



## REQUEST FOR PROPOSALS: CNY Arts in the Windows 2019

Project Locations: SYRACUSE, NY & CORTLAND, NY

#CNYARTS

CNY Arts, in partnership with the Downtown Committee of Syracuse and Cortland Downtown Partnership, is seeking proposals for *CNY Arts in the Windows*, a project designed to activate urban spaces through temporary installations of art in storefronts. The goals of this program are to support local artists and expand the audience for the visual arts community, energize vacant storefront properties, and enhance the streetscape. Awards will be \$500 - \$3,000 depending on the scale, scope, and location of the installation, and will be determined through a competitive peer panel process.

Applications will be accepted through **Monday, April 22, 2019 at 4 pm.**

### THE THEME

The theme for 2019 submissions is **Telling Our Story**. Proposals for art should reflect any narrative of the Syracuse/Cortland/Central New York story.

### THE ARTISTS

Eligible applicants are individual artists, groups or collectives, or nonprofit organizations that permanently reside in Cortland, Herkimer, Madison, Oneida, Onondaga or Oswego Counties. Artists of all levels are encouraged to apply, including students who are currently enrolled in a school within the six counties. Proposals may include a team of artists and/or a collaboration between an artist and a community organization, school, etc. Projects demonstrating a strong community connection will be given collaboration points. All projects must either designate a lead artist or a nonprofit organization as applicant to receive payment.

Artists may apply in multiple rounds for different projects or groups, but cannot receive more than \$3,000 through *CNY Arts in the Windows* in a calendar year. Artists not selected are encouraged to re-apply in the next round.

### THE ART / THE WINDOWS

Art of all media will be considered. Art will be displayed in public, so it should be appropriate for general audiences and meet the needs of a diverse community. Art should be able to sustain light and extreme hot/cold temperatures for the duration of the display period. Properties may not be climate controlled. General lighting will be provided, but any special lighting equipment or requirements must be supplied by the artist and requirements must be detailed in the proposal.



## CNY Arts, Inc.

421 Montgomery Street, Syracuse NY 13202

315-435-2155 cnyarts.org

Artists will be assigned a window upon selection. Windows will vary in size.

All art created or presented will remain the property of the artist. CNY Arts and the Downtown Committee of Syracuse/Cortland Downtown Partnership must be credited in any future displays of the work. CNY Arts, The Downtown Committee of Syracuse/Cortland Downtown Partnership, and the property owner (if applicable) will retain the right to use images of and related to the artwork and/or its creation in future promotional materials.

CNY Arts will provide signage with details about the work and contact information for the artist, as well as information about the property and leasing agent. Price tags are not allowed. Signage must be displayed inside so it is clearly visible from the sidewalk. Space must be restored to original or improved condition following de-installation.

CNY Arts and the Downtown Committee of Syracuse/Cortland Downtown Partnership plus property owners and staff are not responsible for lost, stolen, or damaged artwork due to, but not limited to, climate conditions, building construction, theft, or vandalism. Artists will negotiate security with property owners.

Artists may be directed to remove installed art that varies significantly from the approved proposal. If the host property is leased during the installation period, the artist will be notified and the art may be relocated to an alternative property. The installation period may be extended by mutual agreement between the artist and property owner. Art must be removed by the end of the display period unless other arrangements are made with the property owner.

### THE TIMELINE: ROUND I

Proposals must be received by **Monday, April 22, 2019 at 4 pm**. Proposals will be reviewed by a peer panel of arts professionals and downtown stakeholders.

Selected artists will be notified by **Monday, May 13, 2019**. Artists will be provided contact information for property owners and must coordinate installation within two weeks of selection notification. Artists are responsible for installation.

Artists will be assigned to a three-month display period (June-August), including a one-week installation plus de-installation time.

Artists are required to submit a Final Report with receipts no later than 30 days after the installation period.



## THE BUDGET

Awards will range from \$500 - \$3,000 and will be determined based on scale, scope of work, and location. Applicants must use the [CNY Arts Project Budget Template Form](#).

Eligible expenses include supplies/materials, artist fees, and general liability insurance costs. Artist fees must be commensurate with experience. Artists must include general liability insurance in budget.

## THE SUBMISSION

All proposals must be submitted through Submittable at [cnyarts.submittable.com](http://cnyarts.submittable.com).

Submissions must include:

### **Completed Submittable Application:**

- Contact information for the lead artist
- List of all participating artists and/or organizations along with description of partnership
- Artist Statement
- Resume/CV
- Project Description- detailed description of the proposed art, including medium/materials, size, relevance to the theme
- Specific space, lighting, installation, and process needs must be outlined in the submission
- Preferred location of display (Syracuse or Cortland)

### **Required Uploads:**

- Proof of Residency for lead artist
- Work samples of previous work and/or images of art to be installed
- Resume/CV for each artist
- Completed budget template
- Optional: letters of support from previous project partners and/or artistic collaborators



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### SELECTION CRITERIA

All proposals will be evaluated according to the following criteria:

- **Artistic Merit:** quality of artistic samples and project design; credentials and experience of artist(s); relevance to project theme
- **Project Feasibility:** realistic concept and design in light of proposed budget; achievable plan for implementation; overall eligibility; track record of applicant artist; appropriateness for a public audience
- **Community Collaboration, Support and Involvement**

Priority points will be awarded to:

- Artists residing in Onondaga or Cortland counties
- Artists who have not received funding in 2019 (does not apply to Round 1)

### QUESTIONS

Email: [programs@cnyarts.org](mailto:programs@cnyarts.org)

#CNYArts

Phone: (315) 435-2155

Questions and consultation requests can be emailed to [programs@cnyarts.org](mailto:programs@cnyarts.org). All responses will be also posted to the *CNY Arts in Windows* FAQ page at [weare.cnyarts.org](http://weare.cnyarts.org). Proposals can be reviewed with CNY Arts staff prior to submission up to April 17, 2019.

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