

**BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018**

APPLICATION PROCESS

Q1: How do I find the Web Grants site?

A1: The WebGrants website can be found at: <http://grants.sanjoseca.gov/index.jsp>

Q2: Who should we put down as organization, council members or troop members? Who can apply - the organization or individual member?

A2: To be considered for a BeautifySJ grant, applicants must meet all entry criteria described in Part I, section 2 'Entry Criteria' of the General Information and Requirements document. The criteria includes the following: 1) be located within the City of San Jose, 2) Involve resident volunteers living in the neighborhood, 3) be a neighborhood association, property owner association, or a tenant association with a record of resident participation, that operates, free of charge, working to improve the neighborhood and, 4) OR be a non-profit or other association that is located in the City of San Jose and involve resident volunteers living in neighborhood of the project.

Q3: If I'm unable to get written permission for a project, will my grant application be denied or only that specific amount?

A3: No. The letter of authorization/permission is not required at the time of application submission. Organizations that are awarded BeautifySJ funding will be required to submit the letter of authorization/permission prior to entering into a Memorandum of Understanding.

Q4: For non-neighborhood association submission - should the list of board of members of non-profit organization be submitted?

A4: Yes.

Q5: What is the art box approval process? Why is it different?

A5: The Art Box approval process is similar to the public art approval process, and must go through the Office of Cultural Affairs. Please see the attached appendix 'Mural Design Guidelines' for more information on murals and utility (art) boxes.

Q6: How to obtain a "Quick Form?"

A6: The BeautifySJ Administrative Team is currently working with City Departments to develop and finalize Quick Forms which will expedite the authorization of beautification projects on City property. As soon as this form is available, it will be posted on WebGrants. Quick Forms are not required to seek authorization from a City

**BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018**

Department. See the attached 'Project Categories and Additional Information' for contact people in various City Departments.

Q7: Could you note the date of the addendums?

A7: The date in which addendum is posted to WebGrants will be added to the file name of the document.

BUDGET

Q8: What does "Matching Funds" mean?

A8: Matching funds are additional funds raised by the applicant to complete the project. Matching funds can be real dollars (such as donations) or they can be volunteer hours. Applicants determine what items comprise the matching funds and must include this in their budget. As noted in Part 1, Section 6 under "Matching Funds" of the General Information Requirements, "Organizations are required to provide 50% of the amount of the grant award in matching funds through volunteer labor (valued at \$23.50/hour) or funds from another source."

Q9: Funding broken up or at once?

A9: If awarded, payment will be made to grantee (in the name of the Neighborhood Group) through the BeautifySJ Fiscal Agent. The Fiscal Agent will disburse the entire grant award in one lump sum to grantee. Checks will be made out to the organization, and not to individuals. The organization must have a bank account. Checks may not be deposited in an individual bank account.

Q10: If a neighborhood association is contiguous to another neighborhood association, can a grant be used in the contiguous neighborhood?

A10: No, the project must be in the boundaries of the applying neighborhood association.

Q11: Will you fund an emergency earthquake kit?

A11: No, this is an ineligible expense. This falls under both permanent equipment and a gift to private individuals. Please refer to Part II, Section 5 'Ineligible Expenses' of the General Information and Requirements document.

Q12: Will you fund an emergency earthquake training for residents?

BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018

A12: Yes, this would be an eligible expense subject to the expenses themselves being eligible. Please refer to Part II, Section 5 'Ineligible Expenses' of the General Information and Requirements document.

Q13: Will the grant possibly covers revitalizing desolated front lawns as a result of the unfortunate drought we had over the years?

A13: No, beautification improvements are only allowed on public property with the approval of the public agency. Front lawns by definition are on private property.

GRANT TERM / DATES

Q14: What if the project is completed before September 30?

A14: This is acceptable. As noted in Part 1, Section 10 under 'Term of Agreement' of the General Information and Requirements document, "The term of this agreement will be effective October 1, 2018 through September 30, 2019. All services must be completed by September 30, 2019. In the event a beautification project is not completed by September 30, 2019, the grantee may submit a contract extension request before August 31, 2019, which is subject to approval by the City."

ELIGIBILITY

Q15: Can a non-neighborhood associations include residents of 2 neighborhood boundaries?

A15: If a non-neighborhood association is proposing a project that crosses two neighborhood boundaries, the non-neighborhood association must involve residents living in both neighborhoods.

Q16: Can a heavily blighted & graffitied private property be considered on a case by case basis for murals, etc.?

A16: No, beautification improvements are only allowed on public property with the approval of the public agency that controls the property.

Q17: We are not a formal organization and we're under the impression that it was not necessary to become one in order to qualify for the new \$1500 grant. I went on the website to register and there are tons of questions that relate to our "official organization." We are not one. We are just a group who attends classes at the center and have been working diligently toward our goals of "beautification."

**BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018**

A17: As noted in Part 1, Section 3 “Association Definitions” of the General Information Requirements, “*Non-neighborhood Association* is a non-profit organization or other association working in a collaborative effort with resident volunteers living in neighborhood on a beautification project to improve the neighborhood condition.” You are only required to fill out the information on the WebGrants registration page that are appropriate to your organization or group. You must submit the following required documents to qualify: 1) a list of Board Members with home addresses - new neighborhood associations/non-neighborhood associations may submit a list of participating members, with home addresses, and 2) provide a copy of Bylaws - new neighborhood associations/non-neighborhood associations may submit minutes of the last meeting with the proposal in-lieu of Bylaws.

Q18: Does our \$15 annual membership fee for those who want to join our group and support us eliminate us from consideration for the grant? Or does the fact that our monthly public forums are open to all free of charge satisfy your requirement for "operates, free of charge?"

A18: The collection of an annual membership fee does not make you ineligible for grants. All activities that are funded by BeautifySJ grants must be open to everyone that resides in the boundaries of your neighborhood association, and the activities must be free of any charge.

ELIGIBLE & INELIGIBLE COSTS

Q19: T-shirts are expensive - can grocery bags, which increase buying power be an allowable item?

A19: No, the gift of any item to individuals is an ineligible expense with the exception of T-Shirts at a maximum of \$15 per shirt. The T-Shirts must contain the name of the neighborhood association to be eligible. Please refer to Part II, Section 5 ‘Ineligible Expenses’ of the General Information and Requirements document.

Q20: Can a neighborhood association group get funding for UNSCC membership, event insurance, and national night out?

A20: Yes. As noted in Part 1, Section 8, ‘Project Categories’ under Neighborhood Organization Support, “Examples of Projects: Newsletters, PO Boxes, United Neighborhoods of Santa Clara County Membership Fees, special events insurance, association web pages/domains.”

Q21: We want to clean up an area along CalTrans property - trimming plants and removing pine needles; the only projected expense will be refreshments for volunteers. Do we need permission in advance for the project?

BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018

A21: For safety reasons and potential hazards on CalTrans property, a letter of authorization/permission from the property owner for the funded project must be obtained. This requirement applies on all projects on public property regardless of the jurisdiction (City of San Jose, County of Santa Clara, State of California, etc.). Permission must be in writing and submitted to the City prior to executing a Memorandum of Understanding, as noted in Part 1, Section 7 under 'Scope of Work' of the General Information Requirements.

Q22: Can artists be paid for public art?

A22: It is up to applicants to determine their Scopes of Work and budgets of their applications/projects, including what items they plan to have the grant award pay for (if awarded), and what items they plan to have provided voluntarily. The guidelines for Murals and public art are attached to this document.

SCOPE OF WORK

Q23: We would be putting the signs up on Berryessa Road where there are poles with mounting hardware already. The City has fees specified and an application form. We have ideas on getting the community involved. Are we able to use this program as our project?

Q24: Are Neighborhood Designation Banners and/or signs an eligible activity for Cycle 2?

A23-24: All projects must fall within the Scope of Work (Part 1, Section 7). Projects may be those that fall within the description of Beautification Projects, Neighborhood Quality of Life and Neighborhood Organization Building. The hardware on the poles referenced is for the temporary banner program, which is used to promote various events. In many instances, the locations are booked well in advance so they may not actually be available, even if there's nothing currently there. If associations/organizations are proposing to put banners in your neighborhood, the banner program is managed by the Office of Economic Development and you may contact them at (408) 535-8181 for more information. You can also visit their website at <https://www.sanjoseca.gov/index.aspx?NID=2508> for more information on the application process

Q25: Will the CITY allow/fund a dog-poop dispenser?

Q26: We want to get a radar speed sign on a major street in our neighborhood (Johnson Avenue). This is a street that is a direct shot from Highway 85 to Apple Computer's new facility. The speed limit is 35 but cars go much faster. Kids from our neighborhood must cross the busy street to attend school because our neighborhood

**BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018**

school is a lottery school and very few neighborhood kids can attend. This action would make for a safer neighborhood. Several neighbors have tried to get it paid for but there is no money now. Will this qualify?

Q27: Can we host a dumpster day in addition to what the council member provides?

A25-27: Grant funding activities must fall within one of the two scope of work categories listed in Part I, Section 7, 'Scope of Work,' of the General Information and Requirements document. Projects may be those that fall within the description of Beautification Projects, Neighborhood Quality of Life and Neighborhood Organization Building. One of the goals of the 'Neighborhood Quality of Life and Neighborhood Organization Building' is to organize and conduct activities that address issues important to the neighborhood quality of life, by creating cleaner, safer, and more engaged neighborhoods. If your proposed activity aligns with the scope of work goals while involving resident volunteers in the neighborhood, you may include activity in your proposal. Ongoing or routine repair/maintenance does not qualify for this program. As a reminder, if your organization is awarded grant funding, you must secure approval from the appropriate government agency before the Memorandum Of Understanding will be executed.

PROJECT REPORTING

Q28: What is reporting? What's required in midterm and final reports?

A28: As noted in Part 1, Section 11 under "Performance Reporting" of the General Information Requirements, "All grantees must submit a Mid-Year Progress Report that includes status of each activity, challenges/delays, and projected date of completion and a Final Report that includes a description of the completed activities, before and after photos of the event(s) or beautification project, and receipts (or copies) for the eligible expenses. Specific reporting requirements will be outlined in the Memorandum of Understanding. Any unspent funds must be returned to the City."

Q29: Midyear & final report need to be submitted in WebGrants; not a requirement in Cycle 1?

A29: Mid-year and final reports do need to be submitted via WebGrants. This statement has been stricken from the Pre-Proposal Workshop presentation.

WEBGRANTS

Q30: Can you retrieve any previous applications submitted?

**BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018**

A30: Yes, WebGrants users can retrieve previous applications that were submitted under the same user name. When you log in to WebGrants you will need to go to 'My Applications' on the Main Menu.

Q31: Who registers on WebGrants?

A31: The person who is writing the application must register on WebGrants. If there are 2 or more users from one agency, the accounts should be linked to the agency/organization. This can be done by emailing Petra Riguero at petra.riguero@sanjoseca.gov.

Q32: Our current neighborhood association group is East Hills NA - can we still use the same WebGrants' login credentials that we had previously used under Norwood NA?

A32: If you are an individual who moved neighborhoods and is now applying on behalf of the new neighborhood association, it is possible that an association can be added to an existing WebGrants user. However, if the neighborhood association is changing names the City needs to be informed in writing by the current president of this change. Once notified and verified, the new and old organizations can be linked on WebGrants to individuals submitting grants. Please contact Petra Riguero at petra.riguero@sanjoseca.gov directly if you require additional technical assistance in WebGrants

Q33: Is WebGrants for the grant as a whole or project by project?

A33: Applicants should use one WebGrants application for multiple projects. Neighborhood Associations are eligible to receive up to \$5,000 in grant funding, which can be for more than one project. Non-Neighborhood Association Groups are only eligible to receive funding for beautification projects and up to \$1,500.

Q34: Limitation on characters; was the bug in application software been fixed?

A34: Yes, this was changed so that the number of allowable characters has been increased. If you have any technical problems with WebGrants, please contact Petra Riguero at petra.riguero@sanjoseca.gov or by phone at (408) 793-4198 so that the issue can be resolved.

Q35: How competitive is WebGrants? Are there examples of past winning grants?

A35: BeautifySJ Grants are competitive. Grant funding is related to the total amount of funding available, the amount of funding requested by potential grantees, the eligibility of the organization and the activity, and the quality of the proposed projects. It is important that the applicant explains each proposed activity and the benefit to the community as a whole. BeautifySJ Grants are about beautifying San Jose and building

BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018

community, so your grant should reflect how your proposed activities will accomplish these goals. The applications will be evaluated as outlined in Part 4 'Evaluation Criteria' of the General Information and Requirements document.

PROJECT CATEGORIES

Q33: Tree planting in Park; do we have to pay for the 3-year tree maintenance?

A36: The three years of tree maintenance is required, and the work should be done in collaboration with Our City Forest. Please communicate with Briana at Our City Forest to get complete guidelines on fees or duties required for the three year period. You can reach Briana at 408-799-9502 or briana@ourcityforest.org.

Q37: Is it sufficient for neighborhood association to commit to providing maintenance & engaging with Our City Forest as needed?

A37: All Tree Plantings that are proposed for this grant cycle must be coordinated through Our City Forest and the appropriate government agency that controls the public property where the planting is being proposed. The requirements of Our City Forest and the public agency for the planting must be followed for the activity and expenses to be considered eligible.

Q38: CJ mentioned unlimited junk pick-up, is this the same as the 3 large items pick-up from single-family residences? By local recycler?

A38: This is a service available to all residents of San Jose run through Environmental services. You can get more information at this link:
<http://www.sanjoseca.gov/Index.aspx?NID=1525>

Q39: What's the difference in the process in completing a mural vs. art box?

A39: Both must be approved by the Office of Cultural Affairs Public Art Program and the appropriate government agency that owns the public property. The Office of Cultural Affairs' mural approval process is attached to this document.

Q40: Public art (specifically utility art boxes), CITY imposed new requirements (artist contracts/insurance) have caused turnover in organization working with neighborhood associations and delays; how will this be streamlined for the new grants?

Q41: Can the streamlined utility box public art be utilized vs. the onerous one?

A40-41: The process for BeautifySJ Cycle 2 is for applicants to receive approval by the Office of Cultural Affairs and the City Agency that controls the property where the public

BeautifySJ Cycle 2 Grant Application
Pre-Proposal Workshop Q&A
August 1, 2018

art will be installed/painted. Utility boxes may be owned by the City of San Jose's Department of Transportation or another government agency (e.g., PG&E, CalTrans, etc.). The San Jose's Office of Cultural Affairs' approval process is attached to this document.

Q42: We are trail advocacy; can an Adopt-A-Trail be considered a Beautify SJ project category?

A42: Please refer to Part 1, Section 2 under "Entry Criteria" of the General Information Requirements. One of the program eligibility requirements stated: "Be a non-profit or other association that is located in the City of San José and involve resident volunteers living in neighborhood of the project (Non-Neighborhood Association Groups) - such groups include, but are not limited to, Adopt-a-Park, Adopt-a-Trail, and Adopt-a-Street, or Friends of a Park type groups."

Q43: I did not see trails & bikeways coverage; is this a project category of interest?

A43: Please see Part 1, Section 7 'Scope of Work' of the General Information and Requirements document. The Project Categories are listed for convenience, but are not all encompassing. If your organization believes that the project falls within the Scope of Work described in Part 1, Section 7 of the General Information and Requirements document, please apply. Your application will then be rated and scored based on the Evaluation Criteria listed in Part 4.

MISCELLANEOUS

Q44: How can I get the number of residents in a neighborhood?

A44: Based on demographic statistics, you can assume 3-4 residents per households. A good estimation of the number of residents is considered satisfactory.

Q45: What are the dates for the Grantee and Community Leadership Workshops? Where will the sessions be held?

A45: The Grantee Workshop and Community Leadership Workshops will be announced after the grants have been awarded. If your organization is awarded a grant, the contact person on the application will be notified of the workshop dates, times, and locations.

— SAN JOSE —
**PARKS, RECREATION &
 NEIGHBORHOOD SERVICES**

**BEAUTIFYSJ CYCLE 2
 PROJECT CATEGORIES AND ADDITIONAL INFORMATION**

NEW REQUIREMENT FOR CYCLE 2: Beautification Projects performed on public property will require a letter of authorization/permission from the property owner for the funded project. This requirement applies on all projects on public property regardless of the jurisdiction (City of San Jose, County of Santa Clara, State of California, etc.). Permission must be in writing (including email) and submitted to the City prior to executing a Memorandum of Understanding.

CATEGORY	PROJECTS	PERMITTING/ADDITIONAL INFO.
Adopt-A-Park	Neighborhood groups that are ready for a one-year commitment are encouraged to Adopt-A-Park, to help with picking up litter, removing graffiti, removing weeds, and trimming bushes.	Contact Mollie Tobias at mollie.tobias@sanjoseca.gov or call 408-535-3588 for more information.
Landscaping	Plantings and landscaping in public spaces, city parks.	Contact Ken Podgorsek (UNSCC) at sigrants@unsc.org or call 408-981-3833 for assistance to help you determine a contact for your particular project.
Landscaping – Tree Plantings	Tree plantings in public spaces	Any Grantees conducting a tree planting on public property are required to coordinate with the non-profit agency, Our City Forest, and provide a minimum of three years maintenance for the tree http://www.ourcityforest.org/ Contact briana@ourcityforest.org or call (408) 998-7337 x113
Garden Spots	A Garden Spot is a small area in a City of San Jose park, where residents register to plant and maintain a flower garden. Garden Spots can be community projects. You may apply for a grant before or after you have secured your spot and gotten approval for the landscape design. Once accepted, a landscape design is submitted to the parks department for approval.	Contact Mollie Tobias at mollie.tobias@sanjoseca.gov or call 408-535-3588 to get approval for the spot you would like to garden.

Neighborhood Clean-Ups	Dumpster Days, Litter, and Graffiti Abatement.	The City can provide supplies for litter pick-ups and graffiti abatement (vests, litter sticks, gloves, garbage bags, solvent, rags, sponges, etc.). The City can also help to coordinate the pick-up of litter bags. Contact Bernie Rosales (Anti-Graffiti & Anti-Litter Program) at bernie.rosales@sanjoseca.gov or call 408-535-3538.
Neighborhood-led Events	Cultural Festivals, Community Building Events, Public safety activities, neighborhood celebrations, community projects, etc.	Contact Ken Podgorsek (UNSCC) at sigrants@unsc.org or call 408-981-3833 for assistance to help you determine a contact for your particular project.
Neighborhood Organization Support	Newsletters, PO Boxes, United Neighborhoods of Santa Clara County Membership Fees, special events insurance, association web pages/domains.	
One-Day Volunteer Event at a Park	Your neighborhood group can work with Volunteer Management Unit to choose a project based on the number of participants and the work that is needed.	The City will provide the tools, supplies, and training. Events are usually three to four (3-4) hours in length. Volunteer events can be arranged on either a Saturday or a Sunday. Grant funding can be used to provide event support for the neighborhood park volunteer event, as the City will provide tools and supplies. Contact Mollie Tobias at mollie.tobias@sanjoseca.gov or call 408-535-3588 to select a date and project.
Public Art	Public Art may include murals, traffic signals/light boxes, or other projects	Public art will be subject to approval by the Public Art Committee (see schedule here: http://www.sanjoseca.gov/index.aspx?NID=4221). Artist Contract: Artists must be willing to enter into this contract with the City: http://www.sanjoseca.gov/DocumentCenter/View/25700 .

		<p>Contact Michael Ogilvie (Office of Cultural Affairs) at michael.ogilvie@sanjoseca.gov or call 408-793-4338.</p> <p>Public Art Mural Guidelines: https://www.sanjoseca.gov/index.aspx?NID=2508 advertising, nudity, offensive language, religious, political imagery/symbols, or gang symbols/identifiers are NOT permitted on public property.</p> <p>Painting Requirements: Surfaces must be cleaned and primed before painting. Drop cloths are to be used to protect ground. Any signs, numbers, windows, or identifying tags cannot be painted over (primarily this is only for utility boxes). Primer and paint used must be acrylic, non-toxic, and exterior rated. Finished painting must be clear coated with a UV Anti-Graffiti clear coat.</p>
<p>National Night Out Event</p>	<p>This is an opportunity to build community and partner with law enforcement. This year's NNO event is Tuesday, August 7, 2018</p>	<p>Contact the Crime Prevention Unit, Marta Dominguez at marta.dominguez@sanjoseca.gov or call 408-277-4133. You can register your event online at SJPD.ORG starting in early May.</p>

Mural Design Guidelines

Thank you for your interest in wanting to create a mural for the City of San José. In order to effectively implement a successful mural program, which will ensure consistency and aesthetic value in the community, it is important that applicants adhere to the following guidelines, which will ensure the best possible results. The application process and guidelines that follow are intended to provide mural applicants with a reasonable process that will safeguard the interests of the community. The following information is to assist you in your preparations.

To make an appointment for mural review or for further information, please contact the City of San José Public Art Program at (408) 793-4344.

Murals intended to go on City property are under Public Art Committee jurisdiction. The City of San José Public Art Committee must review and approve all:

- Murals to be placed upon city owned property, which includes utility boxes, parks, community centers, etc.

If you are unsure if the location is City-owned, please contact us.

Mural Design Approval Process

If your mural is to be placed on city owned property, you must obtain approval from the appropriate city department to proceed with the project prior to submitting a proposal to the Public Art Committee. The Public Art Committee will not review a proposal without the appropriate written approvals from the impacted city department.

Mural proposals are initially reviewed by appointment with a Public Art Program staff member. The lead artist and the project coordinator must attend this meeting. The Public Art Program staff member will present the proposed mural design to the Public Art Committee. The Public Art Committee convenes bi-monthly on the 2nd Tuesday of the specific month in City Hall Wing Room 119.

Requirements for staff recommendation for approval are listed below. Mural applicants are welcome to attend the Public Art Committee meetings, however, attendance is not required.

Mural Definition: Any large-scale two dimensional or bas-relief artwork, painting or mosaic, applied directly to an exterior or interior wall or ceiling.

Content

It is recommended that mural proposals not include designs that would be considered inappropriate and/or indecent by community standards or contain political, religious, gang or advertising messages.

Appeals

In the event that the applicant fails to receive Public Art Committee approval for submitted mural design, he or she may appeal this decision to the City's Public Art Program.

Timeframe

In determining the timeframe for the approval process, artists should allow sufficient time for the mural proposal to be reviewed a second time by the staff in the event a recommendation is made for a design revision. Therefore, requests for approval must be received no later than 90 days prior to actual implementation of design. Please note that approval of mural design does not constitute acceptance into the Public Art Collection, unless specifically commissioned by or acquired by the City of San José. The City of San José Public Art Committee does not take responsibility for maintenance and/or preservation of designs.

Requirements for Mural Design Approval

Public Art Program staff will review mural proposals to ensure design integrity, and to determine that the Lead Artist has organized and synthesized images into a coherent, professional statement appropriate to the setting and architecture. Approval is contingent upon fulfillment of the following criteria:

- Completed [Mural Design Information Form](#) including written description of proposed design, site, wall preparation, materials, and processes to be used (including anti-graffiti treatment), individual/groups involved in the mural design, and/or preparation, and parties responsible for subsequent maintenance and a separate maintenance plan.
- Lead artist's qualifications and examples of previous work.
- Funding source identified for the project.
- Evidence of community support for the project, e.g. letters of support from neighborhood associations, neighborhood petitions, etc.
- Written permission to proceed with the project, including any additional requirements, from the city department with authority over the proposed site.
- For all murals to be placed on city owned property, a Right of Entry agreement will need to be signed by the Lead Artist with the city. The Right of Entry agreement requires the Lead Artist to carry General Liability Insurance while onsite performing the work. It also requires the Lead Artist waive any rights pertaining to the California Art Preservation Act ("CAPA") and Visual Artists Rights Act ("VARA") which deals with preservation and removal of artworks.
- Color scale rendering (no larger than 8-1/2" x 14") of proposed design, including any text.
- Photographs of the proposed site and physical surroundings.
- Timeline for completing the project.
- Documentation of finished work. Photographic documentation of completed projects is required for our records.

PLEASE NOTE: Once the Public Art Committee has approved the proposed mural design, the artist may not make additional changes to the design without returning to Public Art Committee for approval of the changes prior to implementation of the mural.

Mural Design Information Form

LEAD ARTIST

ADDRESS

CITY

STATE ZIP CODE

EMAIL/ PHONE

PROJECT
COORDINATOR

ADDRESS

CITY

STATE ZIP CODE

EMAIL/ PHONE

SPONSORING
ORGANIZATION

ADDRESS

CITY

STATE ZIP CODE

EMAIL /PHONE

FUNDING SOURCES

PROPOSED SITE

(address, cross
street)

MURAL TITLE

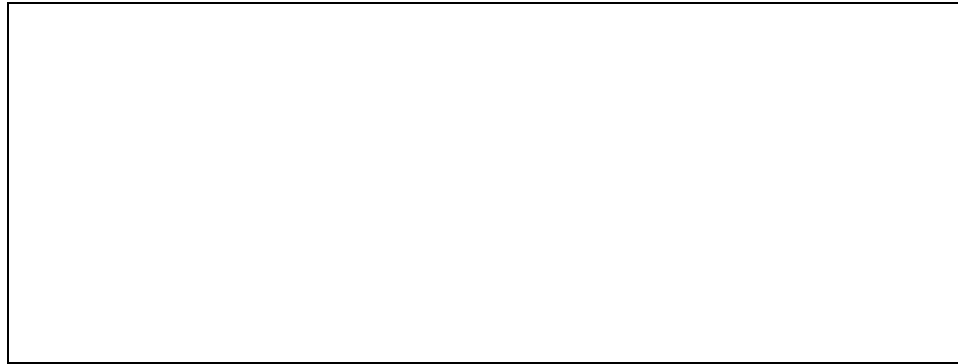
DIMENSIONS

ESTIMATED
SCHEDULE (start and
completion dates)

1. Proposal (describe
proposed design,
site
and theme. Attach a
separate document
if
needed).

2. Materials and
processes to be
used for wall
preparation,
mural creation and
anti-graffiti
treatment.

3. List individuals and groups involved in the mural design, preparation and implementation.



Attach the following documents to this form:

1. Lead artist's resume/qualifications and examples of previous work
2. Three (3) letters of community support
3. Letter or resolution approving proposal from city department or;
4. Signed Right of Entry Agreement;
5. Maintenance Plan (including parties responsible for maintenance)
6. Color image of design
7. One image of the proposed site and indicate mural dimensions