



**Public Art Project Grants
Final Application Form**

PUBLIC

**ART
PROJECT
APPLICATION**

**Fiscal Year 2002 - 2003
(July 1, 2001 - June 30, 2003)**

**Northwest Regional Arts Council
Northwest Regional Development Commission
115 South Main
Warren, MN 56762
1-800-646-2240 (218) 745-6733**

www.nwrdc.org/arts.htm

Public Art Program • • •

Congratulations, you have completed the application for the public art program and are now in the process of filling out the final application. To complete the final application you need to have selected the artist that will be completing your public art piece; and work with the artist to create a model of the piece and answer the questions on the application.

Remember that the first goal of the Public Art Program is to encourage communities to bring permanent artwork to their public places in order to increase the appreciation of Fine Artwork. The second goal, is to provide local artists with substantial projects for their growth as artists, so please try and use local artists during your project. These are substantial grants of \$5,000.00 per community so plan your projects wisely.

Eligibility and requirements • • •

Please keep in mind the eligibility criteria you met to be eligible for funding:

Application Guidelines • • •

Please refer to your cover letter for the suggested date for receipt of this Final Application. This date is negotiable.

Applications submitted by electronic transmission (i.e. FAX) will not be accepted.

The Regional Arts Council will review the final application at their next scheduled meeting following the receipt of your final application. The Northwest Regional Development Commission Board of Directors will approve the final contracts after the Arts Council has approved your model and final application.

Final Application Procedure • • •

A final application must include the following for consideration for funding:

- 1. Final Application Form:** The applicant must submit a complete application providing all requested information. Incomplete applications are not eligible for review.
- 2. Documentation of Tax-Exempt Status:** All applicants (except governmental units and schools) must submit one copy of the applicant's or fiscal agent's 501(c)(3) tax-exemption letter from the Internal Revenue Service. If the tax-exempt letter is currently on file with the NWRDC, that should be indicated.
- 3. Fiscal Agent Contract (If Applicable):** If a fiscal agent is being used, one copy of the contract between the fiscal agent and the applicant must also be submitted, specifying the responsibilities of each party.
- 4. Artist Information:** Completed Artist Selection Form if not already submitted which included your artist's resume, up to ten photographs or 2" by 2" slides of previous related work. See application question #2.
- 5. Scale Model and Drawings Presentation:** Bring to the Arts Council meeting, for your presentation, the artist's model of the proposed artwork. Presentations should be made by both a representative of your committee and your chosen artist. Artists who are from a great distance away, have chosen in the past to video tape their presentation. The Council then watches the video and asks questions of the artist by telephone. This is acceptable but please let our office know so that the appropriate equipment is available for your presentation.

Review •••

Although funding was designated for your project during the first application process the Council can still decide to not fund the model and/or artist you have selected. In the case, that they do not feel that the merit and artistic quality of the project are at the appropriate level for this large of a grant award, they will ask your committee to do one of the following:

- **Select a new artist who will then complete a new project model.**
- **Have your selected artist redo their model and/or project concept.**
- **Ask your committee to re-examine their proposed budget when the majority of the funds are going to non-art or artist related materials.**

These three major revisions will require an additional review by the Council.

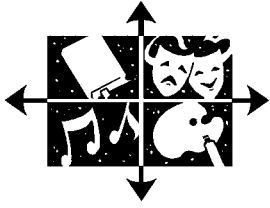
The Regional Arts Council will only make these suggestions in cases where the artistic quality and merit of the work are in question. Small details that must be changed will be addressed in the contract only and will not require an additional review by the full Council. Your committee will need to make these changes prior to the release of funds. will review the application and make a funding recommendation to the Northwest Regional Development Commission.

Compliance Requirements •••

The grant recipient must:

- Expend the granted funds only for the project as described in the grant application.
- Be responsible for completing the project and proper management of grant funds. This includes showing evidence of the income and expenditure amounts of all funds.
- Maintain records showing evidence of grant and matching funds.
- Submit a final report on the form provided within 60 days of completion of the project.
- Not limit access to the project on the basis on national origin, religion, age, or sexual orientation.
- Include the following credit line in all advertising, news releases, printed programs, and promotional materials:

“This activity is made possible in part by a grant provided by the Northwest Regional Development Commission with funds provided by the Minnesota State Arts Board through an appropriation by the Minnesota State Legislature.”



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Northwest Regional Arts Council - NWRDC - 115 South Main - Warren, MN 56762

1. Contact Information: Please provide name, address and day phone for each. (type or print)

Applicant Name _____ Address _____ Address _____ Day Phone _____	Project Director _____ Address _____ Address _____ Day Phone _____
Fiscal Agent _____ Address _____ Address _____ Day Phone _____ (if applicable a contract must be enclosed)	Artist's Name _____ Address _____ Address _____ Day Phone _____

2. A model to scale of the proposed public artwork will be presented to the Regional Arts Council, at one of their upcoming meetings, within 6 months of your first approval date _____. Detailed drawings may also be submitted for review. Please have the artist be very specific.

3. Please fill in your proposed dates related to project completion.

Presentation of model _____	Proposed installation date _____
Project start date _____	Proposed unveiling for public _____
Project end date _____	

(Should be one week after the unveiling)

4. Indicate how you will promote and publicize the project. (Please type, or cut and paste, or computer generate your answers. margins: top 7.25", bottom 2.0", left .75", right .75")

FOR OFFICE USE

Date Received _____ Application # _____ Grant Award _____

Applicant Name: _____

5. **State below the other community members who will be involved in the planning and with the artist in the creation of the artwork including student, adult and senior citizen's groups. This is an important part of the public art program.** (please type, cut and paste, or computer generate your answer. margins: top 2.0", bottom 1.0", left .75", right .75")

Applicant Name: _____

6. **Work closely with your artist to create a preliminary budget for the project keeping in mind that the maximum grant request in this program is \$5,000.00. Encourage your artist to be realistic and specific about expenses. (You might want to create a contract with your artist to ensure their ability to stay within budget.) If you are looking for additional support, include the amounts of money which have been secured or will be requested from other sources.** (margins: top 2.25", bottom 2.75", left .75", right .75")

7. **Certification:** We certify the information in this application is true and correct to the best of our knowledge.

Authorizing Official

Typed Name Title Signature Date

Fiscal Agent

Typed Name Title Signature Date

Project Director

Typed Name Title Signature Date