

City of Billings Public Art Proposal – Application

This application is intended for use by individuals or groups who are interested in applying for their artwork to be displayed on public property (i.e. park land, right of way, bulb outs, street boulevards or traffic circles, etc.).

For guidance on application criteria, regulations, and tips, please consult the attached Application Guide.

Artist/Applicant Information

Name: _____

Address: _____

Phone: _____

Email: _____

Group associated with project (write "None" if not associated with any group): _____

Artwork

Title: _____

Artist Name(s): _____

Artist Involvement: _____

Type of Project:

Event or Performance – Please describe: _____

Visual Art Installation – Please describe: _____

Location/Address: _____

Placement at Address: _____

Planned Duration of Display: _____

Structural Considerations and Safety:

Estimated weight: _____ lbs.

Estimated height: _____ ft.

Estimated width: _____ ft.

Materials: _____

Other structural details or needs (please describe): _____

Artwork Description (Hint: see project criteria section of Application Guide): _____

Maintenance Plan/Considerations: _____

Funding

Funding source(s): _____

Have all funds been acquired? If not, where in the funding process are you? _____

Project Cost:

Material: (including the value of donated materials & supplies) _____

Paid Labor: (do **not** include volunteer labor) _____

Contracted Services: (e.g., electrician, concrete, etc.) _____

Fees/Stipends: (e.g., artist or design) _____

Artwork Transportation/Installation Costs: _____

Other Expenses: (explain in remarks) _____

TOTAL EXPECTED PROJECT COST: _____

Total Volunteer Hours: _____

Process

Please describe how your project came to be: _____

How did you or will you engage community in your artwork? Please describe method, target audience, and estimated reach. A minimum of 3 distinct activities are recommended. _____

Is there any other information you would like to share regarding your proposal? _____

Artist Agreement

By submitting this application, I confirm the following:

- The design submitted is my own work and does not violate another's copyright. I understand that if the artwork includes photography of partially or entirely recognizable people, I must provide the City release statements from all parties.
- I have read and reviewed the Application Guide and understand my project will be subject to approval by all relevant City departments.
- I understand any decision regarding the placement of my donated artwork is at the sole discretion of the City.

Signature: _____

Date: _____

City of Billings Approvals –City of Billings Staff approvals will be provided via an electronic system. City of Billings Staff will comment on the location, if any permits are required, and provide any necessary feedback to bring the project into compliance with City codes and adopted safety regulations. These topics will be reviewed with the artist/residents/community group during the departmental review meeting.

Please submit a copy of your design concept. Please include a sketch or example of your proposed design. Please note that these images are just an example of your work and style that you would like to incorporate into a public art installation. It does not need to be the exact design that will be used.

- Submit through email, a thumb drive, CD/DVD labeled with the artist’s name and date of submission.
- 3 - 10 digital images may be submitted, such as the site and artwork design.
- Files should be in JPEG or PNG format (.jpg or .png) saved in “high” or “fine” quality.
- Image files should include last name of the artist followed by a designated number (e.g. “Smith 01”).

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