



## **Morgan Hill Library, Culture and Arts Commission Submission Guidelines for Permanent Public Art**

### **Introduction**

The Morgan Hill Library Culture and Arts Commission (LCAC) has consistently encouraged the creation and installation of permanent public art throughout Morgan Hill. The collection stems from donations, gifts, and collaborations with arts organizations and artists. The growing list of public art will be available online shortly.

Art displays range from international exhibitions to local, community works and are usually displayed in prominent public buildings or easily accessible public spaces. Installations may last from a few weeks to a few months. Shorter durations such as those are classified as temporary art placement and follow specific guidelines outlined in an LCAC Policy document (<http://www.morgan-hill.ca.gov/DocumentView.aspx?DID=5185>). Art works that are intended for longer periods of time, such as one year or more, are classified as permanent public art and are subject to a more thorough application and review process outlined in the following LCAC Policy document (<http://www.morgan-hill.ca.gov/DocumentView.aspx?DID=5186>).

### **Proposal Process Overview**

The complete review process, which includes LCAC, the City Council, and, frequently, other departments within the City, may take several months. With that in mind, applicants are strongly encouraged to submit materials well in advance of an intended installation date to allow time for the full proposal review and project development. Artists and organizations outside Morgan Hill may apply, but please be aware that the artist or sponsoring organizations are required to be present for site visits, community board meetings, installation, maintenance, and removal of artwork.

A panel, including the Chair of the LCAC and two commissioners, reviews proposals and makes a recommendation to the City Council, which will ultimately decide whether or not the project can continue. Issues of particular concern to LCAC include safety, durability of the artwork (especially works that will be located outdoors), suitability to the site, and the ongoing maintenance program, which includes funding, materials, and time needed. Following the approval of a proposal, a license agreement is issued to the artist and/or sponsoring organization. There is no deadline or annual cycle for submitting proposals. Incomplete applications will not be reviewed and will be returned for further completion.

The artist(s) and/or sponsoring organization are responsible for project proposal and development, funding, installation, insurance, maintenance program over the life of the exhibit, times removal of the exhibit (if needed), and restoration of the site.

**(Next Section: Proposal and Submission Requirements)**

## Proposal and Submission Requirements

For a complete guideline of specifics required in all proposals, please see (<http://www.morgan-hill.ca.gov/DocumentView.aspx?DID=5186>).

- A written description of proposed artwork, including: medium, dimensions (Height x Width x Depth and weight), installation method, and anchoring procedure.
- If proposing existing work: Photographs or slides of artwork; include reference to human scale.
- If proposing new work: Working drawings and/or photo of a scale model. Include dimensions.
- Artist's statement.
- Artist's resume.
- Installation budget, including a description of the sponsoring organization or other method of financing. Include the name, address and phone number of the contact person.
- Proposed duration of the exhibition.
- The requested location(s) for the installation and the reason leading to the specific site(s) choice OR general description of the type of environment for which the installation is designed.
- A plan for maintenance and upkeep of the proposed artwork with future funding plans and insurance to cover any necessary repairs.
- Up to ten prints of the artist's previous work. All pictures must be clearly labeled with the name of the artist, title of work, media and dimensions (HxWxD).
- Proposal for a dedication ceremony once a work is completed.

Once a written proposal is submitted to LCAC, artist(s)/sponsoring organization should schedule a time to present the proposal at the next available bi-monthly LCAC public meeting. Be prepared to answer any questions, clarify any points, hear recommendations to expedite the remaining steps in the process. LCAC may recommend that edits are then made to the existing proposal before it is submitted to the City Council. Include self-addressed stamped packaging material if you request that proposal materials be returned to you.

Send proposals to:  
Library Culture and Arts Commission, Chair  
17575 Peak Avenue  
Morgan Hill, CA 95037

Once the proposal is presented, reviewed, edited, and finalized, the LCAC Chair then forwards the proposal to the City Council for formal review during its next available City Council meeting. The artist(s)/sponsoring organization should plan on attending that meeting with the LCAC Chair to answer any questions, clarify any points, hear recommendations from the City Council to expedite the remaining steps in the process.

Before City Council formally approved the proposal and work on the project can begin, the proposal may need to be reviewed by other departments who oversees specific locations or groups that the work may affect. It is only after the entire review process is completed that work on the project should begin. If the City Council rejects the proposal, the artist(s)/sponsoring organization are welcome to pursue other non-public space options, such as private property or a local business's grounds.