Public Art Checklist

There are many aspects to planning a public art project. If you are planning to request funds for a mural, sculpture, or other form of public art, you must complete this checklist and attach it to your FY21 Project Grant application.

Check all that apply to your project:

☐ Partnerships- Have you included a diverse group of community members to help put together your project plan?

☐ Community Input- Do you have a plan to get public input from all parts of the community for the project and the design to ensure that you have support and buy-in? Will you incorporate community feedback into your plan/design? Will you solicit input at the beginning of the planning process?

☐ Location- Will you put together a formal agreement with the owner of the site where the artwork will be located?

☐ Historic Building- If a mural will be on a historic building, will you consult with experts on historic preservation to ensure that the artwork will not harm the building?

☐ Local Rules- Have you checked to make sure that your artwork does not violate any local laws or regulations?

☐ Site Prep- Have you included any site preparation (landscaping, painting, etc.) or equipment rental in your budget?

☐ RFP- If the artist has not already been selected, will you draft a call for artists that clearly outlines the scope and budget of the project? Have you described the process for selecting an artist in your grant narrative?

☐ Artists- Will you enlist experienced artists to assist with the selection of the artist who will complete the project?

☐ Contract- Will you develop a contract for the artist that clearly outlines the
  ☐ Scope of work
  ☐ Budget
  ☐ Schedule and deadlines
  ☐ Process through which the final design will be approved
  ☐ Manner in which changes are requested
  ☐ Payment schedule
  ☐ Way the artist will be credited on the work
  ☐ Entity that will pay for materials, equipment, site preparation, etc.

☐ Copyright: Do you understand that the artist will retain the copyright for the work, but you should request permission to use images of the work for publicity?

☐ Maintenance: Do you have a plan to pay for upkeep on permanent works of art? Will you request a plan for estimated maintenance from the artist?
For examples of documents and additional information on all aspects of planning a public art project, go to Americans for the Arts’ Public Arts Network: https://www.americansforthearts.org/by-program/networks-and-councils/public-art-network/tools-resources/public-art-administrators.

For additional information on public art, go to GCA’s website: https://gaarts.org/tools-for-advancement/public-art/