



City of Evanston
Evanston Arts Council
Public Art Project Application

Date: _____

Submit this application to the City of Evanston, Cultural Arts Division, c/o: Public Art Committee / Evanston Arts Council, 927 Noyes St., Evanston, IL 60201 or fax to (847) 328-1340.

Individual/Organization Information

Name _____

Address _____ City _____ State/Zip _____

Telephone: _____ Fax: _____ E-mail: _____

Cell Phone/Evening Phone Number: _____

Contact Person

Name _____

Address _____ City _____ State/Zip _____

Telephone: _____ Fax: _____ E-mail: _____

Cell Phone/Evening Phone Number: _____

Relation to above organization: _____

Title and brief description of the proposed project: _____

Proposed site of the project: _____

Please attach a written proposal of your project. Proposal must include:

- Preliminary sketch of the project
- Detailed map or diagram of the proposed site and placement
- Fabrication procedure
- Materials used
- Installation calendar and names of installation crew
- Method of installation and maintenance

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Guidelines for Public Art Projects or Donations

Public Art Projects

1. Public Art is work created by artists for places accessible to and used by the public. The art may range from temporary installations to permanent objects and the creation of entire public places.
2. A community group, individual, or organization (hereafter “group”) desiring to create public art must submit a completed application to the Public Art Committee. The application form is available at the Noyes Cultural Arts Center, 927 Noyes, Room 100, Evanston, Illinois and on the City’s website at <http://www.cityofevanston.org/departments/parks/cultural.shtml>.
3. For Public Art projects that utilize space owned and/or managed by the Chicago & Northwestern Railroad or the CTA or other non City-owned property, the group must submit an application to the Public Art Committee first. Upon approval, the application will be forwarded to CTA/Chicago & Northwestern Railroad, or property owner, for site and insurance approval.
4. After the application is received, the Public Arts Committee reviews the proposal and meets with the group to discuss the project and to offer assistance in the project’s placement and design. A minimum of 60 days is then required for the Public Art Committee to make its recommendations to the Evanston Arts Council, Human Services Committee and the City Council, who will then issue an approval or denial. The project must receive final approval from the Public Art Committee, Evanston Art Council and the City Council, before installation can take place.
5. If alterations/modifications are recommended, the Public Art Committee will meet with the group to discuss recommendations for alteration, and the group is requested to submit a revised application.
6. Upon approval, a letter of agreement is signed by the group which acknowledges the guidelines in writing, including the recommendations regarding:
 - Site selection and design
 - Completion calendar
 - Insurance requirements
 - Budget
 - Maintenance escrow and anticipated maintenance responsibilities
 - Expected life of the work – how long the piece will be displayed
 - Anticipated removal procedure (paint over, remove, etc.) and agency responsible for removal
7. If CTA/Northwestern or another non-City agency is involved, the Public Art Committee will also direct this letter of agreement to said agency.
8. A \$100.00 security deposit will be required before the project can commence. At approximately 50% completion, the artist/organization must notify the Public Art Committee, which will conduct an interim site visit and give approval for work to continue. If approved, the artist/organization may continue with the project. If not approved, the artist/organization must cease work and meet with the Public Art Committee to discuss any differences from the original approved plan, explain the reasons for inconsistencies, and/or determine any actions that might be taken in order to gain

approval. Once the differences are worked out to the Public Art Committee's satisfaction, the artist/organization can continue working on the project.

9. At the completion of the project, the contact notifies the Public Art Committee, who will conduct a final site visit. If the Public Art Committee approves the final project, the \$100 deposit will be returned. If the project is not approved, a letter explaining the reasons for disapproval will be sent to the artist/organization. The artist/organization will be given 30 days to make any necessary changes to make the work acceptable to the Public Art Committee. If the project is still not acceptable after 30 days, the \$100 deposit will be used to remove the project.
10. City funding is not available for most Public Art Projects
11. If the project involves painting on public property, the painting must be done between April 1 and October 31, and must be painted over by the group at the end of the display period specified in the original letter of agreement and approved by the by the Public Art Committee.
12. If the City of Evanston finds it necessary, due to unusual circumstances, to terminate the project before the end of the designated display period, an official notification will be sent to the artist/organization. The artist/organization must remove the project within 30 days from notification at their expense.
13. Once the contracted display period has ended, the artist/organization is responsible for removing the project at their own expense. If the project is not removed at the end of the display period, the new artist/organization wishing to display a project at the site may be required to remove the project.

Donation of Existing Works of Art

1. To donate to the City an existing work(s) of art, slides of the work and verification of authenticity (if applicable) must be submitted to the Public Art Committee (PAC).
2. The Collections Committee of the PAC reviews each proposed donation and meets with the donor and/or artist regarding the work and its placement.
3. A review panel consisting of representatives of the PAC, the arts community, and the proposed host site will make recommendations to the Human Services Committee and the City Council for approval or denial. If the host site is the Evanston Public Library, the Library Collections Committee, a standing committee, manages the review process.

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Evanston Arts Council
Letter of Agreement for Public Art

This is an Agreement made by and between _____ hereafter referred to as “group” and the City of Evanston/Evanston Arts Council, hereafter referred to as “City”.

1. The group agrees to complete the _____ project, in the design approved
(If necessary attach description)
by the Public Art Committee. The project is to be completed by _____.
(date)
2. The City will have the final approval of the project before installation.
3. The project is to be installed at _____
(location)
by _____
4. City funding is not available for most Public Art Projects.
5. The group is required to supply the equipment, tools and materials necessary to complete the project and the installation. The installation will be performed at no cost to the City.
6. The display period of the project is: _____
(maximum 2 years for mural projects)
7. The insurance requirement for Public Art on this project in Evanston is _____

8. If the project involves painting, the group must paint over the project at the end of the display period which was approved by the Public Art Committee.
9. If an artist/organization is approved to display a project at a particular site that has not removed the project after its contracted period, the new artist/organization may be required to remove the project at their own expense.
10. If the City of Evanston finds it necessary, due to unusual circumstances, to terminate the project before the end of the designated display period, an official notification will be sent to the group. The group must remove the project within 30 days from notification at its expense.
11. Our organization acknowledges the conditions of the work, agrees to the guidelines set forth by the City of Evanston and agrees to hold the City of Evanston and its agents or employees harmless from any and all claims or actions resulting from the Public Arts Program.

Signature _____ Date _____
(Community group, individual, or organization)

Signature _____ Date _____
(City of Evanston)