



CITY of RICHMOND, CALIFORNIA  
RICHMOND ARTS and CULTURE COMMISSION and PUBLIC ART ADVISORY COMMITTEE

“COVID-19 RELIEF MINI-GRANTS FOR RICHMOND ARTISTS”

Request for Proposals (RFP)

**POST OPENS: August 9, 2021**

**POST CLOSES: October 1, 2021**

**BACKGROUND**

The City of Richmond, California adopted a 1.5 percent for art ordinance (RMC No. 14.17 N.S.) in 1997, followed by a one percent for Art for Private Developer policy in 2017 (RMC 12.62). As part of the Richmond Arts and Culture Commission (RACC), the City of Richmond Public Art Advisory Committee (PAAC), City of Richmond, CA is committed to supporting public art and community-based programming to support creative expression, spark dialogue, and reinforce a sense of community. Following unprecedented job loss due to the COVID-19, the Public Art Advisory Committee has created a fund which will provide small grants to artists living and/or with a working art studio in Richmond. This work-relief fund has earmarked a total of \$50,000 to be awarded to multiple artists who live and/or work in Richmond.

The PAAC is seeking Richmond artists to apply for funds to create a new exterior work of art to be displayed in a Richmond public place for at least 6 months. The “COVID-19 Relief Mini-Grants for Richmond Artists” award will provide stipends of up to \$7,000 per project for artists to create encouraging and uplifting public art and messages to be placed on display throughout the City.

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## PROJECT DESCRIPTION AND GUIDELINES

Typical available grant stipends range from \$5,000-\$7,000 per artist.

**Project Type 1:** We are looking for innovative artists to think “out-of-the-box” to propose and create new artwork for outdoor public places.

Artists retain ownership of their work unless the nature of the work prevents it or they choose to donate it to the City. The City is **not** responsible for the works of art while they are on display. *Artworks are requested to be displayed for a minimum for six months.* Physical artwork must be appropriate for the city’s weather conditions.

Potential locations can include publicly facing private property, approved city property & accessible public areas. If private property is used, then the owner must submit a letter stating their willingness to support this project.

**Project Type 2:** Add a layer of art on city-owned infrastructure: 1) Banners on light posts around City Hall; and 2) Graphic Designed posters on the Big Belly public right-of-way trash and recycling receptacles to celebrate the environment.

The City of Richmond reserves the right not to select any project for a mini-grant award.

## QUALIFICATIONS OR REQUIREMENTS

We accept proposals for sculpture, murals, installations, projection, and other media as appropriate for public outdoor display. Please note that any exhibited work will be unattended and accessible at all times. The city **will not** provide insurance against damage or theft of the art.

## ELIGIBILITY

***Eligible:*** Any artist living in and with an art studio in Richmond, CA is eligible — individuals, groups, and organizations alike. Richmond residents and Richmond-based arts organizations may apply as individuals, as a team with partners, or as a non-profit arts organization. Proof of residence must be submitted with the proposal. If selected, a Richmond Business License will also be required.

***Ineligible:*** "For-profit" (corporate entities) do not qualify for these Mini-Grants. Current or past Richmond Art Commissioners (RACC), Public Art Advisory Committee (PAAC) members. (Eligible if there has been a two-year span since serving on either RACC or PAAC.) If you are an employee of the City of Richmond, and/or a relative of a Commissioner or any appointed official, you may not apply for this grant, as this relationship represents a conflict of interest.

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## **SUBMITTAL PROCEDURE:**

Applicants will submit a written application, including a description of their proposal, if possible, a sketch of the design concept, project budget, along with a resume of qualifications and experience. The Public Art Advisory Committee (PAAC) will review all applications and identify a shortlist of qualified candidates who will be invited to present a more detailed proposal via ZOOM.

## **SELECTION PROCESS**

Grant proposals will be reviewed by a selection panel that could include PAAC/RACC members, WCCCFJC Staff, and a local resident. Criteria for selecting Semi-Finalist Grant Project Proposals will be based on; quality of work samples, benefit to the community or exhibit location, strength of proposal, and durability as a public artwork. Prior to installing the final work, the design must be submitted to PAAC/RACC, and possibly City Council for final approval.

- Artists may submit more than one work/concept drawing (s) for consideration, not to exceed two total options.
- Artists must provide the materials and/or equipment and be able to deliver, install, disassemble, and remove any selected work for the exhibit period and have the resources to do so. If any assistance or additional supplies are needed to complete the project, they must be requested in the submission and are not guaranteed.
- We encourage artists of all backgrounds to apply as the “COVID-19 Relief Mini-Grants” project aims to reflect the diversity of our city and celebrate equity and inclusion.
- If accepted, we will follow-up with contract instructions, fully executed contract and a check will be mailed upon completion. Please note that you must submit a W-9 as part of the contract documents. You can download a current W-9 form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. See Appendix for required documents if accepted.
- *Final awards will be disbursed in two parts. The first payment will be paid upon signing the contract for services and the 2nd payment will be paid upon successful completion of the funded project. All projects will need to be completed and un-installed no later than June 1, 2022, unless arrangements have been made with property owners for longer displays.*

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## **IMPORTANT DATES**

October 1, 2021	Deadline for application proposals
October 14	PAAC Meeting – review applications, Short list
October 19, 20, 26, 27 *	Interviews via ZOOM
November 10**	PAAC Meeting to select finalists for RACC mtg
November 23 (special RACC meeting)	PAAC Grant Recommendations to RACC
December TBD ***	COVID Mini Grant Awards Announced & Posted
December – January 2022	Grant Winners Under Contract
January – June 2022	Execute Project Concepts

\* These dates may be flexible based on selected projects and Contra Costa County COVID 19 guidelines.

\*\*The PAAC subcommittee regularly meets on the 2<sup>nd</sup> Thursday of each month. However, in observance of the Veteran’s Day holiday, the meeting will occur on the 2<sup>nd</sup> Wednesday (Nov.10) instead.

\*\*\*Artists should be prepared to answer committee question/clarifications via email, phone, or virtual meetings.

Questions may be directed to: [Winifred\\_Day@ci.richmond.ca.us](mailto:Winifred_Day@ci.richmond.ca.us)

List of requirements:

- Completed Application
- 2-3 high quality digital images of each submitted work/project. If submitting a proposed piece, please include examples of similar work you have completed previously and sketches of proposed work/project.
- Artist resume
- Proof of residence or business license (for non-profit organizations)
- If private property is being used, obtain written permission by the owner.
- The City of Richmond reserves the right to rescind the grant offer to any candidate who does not respond to contract document requests within 30 days.

Funding will be distributed until the pool is depleted. The City of Richmond has the right to change this opportunity at any time.

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## SPECIAL PROJECT TYPE 2 OPPORTUNITIES:

1. **Graphic Poster Art Banners** (standard size 30 inches wide x 96 inches long) camera ready pdf design only. Three or four repeated designs.



2. **Graphic Art Design for the Big Belly** trash and recycling receptacles throughout the City of Richmond. These trash cans have two 18 x 30" art design panels per station. Messages related to recycle, reuse, clean environments, love for Richmond, etc. Deliverable: 2-4 Camera ready pdf graphic designs.

