

Supporting Documents (continued)

- **References** – Artists may be required to identify references who can speak to their past experience, skill sets and art practice. Please ensure that you contact your references for permission before including them in the application.
- **Past Work Images** – Images chosen to support your proposal or portfolio should be relevant to the call. If you work in various media, present work that is similar to, or indicative of, your proposed artwork. Ensure your images reflect the quality of your body of work and have a screen resolution of at least 1024 x 768 ppi. Landscape-oriented images work better for digital projection on screens.

Harvest Full Moon Project, Marina Szijarto, 2015
City Centre Community Centre



Motif of One and Many, Rebecca Bayer, 2017
City Centre Community Centre



Artist Selection Process

The Richmond Public Art Program seeks to ensure a fair, informed and competitive artist selection process. An arms-length selection panel composed of 3–5 professional artists, arts professionals and community representatives will review all artist submissions and recommend one artist or a shortlist of artists.

Artist Interviews and Finalist Presentations

For multiple-stage artist selection processes, artists may be invited to an interview with the Selection Panel. Typically, artists will have time to present their work and/or proposal, followed by a question and answer period with the Panel.

Insurance

The artist/contractor must have public liability insurance of \$2,000,000–\$5,000,000 for the duration of the contract period. This includes liability for injury of public and employees working on the project. Insurance should be included as part of the costs of the project. In particular circumstances, the insurance requirement may be waived and covered by the City or contractor.

Maintenance and Conservation

A maintenance manual will be required by the City to understand materials and conservation requirements. The manual will describe in detail the specifications of materials and finishes, method of cleaning, preserving and maintaining the final artwork, and drawings and instructions for its care.

Copyright

Copyright in the completed work usually belongs jointly to the artist and to the commissioning organization or the City.

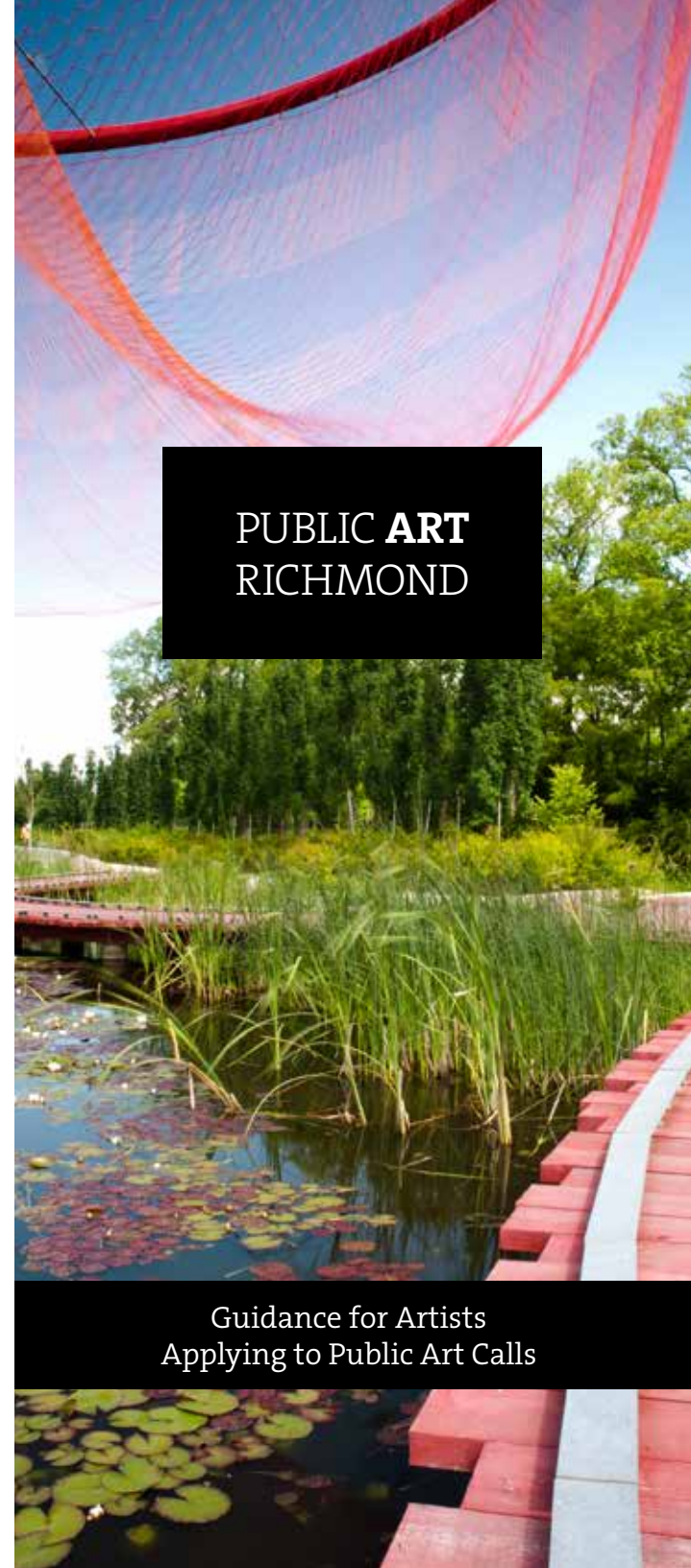
Contract

A signed agreement is required before a commission is awarded. The contract is signed once legal provisions have been agreed between the City and the Artist. Independent legal advice is recommended and can form part of the costs of the project. Contract payments are made in installments, usually as a percentage of the total contract amount, and geared to specific stages of certification and production.

To learn more about the Richmond Public Art Program, please visit: www.richmond.ca/culture/publicart
For additional questions contact publicart@richmond.ca

Front panel photo:
Water Sky Garden, Janet Echelman, 2009
Richmond Olympic Oval

July 2017



**PUBLIC ART
RICHMOND**

Guidance for Artists
Applying to Public Art Calls

The Richmond Public Art Program aims to spark community participation in the building of our public spaces, offer the public access to ideas generated by contemporary art, encourage citizens to take pride in public cultural expression and create a forum to address relevant themes and issues.

The Program offers opportunities for artists of diverse backgrounds and skillsets to create public artwork, including permanent and temporary sculptural installations, social practice and community engaged artist projects and artwork integrated into landscape, architecture or civic infrastructure. Artists with practices in two dimensional mediums such as painting, photography, printmaking and mixed-media are invited to apply for select programs such as the No.3 Road Art Column Program, Utility Box Art Wrap Artist Roster and mural opportunities.

Artists are invited to subscribe to the public art e-mail listserv to receive updates on future artist calls and information updates. **Please send an e-mail to publicart@richmond.ca, or visit www.richmond.ca/culture/publicart to access a list of current artist opportunities.**

Paracosmic Land, Annie Briard, No. 3 Road Art Columns, 2017



Crossover, Carlyn Yandle, 2011
Steveston

Common Types of Artist Calls

Request for Qualifications

The Request for Qualifications (RFQ) outlines the project location, budget, scope, theme, timeline and other specifics relevant to the project, and offers applicants instructions for submitting. Artists are usually asked to submit a letter of interest, a resume and samples of past work.

Request for Proposal

The Request for Proposal (RFP) outlines the project location, budget, scope, theme, timeline, and other specifics relevant to the project, and offers applicants instructions for submitting. Applicants are required to submit ideas, sketches and budgets for a proposed project, along with a letter of interest, a resume and samples of past work.

Invitational RFQ & RFP

Invitational RFQs and RFPs are similar to the above, except they are sent to a pre-selected, qualified pool of artists and not open to all artists.

Supporting Documents

The following supporting documents may be requested as part of an artist's application package. Artists may consider adapting language and wording for audiences who do not come from an art history or fine art background. Use clear, direct and descriptive language to present your concept or proposal. You will be writing for a Selection Panel composed of professional artists, art professionals and community members.

- **Letter of Interest** – Be specific and clearly explain your art practice, why you are interested in this opportunity and highlight any relevant experience, qualifications and skill sets.
- **Statement of Intent** – Be specific and clearly explain your art practice, background and relevant experience for this project. Describe how you will develop the concept and what methodology you will use for making the artwork.
- **Curriculum Vitae / Artist Resume** – include education qualifications, previously completed public art works, exhibition records and relevant work experience.
- **Concept Proposal** – Explain why the concept is relevant to the project selection criteria, how you will utilize the project budget, why you are using specific materials, how the piece will be fabricated and why you are the best artist for this opportunity. Include a visualization of the concept, if requested.
- **Budget** – Your budget may include the following line items. Consider every aspect of the work and include consultants, fabricators and others as needed for estimates to build a feasible budget. Applicable taxes can be included.
 - » Artist fees are typically 10-20% of the total project budget. However, certain projects may require the artist to provide additional services in the form of social engagement and outreach with the public or fabrication, production or installation services.
 - » Administration includes travel and accommodation, postage, courier, supplies, phone, printing, documentation, maintenance manual and accounting/legal fees.
 - » Professional Consultant Fees
 - » Production/Fabrication
 - » Installation
 - » Contingency is typically 5-10% of the total project budget.
 - » Post-Completion