

**CITY OF EL CERRITO
UTILITY BOX PUBLIC ART PILOT PROGRAM
CALL FOR ARTISTS**

**Attachment C
Project Guidelines and Application Form**

Application Deadline

The application is due by **4 p.m. on Wednesday, October 28, 2020**. If mailed, the application must be postmarked by Wednesday, October 28, 2020 and received no later than Saturday, October 31, 2020.

Application Guidelines

- If submitted by mail, application materials must be on 8.5" x 11" paper.
- Artists may submit a single application for one or multiple utility boxes. The City reserves the right to select a single artist for all three boxes or may select different artists for different boxes.
- All components of the application must be submitted at one time as a single package.
- All entries must be the original design and artwork of the applicant(s); artwork must not be plagiarized, stolen, or copied.
- Entries that use copyrighted or trademarked images are not eligible unless legal permission has been granted.
- Entries must not defame or invade the rights of any person, living or dead.
- The artist(s) name and a photo of the artwork may be featured on the City of El Cerrito website and other promotional materials.
- Make sure to include all items listed in the Application Checklist below.

Applications can be submitted online at www.el-cerrito.org/publicartbox or mailed to:

City of El Cerrito
Attention: Maya Williams
Utility Box Public Art Pilot Program
10890 San Pablo Ave
El Cerrito, CA 94530

For questions, contact Maya Williams at (510) 215-4318 or mwilliams@ci.el-cerrito.ca.us.

Costs Incurred in Responding to the Call for Artists:

The City of El Cerrito shall not be liable for any costs incurred by the artist(s) in responding to this request for a design.



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Application Checklist

- Application Coversheet
- Lead Artist Biography/Qualifications
- Examples of previous work that are relevant to this Call for Artists:
 - ❖ No more than five examples of previous work should be included. Artists need not have painted utility or signal boxes before.
 - ❖ Each example should include information such as descriptions of the work, location, type of surface, materials used, and who the work was commissioned by or created for.
 - ❖ Examples can be provided in hard copy format (on 8.5" x 11" paper) or as attachments to the online form. Electronic files should be at a resolution appropriate for viewing.
- Design Rendering(s) — Provide color renderings of your proposed design(s) for the box(es), showing all four sides and the top of each box. Artists may submit up to three designs. However, each proposed design must have its own separate page. If you wish to be considered for a specific box location or locations, please label the rendering with the utility box number. If you have no preference, label the rendering "Any." Label each rendering with your name.

Renderings can be provided in hard copy format (on 8.5" x 11" paper) or as attachments to the online form. Electronic files should be at a resolution appropriate for viewing
- Design Description(s) — up to 300 words for each utility box. This is an opportunity to explain your design and indicate how it is related to the preferred theme and/or its connection to El Cerrito.

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Application Coversheet

(must be filled out by the Lead Artist)

Lead Artist First Name and Last Name		Date
Mailing Address (Street #, Street Name)		City
Home Phone	Cell Phone	Email

Assistant Artist(s) First Name(s) and Last Name(s) - *Artists may enlist assistants, but all assistants must be named here. Use additional pages if necessary*

1.	5.
2.	6.
3.	7.
4.	8.

Title of Artwork *(if submitting designs for more than one utility box, include all the artwork titles here and list the utility box # that corresponds to each artwork title)*

Name of community group or organization - *if applicable*

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Lead Artist Biography/Qualifications (up to 300 words):

A large, empty rectangular box with a thin black border, intended for the artist to provide their biography and qualifications. The box occupies most of the page's vertical space below the header and above the footer.

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Design Description(s) - up to 300 words for each utility box:

Lead Artist Printed Name

Date

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Lead Artist Signature

Date

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