



**LEXINGTON**  
*Public Arts Commission*

## **PUBLIC ART - COLLABORATIVE PROGRAM GUIDELINES**

### **Collaborative Program Guidelines & Process**

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

Please note that 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.

#### **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 strategies in the [Public Art Master Plan](#).
- Projects must be installed on LFUCG-owned or managed property.

#### **Who is eligible to apply?**

- Anyone in Lexington can apply - independent arts groups, neighborhood associations, organizations, businesses, artists, and others!
- We encourage neighborhood and community organizations to review the **Neighborhood Stories** track of the Collaborative Program.

#### **What can you ask for?**

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

- Funding support for a Public Art Project. The Public Art Commission's Collaborative Grants require a 20% match for requested funding. A matching grant requires the applicant to provide funds and/or in-kind donations in addition to the grant award. For example, if a project budget is \$10,000, an applicant would need to provide 20% of that request (\$2000) through in-kind and/or cash donations from other sources.
- In-Kind support for a Public Art Project
- Site approval to install a public art project on city owned or managed property

#### **How do you apply?**

1. We recommend starting by reviewing the Public Art Master Plan. It is located at: <https://www.lexingtonky.gov/boards/public-arts-commission>
2. Next, prepare and submit a **Collaborative Program PHASE ONE application**.

- This application asks questions to get a sense of what the project will be like, where it will be installed, etc.
  - Questions about the application can be directed to Heather Lyons, Director of Arts & Cultural Affairs – [Hlyons@LexingtonKY.gov](mailto:Hlyons@LexingtonKY.gov) or 859-258-3123
3. After a **Phase One application** is received, it will be distributed to relevant LFUCG departments and personnel to determine interest in, feasibility, and approval of the proposed project.

If the application receives internal approval, then a sub-committee of the Public Art Commission will review the application and recommend whether the proposal should move forward to a PHASE TWO application. The applicant will be notified of the decision. If the application did not receive approval, the applicant will be informed of problem areas and may choose to revise the application and reapply.

4. If chosen to advance, applicants will then prepare and submit a **Phase Two application**. This application will require significantly more information regarding the planning process and project.
5. The **Phase Two application must be submitted at least two weeks prior to a Public Art Commission Meeting**. The application will be fully reviewed by the Commission and applicants will be asked to present the project, in person, at an upcoming Public Art Commission Meeting.
6. Projects receiving a PHASE TWO approval, may move forward in two ways:
- If the PHASE TWO application was submitted with final artist selections and designs, as well all appropriate documentation and drawings, the Public Art Commission may choose to grant FINAL APPROVAL to the application.
  - If the PHASE TWO application was submitted before artist selection or final designs and documents have been created, then the project will be granted a **CONCEPTUAL APPROVAL** while design, artists and plans are finalized. Applicants receiving a **CONCEPTUAL APPROVAL** will notify Heather Lyons ([Hlyons@LexingtonKY.gov](mailto:Hlyons@LexingtonKY.gov)) when they are ready to submit materials for **Final Design Review**. An in-person presentation will be scheduled to present the final designs to the Public Art Commission and to seek **FINAL DESIGN APPROVAL**.
7. Once Final Design Approval has been received, contracts will be prepared and if funding will be provided, contracts will be submitted for approval by the Urban County Council.
8. Applicants will be responsible for working with the LFUCG to meet all requirements for installing the work. Progress reports will be required for accessing approved funding. An additional approval is required post-installation as is a final written report that will include a maintenance plan and materials info, within 30 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 subprogram of the Collaborative Program. We invite Neighborhood Associations and community organizations to utilize the power of public art to highlight the histories and stories of their community.

Proposals will be eligible to receive up to \$50,000 in funding for a public artwork on city owned property within their district. Each project budget will also be required to include a 10% maintenance and conservation budget.

The Public Art Commission's Collaborative Grants require a 20% match for requested funding. A matching grant requires the applicant to provide funds and/or in-kind donations in addition to the grant award. For example, if a project budget is \$10,000, an applicant would need to provide 20% of that request (\$2000) through in-kind and/or cash donations from other sources.

### **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 projects in Council Districts with less access to public art.

Questions may be emailed to Heather Lyons, the Director of Arts and Cultural Affairs, at [hlyons@lexingtonky.gov](mailto:hlyons@lexingtonky.gov).