



THE DEPARTMENT OF ARKANSAS  
HERITAGE

RECEIVED

NOV 16 2018

BUREAU OF  
LEGISLATIVE RESEARCH

**Main Street Arkansas Public Art Grant Program**

## The Department of Arkansas Heritage

Since 1975, the Department of Arkansas Heritage (DAH) has been charged with discovering, strengthening, protecting and preserving Arkansas's natural and cultural heritage. To fulfill its mission, the department houses the following natural and cultural heritage resource divisions:

**DAH Museums:** Museums research, preserve, present and interpret historic structures, objects and natural and cultural assets. They serve as a partner in education with public and private schools throughout Arkansas. The department's four museums are the **Delta Cultural Center**, **Historic Arkansas Museum**, **Mosaic Templars Cultural Center** and **Old State House Museum**.

**DAH Resource Divisions:** The **Arkansas Natural Heritage Commission** identifies, protects and promotes areas that best exemplify Arkansas's rich heritage of biological diversity. These areas might be habitat for rare or disappearing species, or natural communities such as a tallgrass prairie or a river and its dependent aquatic system. The **Arkansas Arts Council** and the **Arkansas Historic Preservation Program** are conduits for federal and state grant money, and they provide technical assistance for developing and conserving Arkansas's cultural resources. They preserve and promote Arkansas's cultural resources including Arkansas's fine and traditional arts and historic structures, landscapes and archeological sites. The **Arkansas State Archives** collect and preserve the official records and historical materials for the state of Arkansas. These include state, county, and federal records, manuscript materials, newspapers, military records, family histories, an extensive Arkansas history and genealogy library, and a collection of Arkansas art and artifacts.

## **Department of Arkansas Heritage Main Street Arkansas Public Art Grant Program**

The Department of Arkansas Heritage's (DAH) Public Art Grant Program assists Main Street communities and Downtown Network communities in enhancing the appearance of their environment by facilitating the collaborations necessary to build and strengthen an awareness and enjoyment of public art. The Public Art Grant Program assists communities that participate in the Main Street Arkansas program in the planning and implementation (including purchasing and commissioning works of art) of public art for places viewable by the public within the Main Street district and on gateways to Main Street districts. Projects must be new, site specific, public art not memorial statues or works of religious nature. The artworks can include, but are not limited to, murals and tilework, paintings and drawings (of permanent nature), and sculpture. The artwork must be freely visible and accessible to the public for at least two years. After installation of public art, applicant will be required to coordinate an unveiling event with DAH.

### **Grant Uses**

The grant may be used as reimbursement for the cost of commissioning, designing and installing artwork. The grant may not be used for general administrative expenses incurred by the applicant or any of the collaborators—which include administrative salaries/benefits, capital expenditures, or general marketing costs—or to cover artistic and technical staff salaries/benefits for the applicant or any collaborator. Questions on the appropriateness of a proposed budget line item should be referred to the grant administrator.

### **Matching Funds**

A grant request must be matched 1:1 by cash from sources other than the Department of Arkansas Heritage or its divisions.

Matching funds that are anticipated at the time of application must be received and obligated as indicated in the Notice of Funding Opportunity.

In-kind contributions may not be used as matching funds on an application, nor counted as matching funds on final reports. They should, however, be included in applications as evidence of the commitment of other resources to the applicant.

**Eligibility Requirements**

Accredited Main Street programs and Arkansas Downtown Network programs are currently the only entities eligible to apply for public art grants through this program. The Main Street and Downtown Network cities must be active at the time of application and remain active in the program throughout the duration of the grant.

Location of the public art must be within the locally designated Main Street or Downtown Network district or on a gateway to the district and adhere to all federal, state and local laws including the local building codes and safety requirements for accessibility.

**Funding Restrictions**

Funding for organizations is not available for:

- Deficits or start-up costs for new organizations
- Contingency funds
- Contributions and donations to other organizations or individuals
- Building renovations or capital expenditures for facilities
- Entertainment expenses, including buses for field trips, tickets to performances, or refreshments
- Tuition for academic study or any form of scholarship or student financial aid
- Faculty salaries or organization staff salaries
- Lobbying expenses
- Interest and other financial costs

**Staff Consultation**

Applicants should consult with the grant administrator prior to submitting an application and are strongly encouraged to do so regarding any questions or concerns that develop in the preparation of the application.

*Grant Application Due Date: First Friday in December*

*Maximum Award: \$10,000*

*Match: 1:1 cash match*

*Grant Award Announcements: On or before March 1*

*Contact: Grant Administrator*

Public Art Grants are awarded to assist applicants with the installation of a public artwork. Grant awards may be used for expenses associated with the following:

- artist fees, supplies, and materials
- shipping of artwork to site
- installation of artwork

### **How to Apply**

Complete applications must be submitted online by the first Friday in December. Application information is available via the Grants tab on the DAH website.

When submitting an online application, an eligible organization must include all application information requested and submit the complete application package by the grant application deadline.

### **Funding Process**

The Public Art Grant Program is a competitive grant program. Applications are reviewed to determine whether the application meets the criteria outlined in these guidelines and the amount of the award, if any. Grant award payment schedules are determined relative to the activity periods outlined in the approved grant applications. Applicant must complete installation of public art per the timeline in the Notice of Funding Opportunity.

### **Review Panel Selection Process**

Review panels are designated by the DAH Director and composed of one Arkansas Historic Preservation Program staff member, one Arkansas Arts Council staff member, one DAH museum staff member and one additional designee. All panelists are obligated to identify potential conflicts of interest with applicants and may not serve on a review panel if a conflict exists.

### **Funding Decisions**

The final amount of funding awarded for each grant application is determined by the panel based on available funds using criteria established in these guidelines.

## Legal Assurances

The applicant gives assurances to the Department of Arkansas Heritage that:

- a. The filing of this application has been authorized by the governing body of the applicant, and that the signed representative has been authorized to file this application for and on behalf of said applicant, and otherwise to act as the applicants authorized representative in connection with this application.
- b. The applicant shall comply with all applicable federal and state laws.
- c. Funds granted shall be utilized solely for activities described in the approved application.
- d. The applicant agrees that all publicity, programs, brochures, etc. will acknowledge the support of the Department of Arkansas Heritage. The method of acknowledgement is described in the Notice of Funding Opportunity.
- e. The applicant shall submit a final report to the Department of Arkansas Heritage using an online Final Report form within 30 days after installation of art but no later than June 30 of the year of the expiration of the grant term. Failure to comply may result in the loss of all or part of all current or future grant funds to the applicant.
- f. All financial accounts shall be subject to audit by the Department of Arkansas Heritage, the State of Arkansas. The grantee shall be responsible for the safekeeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's file for a period of three years after completion of the project and be made available to the Department of Arkansas Heritage upon request.

## Narrative Outline

The quality ranking for a Public Art Grant application is determined in large part by the panelists' reactions to the Narrative responses. Public Art Grant Program applicants must provide full but concise remarks for each of the topic questions within the three groups:

1. Project Overview and Artists Involved
2. Community Participation and Accessibility
3. Long-range Production and Evaluation

## **Public Art Project Overview and Artists Involved**

### **Project Summary**

Describe in detail the proposed artwork project. Include: the site, venue, and location of the proposed public art project; the proposed materials, size and substrate or mounting devices and illumination of the proposed artwork.

### **Participating Artists**

Name and describe the artist or artists chosen for the project, and explain their roles and the reason for their selection and involvement. Artists must be selected using a competitive process such as a Request For Proposal (RFP) and must be 18 years of age or older.

### **Community Participation**

Describe the participation of the community in the project planning, and explain why the project was chosen based on input from the community.

### **Collaborating organization(s)**

Describe any other organization(s) collaborating in the project and explain the reasons for their involvement.

### **Planning Committee**

Describe the planning committee steering the public art project, and explain their roles and the reason for their selection and involvement.

## **Community Participation Accessibility**

### **Proposed Plan to Create Community Impact**

Describe efforts the planning committee and the project collaborators will make to inform/educate the general public and state and local policy makers about this project and the value of public art.

### **Physical Accessibility Concerns with the Project Site**

Describe any access efforts, beyond the requirements of the Americans with Disabilities Act, the planning committee and collaborators will make to address the physical access concerns of all constituencies impacted by the project.

## **Long Range Production and Evaluation**

### **Marketing and Publicity Strategy for the Project**

Describe the planning committee's long-range goals in marketing and publicity for the public art project, including the use of traditional and social media.

**Other Sources of Earned and Contributed Income for the Project**

Describe specific earned or contributed income sources for this public art project that will come directly through fundraising activities. Describe any sources of earned income.

**Data Collection through the Project**

Describe the methods used for documentation through the planning and implementation of the public art project. Indicate who will be responsible for collecting and formulating the data.

**Evaluating the Impact of the Project**

Describe the process used to evaluate how well the public art project achieves its objective in the community. Indicate how the results will be used to plan future projects.

**Organization Supplemental Materials**

- Provide the address of the project and submit photographs of at least two views of the site. Photographs must be JPG format and no larger than 8.5 by 11 inches.
- If the proposed location of the artwork is on public property, include a letter from the designated legal authority granting permission to install the proposed artwork and plans for safe access, future care and maintenance of the artwork. This includes a copy of the county or city resolution approving placement on the public property in the specific site location.
- Include a copy of the contract between the applicant organization, the artist and the owner of the site (if applicable) for the proposed artwork.
- If the proposed location of the artwork is located on private property, include a letter from the owner of the property. The application must include a written agreement between the owner, the project applicant and the artist granting permission to install the work, the duration of the installation. The artwork must be freely visible and accessible to the public for at least two years.
- If the proposed project involves a designated historic structure, site, or object, include a Letter of Compliance from the State Historic Preservation Officer. Projects involving structures, sites, or objects listed in the National Register of Historic Places, or those eligible for listing, must submit proposals, plans, and specifications to the Arkansas Historic Preservation Program for review and approval before work commences. All work must follow the Secretary of the Interior's Standards for Rehabilitation of Historic



Structures and preservation guidelines set forth by the Arkansas Historic Preservation program.

- A copy of the request for proposal (RFP) to identify artists. Also include how the RFP was distributed and the geographic range of the search for artists. Provide a copy of the RFP used to select the artist(s).
- Submit the name of the artist(s) proposed to create the public art project, a current resume/c.v. and three photographs of completed public art projects (in situ) the artist has completed within the past ten years. The photographs must be in JPG format. Embed the photographs within a pdf document. On the same page, include a description of the artwork, including: title, date created, date installed, dimensions, materials, location and commissioning entity.

## TOTAL PROJECT BUDGET

Organization Name: \_\_\_\_\_

	DAH REQUEST	APPLICANT SHARE	TOTAL PROPOSED BUDGET
<b>INCOME</b>			
Earned Revenue			
Private Contributions (cash support)			
Corporate Contributions			
Foundation Grants			
Government Support (city)			
Government Support (county)			
Government Support (state – DAH Request)			
Government Support (other state – explain on additional sheet)			
Government Support (regional)			
Government Support (federal)			
<b>TOTAL INCOME</b>			
In-Kind Contributions			
<b>EXPENSES</b>			
Staff salaries/benefits			
Contracted Programming Personnel			
Marketing/Public Relations			
Production Supplies/Materials			
Artist Fees			
Shipping			
Construction/Installation			
Travel			
Rentals/Maintenance			
Remaining Expenses (explain on additional sheet)			
<b>TOTAL EXPENSES</b>			
Surplus (deficit)			