

# COMMUNITY PUBLIC ART APPLICATION

This form must be completed in its entirety. Incomplete applications will be returned to the applicant and must be resubmitted prior to the annual deadline. Please type and email as a pdf document no more than 5MB to [submissions@mapleridge.ca](mailto:submissions@mapleridge.ca) or mail/deliver on USB or CD to Maple Ridge City Hall.

Organization Name:

---

Society # if applicable

---

Address:

---

Website (if applicable)

---

Provide a brief description of your organization/group:

---

---

---

Contact Person:

Title:

---

Phone:

e-mail:

---

Organization's Authorizing Signature:

---

Print Name:

Position:

---

GRANT AMOUNT REQUESTED  
(\*note: maximum \$1500)

\$

---

**1. Description of Group/Organization and history (max. 500 words).**

**2. Project Description**

- A. Proposed Project Name:  
Proposed Date(s) & Time(s):  
Proposed Location(s) and explanation (attach maps/photos if available):

Do you have permission to install/present artwork at this location:    Yes    No

- B. Briefly describe the proposed project in summary form and its relevance and impact to your group's mandate/goals and how it fulfills the objectives for the Community Public Art Program. Include dates, timelines and partners and artist(s) involved (eg. names, roles of artist(s) and/or partner(s)/collaborator(s) involved in the project) and artistic merit within the scope of the activity. (max. 1000 words)
- C. Identify who are the participants and describe how the community will be involved in your project including the number of people you expect to participate and what kind of benefits and outcomes they will receive by participating.
- D. If the final outcome of your project is temporary or movable, describe how it will be shared with the public. (max. 500 words)

**3. Artist Selection**

- A. Would you like the Public Art Program's assistance in the selection of a public artist?  
\_\_YES                      \_\_NO

If NO....please complete the following section:

**Selected Artist's Information**

Artist's Name:

---

Street Address:

---

Website (if applicable):

---

Phone:

E-mail:

---

- B. Explain the artist's experience relevant to this project and their ability to facilitate this project.

- Please attach the artist's resume
- Please include photos of the artist's previous artwork

#### 4. Maintenance & Durability Considerations

- A. What materials and finishes will be used to create the artwork?
- B. Comment on the durability of the materials in relation to the placement of the piece. (indoor vs. outdoor, permanent artwork vs. temporary installation)
- C. What is the anticipated lifespan for the artwork
- D. What will be the long-term maintenance needs for your proposed permanent public artwork?
- E. What are the proposed final dimensions of the artwork?
- F. Who will be responsible for installation?
- G. Upon completion who will own the artwork?
- H. Who will be responsible for the annual maintenance of the artwork and costs if semi-permanent or permanent?

#### 5. Project Budget

Please complete the following table outlining the project budget, including any matching funds, in-kind donations, sponsorships and volunteer contributions.

Expense Category	Expense Description	Applicant Contribution A: Cash Dollars \$	Applicant Contribution B: In-Kind Donations \$	Applicant Contribution C: Volunteer Equity (calculate volunteer labour at \$15/hr and professional at \$25/hr) \$	Grant Request (Up to \$1500) Specify grant \$ requested and in which category funds requested will be applied towards.	Project Budget TOTAL (total cost of activity)
Fees for artists		\$	\$	\$	\$	\$
Supplies and equipment		\$	\$	\$	\$	\$
Rentals		\$	\$	\$	\$	\$
Marketing		\$	\$	\$	\$	\$
Hosting (food, snacks etc)		\$	\$	\$	\$	\$
Installation		\$	\$	\$	\$	\$
Other		\$	\$	\$	\$	\$
		A.	B.	C.	Total Grant Requested	Total Project Budget
<b>TOTALS</b>		\$	\$	\$	\$	\$

**6. Evaluation & Reporting**

How will you evaluate this project? How will you determine whether it has been successful and what measurable outcomes will you use in your evaluation?

**7. Submission Instructions**

**E-MAIL:** (submit the complete package as one PDF Acrobat format file, no more than 5 MB)  
[submissions@mapleridge.ca](mailto:submissions@mapleridge.ca)

Use Subject line: Community PA - (Group/Organization Name)

**DELIVERY:** (submit the completed package on PC Compatible CD or USB memory stick)

**Community Public Art Grants**

**City of Maple Ridge**

**11995 Haney Place**

**Maple Ridge, BC, V2X 6A9**