



Rebuilding East Ninth Project
LAWRENCE, KANSAS SEEKS CREATIVE PROPOSALS

This is a unique, community based project reaching out to creative individuals of all mediums and levels of experience.

The Lawrence Arts Center, with funding by ArtPlace America, in partnership with the East Lawrence Neighborhood Association is seeking proposals for the [Rebuilding East Ninth Project](#). **Proposals are due Friday, May 10, 2019** with an *absolute* project completion date of **May 15, 2020**.

We are committed to attracting creative individuals from **diverse artistic and cultural backgrounds**. We encourage all people in the creative arts to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, gender identity, marital status, familial status, sexual orientation, occupation, or status with regard to public assistance, or disability. We are especially interested in individuals who are committed to building community and will give their creative energy toward this goal. **Los candidatos hablantes españolas pueden acceder a traducción y aplicación de la ayuda en el Centro Hispano, 204 W 13th St, Lawrence, KS 66044. 785-843-2039.**

Important Dates

- RFP Available: Monday, March 25, 2019
- RFP support and info session: Saturday, March 30, 2019, 1:30-2:30. Meeting Room A, Lawrence Public Library
- Support drop-in hours: Wednesdays, 5:30-6PM, Study Room 3, Lawrence Public Library, or anytime by appointment
- Support and info sessions: 1 hour appointments available to discuss budget and get support: Sunday, April 14, 2019, 1:00-6PM, Study Room 3, Lawrence Public Library.
- Proposals DUE: Friday, May 10, 2019, 10pm
- Selected Artists Notification: Sunday, June 8, 2019

Support and mentorship is available. Please reach out if you have any questions or concerns.

Interested applicants are encouraged to attend support and input sessions.

9thstreetmandy@gmail.com

Project Budget: \$13,500 for each accepted project, to be paid in 4 installments. Initial payment can be invoiced upon contract approval. Lack of capital for up-front expenses should not be a barrier to application.

Eligibility: We are seeking artists or teams **not limited to visual art**. Artists from all mediums, traditional to unorthodox, are encouraged to apply. There are no residency requirements for this opportunity, but applicants should be aware that the project is community based and will require a connection to or an understanding of the East Lawrence neighborhood. Additionally, on-site activity beginning with a project presentation shortly after grants are awarded will be necessary. **Emerging artists who are new to the field of public art are encouraged to apply.**

Applications will be reviewed on the following criteria:

- Openness to working collaboratively with the project team members and community
- An understanding of community based artwork
- Creativity, ingenuity, passion, and originality
- Understanding of project values and goals
- Eagerness to access project resources and support
- Quality and completeness of application materials

Deadline: Friday, May 10, 2019, 10pm. Applications must be in-hand (or inbox) by this date.

Background

[Rebuilding East Ninth](#) is the final iteration of the Ninth Street “ArtPlace America” Project. Five projects will be selected through this final RFP, bringing us to a total of FIFTEEN public art projects! This project has been built upon community input and participation. Three input sessions hosted 90 participants and yielded valuable information to guide the art selection criteria for this project based on the values of the neighborhood. Naturally, the upcoming proposed projects should embody those ideals. Successful applicants will read and incorporate these values into their proposals. Reports from the input sessions, neighborhood history, and project history are all available on the [project website](#).

This project phase is titled “**Pathways**” and calls for community based public art projects led by Artists and others that could be designed to elaborate on *Research* (previous RFP, see project website after April 28 for selected projects) projects and/or model and implement new strategies for inclusive co-design, equitable planning and open communication. This phase of the project would either build on the Research Phase or artists could propose another kind of project. The Project Facilitator will lead a session where the Artists present their ideas to the community. The Historic Resource Commission will need to approve projects occurring in historic environs and the [Lawrence Cultural Arts Commission](#) will need to approve permanent art projects. Project ideas can include, but aren’t limited to, public exhibitions with a local component, temporary art in a public space, public events or programs, a film project, a food project, horticulture, a publication connected to the community or history, digital or online work, a community mural, dance, an art partnership with a neighborhood organization, the creation of a community gathering space, or any creative and/or unorthodox idea that is truly community based and fits the values of this project. Selected artists will be notified June 8, 2019 and projects will be completed/installed no later than May 2020.

Site Information: Art is not limited to 9th street. Proposals for projects throughout the [East Lawrence Neighborhood](#) are encouraged. Permanent art can be placed in the public right-of-ways, pending City and community approval. Permanent art can be placed on private property with a written letter of support from the property owner and must be accessible to the public. All projects must be able to withstand weather and human interaction while maintaining structural integrity and safety. Performance or temporary art should follow the same procedures of approval. The many art spaces throughout the neighborhood are great venues for performances and events, however, you do not need to limit your performance ideas to official art places. You can work within the boundaries of the entire neighborhood. Please work with the Project Facilitator if you need assistance with a location. In addition, every location will present its own unique questions and challenges. These must all be addressed in the application leaving no room for assumption in the selection process. The Project Team is available to help with property owners and predicting potential issues. The physical boundaries of this project are the Kansas River to the north, Burroughs Creek trail to the east, 15th street on the south and downtown on the west.

Artwork Goals, Values, Themes, and Context: Through an extensive community input process, review of past input, and consideration of East Lawrence history, values and themes have been identified. Elaborations and additional information are available on the “[Plan](#)” tab of the [project website](#).

- History of the neighborhood and its people- East Lawrence has a rich and diverse past. From circus trains to the largest apple orchard in the state, project inspiration is plentiful.
- Non-traditional/intuitive art- True to the proud and independent spirit of the neighborhood’s residents, the value of art is not defined in a traditional manner.

All mediums, styles, and skill levels are appreciated and celebrated.

- Respect for place and living things- True respect for the place, people, flora, and fauna should be reflected in your proposal. This might look like celebrating place and people, addressing a community need, or acknowledging social issues from the present or past.

To get a complete understanding of the goals, values, themes, and context, please read all history and notes on the project website.

Selection Process: The Project Team will review proposals to eliminate any incomplete or unqualified applications. Jurors have been selected for their experience with community based public art and ability to embody the values of the project. The Project Team tasked themselves to recruit a jury that represents diversity of medium, expertise, and experience. The members of the Project Team will not make the final art decisions nor be present in the selection meeting. The Project Facilitator will facilitate the selection meeting but will not influence decisions. Artists must be available to present to jurors at approximately 5pm, May 25th, at the Lawrence Arts Center. During the interview process, artists will discuss their work, their ability to work on the project, their interest in this particular project, and their thoughts on community based artwork. The artists who are asked to interview for the project will not be asked to develop a model or physical prototype for the presentation.

Submission Requirements: Please submit Letter of Interest, Concept, Resume, Image List, and References in PDF format.

1. *Letter of Interest:* 1 page maximum. Summarize your qualifications and qualities relevant to the project. The entire letter should be no longer than one (1) page.
2. *Conceptual & Material Approach to the Project:* 2 page maximum. On no more than two (2) pages, outline your likely conceptual approach to the project, including what types of materials you might use to implement your concept. Drawings are not necessary, but if included, should be submitted on 8 ½ x 11 paper, using no more than four (4) pages.
3. *Site information:* 1 page maximum. Describe location and your plan to secure it for public access now and into the future. If location is on private property, include a letter of support from property owner (and neighbors, if deemed prudent by the Project Team).
4. *Budget:* Complete provided budget form following instructions (see below).
5. *Professional Resume:* 2 page maximum. Outline your experience as an artist (no longer than two [2] typed pages). In the case of a team application, include resumes for each team member. Inexperience should not be a barrier. In lieu of a resume, please write a statement of values and intentions for your future in public art. In addition, state how you will ensure success and seek support via mentors and research.
6. *VISUAL ARTISTS- Images: Digital Images.* Provide one set of 5-10 JPEG images of past work numbered in priority order of desired presentation. Images within the PDF packet should have maximum dimensions of 1024 x 768 pixels and minimum dimensions of 720 x 480 pixels. Each PDF must include (at minimum) the artist's name, title of the work, medium, and size. Installations or three-dimensional work may be illustrated by multiple images. If JPEGs cannot be inserted into a PDF packet, they must each be labeled in the order as follows: LastnameFirstname-1.jpg; LastnameFirstname-2.jpg; LastnameFirstname-3.jpg; etc. Project Team can assist with this if you need technical assistance. If you do not have images of past projects, please provide a narrative, illustrations, or the equivalent to communicate your aesthetic and abilities. *NON-VISUAL PROJECT ARTISTS can submit descriptions, sound files, videos, or any digital file to adequately represent your work.*
7. *Annotated File List:* For digital files. The annotated list must correspond with the order of the files and must include the following information: artist's name, title of artwork, medium, size (if

applicable), date of artwork completion, location and any project details such as budget, commissioning agency, etc.

8. *Professional References*: 1 page maximum. Provide the names and contact information of three references with whom you have worked for or who have commissioned your work in the past. Actual letters of reference are not required. Emerging artists can use any reference that can speak to their ability to produce quality work within the project requirements.
 9. *Optional*: 5 page maximum. Selections of support materials such as reviews, news articles, and other information that supports your work may be included.
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How to Submit:

Please submit your materials via email or filesharing link to RFP@rebuildingeastninth.com

Hard copies can also be submitted to (online submission preferred):

Lawrence Arts Center

Rebuilding East Ninth

Attn: Mandy Enfield

940 New Hampshire

Lawrence, KS 66044

If you submit by email, you WILL receive a confirmation. If you don't receive a confirmation email, we didn't receive your application and you need to resubmit or contact us for help.

QUESTIONS? Contact Mandy Enfield, 9thstreetmandy@gmail.com

REBUILDING EAST NINTH BUDGET INSTRUCTIONS

Please download the budget form. If you do not have Microsoft Excel, you can use Google Sheets. Please include your budget as a page in your final pdf or submit it separately, if needed. If it is not in your full application pdf, save your file with your project name in the title (ProjectTitleBudget.xls). Formulas are already set in the spreadsheet file, so it will automatically total your numbers. In addition, if you cannot use a spreadsheet form, feel free to print the page above and handwrite your budget numbers. PLEASE NOTE: If you do receive funding for your project, you are encouraged to keep good records and to keep the money separate from your regular expenses. If you fail to complete your project, you will be asked to document all expenditures and return monies that cannot be accounted for. This allows us to reallocate funds to other deserving projects.

Tips for filling out your budget

A well prepared and realistic budget will strengthen your application. The jurors will review your budget carefully to make sure that you have budgeted enough money to carry out your proposed budget, while making sure that you have not over--inflated any of the sums.

Research & Planning Advice

Please research your materials, processes, venues and so on. One of the best ways to plan a project is to sketch out all the steps that will be required -- from drawing up initial plans to carrying out the final presentation -- with a rough timeline. Then you can go back and try to imagine all the expenses that you might incur along the way. Be thorough. You can find information by calling vendors and requesting an estimate for a material or a process, or you can search online. Once you think you have a good plan, try to find someone who has done something similar before and ask them if they think you have missed something important. Common items that are often forgotten for public art projects, for example, are insurance, permits or engineering stamps. Planning for these expenses ahead of time will not only demonstrate that your project is realistic, but will also prevent you from having to pay for surprise items out of pocket.

In the process of your planning you should be thinking a lot about your time, in terms of scheduling and value. The East Ninth project expects you to pay yourself as a professional artist for your work. Normally this represents about 10% to 15% of a budget as a base fee for your training and experience. Beyond that, if you are engaging in time consuming processes or performance of some kind, the artist fees may be increased. If you have a collaborative group with multiple artists, you could also budget more for artist fees. If you are performing a task that could qualify as an outside expense for your project, you can pay yourself for those services as well (ex: Sewing costumes, preparing food that would otherwise be catered, etc).

It is recommended that you download a budget form and complete it in Google Sheets or Microsoft Excel. If you cannot do that, you can handwrite your budget in the form below. You must read the budget form instructions. The categories in the budget form are examples, not required line items.

Rebuilding East Ninth, Pathways Phase Budget Form, 2019

Project Title:			
Please include projected expenses, anticipated income (including in-kind), and the total project budget. Provide descriptions for all entries. Please make sure that expenses and income balance. Please reference the Budget Instruction Form.			
Feel free to modify the formatting of this form to fit your needs.			
	Budget \$	Notes	
EXPENSES			
Fees			
Artist Fees			
Contractor Fees			
Contractor Fees			
Subtotal fees	\$0.00		
Production			
Materials			
Technical: Installation			
Technical: Equipment			
Technical: Other			
Venue/Rental Fee			
Documentation			
Subtotal production	\$0.00		
Marketing <i>(modify categories to fit your project, or leave blank if marketing isn't an aspect of your project)</i>			
Fliers			
Postcards			
Posters			
Other			

Subtotal marketing	\$0.00				
TOTAL EXPENSES	\$0.00				
INCOME (modify categories to fit your project)					
East Ninth Street Grant					
Private Donations					
Merchandise					
Ticket Sales					
	\$0.00				
IN-KIND DONATIONS (should match an outlay described in the EXPENSES section above)					
Equipment					
Supplies					
Venue					
TOTAL IN-KIND	\$0.00				
TOTAL \$ INCOME + TOTAL IN-KIND	\$0.00	This sum should equal expenses on previous page			
Please use the space below to clarify any unusual circumstances connected to your budget for this project:					