



# Public Art Artist or Artist Group Led Project Grants

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PROGRAM YEAR 2023

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# ARTIST LED GRANT PROGRAM

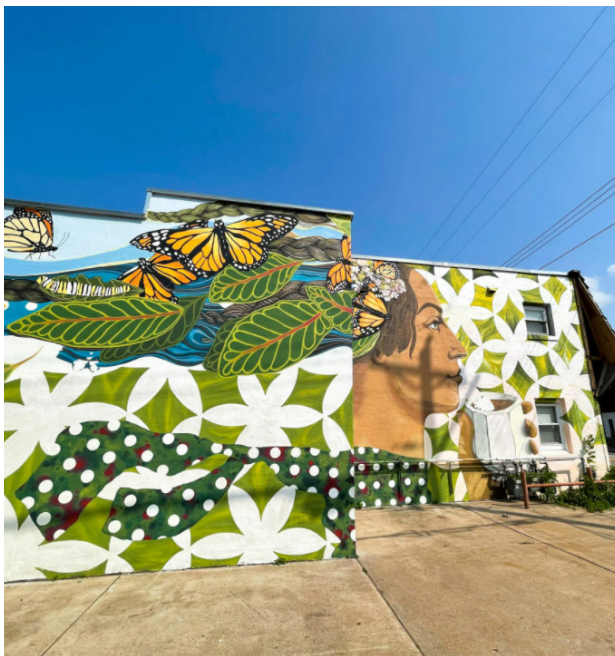
## PROJECT DESCRIPTION:

The Public Arts & Culture Commission invites artists to submit a grant application for the design and installation of a piece of artwork(s) to be placed or viewed by the public. Artists who are interested in applying for the Artist Led Grant Program are encouraged to attend a Public Arts & Culture Commission meeting to discuss their idea(s) with the commission. One or more grants may be funded in 2023, within the total program budget of \$10,000. Submissions are not limited to murals or sculptures.

## BUDGET:

\$10,000

## EXAMPLES:



*Contemplations of Pollaiuolo's 'A Women in Green and Crimson'* mural by Lori Chilefone  
Eau Claire, WI



*City Candy* sculpture by Pierre Clerk  
Toledo, Ohio

Thank you for your proposal to bring new art to the City of Sandusky!

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

1. Preliminary conversations with the Staff Liaison before application submittal is encouraged.
2. Fill out the application document to the best of your ability. The main objective to start the grant conversations is a) What do you want to do? b) Where/when/how do you want to do it? c) What are your qualifications for completing the project?
3. Approval by the Public Arts and Culture Commission will be required. Planning staff will present formal approval in writing via email after commission approval of the project.
4. 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.
5. Complete the project.
6. Once the project is complete, provide the following to the Department of Planning:
  - a. The final invoice demonstrating that the project is complete as well as receipts showing proof of purchasing of all materials/services used within the project.
  - b. Proof that any applicable permits were obtained and proof that any contractor(s) are registered. Failure to provide this information could delay grant disbursement or lead to revocation of the grant.
7. The grant check will be paid to the person specified in the application as the leader of the project. 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 \$10,000 is available for calendar year 2023

**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.

**APPROVAL PROCESS:** Completed applications will be accepted on a rolling basis throughout the year on a first come – first serve basis. The Planning Division reviews applications first for completeness and to ensure compliance with eligibility criteria. 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. 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:** 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 Public Arts funds.

#### CONTACT

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Chief Planner  
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Mailing Address:  
City of Sandusky, Planning Division  
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.
  - Unless deemed appropriate by the Arts and Culture Commission and appropriate public outreach and participation is part of the project proposal.

**REQUIREMENTS:**

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

**APPLICATION TO FOLLOW ON THE NEXT PAGE**

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

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(Authorized Representative Name – if different than Applicant Name)

\_\_\_\_\_  
(Home Address)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email)

**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 Title and Description:**

Please provide a project title and brief description of the project to be undertaken for which City assistance is being sought. Please detail the project to be completed and anticipated timeline for completion. Attachments with narrative context, visual examples (sketches, images) and any other relevant details are encouraged.

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

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(Company Name) (Personal Contact Name)

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(Company Address) (City, State, Zip)

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(Phone) (E-Mail)

Will you be completing the art work yourself? YES  NO

**\*\*Please keep all materials receipts for final disbursement. No labor charges will be included unless otherwise 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:

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

If partially third party or self funded \_\_\_\_\_

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 applicant, property owner, or contractor)

**Attachments (Initial Application):**

The following should be submitted with your Application:

- Project Budget
- Renderings, design details, drawings, or any other applicable information to describe the project. (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 (any applicable receipts or invoices)
- 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 she/he 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 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.

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 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:** Arin Blair, Chief Planner, 419-627-5873, [ablair@cityofsandusky.com](mailto:ablair@cityofsandusky.com)  
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