



AGENDA
PUBLIC ARTS & CULTURE COMMISSION
November 19, 2019 at 5 p.m.
City Hall, 240 Columbus Avenue

CALL TO ORDER

ROLL CALL

Members: Marsha Carrington, Robin Hudnall, Chris Parthemore, Adam Ramsdell, Gail Riedy, Brian Stanley, Cable Steinemann Jordan Sternberg and Martha Wikel

Ex-Officio Members: Dennis Murray, Michelle Newell & Greg Voltz

CURRENT BUSINESS

Approval of Minutes (Pages 2 – 4)
October 8, 2019

Pre-Qualified Artists RFQ (Pages 5 – 8)

Potential Grant Programs

- A. Public Art Artist or Artist Group Project Grants **(Pages 9 – 17)**
- B. Business/Organization Matching Grant **(Pages 18 – 30)**

Updates on current projects

- A. Transit Shelter Murals
- B. Underpass Gateway Lighting Projects

2020 Work Plan Work Session

OLD BUSINESS

NEW BUSINESS

LEWCO donation of paint

2020 Meeting Schedule

Proposed: third Tuesday of each month at 5:15 p.m.

ADJOURNMENT

Next Public Art & Culture Commission meeting is December 17 at 5 p.m.

Members present: Robin Hudnall, Gail Riedy, Chris Parthemore, Marsha Carrington, Brian Stanley, Cable Steinemann, Jordan Sternberg and Martha Wikel

Ex-Officio Members present: Greg Voltz

Members Absent: Adam Ramsdell and Ex-Officio member Dennis Murray

Staff Present: Kelly Kresser (Clerk)

CURRENT BUSINESS

Approval of Minutes

Upon motion of Chris Parthemore and second of Robin Hudnall, the commission voted to approve the minutes of the September 17, 2019, meeting and suspend the formal reading. The Chairman declared the motion passed.

Pre-Qualified Artists RFQ

Greg Voltz said he prepared another draft of this RFQ which does not include a deadline for submissions and would require weeding out artists by scoring each project they bid on. This means the RFQ process would always be open and available for artists to submit qualifications and will be great for general, non-specific artist improvements or projects without timelines for completion or without securing funds prior. This RFQ could be reissued biennially for artists to update their qualifications and to make sure they wish to remain on the list. This process would be much quicker because artist qualifications would be on file with the city and they could start projects under \$10,000 immediately. For projects over this \$10,000 threshold, City Commission approval would have to be granted. Brian Stanley said he likes the idea of issuing this without a deadline but thought the \$50,000 threshold might be too high. Cable Steinemann said there are advantages and disadvantages to this, but it would allow weeding out inappropriate artists. Robin Hudnall said these artists would not really be committed to something, but once chosen for a project, this would allow the members of this commission to really get down to the business of creating public art. Greg Voltz said he will add information into the RFQ and distribute to the members. If there are additional comments, these can be emailed to him and he will present the third draft at the next meeting for approval.

Underpass Gateway Lighting Projects Update

Greg Voltz said he has spoken with Landscape Art Neighborhoods Development Studio (LAND) and others about the RFQ for this project which would require the lighting provider to partner with a lighting artist chosen by this commission. The artist would then be required to assist in creating a lighting solution and create a show (or shows). They would be required to submit examples of previous lighting work done. Monies for this project are included in the Public Arts & Culture Commission budget and we will pair these funds with Sandusky Neighborhood Initiative dollars. The total Public Arts & Culture Commission budget for this year was \$40,000

and he estimates \$20,000 to \$30,000 should be available for underpass lighting and will be combined with Sandusky Neighborhood Initiative funds. Cable Steinemann said he spoke with Dana Depew who worked with the City of Cleveland and ODOT officials to do a similar lighting project in the Cleveland area. The process presented tonight seems backward and it would make more sense to first choose an artist and then do the technical/lighting part. Greg Voltz said this could be done either way, but that method would make the process more expensive and more restrictive. Robin Hudnall asked if a pre-programmed lighting system would even require an artist. Marsha Carrington said it sounds to her like this would be an ever-changing art show and likes the concept and said it could be very interesting. Greg Voltz said there is a bridge in Toledo set up to do different lighting programs during different times of the day. Robin Hudnall said she does not feel like this would be an 'art' project at all. Marsha Carrington said to her this is an artist project which is initially brought to life through a light provider. Cable Steinemann said he would like to see if there is artist interest prior to pursuing this and partnering with a lighting company. Greg Voltz asked for two or three volunteers to score the proposals and Martha Wikel, Jordan Sternberg and Robin Hudnall said they would assist with this.

Upon motion of Jordan Sternberg and second of Marsha Carrington, the members voted to proceed with releasing an RFQ and change the language to ensure the artist is required to partner with the lighting company/package. Roll call on the motion: Yeas: Marsha Carrington, Robin Hudnall, Gail Riedy, Brian Stanley, Cable Steinemann, Jordan Sternberg and Martha Wikel, 7. Nays: Chris Parthemore, 1. Abstain: Greg Voltz, 1.

Updates on Current Projects

Greg Voltz said the artist for the **Sandusky Transit System murals**, Jordan Evans, will approve the final proof this week and these are scheduled to be installed next week. Mark Advertising provided the materials and have given a two-year guarantee for the murals.

Greg Voltz said the **new sculptures** are scheduled to be installed on October 10 and thanked the Lange Trust again for their generosity.

2020 Work Plan

Greg Voltz said he would like the members to begin **brainstorming for 2020 projects**. There will be dollars rolled over from the 2019 budget and with Cedar Point having such a great season, he expects the 2020 allocation to be higher. Ideas for next year include discussing a grant process for artists to create projects (on a reimbursable basis), an Artist Meet & Greet and an Art Festival. Cable Steinemann asked to be thinking about these and other ideas and to discuss this again at the November meeting.

OLD BUSINESS

None.

NEW BUSINESS

Cable Steinemann said he recently saw an article in the Sandusky Register about the sculptures and asked if Amanda Golden was working with this commission. Greg Voltz said he believes this was simply an excerpt taken from an earlier article.

ADJOURNMENT

At 5:42 p.m., upon motion of Gail Riedy and second of Cable Steinemann, the commission voted to adjourn. The Chairman declared the motion passed.

Attest: Kelly Kresser, Clerk

Date: ____/____/____

Brian Stanley, Chairperson

Date: ____/____/____

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RFQ

City of Sandusky

Pre-Qualified Artist List

Qualifications due on December X, 2019 at 12:00 PM

Qualifications received after this date will still be accepted.

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City of Sandusky Public Art Program

The City of Sandusky's Public Art and Culture Program seeks to establish a new pre-qualified list of emerging and established artist and artist teams working in a variety of visual media and artistic approaches for its 2020–2022 Pre-Qualified Artist List.

In January of 2018 the City of Sandusky approved a percent for public art commitment. The annual commitment shall be calculated based on 1% of the admission tax received from the previous year.

Overview

The City of Sandusky's Public Art & Culture Program seeks to establish a pre-qualified list of emerging and established artist and artist teams working in a variety of visual media and artistic approaches for its 2020 – 2022 Pre-Qualified Artist List.

PUBLIC ART PROGRAM

Sandusky's Public Art Program gives voice to the city's creative spirit – shaping Sandusky's visual identity, defining places that anchor the community, and contributing to the city's evolution as a dynamic urban place. The program seeks to:

- To further the development of, awareness of, and interest in the visual arts;
- To integrate the design work of artists into Sandusky;
- To create an enhanced, interactive visual environment for Sandusky residents;
- To commemorate Sandusky's rich history;
- To promote tourism and economic vitality in Sandusky through the artistic enhancement of public spaces;
- To increase attachment to place;
- To engage community partners to build support for public art.

Pre-qualified Artist List

The City of Sandusky Public Art Program Pre-Qualified Artist List is open to receive applications from established as well as emerging artists who are interested in being considered for public art projects. The list is used to streamline the selection process and opens up every two years for artists to submit their information, once submitted an artist will be able to remain on the eligibility list for three years before re-applying. As public art projects arise, artists will be pooled from the list and placed for review and consideration to the project. The City of Sandusky requests qualifications from professional visual artists or artist teams who live in the

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United States. Artists living within a 200 mile radius of Sandusky are strongly encouraged to apply.

The list will also be made publicly available, for consideration of other projects by private developers, and other City entities.

Budget

The funds for public art project are derived from the 1% of the admission tax received from the previous year, and other funding sources as well. The award for an artist contract can range from \$500.00 to \$50,000, inclusive of community collaboration, design, fabrication, and installation of artwork (including shipping expenses and insurance), travel, and all other project related costs.

Eligibility Requirements

If interested in applying, applications must be submitted by emailing all of the required submission documents to Greg Voltz at gvoltz@ci.sandusky.oh.us, by mailing a hard copy of all of the required submittal documents to 240 Columbus Avenue, Sandusky, Ohio 44870 C/O Greg Voltz. You could also mail a flash drive of the required submission documents to the above mentioned address.

Submission Requirements

- Please list on the coversheet the artist or artist teams discipline(s) (i.e. muralist, sculptures, etc.) or any specific projects of interest.
- Letter of Interest: briefly describe your interest and qualifications for public art projects within the City of Sandusky.
- Current Resume: outline your experience as an artist. **Artist teams must submit a resume for each member.**
- Six (6) images of completed past artworks. Including: title of work, dimensions, medium, year of completion, a three (3) sentence description, and value or budget amount for works of art for insurance purposes. **If applying as a team, only six (6) images can be submitted.**

Artist Teams: submit images of work that demonstrates a collaborative effort to create an artwork by all members of the team. In the Letter of Interest please state how the team has worked collaboratively in the past and what role each team member played. When applying as

[Type here]

a team you are expected to accept a commission as a team throughout the two year term in the artist list. If your team dissolves, individuals will not be considered for commissions and each artist must re-apply individually.

Review Criteria & Scoring

The City of Sandusky will maintain the list of qualified professional firms for selection of Firm/Consultant for each field. Each professional firm/consultant shall be responsible to update its SOQ on file in accordance with ORC 153.65-71 as necessary.

The City of Sandusky will form a selection committee comprised of city officials and Arts and Culture Commission members to review SOQ's for major projects. The City of Sandusky will evaluate and select qualified consultants from the list on file at the time for a specific project and/or study per ORC 153.65-71. Staff will not meet individually with interested firms for this RFQ. Project specific rating criteria may be developed for each project. Competitive price selection will not be utilized under this selection process.

The City of Sandusky may choose to interview selected firms for particular projects if deemed necessary. The City reserves the right to conduct other Requests for Qualifications or Requests for Proposals when deemed necessary on a project by project basis.

All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

Timeline/Schedule

December X, 2019: RFQ Responses Due (Qualifications can be submitted past deadline)

December- January 2019: Artist selection panel review of qualifications and recommendation of List

February 2020: Approval of list by the Public Arts and Culture Commission

February 2020: All Artists will be notified



Public Art Artist or Artist Group Project Grants

PROGRAM YEAR 2020

SUMMARY OF THE PROCESS FOR RECEIVING A GRANT UNDER THE PUBLIC ART ARTIST OR ARTIST GROUP PROGRAM

Please be sure to read the complete guidelines prior to turning in your application.

1. Review the guidelines and completely fill out an application – if not completely and correctly filled out, it will delay the processing of the application.
2. For projects be sure to include cost estimates and outside contractor contact information if applicable.
3. Approval by the Arts and Culture Commission will be required.
4. If the project and/or contractor changes subsequent to approval, your grant amount may be reduced or the grant may be rescinded. Please notify the Planning office immediately if the project or contractor changes.
5. Wait for an award letter. Allow up to six (6) weeks for review and processing. If you provide an email address in the application, the award letter will be emailed to you.
6. If the project changes after approval, please notify the Planning office immediately. You may expand the scope and cost of the project, but the grant award will be based on your original estimates and funding will not be increased.
7. Complete the project.
8. Once the project is complete, provide the following to the Department of Planning:
 - a. The final invoice demonstrating that the project is complete and the amount due has been paid in full or, alternatively, the portion owed by the applicant is paid in full, as well as receipts showing proof of purchasing of all materials used within the project.
 - b. The attached form (page 13 of this application) showing proof that permits were obtained and proof that the contractor(s) are registered, if applicable. **Failure to provide this information may delay grant disbursement or lead to revocation of the grant.**
9. The grant check will be paid to the person or entity that is legally titled to the property or directly to the contractor. Allow up to four (4) weeks to receive the grant check.

This grant is available for artist or artist groups to create new public art pieces within the City of Sandusky. Projects must be within public areas and accessible to the public at large.

Section I - GENERAL TERMS:

FUNDING AVAILABILITY: No more than \$15,000 is available for calendar year 2020

ELIGIBILITY REQUIREMENTS: The projects must be located in the municipal boundaries of the City. Staff and/or the Public Arts and Culture Commission has the ability to modify the program if the project is considered catalytic. Project eligibility will be approved by the Staff Liaison to the Public Arts and Culture Commission and final approval will be given by the Public Arts and Culture Commission. **Projects on buildings with outstanding code violations are eligible to apply – but all code violations must be repaired prior to grant disbursement.**

APPROVAL PROCESS: Completed applications will be accepted on a rolling basis throughout the year on a first come – first serve basis. The Planning Department reviews applications first for completeness and to ensure compliance with eligibility criteria. Estimates must be included with applications. All applications will be reviewed and approved by the Public Arts and Culture Commission. Applicant is required to attend Public Arts and Culture Commission meeting where application is being reviewed. All approved applications will receive an award letter. Applicants who submit incomplete applications and/or

applications with compliance issues will be contacted and will have four (4) weeks to rectify all identified issues. If the issues are not rectified within four (4) weeks to the satisfaction of the City, the application will be discarded and the applicant will need to submit a new application. Please allow up to six (6) weeks for application review. Applications for assistance greater than \$10,000 that are approved by the Arts and Culture Commission will require final approval by the Sandusky City Commission (the applicant is required to attend the Commission meeting at which the grant is being considered). Accepted applications must be for the current program year. Once funds for the current program year are exhausted, applicants must wait until a new application and funding are available. **If the project scope and/or contactor changes after the award is issued, the grant amount may be reduced or rescinded.** If you choose to expand the scope or cost of the project, grant funding will not be increased.

FAILURE TO COMPLETE: Applicants will be given a predetermined amount of time to complete projects. If an extension is needed, the applicant must request an extension **PRIOR** to the completion deadline. If an applicant fails to complete a project for which he or she was awarded grant funds, the applicant will not be eligible to apply for grant funds in the next program year – there will be no exceptions to this policy.

WITHDRAWAL OF APPLICATION: If an applicant determines that they cannot complete the project due to an unforeseen reason and wishes to withdraw their application, they may do so within 90 days of the grant award letter.

AVAILABLE FINANCING: This grant funding is intended to cover 100% of a potential project’s cost – with the exception of larger scale projects. Grant proceeds are provided directly to the artist or artist group on a reimbursable basis. Applicants have up to 180 days to complete projects after receiving an award letter, subject to adjustment based on the condition of the final project. Grants will generally be disbursed within approximately four (4) weeks following confirmation of all program requirements required for disbursement.

MISCELLANEOUS: Applicants are permitted in certain instances to perform improvement work; however, in these cases, City grants will be available for materials only, however the Public Arts and Culture Commission has the ability to allow for some portion of the grant to be used towards artist or artist group labor costs. The city reserves the right to deny eligibility of certain project expenses at its sole discretion.

Requests for funding will be denied if applicants have outstanding collections, judgment liens, other court judgments, delinquent taxes, other tax liens, or any delinquent outstanding money owed to the City.

No person shall, on the grounds of race, color, national origin, religion, sexual orientation or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with HDB funds.

Section II – PROJECT EXCLUSIONS:

Each program outlined in Section III may have specific and more restrictive eligibility requirements than those listed in this Section. The project exclusions outlined in this Section generally apply to all applications and projects regardless of the type of financial assistance being requested.

PROJECT EXCLUSIONS: Projects will not be considered for financial assistance through this grant if they involve:

1. Projects that display vulgar, sexual, or political campaign messaging.
2. Financing to projects in which the applicant has ever or currently owns entirely or in part, real estate that is tax delinquent and not on a payment plan, contains non-registered rental units, or

is in foreclosure. Applicants who have previously forfeited real estate due to foreclosure are eligible after a period of seven (7) years from the date of case closure. Applicants who have previously had real estate in foreclosure may apply if the case was dismissed meaning the claim was satisfied.

3. Financing of projects in which the applicant currently has utility delinquencies including but not limited to water and sewer.
4. Financing of projects in which the applicant currently has rental registration and/or administrative penalty delinquencies or has any outstanding delinquent or defaulted liabilities with the City.

CONTACT

Greg Voltz
Planner
Phone: 419-627-5973
Email: gvoltz@ci.sandusky.oh.us

Mailing Address:
City of Sandusky / Planning Department
240 Columbus Avenue
Sandusky, Ohio 44870

Section III – FUNDING PROGRAM:

The intent of this program is to aid an artist or artist group in creating new public art pieces within the City of Sandusky. These efforts will enhance and further develop interest and awareness in the visual arts, increase attachment to place, integrate artist work throughout the City of Sandusky, increase property values and spur additional private investment.

ELIGIBLE USES:

- Public Art projects:
 - Murals
 - Sculpture
 - Functional Art
 - Light Installation
 - Multimedia
 - Pop-UP & Temporary Art
 - Interactive Art

EXCLUSIONS:

- Projects that are within a private building
- Projects on private property (excluding murals), unless written documentation is given stating that the artwork will always be visible from the public right of way or else it must be given to the City of Sandusky and relocated.
- Projects on single or two-family residentially zoned property.

REQUIREMENTS:

- Application must include applicable renderings, sketches, and/or drawings.
- Maintenance Schedule
- Budget

- City assistance for projects can be 100% of eligible project costs or up to \$7,500, subject to change if the Public Arts and Culture Commission deems project to be of large enough scale.
- Eligible projects that cost \$1,000, or less, applicants may apply for the program the following year. This is limited to one time only.
- Applicants must have approval from property owner of project that they agree to project proposal and maintenance of project if the project is on private property.
- **Funds will be disbursed as reimbursement only, unless paying for materials only, or directly to the contractor (if applicable) performing the work. Applicants will be required to show both proof of project completion and, evidence of payment when contractors are not being paid directly by the City. Applicants must pay their portion in full prior to City grant disbursement.**
- **All applications will be reviewed by all applicable departments, and the Chief Building Official and are required to secure all necessary permits prior to commencing work. Further, certain work will require completion by licensed and registered contractors and applicants should contact our Building Division at (419) 627-5940 to determine if these requirements apply. Certain inspections may be required during construction. Please inquire with Building Division while obtaining permits. Proof of permits and contractor registration must be included with the final invoice upon requesting grant disbursement – please use the attached form (page 13).**
- **Any work completed prior to notice of award from the City will be ineligible for this program.**

TYPE OF FUNDING: All projects funded under this program receive grant proceeds.

TERM OF GRANT: Provided directly to third party contractors or on a reimbursable basis to the applicant after the completion of all exterior improvements and evidence of expenses incurred.

- **Job name or project address must be listed on all paid receipts/invoices. Please inform your contractor or specify the address when purchasing materials for eligible projects.**
- **If purchasing materials for an eligible project, please purchase materials separate from personal items.**

APPLICATION TO FOLLOW ON THE NEXT PAGE

Funding Being Applied for: (Please check only one)

- 100% of eligible project costs or up to \$7,500.00
- Project in excess of \$7,500.00
- Project under \$7,500.00 with third party funder matching

Applicant Contact Information: Check if applicant currently resides within the City of Sandusky

(Applicant Name)

(Authorized Representative Name – if different than Applicant Name)

(Personal Home Address)

(Permanent Parcel Number – Obtained from the Auditor’s web site)

(City, State, Zip)

(Phone Number)

(Email)

(Social Security Number *will remain confidential) (Fax Number – if applicable)

Project Information (if different than Applicant Contact Information):

(Property Address)

(Permanent Parcel Number – Obtained from the Auditor’s web site)

Type of Property: Single-Family Duplex Tri-Plex

Mixed-Use Other _____

Occupancy of Property: Occupied Vacant

Listed on the National Register of Historic Places or in a Historic District: Yes No

Owner has given written approval (attach letter showing written approval): Yes No

To your knowledge, does the property where the project is proposed have ANY of the following:

- (1) Delinquent real estate taxes: Yes No
- (2) Delinquent rental registration (if applicable): Yes No
- (3) Delinquent utility payments: Yes No
- (4) Delinquent administrative fees with City: Yes No
- (5) Open code violations: Yes No
- (6) A property currently in foreclosure: Yes No
- (7) A property formerly in foreclosure: Yes No
- (8) A property demolished by the City Yes No

If any answers to the above list of questions were "YES" – please explain and provide the address of the property in question: _____

Project Description:

Please provide a brief description of the entire project to be undertaken for which City assistance is being sought. Please detail the project to be completed and anticipated timeline for completion.

Contractor Information (N/A if artist will do all work – *Otherwise Required):

(Company Name)
Name)

(Personal Contact

(Company Address)

(City, State, Zip)

(Phone)

(E-Mail)

Will you be completing the improvement work yourself?

YES

NO

****Please keep all materials receipts for final disbursement. No labor charges will be included unless other wise approved by the Arts and Culture Commission.**

Project Source & Use Of Funds (*Required):

A. Total project cost for the applicable project:

Total Project Cost _____

B. Request from grant program:

C. Applicant Responsibility (difference between A and B):

If third party is partially funding _____

D. Do you anticipate paying for the project 100% to the contractor? YES NO
(This is to determine if the city will draft the check to the property owner or contractor)

Attachments (Initial Application):

The following should be submitted with your Application:

- Third Party Cost Estimates (if using a contractor)
- Cost Estimates or Project Budget
- Renderings, design details, drawings. (Arts and Culture Commission May Require More)
- Letter with written permission by property owner that they are fully aware of proposed project and are giving permission for project to occur on their property.

Attachments (Required Prior to Disbursement):

- Evidence of Cost Incurred (Subst. Redevelopment, Ext. Repairs, Landscaping)
- Evidence of Contractor Registration/Permits** – to be submitted on attached form (page 13) by **applicant** (if applicable)
- Photos and documentation of completed work

Projects require both an initial inspection by City staff prior to work beginning and a final inspection to ensure completion of work prior to disbursement of grant proceeds.

Submission Acknowledgment

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense. .

The undersigned is responsible for any tax consequences that arise as a result of award, if any, and should consult a tax professional for additional information. The undersigned understands that information submitted to the City of Sandusky as part of this application is considered a public record. The undersigned also agrees to display signage showing City support on their

near their artwork for up to three (3) months. The undersigned also agrees to have his or her artwork photographed for marketing purposes. The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, **Public Art Artist or Artist Group Grant funds cannot pay for expenditures made before grant approval and notice of award. The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.**

By: _____
(Print or type name and title)

(Signature)

(Date)

By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. Please contact the Department of Planning with any questions.

CONTACT

Greg Voltz
Planner
Phone: 419-627-5973
Email: gvoltz@ci.sandusky.oh.us

Mailing Address:
City of Sandusky / Planning Department
240 Columbus Avenue
Sandusky, Ohio 44870



SANDUSKY CITY PUBLIC ARTS AND
CULTURE BUSINESS/ORGANIZATION
MATCHING GRANT

CITY OF SANDUSKY

PROGRAM YEAR 2020

INTRODUCTION

The Sandusky City Public Arts and Culture program intends to spur and support cultural and artistic development activities within the City of Sandusky (“the City”). Financial assistance is available for businesses or organizations to work with an artist, or artist group, which will positively affect the public art and cultural climate in the City and broader Firelands Region.

The City strongly believes that investments in public art activities are vital to creating a more inclusive community that celebrates its cultural diversity. Increased public art will also stimulate investments in underutilized buildings and sites – which will strengthen the real estate market, increase property values, create a more walkable community and improve overall quality of life.

SANDUSKY CITY PUBLIC ARTS AND CULTURE BUSINESS/ORGANIZATION MATCHING GRANT

The City’s intention is for its programs to be fair, straightforward, and easy to navigate. **A pre-application meeting or conference call is a requirement of a Public Art Grant.** If you have questions prior to the meeting, please do not hesitate to contact the Planner, Greg Voltz at (419) 627-5973 or gvoltz@ci.sandusky.oh.us. **Please note this application and all related materials are subject to public records requests.**

Section I - GENERAL TERMS:

FUNDING AVAILABILITY: Approximately \$15,000 is available for calendar year 2020 however the City reserves the right to limit the amount of funding set-aside for public art assistance grants.

USE OF FUNDS: Public Art Funds can be used for the following purposes:

- Sculptures
- Murals
- Functional Art
- Light Installations
- Multimedia
- Pop-up and Temporary Art
- Interactive Art

ELIGIBILITY REQUIREMENTS: The final public art project must be located in the City of Sandusky. Public and Cultural Art and Acquisition Funds (PAAAF) used for this program will be disbursed as a reimbursement, unless the Public Arts and Culture Commission (PACC) determines special circumstances exist. Applicants, prior to application, should be ready to privately finance the entire project, as grant funds won't be released until project completion. There will be a limited amount of PAAAF funds available for organizations. **All projects must meet applicable zoning requirements. All projects that need approvals from other departments, such as Planning, must obtain these approvals prior to project start.**

APPROVAL PROCESS: Completed applications will be accepted at any time. The Department of Planning reviews applications and provides recommendations for approval or denial of grants as needed to the Public Arts and Culture Commission in the month after receiving a completed application. Applications for assistance greater than \$10,000 that are approved by the Public Arts and Culture Commission will require final approval by the Sandusky City Commission. In this case, we require the applicants to attend the City Commission meeting at which the project is reviewed.

AVAILABLE FINANCING: In most instances, this grant assistance is intended to be a secondary financing source and is not intended to cover 100% of a potential project's cost. In these instances, **all other sources of funding must be documented and in place before any art grant funds are disbursed.** Grant proceeds are provided directly to third party contractors or on a **reimbursable** basis to the applicant at the completion of the project. The City will consider adjustments to the awarded grant amount for substantive changes in the project scope only, but this is not guaranteed.

REQUIRED MATCH: A minimum of 50% owner equity is preferred and will be required in most instances, even when other third-party sources have been secured. The Planning Department or the PACC may, at its discretion, require a higher, or lower, equity percentage.

No person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with PAAAF funds.

Section II – PROJECT EXCLUSIONS

Individual program categories may have specific and more restrictive eligibility requirements than those listed in this section. The project exclusions outlined in this section generally apply to all applications and projects regardless of the amount of financial assistance being requested.

PROJECT EXCLUSIONS: Projects will not be considered for financing assistance if they involve:

1. Financing of projects that have not identified 100% of the remaining required financing to complete the project outlined in the application.
2. Financing of projects that are incompatible with zoning or other regulations.
3. Financing to applicants who are not in good standing on all outstanding forms of City assistance.

4. Financing to projects in which the applicant has ever or currently owns entirely or in part, real estate that is tax delinquent, has code violations, contains non-registered rental units, or is in foreclosure.

Business/Organization Led Project

The intent of this program is to aid businesses in commercial/retail districts in becoming more attractive, economically viable, and diverse places to visit and shop by assisting in the funding of substantial Public Art projects.

ELIGIBLE USES:

- Comprehensive public art project that is visible and accessible to the general public.

REQUIREMENTS:

- City assistance cannot be in excess of 50% of total project costs and may be subject to a dollar cap, as determined by the Public Art and Culture Commission.
- Applicants are required to seek approval of enhancements by other administrative bodies, including but not limited to, the Landmarks Commission or the Planning Commission.
- The City will require conceptual designs, and/or renderings in order to receive assistance.
- The applicant is responsible for selecting artist and obtaining applicable permits.
- Contractors utilized must be registered with the City of Sandusky and permits may be required, where applicable.

PREFERENCES:

- Projects that involve underutilized sites and buildings especially projects that focus on creating a more vibrant commercial district.
- Applicants that utilize minority or female artist and artist groups.
- Projects that promote goals and objectives of the City of Sandusky Comprehensive Masterplan and Strategic Plan.

TYPE OF FUNDING: All projects funded under the Business/Organization Led Project program will receive grant proceeds.

TERM OF GRANT: Provided directly to artist or artist group at project completion, or on a reimbursable basis to the applicant at the completion of the project.

Public Arts and Culture Commission Led

ELIGIBLE USES:

- Comprehensive public art project that is visible and accessible to the general public.
- Project is administered by the Public Arts and Culture Commission

REQUIREMENTS:

- City assistance cannot be in excess of 50% of total project costs and may be subject to a dollar cap, as determined by the Public Art and Culture Commission.
- The City will be responsible for selecting artist, or artist group, and obtaining applicable permits.
- Applicants are required to seek approval of enhancements by other administrative bodies, including but not limited to, the Landmarks Commission or the Planning Commission.
- The City will require conceptual designs, and/or renderings in order to receive assistance.
- Contractors utilized must be registered with the City of Sandusky and permits may be required, where applicable.

PREFERENCES:

- Projects that involve the underutilized sites and buildings especially projects that focus on creating a more vibrant commercial district.
- Applicants from a minority or female owned business or organization.
- Projects that promote goals and objectives of the City of Sandusky Comprehensive Masterplan and Strategic Plan.

TYPE OF FUNDING: All projects funded under the Public Arts and Culture Commission Led Project program will receive grant proceeds.

TERM OF GRANT: Provided directly to artist or artist group at project completion, or on a reimbursable basis to the applicant at the completion of the project.

APPLICATION TO FOLLOW ON THE NEXT PAGE

Applicant Company/Organization:

(Applicant Name)

(Title)

(Company/Organization Name – if different than Applicant Name)

(Street Address)

(Suite, Apt, etc.)

(City, State, Zip)

(Phone Number)

(Email)

(Federal Tax ID or last 4 of SSN)

(Fax Number)

Existing Business Information:

Type of Business: Commercial Retail Service
 Other _____

Legal Structure: _____

Primary Product or Service: _____

Date Established: _____ NAICS-SIC Code: _____

Website (if applicable)

Artist / Artist Group (if requesting the Arts and Culture Commission to find artist please leave blank):

(Applicant Name)

(Title)

(Company/Organization Name – if different than Applicant Name)

(Street Address)

(Suite, Apt, etc.)

(City, State, Zip)

(Phone Number)

(Email)

(Federal Tax ID or last 4 of SSN)

(Fax Number)

Location of Proposed Project:

(Address)

(City, State, Zip)

(County)

Project Type:

- Mural Sculpture Other

Applicant / Business Background Information:

Please provide a brief summary about your background and experience. Please also provide historical information regarding the building or property at which the project is proposed.

Project Description:

Please provide a brief description of the project to be undertaken for which City Public Cultural Art and Acquisition Fund assistance is being sought (attach additional page if necessary).

Project Source & Use Of Funds:

Break out total project costs by use of funds and allocate each use cost by source (attach additional page if necessary) (**total of B+C+D should = A**).

Total Project Cost (itemize below): _____

Applicant Equity (dollars and source): _____

Request for City Assistance (dollars and type): _____



Project Timeline:

Please outline the project timeline. Please include expected completion dates for items including but not limited to obtaining site control, obtaining financing, and construction.

Start

Complete

N/A

Project Concept: Use the space below to address the following:

- How does the proposed project relate to a strategic approach to revitalization of the surrounding area?
- Will the project contribute to a change in the, economic status, physical appearance or perception of the area?

Attachments:

The following should be submitted with your Application:

- Sources of financing including evidence of private funds and matching funds
- Artist, or artist group cost estimates **INCLUDING RENDERINGS OR PROPOSED DESIGN**

Attestation of Financial Condition:

Do you or your business have any of the following:

	YES	NO
Outstanding collections		
Judgement liens		
Other court judgements		
Delinquent taxes		
Delinquent loans		
Other tax liens		
Previous bankruptcy		
If yes to bankruptcy, has it been fully discharged?		
Real estate that is tax delinquent		
Code violations		
Non-registered rental units		
Real estate that is in foreclosure		

Submission Acknowledgment

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the

applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense. The undersigned hereby authorizes the City of Sandusky to investigate the credit worthiness and of the undersigned, and/or applicant. The undersigned understands that information submitted to the City of Sandusky as part of this application is considered a public record. The undersigned also agrees to make note within the project that a portion of the project was funded through City of Sandusky Public and Cultural Art and Acquisition Funds (PAAAF).

The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, **Public and Cultural Art and Acquisition Funds cannot pay for projects completed before grant approval and notice of award.** The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.

By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. I further agree to be interviewed, photographed and/or have my business and completed project photographed for marketing purposes. If you have questions, please contact the Department of Planning.

Company Name: _____

By: _____

(Print or type name and title)

(Signature)

(Date)

Inter-Office Use Only

State the date, time, and City staff member(s) present at the pre-application meeting:

Date of Completed Application Submittal: _____

Staff Reviewer: _____

Date of Committee Review: _____

Approve/Deny: _____

Amount Awarded and terms: _____

CONTACT

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Email: gvoltz@ci.sandusky.oh.us