



Public Art Fund Application Form

Preparing your application

To prepare we recommend applicants:

- Read the funding criteria outlined in the **Public Art Fund Guidelines 2024** to ensure the proposed artwork aligns with the funding criteria.
- Consider local stakeholders in the community where you want to site your artwork and how they may be impacted.
- Establish a match-funder who can provide the amount equal to or more than what is requested from the Public Art Fund.
- Contact the Creative Community Advisor; Anique.Jayasinghe@whanganui.govt.nz They will provide advice on framing your project, how to best present ideas, and what supporting material is required.

Submitting your application

Before submitting your application, please ensure you have checked off all points in the Checklist (page 10) and signed the Declaration form.

Email: Applications can be emailed to the Creative Community Advisor; Anique.Jayasinghe@whanganui.govt.nz. Files can be sent as a single Word or PDF, with CVs and other supporting documents attached as separate files. You may also choose to email a link to an online file hosting service should files be too large to email.

Post: All applications may be posted to
Attn: Creative community advisor
Whanganui District Council
PO Box 637
Whanganui 4541

Assessment

The Public Art Steering Group assess all proposals and make recommendations on funding allocations. The group represents a diverse panel of local experts including artists, iwi representatives, as well as infrastructure and parks officers. All applicants are encouraged to attend the assessment meeting to clarify questions assessors may have about the proposal and assessors will provide advice where necessary. The Community Funding Grants Subcommittee, who consider recommendations made by The Public Art Steering Group, makes all final funding decisions.



WHO: APPLICANT	
Artwork title:	
Amount Requested:	
Mr / Mrs / Ms / Miss / Dr / Mx / None (circle which applies)	
Full Name:	
Street Address:	
Daytime Phone:	
Email:	
Are you GST registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide your GST number	
WHO: OTHER PEOPLE INVOLVED	
Who else will you be working with to deliver your project at each phase?	
Match funder:	Amount committed:
Name:	Project role:
Name:	Project role:
Name:	Project role:
Name:	Project role:
If you require more space for additional names, please attach another page to the end of the document.	



WHAT: PROJECT PROPOSAL

1. Overview

a. Main idea:

- What is the artwork you want to create?
- What form will it take?
- What are the key concepts behind your artwork?
- What is the site of the artwork and how does this relate to the concepts?

b. Context: Outline how your proposed artwork has developed. Include background information about cultural, historical, social, geographical, or other contexts

c. Criteria:

- Explain how the proposed artwork fulfils at least one of the funding criteria listed on page 2 of the **Public Art Fund Guidelines 2024**.

d. Process: How will you deliver this project? Please include relevant details about:

- How you will create the artwork
- How you will collaborate with other people, businesses and work with communities and groups
- What contingencies or health & safety measures are in place

e. Images: Provide clear concept drawings with approximate dimensions. If proposing a non-physical artwork please provide any other supporting material that will help the assessors more thoroughly understand your project.



2. Location

- a.** What is the proposed site for the artwork?
- Please supply a map with the exact locations marked.
 - Locations must be publicly accessible, and preference will be given to projects taking place in council-owned public sites.
 - Consultation may need to take place for some locations – talk to the Creative Community Advisor to find out if this applies to your project.
- b.** Explain how the artwork is relevant and/or beneficial to the proposed site.

3. Audience

- a.** Who is this artwork going to appeal to and who is it being made for?
- b.** How does this artwork reflect the surrounding communities in the chosen location?
- c.** How would the proposed artwork engage viewers?
- d.** What kind of discussion or debate will the artwork generate, if any?
- e.** Who would be included in the final opening or presentation of this artwork?



4. Duration

a. How long do you propose the artwork be on display? Why this length of time?

5. Installation

a. How will installation be carried out? Please include details on:

- Timelines
- Local contractors involved
- Equipment required
- Necessary earthworks
- Potential disruptions to members of the public



6. Removal

- a.** If required, what is involved in removing the artwork? Please include details on any equipment required, remedial work to the location and potential disruption to members of the public.

7. Materials & Maintenance

- a.** What maintenance will your project require while it is on display? This may include things like cleaning, repairs, maintaining the surroundings, electricity or plumbing etc.
- b.** Provide a list of key materials used to construct the artwork, which may need replacing or maintenance.



8. Environment

- a.** 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.

9. Security and safety

- a.** What safety risks are there for potential vandalism of the artwork?
- b.** What pre-emptive actions or contingency plans will you put in place to minimise these risks?



11. Budget

- This should include all project expenses, such as artist fees, curator fees, production costs, installation, maintenance, documentation, and any other relevant associated expenses.
- Include other sources of funding, such as match funding sourced. This can may be in the form of sponsorships, grants, in-kind support, 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 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 cost		
Construction cost		
Installation cost		
Maintenance cost		
Deinstallation and removal		
Subtotal		
<i>Total cost of project (PAF + OF)</i>		



12. Documentation and measuring success

- a. How will you measure the success of your project?

CHECKLIST

- Check that the proposed work meets the funding criteria outlined in the Public Art Fund Guidelines
- Secure a match-funder and attach a letter of support confirming their commitment to the project, if funded
- Discuss your project with the Creative Community Advisor
- Engage with relevant community stakeholders in relation to the proposed site and considered how they will be impacted
- Complete responses to all application questions
- Include concept drawings for your artwork. If proposing a physical piece, please include approximate dimensions
- Include CVs or biographies for each artist/designer involved (please include relevant exhibitions, projects, or public art activities each artist has been involved in)
- Include letters of support from relevant community stakeholders
- Include images of relevant previous work, past reviews, press clippings, or published material (if applicable)



DECLARATION

I confirm that the details supplied in this application are true and correct to the best of my knowledge, and agree that:

- The information in the application subsequently generated in relation to the application will be available if required under the Local Government Official Information and Meetings Act 1987.
- The project will be completed within 12 months of funding being approved.
- I/we will notify the Creative Community Advisor if there are unexpected delays for project completion within 12 months.
- Where possible, the Creative Community Advisor will assist with regulatory requirements through expertise of personnel at the Whanganui District Council, ensuring compliance with all applicable regulatory requirements is the responsibility of the applicant.
- The applicant will provide further information if this is needed to substantiate or assess the case for funding.
- The applicant will submit a Completion Report within one month of project completion. This will include evidence of the outcome. The Completion Report should include invoices and high-quality photos of the art opening and artwork (which Whanganui District Council may use for promotion of the Public Art Fund).
- Any unspent funds will be returned to funders.
- Acknowledgement of the Public Art Fund and any contributing funders will be done for any media promotion, presentations or event openings about the finished artwork.
- I/we are comfortable that artist names and brief details about the project may be released to the media or appear in materials promoting the Public Art Fund.
- No material information has been deliberately omitted or withheld from this application.

Name and signature: _____

Date: _____