

# ART & COMMUNITY LANDSCAPES BOSTON

*A partnership of the National Endowment for the Arts, the National Park Service, and the New England Foundation for the Arts with additional funding from Anonymous*

## Request for Proposals for Boston-based Non-Profit Organizations

### Guidelines and Application

**Deadline: May 6, 2005**  
IN OFFICE BY 5:00 PM

Program Overview Presentation  
Technical Assistance Meeting  
April 6, 2005



NATIONAL  
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New England  
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## **PROGRAM OVERVIEW**

The New England Foundation for the Arts (NEFA), in partnership with the National Endowment for the Arts and National Park Service, is currently seeking proposals for Art & Community Landscapes - Boston. Boston-based non-profit organizations interested in working with artists on projects that respond to the environment in communities are invited to submit proposals by May 6, 2005.

NEFA has demonstrated experience and success in fostering public art and art and community building programs locally, regionally and nationally. NEFA is the lead administrator of Art & Community Landscapes, a national program that has supported art and environment projects in seven states including: California, Oregon, Washington, Idaho, Vermont, and most recently in North Carolina and East Boston, Massachusetts. In addition to national projects, the 2005-2006 Art & Community Landscapes grants will focus on Boston-based projects. The specific number of grant awards and amounts will be determined according to proposed project scale. Past project grants have ranged between \$5,000-\$50,000.

## **PROGRAM GOALS & DESCRIPTION**

Art & Community Landscapes - Boston supports site-based art as a catalyst for increased environmental awareness and stewardship. The program addresses the natural environment through site-specific art projects that may include temporary or permanent art installations, exhibitions, interpretive media, festivals, or other works informed by the site and community in which the project is located. Selected organizational partners work closely with an artist or artist team for up to one year or longer to develop and implement a publicly accessible project to inspire greater involvement in creating, protecting and enhancing Boston's natural environment in collaboration with local communities.

The goals of the program include:

- Support artists to work with community-based collaborators to engender and advance environmental awareness through the process of experiencing or making art.
- Bring diverse community members together to participate in site-based art projects that address or reflect local and regional environmental concerns.
- Support cross-disciplinary approaches to the creative process that can be mutually informative and may elicit new models of partnership and outcomes.

The Art & Community Landscapes process has three stages:

1. Organization and Project Selection
2. Artist Selection and Project Planning
3. Project Implementation

### **1) Organization and Project Selection**

Organizations apply to Art & Community Landscapes - Boston with an application form and a four page narrative description of the project (see Application Form Appendix B).

**Applications are due in the NEFA office by 5:00 PM, Friday, May 6, 2005.** Applicant organizations are welcome to partner with affiliated community organizations. One organization must apply as the lead applicant, be based in Boston and registered as an IRS certified 501 c(3) organization. All proposed projects must address a site and community within the City of Boston.

Organizations will be selected by a panel including representatives from the public and private sectors with expertise in the fields of art, environment, community building and neighborhood development as well as Art & Community Landscapes program and partner staff. A short-list of six to eight Boston organizations will be selected from all applications and in-person interviews and site visits will be conducted with organization representatives. Two to three Boston organizations and their projects will be selected by late May, 2005, and will proceed to the next stage – project planning with selected artists.

### **2) Artist Selection and Project Planning**

After the organizations and projects are selected, a Call to Artists will be distributed nationally. The Call to Artists will describe the goals of each of the proposed projects and a description of each respective organizational partner. The artist application will request that the artist select the project they wish to work on, as well as include a statement of interest articulating how their experience and background would be well-suited to the particular project. Each selected organization will designate a representative to participate on the artist selection panel, which will also include professional artists, arts and environmental administrators and advocates.

The Artist application will be due July 1, 2005, and the artist selection panel will meet in late July to select three-four semi-finalist artists or artist teams for each project. The artists will be awarded a \$1500 planning grant and will work closely with the organizational partner. The planning phase, between August and October, is when artists meet with the lead organization, community partners and NEFA to develop ideas and a full proposal including budget. Organizations will have active input in the development of the full proposals. Planning grant funding supports artists time, travel expenses, and proposal materials.

### **3) Grant Award and Project Implementation**

In early October, the planning phase concludes with artists presenting a full project proposal to the artist selection panel. Proposals will be publicly exhibited within the community to gather feedback and lead organizations will participate in the final selection of artists. One final proposal will be selected per organization and implementation project grants will be awarded to the organization who will oversee the administration of the project and contract with the artist. The grant awards will include artist's salary, travel expenses and project implementation costs as well as the organization's administrative fee. Projects commence upon notification of grant awards. Grant amounts will range between \$5000-\$50,000, pending project scale and scope. Projects may be subject to revision pending permit review with city and state agencies.

## **ELIGIBILITY FOR ORGANIZATION APPLICATIONS**

Art & Community Landscapes - Boston requests proposals from Boston-based non-profit organizations. Arts, environment, community development, and youth and education organizations are a just a few examples of the types of organizations welcome to apply. Organizations whose missions are to work within a specific geographic neighborhood of Boston and who have existing relationships with local stakeholders are strongly encouraged to submit an application. Prior educational and community collaboration experience, as well as working with an artist is an added plus.

Projects may involve multiple communities and may include communities adjacent to the City of Boston. For example, a project sited along a river may include additional communities on both sides, or upstream or downstream of the river. The specific site may not be known at the time of application and will be identified through the planning process. All proposed projects must be free and publicly accessible to all.

Applications that will NOT be eligible for funding:

- Artists are not eligible to apply at this time. Applications will be available May 31
- Projects that do not address an environmental issue
- Projects that do not directly benefit a Boston community
- Public works infrastructure projects: e.g. streets, sidewalks, light poles etc. Funding may be used for public art amenities that enhance the urban infrastructure such as benches, sculptures, creative landscaping, etc.
- Public art projects that have been fully designed or in implementation, but require additional funding
- Capital improvement projects
- Debt repayment

Projects in which an artist has already been working with and has had an on-going relationship with an applicant organization are eligible to apply. The artist will be required to submit an Artist Application.

## **SELECTION CRITERIA FOR ORGANIZATIONS**

Art & Community Landscapes - Boston seeks to select a diverse range of Boston organizations and projects that address the natural environment. The following criteria will be used to assess applicants and candidate projects:

- Project addresses the natural environment within the community
- Project provides public access to art and increased environmental benefits
- Project provides community collaboration and educational opportunities
- Project and applicant organization must be within the City of Boston. Organizations based outside the city may apply but their mission must serve a community or communities within the city
- Organization has accomplished leadership and project experience working within the community of proposed project location
- Organization has strong organizational management and evidence of fiscal responsibility

In reviewing the written narrative, the selection panel will be seeking a general description of the project, the environmental issue and how working with an artist to create an art project would address the environment and the community. It is not necessary to articulate the full extent and details of a proposed project idea. NEFA does not expect the applicant to have completed the

project plans. Art & Community Landscapes - Boston supports projects at the initial idea stage as this is the ideal time for the artist to get involved and to collaborate in the development of the proposed project vision.

The prospect of working with an artist in the development and visioning of a public art project can be exciting and daunting, especially for organizations who have never worked with an artist. While NEFA provides technical assistance throughout project implementation, we cannot administer the project for you. In Appendix A we have provided a guideline to the roles and responsibilities of what is typically required of each party: the organizational partner, the artist, affiliated partners and NEFA. The list is provided as a guideline and would be revised depending on the scope and details of the proposed project. Before applying to the program, applicants should self-assess their capacity and commitment by reviewing these roles to implement an Art & Community Landscapes project.

### **HOW TO APPLY**

Interested organizations should submit an application form (attached Appendix B) and a written narrative (max. 4 pages) addressing the following questions:

1. Describe the proposed project. Include the site location, geographic area, communities served, and any additional stakeholders. Describe the environmental condition and how working with an artist would benefit the project and community.
2. Describe the educational and community collaboration opportunities the project would provide.
3. Describe the demographic makeup of the community including ages served, cultural-ethnic backgrounds of the communities served.
4. Describe how your organization is best suited to leading an art and environment project. Describe prior project experience and accomplishments, and long-term interest in engaging artist collaborations.
5. Describe your organization's leadership within your community. List other partner relationships, coordination with city and state agencies (if applicable), and any prior collaborations with artists.
6. Describe how your organization communicates and disseminates information within the community. Do you work with non-English speaking communities?

The following materials are required with organization application submissions:

- Copy of lead organization's IRS 501 c(3) certification letter.
- For organizations with budgets less than \$250,000: IRS Form 990
- For organizations with budgets over \$250,000: a copy of the most recent Audited Financial Statement.

Proposed project budgets are not required for the organization application. No additional support materials are required.

No applications may be accepted electronically or by fax. Applicants will receive email notification to confirm application receipt by May 13. If you do not receive email confirmation please contact Christine Lamas, [clamas@nefa.org](mailto:clamas@nefa.org) or call (617) 951-0010.

**Please submit application materials to:  
New England Foundation for the Arts  
Art & Community Landscapes - Boston  
145 Tremont Street, 7<sup>th</sup> Fl.  
Boston, MA 02111**

## **PROGRAM TIMELINE**

### **April 6, 2005**

Informational – Technical Assistance Meeting. Organizational Application and Guidelines issued.

### **May 6, 2005**

**Organization Application Deadline. In NEFA office, by 5:00 PM.**

Submission packet should include application form, proposal narrative, and support materials.

### **Mid-May, 2005**

Semi-finalist organization selection process.

6-8 organizations short listed. In-person interviews and site visits.

### **May 25, 2005**

Finalist organizations and projects announced.

### **May 31, 2005**

Artist applications available. Project and organization descriptions of both Art & Landscapes national and Boston projects included.

### **June 2, 2005**

National Trails Day. Promotion opportunity to give visibility to selected projects and encourage artists to apply.

### **July 1, 2005**

**Artist Application Deadline.** In NEFA office, by 5:00 PM.

### **July 20, 2005**

Artist Selection Panel Meeting with organizational representatives.

3-4 semi-finalist artists or artist teams will be selected *per* project.

### **August-September, 2005**

Planning Grant Phase:

Informational site visits and community meetings with artists, organizational partner, NEFA and community. Project investigation and development of full proposals.

### **October 3, 2005**

Full project proposal presentations to artist selection panel and community partners.

Presentation materials exhibited for community feedback.

### **October 14, 2005**

Selection Panel selects one final artist or artist team for each project site.

Project implementation phase commences.

## **APPENDIX A - ROLES**

### **Art and Community Landscapes – Boston Program**

#### **LEAD ORGANIZATIONAL PARTNER**

- Provide direct leadership and administrative oversight to the Art & Community Landscapes project, working directly with artist or artist team throughout the course of the project including: local advocacy, education and community collaborations, and promotion efforts.
- Assist in building the relationship between the artist and the community through work with partnering organizations, public agencies and the community at large.
- Designate a staff representative as a direct contact for artist and community participants.
- Lead all aspects of project implementation process including: community meetings, coordination and permitting with city or state agencies, liability and maintenance planning.
- Manage overall project budget and oversee grant reporting to NEFA.
- Develop and lead project fundraising (if applicable).
- Lead documentation and evaluation of project process and outcomes.

#### **ARTIST**

- Work closely with lead organizational project staff, affiliated community partners and the community-at-large to design, plan and successfully implement the project.
- Utilize creative and problem-solving skills to inform the project development process.
- Design and create the art to enhance, inform, and advance project and community objectives.
- Provide summary updates, written narratives, and graphic support materials of proposed artwork.

#### **NEFA**

- Execute overall coordination, planning and implementation of the Art & Community Landscapes program.
- Provide project-based public art expertise and technical assistance.
- Assist in the coordination of lead partner relationships for the successful implementation of projects.
- Develop opportunities for presentation and discussion of the projects on local, regional and national platforms.

#### **Affiliated Community Partners**

- Participate in community planning, design and input processes for project.
- Advise lead community organization, staff and artists as a representative of the local community.
- Participate in project advocacy and promotion efforts.

APPENDIX B

**Art & Community Landscapes - Boston**

**Application Form**

**Deadline: May 6, 2005, In Office by 5:00pm**



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**Lead Applicant**

Name of the Organization	Phone
Contact Person and Title	E-mail address
Address	City, State, Zip Code
Website	Fax
Organization Mission	Neighborhoods / communities served
Number of staff (FTime and PTime)	Is the organization a 501(c)3?

**List all other partnering organizations (if applicable). 501(c)3 status not required**

1. Name	Address	
Contact Person	Email	Phone
2. Name	Address	
Contact Person	Email	Phone

**Attach a written narrative (max. 4 pages) addressing the following questions:**

- 1 Describe the proposed project. Include the site location, geographic area, communities served, and any additional stakeholders. Describe the environmental condition and how working with an artist would benefit the project and community.
- 2 Describe the educational and community collaboration opportunities the project would provide.
- 3 Describe demographic makeup of the community including ages served, cultural-ethnic backgrounds of the communities served.
- 4 Describe how your organization is best suited to leading an art and environment project. Describe prior project experience and accomplishments, and long-term interest in engaging artist collaborations.
- 5 Describe your organization's leadership within your community. List other partner relationships, coordination with city and state agencies (if applicable), and any prior collaborations with artists.
- 6 Describe how your organization communicates and disseminates information within the community. Do you work with non-English speaking communities?

**Please submit application materials to:**

**New England Foundation for the Arts  
Art & Community Landscapes - Boston  
145 Tremont Street, 7th floor  
Boston, MA 02111**

**Checklist:**

- Application Form
- Four-page narrative description of the project
- IRS Form 990 (organizations with budgets less than \$250,000)
- Copy of most recent Audited Financial Statement (organizations with budgets over \$250,000)
- IRS 501 c(3) certification letter.