**Public Art Fund Application Form**

**Please read the Public Art Fund Guidelines before beginning your application.**

**You can submit your completed application as a Word or PDF document, or alternatively as a hard-copy application, after completing all relevant questions.**

* Word or PDF documents: your application document can be a single Word or PDF file, with CVs and other support documents attached as separate files if relevant.
* Hard-copy documents: the completed application form and support material must be A4 size. Please do not use staples or folders as the application will be photocopied. Instead please use paper clips or bulldog clips to secure loose pages.

**Email PDF or Word document proposals to Anique.Jayasinghe@whanganui.govt.nz or post hard copies to:**

Anique Jayasinghe

Community Arts Coordinator

Whanganui District Council

PO Box 637, Whanganui 4541

**Please ensure all applications are received before 12pm on the closing date.**

**No applications received after this time will be accepted.**

# Applications close: 12pm Friday 29 October

**For projects that take place between 15 November 2021 and 15 November 2022.**

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| --- | --- | --- |
| **WHO: THE APPLICANT** | |  |
| Project Title: | |  |
| Amount Requested: | |  |
| Mr / Mrs / Ms / Miss / Dr / Mx / None (circle which applies) | |  |
| First Name: | |  |
| Last Name: | |  |
| Street Address: | |  |
| Daytime Phone: | |  |
| Email: | |  |
| Are you GST registered? | Yes ☐ | No ☐ |
| If yes, please provide your GST number | |  |
| **WHO: OTHER PEOPLE INVOLVED** | | |
| *If you will be working with other key people on this project, please provide details below:* | | |
| Name: | Role: | |
| Address: | | |
| Name: | Role: | |
| Address: | | |
| Name: | Role: | |
| Address: | | |
| *If you require more space for additional names please attach another page to the end of the document.* | | |
| **PUBLIC ART PROJECT PROPOSAL** | | |
| **1. Public Art Proposal: Overview**   1. *Main idea: what do you want to do and what are the key concepts behind your artwork?* 2. *Context: briefly outline how and why your project has come about, including background information about cultural, historical, social, geographical, or other contexts.* 3. *What Public Art Fund Criteria point does this artwork fulfil? These are listed in the* ***Whanganui District Council Public Art Fund Guidelines.*** 4. *Process: how will you deliver this projectPlease include relevant details about how you will create the artwork, collaborate with other people/businesses or work with particular communities and groups.What contingencies or health & safety measures are in place in the event of COVID-19 alert levels changing?* 5. *Images: please provide concept drawings with approximate dimensions, measurements and media information. If proposing a non-physical artwork please provide any other supporting material that will help the assessors more thoroughly understand your project.* | | |
| **2. Location**  *What is the proposed location/environment for the project?*   1. *Explain how the artwork is relevant and/or beneficial to the proposed location. If applicable, please supply a map with the exact locations marked.* 2. *Locations must be publicly accessible and preference will be given to projects taking place in council-owned public sites. Iwi consultation may need to take place for some locations – talk to the Community Arts Coordinator to find out if this applies to your project.* | | |
| **3. Duration**  *How long do you propose that the artwork be on display? Why this length of time?* | | |
| 4. Installation *How will installation be carried out?*   1. *Please include details on the contractors involved, any equipment required, necessary earthworks, how long the installation will take, disruptions to member of the public etc.* | | |
| 5. Materials & Maintenance *Will your project require maintenance while it is on display? This may include things like cleaning, repairs, maintaining the surroundings, electricity or plumbing etc.* *Provide a list of key materials used to construct the artwork which may need replacing or maintenance* | | |
| 6. Environment*What environmental concerns are associated with your artwork? Consider any materials used, waste made, noise and other types of pollution. If relevant, please describe ways you will minimise any environmental impacts.* | | |
| 7. Security and safety *Once put on display could the artwork be stolen, vandalised or climbed? Are there any potential safety concerns associated with the work or its installation? Please describe, along with actions you plan to take to minimise any risk.* | | |
| 8. Removal*If required, what is involved in removing the artwork? Please include details on any equipment required, remedial work to the location, potential disruption to members of the public etc* | | |
| **9. Audience** *Who is the work going to appeal and who is it being made for? What kind of discussion or debate do you think will be generated?* | | |

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| **10. Timeframe for implementation**  *Please provide a timeframe/implementation plan for your artwork. An example format is below (adapt to suit your key stages/dates):*  ***Design:***  *Start date End date*  ***Construction:***  *Start date End date*  ***Installation:***  *Start date End date*  ***Display/exhibition:***  *Start date End date*  ***Deinstallation:***  *Start date End date* | | |
| **11. Budget**  *This should include all project expenses, such as artist fees, curator fees, costs of production, installation, maintenance, documentation and any other relevant associated expenses.*  *It must include your other sources of funding – as a matched fund, applications to the Public Art Fund must demonstrate an equal amount of funding from alternative sources as is being applied for. This can include sponsorship, grants, support in kind, etc.*  *If you are GST registered please exclude GST from expenses and we will add the GST to the grant amount. If you are not GST registered then GST is to be included in your expenses.*  *A draft budget template is below. This suits a temporary sculptural artwork, so please adapt as required for your own proposal. Whatever format you use for your budget should include two columns – one for the expenses being requested from the Public Art Fund and the other to indicate allocation of other funding sources.* | | |
| **Type of Expense** | Public Art Fund (PAF) | Other Funding (OF) |
| Artist/curator fees |  |  |
| Material costs |  |  |
| Construction costs |  |  |
| Maintenance costs |  |  |
| Deinstallation and removal |  |  |
| Other |  |  |
| Subtotal |  |  |
| ***Total cost of project (PAF + OF)*** |  | |
| **12. Documentation and measuring success**  *How will you document and evaluate your artwork?* | | |
| **ASSESSMENT** | | |
| Once your proposal is submitted the Community Arts Coordinator will review the application to make sure all relevant material has been received. The Public Art Steering Group will then assess your proposal. All applicants are encouraged to attend the assessment meeting to clarify any questions the assessors have about the project. The Community Arts Coordinator will be in touch to arrange this.  Please notify the Community Arts Coordinator about any accessibility provisions that should be provided (for instance, an NZSL interpreter, or specific room requirements). You are welcome to bring a support person to the presentation. | | |
| **CHECKLIST** | | |
| ☐ *Discussed your project with the Community Arts Coordinator*  ☐ *Engaged with relevant community groups in relation to the proposed site*  ☐ *Checked that the proposed work meets the funding criteria outlined in the*  *Whanganui District Council Public Art Fund Guidelines*  ☐ *Completed responses to all application questions*  ☐ *Included CVs or biographies for each artist/designer involved (please include* *relevant exhibitions, projects or public art activities each artist has been involved* *in)*  ☐ *Included concept drawings for your artwork (if proposing a physical piece)*  ☐ *Included visual or other artistic support material to enhance your application, such* *as images of relevant previous work, past reviews, press clippings, or published* *material (optional)*  ☐ *Included letters of support regarding the proposed artwork* | | |