

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.](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/>

