Template - Public Art Request

#### Those wishing to install a public artwork must provide answers to the following questions and submit to Council.

#### Please read the [Council’s Public Art Policy](https://www.mrsc.vic.gov.au/About-Council/Our-Council/Policies/Public-Art-Policy) before completing this template and follow the process contained in the policy (flow chart).

1. **Applicant details**

Please provide the purpose of the group you represent and your project management experience. (250 word max)

1. **Purpose**

Please describe how your project is relevant to and supported by the community and how this work will contribute to a sense of place including any alignment to Indigenous heritage, if known. (250 words max)

1. **Community consultation**

Please provide evidence around the motivation for this public art work, its proposed location and that the work has broad community support obtained through an agreed consultation program.

Evidence needs to demonstrate support for the following elements of your proposed public art project:

* The proposed location
* The artist/s aesthetic (including pictorial representations, the artists medium or cv)
* The artworks relationship to the surrounding landscape including other public art works in situ

Note: Council will work with the applicant to design a suitable consultation plan that identifies relevant stakeholders and proposed ways to consulting with these stakeholders. Methods may include letters of support, results from community surveys or petitions, reports from a community meeting or poster campaign.

1. **Location, design details and maintenance plans**

Please provide:

1. the creative aesthetic and artistic philosophy behind the work and /or a copy of the artists brief
2. the proposed materials to be used, their source and durability for works located in open spaces
3. the specific location of the proposed work
4. technical specifications of the work including installation requirements and an ongoing maintenance schedule for the work (are there any implications for Council’s Parks and Gardens or the Operations teams?Will the work need barriers or structural reinforcements to surround the works?)
5. a risk assessment of the work during installation and once installed.
6. **Statutory approvals**

Depending on the location of the works you may need to obtain permits, tests and/or approvals from the following sources (tick all relevant boxes and provide copies of your approvals)

[ ] Land owner approval (if not Council)

[ ] Town planning approval

[ ] Building approval

[ ] Local Laws approval

[ ] Governing body approval (auspice body if applicable)

[ ] Geotechnical testing

[ ] Dial before you dig or Powercor approvals

Note: Council can advise you on the approvals you must seek.

1. **Project process and timeline**

Timelines are useful tools and will provide the applicant with a realistic process for their project. It can be detailed or brief but provides Council with an understanding of the group’s capacity and understanding of what is required to successfully deliver the project.

|  |  |  |
| --- | --- | --- |
| **Date** | **Task** | **Comments** |
|  | e.g. create artists brief including selection criteria … or engage artists (contact) | e.g. advertise brief, calling for artists submissions. Create a selection panel |
|  | e.g. assess risks of design, request maintenance plan from artist | e.g. assessment panel |
|  | e.g. submit proposal to the community for their support/choice | e.g. project manager |
|  | e.g. submit design and seek required approvals/tests |  |
|  | e.g. respond to Council feedback |  |
|  | e.g. plan for installation including documentation of the process |  |
|  | e.g. install work |  |
|  | e.g. public launch |  |
|  |  |  |

1. **Project budget**

Please provide a project budget that includes the following costs:

* Artist fees (design, labour and materials)
* Approval fees (permits/testing etc.)
* Installation fees (transport, location preparation, safety fences etc.)
* Associated costs for ongoing maintenance
* Communication costs (consultation/marketing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Income** |  | **C/NC** | **Expenditure** |  |
| Group/individual | $ |  | Artists fees | $ |
| Grant | $ |  | Approval/test fees | $ |
| Other | $ |  | Communication costs | $ |
| In-kind |  |  | Installation cost | $ |
|  |  |  | Other | $ |
| **Total:** |  |  | **Total:** |  |

Note:Please provide evidence that funds to complete the project have been secured.

C = confirmed funds and NC= not-confirmed funds