



<b>CITY STAFF</b>
Received by: _____
Date: _____

**APPLICATION FOR PLACING ARTWORK ON  
CITY OF FRANKLIN PROPERTY**

Thank you for your interest in placing artwork on property owned by the City of Franklin. Please complete and submit this application, along with the proposal, to:

Franklin Public Art Commission  
City of Franklin  
109 Third Avenue South  
Franklin, TN 37064

*Please review the attached Policies and Procedures. For assistance, please contact the Public Outreach Specialist at 615-550-6606 or [CityofFranklin@FranklinTN.gov](mailto:CityofFranklin@FranklinTN.gov). The Franklin Public Art Commission reserves the right to request additional information in order to process an exhibition proposal.*

APPLICANT		
Name(s)/Organization:		
Contact:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:	Website:	
Conflicts of Interest (disclose any active contracts or contract negotiations with the City):		

**PROPOSED ARTWORK**

Title of proposed artwork or exhibition

*Labeling - include artist's name, date of creation, materials used (optional), short explanation of work (optional), donor's name, when applicable*

(Optional) Proposed City-owned site for placement:

Participants (list anyone that will be involved in the project):

## ARTWORK DETAILS

Please attach a proposal that includes the following:

1. Narrative description of the artwork or project including:
  - a. Concept
  - b. Aesthetic vision
  - c. Artist involvement
  - d. Materials
  - e. Processes
  - f. Durability
  - g. Other relevant information
2. Timeline and detailed installation plan (including specific required components for installation)
3. Budget and funding (explain project budget and how it will be funded)
4. Maintenance plan while the piece is on display (whether temporary or permanent)
5. Qualifications including:
  - a. Artist(s) resume/bio
  - b. Examples of past exhibits or similar projects
6. Visuals including:
  - a. Sketches, photographs, or other documentation of sufficient descriptive clarity to indicate the nature of the proposed art including an accurate description of colors
  - b. (If applicable) Digital, color images of artworks in exhibition
  - c. A site plan clearly showing the dimensions and the location of the art and its relation to pedestrian path of travel on the site and in the vicinity, including adjacent rights-of-way.
  - d. An elevation or perspective rendering showing the streetscape view of the art including the street elevations of adjacent properties
  - e. Digital images of past exhibits or similar projects
  - f. Maquette or rendering of artwork(s)

**Submit application and supporting materials to:**

Franklin Public Art Commission  
City of Franklin  
109 Third Avenue South  
Franklin, TN 37064

Or electronically at: [CityofFranklin@FranklinTN.gov](mailto:CityofFranklin@FranklinTN.gov)

## APPLICANT'S AUTHORIZATION TO INITIATE REVIEW OF AN EXHIBITION PROPOSAL

Authorized signature:	Signature of Legal Guardian if Artist is a minor:
Print name:	Date:



## **POLICIES AND PROCEDURES FOR ARTWORK DONATIONS, LOANS, AND EXHIBITIONS ON PUBLIC PROPERTY**

*For assistance, please contact the Public Outreach Specialist at 615-550-6606 or [CityofFranklin@FranklinTN.gov](mailto:CityofFranklin@FranklinTN.gov).*

### **Background:**

Private individuals and agencies occasionally offer works of art as donations or loans to the City of Franklin or desire to display art owned by those individuals or agencies on public property. Similarly, individuals or groups may also wish to propose a public art project that would be temporarily or permanently installed on City property.

The Franklin Public Arts Commission (FPAC) was established to provide guidance and oversight for art projects which are for public display in the City of Franklin. The Commission reviews and makes recommendations concerning all aspects of public art, including policy, projects, acquisition, siting maintenance, adoption, deaccessioning, education, and outreach.

The mayor-appointed commission is broadly representative of Franklin, including citizens, community leaders, artists, arts organization representatives, arts educators, and design professionals. FPAC is comprised of 9 members.

### **Definitions:**

#### **Artwork Donations/Gifts/Loans:**

- Unrestricted Donation/Gift – The donation of a work of art to the City without any restrictions placed on where it is sited.
- Restricted Donation/Gift – The donation of a site-specific work of art to the City.
- Loan – The loan of a work of art to the City, with or without restrictions placed on where it is sited.

#### **Exhibitions/Artwork:**

- Temporary Exhibition/Artwork – A proposed exhibition or work of public art installed temporarily on City property. Proposals may be site-specific or not.
- Permanent Exhibition/Artwork – A proposed exhibition or work of public art installed permanently on City property. Proposals may be site-specific or not.
- Exhibition of privately owned art on Public Property – A proposed exhibition of art not owned by the City but located outside the business or building of the art owner on City property.

**Panel Review Guidelines:**

FPAC will review each donation, loan, and exhibition proposal on the basis of the criteria established below. Even works in a previously juried exhibition will be subjected to these criteria. Individuals or groups will be required to submit the relevant application and supporting materials when proposing a donation, loan, artwork, or exhibition in order to ensure that all criteria are addressed.

1. **Artistic Merit:** Does the artwork have strong artistic merit? Criteria include but are not limited to:
  - Durability and craftsmanship in fabrication.
  - Strong preference is given to artwork that is unique or of a limited edition.
  - Appropriateness of artwork scale to the proposed site.
  - Appropriateness of artwork to other aspects of its surroundings, and artist's credentials and recognition.
  
2. **Site:** What type of site is proposed for the artwork? Siting criteria include but are not limited to:
  - As applicable, the artwork shall meet City structural building, right-of-way, electrical, and other codes for safety.
  - Permanently sited artwork shall relate to the architectural, historical, geographical, and/or sociocultural context of the site.
  
3. **Safety, Maintainability and Feasibility:** Artworks on City property must be structurally sound, durable and resistant to vandalism, weathering, and excessive maintenance/repair costs and should not pose a threat to the safety of the public. As applicable, the artwork shall be accessible to all people and meet American with Disabilities Act requirements. Applicant must provide the following information for FPAC review:
  - Adjacent/surrounding site conditions if applicable,
  - Dimensions
  - Materials
  - Colors
  - Power, plumbing or other utility requirements
  - Construction/installation method
  - Fabricator is qualified to install the work and carries adequate insurance to meet City standards.
  - Evidence the art will not pose a threat to public safety.

The FPAC may require additional support materials such as text verbally describing artwork and specifications, structural and engineering drawings, models or presentation drawings.

**Procedure:**

- A. Completed and signed applications, proposals, and supporting materials, including images or a maquette or rendering of artwork(s), should be submitted to FPAC and reviewed by staff for completion. Any questions regarding the application process should be referred to the City of Franklin's Public Outreach Specialist.
- B. The FPAC will review applications and supporting materials, according to the criteria outlined above, at their regularly scheduled meeting. Applications and proposals should be received at least four weeks prior to the meeting. If needed, FPAC can schedule a special meeting to review the application. FPAC will determine, at the meeting, whether they will recommend accepting or rejecting the proposal. The Commission may attach conditions to its recommendations for acceptance or rejection of proposals.
- C. If a specific site is recommended for placement of the donated or loaned work or exhibition of private art on public property, FPAC will review the proposed site. The site will also need to be approved by appropriate City departments (Parks, Public Works, Engineering, Risk Management). If the site is within the Historic Preservation Overlay, FPAC will forward the proposal and their recommendations to the Historic Zoning Commission. If a site has not been proposed, FPAC will work with the applicant to identify an appropriate location for the work of art or exhibition.
- D. If the proposal is accepted, FPAC will forward the recommendation (along with the recommendation of the Historic Zoning Commission, if applicable) to the Board of Mayor and Aldermen for final approval.
- E. FPAC will work with individuals or groups on agreements, timelines, and installation of artwork(s). If the work or exhibition has yet to be fabricated, FPAC must be kept informed of the creation process with progress updates and scheduled studio visits.
- F. If FPAC and the City approve the exhibition of private art on public property, the owner of the private art must execute an agreement with the City whereby, among other things, the owner assumes liability for personal or property damage arising from the exhibition of that private art on public property.

**Eligible Artworks:**

All artworks commissioned or acquired under the Franklin Public Art Program shall be designed, or the process facilitated by, artist(s). Such artworks may include, but are not limited to:

1. Design work provided by the artists, including:
  - i. Artwork mounted or painted on exterior surfaces, fixtures and functional elements.
  - ii. Outdoor space design elements in areas such as plazas, public parks, arcades, and pedestrian passageways.
  - iii. Artistic design of roadways, bridges, parkways, pedestrian or bicycle pathways, transit system improvements, water and watershed facilities, solid waste transfer stations and sites with historic, archeological, and unique geological features.
2. Forms of visual art such as, but not limited to:
  - i. Sculptures, including bas-relief (cast), mobile, fountain, environmental, kinetic and electronic, in any material or combination of materials.
  - ii. All paintings, including murals and frescoes on portable and/or permanent structures.
  - iii. Art forms in clay, fiber and textile woods, metal, plastics, glass mosaics and other material; any combination or forms of media.

**Ineligible Artworks:**

1. "Art objects" which are mass-produced of standard design such as playground equipment, fountains, or statuary objects, unless incorporated into the artwork by a project artist.
2. Directional elements such as graphics, signage unless where these elements are integral parts of the original work of art or Public Art project.
3. Reproductions, by mechanical or other means, of original works of art, unless in cases where such reproduction is inherent in the art-making process, such as films, video, photography, printmaking, computer imagery or other media arts.
4. Decorative, ornamental or functional elements or architecture except where these elements are designed by the artist and/or are an integral part of the artwork by the artist or are the results of collaboration among design professionals, including at least one artist.
5. Services or utilities necessary to operate or maintain the artwork in perpetuity.
6. For residential property, artwork is excluded.
7. Artwork painted on unpainted masonry that is part of a historically designated building or structure.
8. Artwork that is considered distasteful not suitable for public viewing as determined by the FPAC.