

# SO YOU HAVE AN IDEA FOR PUBLIC ART?

## Procedure for Proposals

Johnson City's Public Art Committee (PAC) has been charged with the responsibility of assuring the Johnson City City Commission that all aesthetic, technical, and maintenance issues have been examined and that any approved projects will be compatible with the City's art collection. The PAC welcomes ideas and suggestions from the community. Because the committee is made up of volunteers, there is a limit to the number of proposals and projects that it can oversee in any given time.

The PAC has a process for the presentation of community art-based ideas. This form will provide you with specific steps. Write your proposal with as much detail as possible, using as guidelines the questions and the appendices below along with the Public Art Master Plan. The Master Plan may be obtained from the Public Works Department at City Hall or from this web address:

[www.johnsoncitypublicart.org](http://www.johnsoncitypublicart.org)

Some basic questions for you to consider are the following:

- Where is the art to be located? (See Appendix A.)
- Who will execute this work of art? (See Appendix B.)
- Will the community be involved in any way? (See Appendix C.)
- How will this work of art be funded? (See Appendix D.)
- How will this artwork be maintained? (See Appendix E.)
- What is the proposed timeline for the project? (See Appendix F.)
- And finally, what will the project look like?

### **Appendix A:** Location of Proposed Art (See page 7 in Public Art Master Plan.)

1. Where do you propose to locate the artwork?
2. Why did you choose this particular site?
3. Does the site have public exposure? Explain in detail the type of visibility.
4. Is it accessible? Does it have high foot and/or vehicular traffic to minimize vandalism?
5. Will it be well lit?
6. What qualities of this particular site are fitting for the proposed idea?
7. Is the size of the project appropriate for the site?
8. Is the proposed content appropriate for this site and why?

**Appendix B: Artist(s) for Proposed Project** (See pages 9-11 in Public Art Master Plan.)

1. What will be your process in selecting an artist to execute this work of art?
2. Has this artist demonstrated his/her artistic skill through documented existing work? Provide examples and locations.
3. Has the artist demonstrated ability to complete projects on time and within the budget? Please submit documentation.
4. Has the artist proven his/her ability to create original art—not copied or derivative? Please submit examples.
5. Has this artist demonstrated his/her ability to use the proposed material successfully? Please submit examples and locations of other work.

**Appendix C: Community Process**

1. Will the public be involved in any aspect of the project? If so, please explain how.
2. Will there be an educational component? If so, please explain what it will be.

**Appendix D: Funding for Community-Based, Gift, and Memorial Projects** (See pages 13-15 in Public Art Master Plan.)

1. What is your plan for funding this project? Please submit your budget. Typical ways of raising money are grants to nonprofits, fundraisers, donations, and sponsorships. Refer to the information sheet entitled "Where the Money Goes."
2. Many donors to public art projects will want a tax deduction. How will you handle such requests?

**Appendix E: Maintenance and Conservation** (See page 13 in Public Art Master Plan.)

1. A maintenance plan is mandatory for all public art projects and must be submitted by the artist prior to project approval. The plan must contain an estimate of annual operation and maintenance costs.
2. Chosen artists must guarantee maintenance against any defects of material and workmanship for at least one year.
3. After that year, who will be responsible for project oversight? If repair or cleaning is required, who will perform it? Explain in detail.

**Appendix F: Timelines**

In general what are the conceptual, financial, and implementation timelines of the proposed project?

## WHAT NOW?

Here are the steps for proceeding after you have written your proposal:

1. Submit your written proposal by mail or in person to the Johnson City Department of Public Works. Include the chosen artist's illustration of the proposed project. The Review Panel of the Johnson City Public Art Committee will consider your information based on the criteria in the appendices. The panel may ask you to provide additional information about your project. If the panel thinks that all criteria have been satisfactorily addressed, you may be invited to bring your idea before the PAC.

2. Include your name, mailing address, email, and phone number to your proposal. Staple or paperclip your proposal in the upper left hand corner. Mail or hand-deliver to

Phil Pindzola  
Department of Public Works  
601 E. Main Street  
Johnson City, TN 37601

Please direct questions to: Joan Elliott, Chair, Proposal Review Committee  
[Artbyjoanelliott@gmail.com](mailto:Artbyjoanelliott@gmail.com)

3. If your idea is accepted by the PAC, the Committee will recommend that it be proposed to the Johnson City City Commission for further examination and approval.

