



Collaborative Program Guidelines & Process

Welcome to the Public Art Commission's Collaborative Program! This program was created to advance the goals of Lexington's Public Art Master Plan by collaborating with Lexington residents to install public art works on LFUCG owned property.

What types of projects are eligible?

- Permanent public art works (of longer than one year) are eligible.
- Project must align with the goals, priorities, policies, and media in the [Public Art Master Plan](#).
- Projects must be installed on LFUCG-owned or managed property to be approved by the Public Art Commission and relevant LFUCG Departments.

Who is eligible to apply?

- Anyone in Lexington can apply - independent arts groups, neighborhood associations, organizations, businesses, artists, LFUCG Departments, and others!
- Neighborhood Stories is a sub-program of the Collaborative Program. We encourage neighborhood and community organizations to review the **Neighborhood Stories** opportunity.
- Applicants must be prepared, if funded, to manage and fulfill the requirements of the Collaborative Program. Applicants should consider working with teams and community partners to ensure that projects are supported with the appropriate expertise and time necessary for a successful completion of the project.

What can you request?

Applicants to the Collaborative Program can submit a proposal for any or all of the following:

- Grant funding support for a Public Art Project
- In-Kind support for a Public Art Project
- Permission / Approval to install a public art project on city-owned property
- Maintenance / conservation of an existing public art work on city-owned property

How do you apply?

1. We recommend starting by reviewing the Public Art Master Plan. You can find it here: <https://www.lexingtonky.gov/boards/public-arts-commission>
2. Review the FAQ's for the application process.
3. Prepare and submit a **Collaborative Program Phase One application**.
 - This application will ask you relatively simple questions to get a sense of what the project would be, where it will be installed, who will manage the project, etc.
 - Applications may be filled out and submitted online.

- Questions may be referred to Heather Lyons, Director of Arts and Cultural Affairs - hlyons@lexingtonky.gov
- 4. After a **Phase One application** is received, the Public Art Commission or a Subcommittee of the Commission will review the document at the next available Commission meeting and will provide the application to related LFUCG divisions and departments for preliminary interest and approval.
 - Phase One Applications will be judged based on the criteria that are identified in the application guidelines.
 - The Public Art Commission will contact you to inform you of your application status and whether to move on to the Phase Two application.
- 5. If chosen to advance, you will be required to submit a **Phase Two application**, available **here:**
 - This application will require more details about your project.
- 6. After you submit a **Phase Two application**, your application will be fully reviewed and you will be asked to present your project at a Public Art Commission Meeting.
 - In the full review process, the Public Art Commission will review the project with relevant LFUCG departments.
- 7. If your project is approved, you will be granted **conceptual approval** while you finalize the necessary designs and paperwork for the project.
 - After all of the details are sorted out, you will be granted a **Final Design Approval**.
 - A minimum of six to eight months is recommended for completion of project approvals, and, dependent upon the complexity of the project, may require a longer review process.
- 8. Once you have final design approval, you will be responsible to work with LFUCG to meet all requirements for installing the work.
 - An additional approval is required post-installation as is a final written report that will include a maintenance plan and materials info, and must be submitted within 60 days of the completion of the project.

Neighborhood Stories Program

To implement the goals of the Public Art Master Plan, the Public Art Commission is pleased to offer the **Neighborhood Stories Program**, a sub-program of the Collaborative Program. We invite Neighborhood Associations, non-profit and community organizations, artists, or businesses, to utilize the power of public art to highlight the histories and stories of their neighborhoods.

Proposals to the Neighborhood Stories Program will be eligible to receive up to \$50,000 in funding for a public art work on city owned property. Each project budget will also be required to include a 10% maintenance and conservation budget.

Applicants will be required to provide an in-kind and/or cash match of 20% of the project budget. (For example, a \$50,000 grant request would require \$10,000 in in-kind and/or cash contributions.) Please see the FAQ for more details regarding in-kind or cash for use in the match. In-kind support may include the time of volunteers working on the project, as well as

donated goods, supplies, facilities, and professional services provided throughout the project period.

Applicants to the Neighborhood Stories Program may use the Competitive Commission or Non-Competitive Commission Program for projects specifically with Kentucky based artists.

Funding Awards

Projects that are awarded funding or a commitment of in-kind support will enter into a contract with the LFUCG. The contract will identify the scope of work to be completed, the artistic and management team, the funding or support commitment from the LFUCG, the payment schedule, the project timeline, and any additional relevant terms.

For project grants to be awarded of \$25,000 or more, payment of funds will be provided in FOUR increments following the selection of artist, signing of contract, and approval of final site plans from the applicant.

- 1st payment (25%) upon contractually agreed upon completion of 25% of the work/installation.
- 2nd payment (30%) upon contractually agreed upon halfway point of work/installation.
- 3rd payment (30%) upon the completion of the installation. (This point to be identified within the contract.)
- 4th payment (15%) upon total completion and submittal of reporting documents, maintenance plan and recommendations, and completion of all public components of the project (ribbon cutting, etc.)

For project grants of less than \$25,000, payment funds will be provided in THREE increments following the selection of artist, signing of contract, and approval of final site plans from the applicant.

- 1st payment (25%) upon contractually agreed upon completion of 25% of the work/installation.
- 2nd payment (60%) upon contractually agreed upon halfway point of work/installation.
- 3rd payment (15%) upon the completion of the installation and submittal of reporting documents, maintenance plan and recommendations, and completion of all public components of the project (ribbon cutting, etc.)

Site Selection Preferences

Because the vast majority of Lexington's city-owned public art is located within Districts 1 and 3, and because a goal of the Public Art Master Plan is to ensure equitable access to public art, increased weight in decisions related to the Collaborative Program will be given to applications in Council Districts with less access to public art.

Questions can be emailed to Heather Lyons, the Director of Arts and Cultural Affairs, at hlyons@lexingtonky.gov.