, the applicant will enter into an agreement with the City of North Adams.

All applications submitted for consideration by the PAC must include all information and materials requested. The PAC will not review the application until it is complete.

Please note: The City of North Adams is not funding public art proposals and/or projects at this time.

To submit a hard copy application, please download and complete the PDF application, found at <https://www.northadamspublicart.org/contact>

All applications submitted for consideration to the North Adams Public Arts Commission (NAPAC) must include all information and materials requested in Part I (Written Proposal) and Part II (Support Materials). The NAPAC will not review the application until it is complete.

*All files sent should be named in the following convention: NAPAC/ First Name/Last Name of Applicant/ year.file such as: NAPACMSmith2016.doc*

**PART I: WRITTEN PROPOSAL**

**A. Application Submittal Date**

**B. Contact Information**

Name:

Address:

City:

State:

Zip:

Cell Phone:

Home Phone:

E-mail:

Your Role In The Proposal (*check all that apply*)

Artist

Curator

Commissioning organization

Other

**C. Title of Proposed Work**

**D. Desired Location of Proposed Work**

Please select one below and provide a project location map. If flexible on the location please select "Any available location."

Street

Trail

City-owned building

Ornamental or functional structure

Park

Any available location

If location is specific, please name the location and/or provide the location's address.

**E. Physical Project Description & Purpose Statement** (300 words maximum)

As an attachment, describe the proposed work in the most literal terms possible, including concept, medium, placement, size/dimensions, approximate weight, and any specific requirements such as access to electricity, water, etc. Briefly explain how the proposed artwork meets the NAPAC's core principals.

**Core Principles**

- Enhance the community's visual environment
- Promote awareness of the city's social, cultural, and historical composition
- Encourage a spirit of collaboration
- Expand public knowledge of the visual arts

**F. Project Narrative** (4 pages maximum)

As an attachment, please include the following:

1. Detailed project description including a broader explanation of the proposed work. This should include a detailed description of the project concept, project materials, construction, installation and life expectancy of the work. Project description should include any special requirements such as access to electricity, water, etc.
2. Timeline for design, fabrication and installation of the work.
3. Explanation of how the artwork will contribute to both residents' and visitors' experience of North Adams.
4. Explanation of the required maintenance for the function and preservation of the work.

**G. Illustration(s) of Proposed Work**

Please include at least one sketch, drawing, digital illustration, or maquette of the proposed work. Proposal illustration(s) should accurately and clearly describe the proposed work.

**PART II: SUPPORT MATERIALS**

**A. Artist Portfolio**

Please submit a minimum of 6 images that are a representative sample of previous artwork. Include with the written proposal of a list of titles, dates, media and descriptions for support image(s).

**B. Artist Statement**

Brief statement created by the artist about his or her own work.

**C. Curriculum Vitae (CV)\* or Artist Resume**

This may include artist website or links to web resources.

\*Overview of experience and other qualifications.

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I certify under penalty of perjury that to the best of my knowledge and belief the foregoing statements and answers submitted with this application are in all respects, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination or approval. I understand that the City of North Adams Public Art Commission, other city Boards and Commissions and the North Adams City Council might not approve what I am applying for, or might set conditions on approval.

Applicant Signature:

Date:

## **APPLICATION ATTACHMENT CHECKLIST**

All applications submitted for consideration to the North Adams Public Arts Commission must include all information and materials requested in Part I (Written Proposal) and Part II (Support Materials) of this application.

### **Part I – Written Proposal**

Location Map

Physical Project Description (300 words maximum)

Project Narrative (4 pages maximum)

Illustration(s) of Proposed Work – at least one sketch, drawing, digital illustration, or maquette of the proposed work

### **Part II – Support Materials**

Artist Portfolio

Artist Statement

Curriculum Vitae (CV) or Artist Resume