



## Artwork Projects: Proposal Guidelines

The **37<sup>th</sup> annual Artscape** – America's largest free arts festival – returns **July 20-22, 2018**. The Baltimore Office of Promotion & The Arts (BOPA) invites artists and artist collaborative groups to apply to have an artwork project commissioned and featured at this year's festival.

In recent years, Artscape organizers have applied an overarching theme, relevant to both the arts and Baltimore City, into the festival's creative thinking. For 2018, we're going back to the basics...ART and celebrating Baltimore's pop-up institution, Artscape. For "the year we didn't have a theme" we encourage artists and festival-goers to embrace Artscape for what it is – a fully accessible, 100% FREE, world-class arts festival – right here in the heart of Baltimore City.

### **HOURS OF OPERATION**

Artscape takes place rain or shine, and is open from 11am-9pm on Friday, July 20 and Saturday, July 21, and 11am-7pm on Sunday, July 22. Artscape After Hours (Charles Street only, from Preston Street to North Avenue) is open from 9-11pm on Friday, July 20 and Saturday, July 21 nights.

### **PROPOSAL GUIDELINES**

1. Proposed artwork projects should actively engage the audience and provide a unique and memorable experience for festival-goers.
2. Artwork projects should be compelling through design, color and scale, and interactive wherever possible.
3. For performance-based artwork projects, a strong visual component is required.
4. In keeping with the spirit of Artscape, all artwork projects and performances are required to be free, open to the public, fully accessible, and operational for the entire festival weekend (including inclement weather, unless a shelter-in-place is put into effect).
5. Proposed artwork projects are temporary in nature; BOPA will not underwrite repairs, restoration, storage, etc. after their use at Artscape.
6. Installation and de-installation schedules vary based on the location designated for your work, in conjunction with street closures implemented by Baltimore City Department of Transportation for Artscape. Reminder, Artscape is a street festival and takes place over 16 city blocks.
7. Some site locations fall into the footprint of Artscape After Hours, which extends the festival from 9-11pm along Charles Street on Friday and Saturday nights. The projects within this footprint must provide programming during this time period. This may be accomplished by rotating team members, developing a "schedule" of when the project will be active, or providing an alternative and lighter program from 9-11pm. Proposals for projects in the Artscape After Hours footprint are encouraged to incorporate unique lighting or illumination for display during Artscape After Hours.
8. Artscape draws audiences of all ages and abilities. Young children, and patrons with mobility and/or accessibility needs, should be considered when drafting your proposal. Please also consider if any accommodations will need to be made to ensure that the proposal is fully accessible.
9. Applications that include performances should be detailed out in your proposal; including performance type, approximate length of performance, the number of occurrences of performance, any staging or props included in your performance.

10. An all-inclusive project budget is required for your application. Budgets vary between the approximate ranges \$5,000 to \$25,000. Once the final budget is approved by BOPA, no additional funds will be allocated to artists for "overruns" including but not limited to supplies, staffing, logistics and fabrication.
11. There are no geographic restrictions for application. However, travel and accommodation costs should be factored into budget.
12. Artist installations must be installed by artists who will also be responsible for monitoring their work and space during the entire festival weekend. Artists must check-out with the designated Artscape project coordinator immediately after de-installation is complete to ensure that the works have been properly dismantled and removed from the site.
13. The festival is not able to provide free parking for its artists, exhibitors, and vendors.
14. The festival is not able to provide meals/catering for its artists, exhibitors, and vendors.
15. BOPA reserves the right to reproduce images of selected artwork for printed or internet publicity, catalogue, map or marketing purposes.
16. By submitting an application, you agree to and accept application requirements and guidelines.
17. Submissions will be reviewed and accepted/declined by Artscape staff.
18. Submitting an application does not automatically imply acceptance.
19. If accepted, a contract will be generated, detailing all requirements, deliverables, payment schedule terms and conditions.
20. All artists must have existing insurance to do business with BOPA.

***Have questions about applying to Artscape? Attend the information session:***

*Tuesday, January 23, 2018 from 6-7pm  
Creative Alliance (3134 Eastern Ave, Baltimore, MD 21224)*

*The Information Session is designed to give anyone interested in submitting a proposal or application for Artscape and/or Baltimore Book Festival an opportunity to ask questions about the process, hear more about requirements for submitting a proposal/application, learn more about the festivals, meet up with potential collaborators and hear about locations in the festival footprints that may offer inspiration for proposals/applications.*

*The information session is approximately one hour in length; patrons are responsible for own parking. Please RSVP to [rsvp@promotionandarts.org](mailto:rsvp@promotionandarts.org); for more information, email [artscape@promotionandarts.org](mailto:artscape@promotionandarts.org) or call Susan Fortkiewicz at 443-263-4347.*

**ESTIMATED TIMELINE**

**Application deadline:** Wednesday, February 28, 2018

**Artist Notification:** By Friday, March 16, 2018

**Signed Contract Due:** no later than Monday, April 30, 2018

**Artscape:** July 20-22, 2018

**Questions?** Contact Susan Fortkiewicz, Artscape Festival Manager (via [email](mailto:artscape@promotionandarts.org) or direct dial 443-263-4347).

The [Baltimore Office of Promotion & The Arts](#) is a 501 (c) 3 non-profit organization which serves as Baltimore City's arts council, film office, and events agency. By producing large-scale events such as [Light City](#), [Artscape](#) and the [Baltimore Book Festival](#), and providing funding and support to artists, arts programs and organizations across the city, BOPA's goal is to make Baltimore a more vibrant and creative city.