

I missed the information sessions? Can I still apply?

Yes you can! The presentation from the information session is available online: artsw.org/citycenter

What's my deadline to submit?

The deadline for proposals is Monday, April 25th by 11:59PM. No proposals will be accepted after the deadline.

How do I submit a proposal for consideration?

All proposals must be submitted online via Submittable. Please do not email or mail an application to ArtsWestchester – the submission will not be considered and any artwork mailed to the office will not be returned to sender.

The application for the Atrium project can be found here:

<https://artswestchester.submittable.com/submit/50986>

The application for the mural project can be found here:

<https://artswestchester.submittable.com/submit/53219>

In addition to my proposal, do I have to submit images of my work?

Yes, you must submit at least 5 images of existing work to be considered for the project; 10 images max. Jpeg and tiff files are preferred. Please include a detailed image list with your images as specified in the application.

Can I submit my web site for consideration instead of work samples?

There is no guarantee that web sites will be viewed in conjunction with the proposal, but you can add your web site to the online application form in the box provided.

How do I prepare a site rendering?

You can submit a site rendering by downloading the images of the site in the Artist Kit available on our site, and using a design program to superimpose your design in the space. You can also create your renderings by hand. But please, everything must be submitted electronically. Submit rendering in one of the specified formats (jpg, tiff, png or pdf).

Can I apply if I am a student?

Yes, the application process is open to everyone 18 years of age or older.

We are a collective of artists. Are we eligible to apply?

Yes!

Is there a particular style of work preferred by the property owners?

Nope! Whether abstract or representational, all genres will be given equal consideration.



I'm a paper artist. Can I apply?

Paper artist? Fiber artist? Photographer? Yes – whatever material you work in, you're welcome to apply. Equal consideration will be given to work in all media including, but not limited to: 2d-media, ceramics, paper, fiber, metals, and plastics.

Can my work have an interactive and/or kinetic component?

Yes, it can, but remember to adhere to all dimensions and load requirements and be sure the work does not pose a safety hazard to City Center visitors.

Can I submit to both opportunities?

Yes, you can submit proposals for both the atrium project and the mural/installation project, however you must complete the distinct Submittable applications for each. In other words, don't submit your mural proposals in the same application as your atrium proposals. The two projects are being reviewed separately.

Can I submit multiple proposals?

Yes, you can submit multiple proposals. Keep in mind there are limits to the number of files you can upload, and each proposal must have a project statement and budget.

Can I upload all my documents, including concepts in a single file?

We'd prefer if you keep your concepts (your visuals) separate from your supporting documents (i.e., artist bio, budget, etc.). The "Application Upload" is separate and distinct from "Work Samples Upload" on the online application. In both sections, there is a maximum number of uploads (10 files, each.)

What should be included in my budget?

Your budget should include all the costs associated with getting your idea off the paper and into the space. Those items might include:

- Material costs
- Fabrication costs
- Rental of a needed lift or scaffolding
- Installation assistance (will you need another artist or studio assistant to help you?)
- Certificate of insurance for you and any artists/assistants providing support during installation
- Transportation of work
- Artist fee

Am I responsible for getting sign-off on my proposal from a structural engineer?

If you are selected as a finalist, we will coordinate a meeting with Kite Realty's engineers and architects to assess the feasibility and safety of your project. They will offer the final approvals on your artwork.

Do I need to have insurance?

Yes. You and any artists/assistants from your studio who will be involved in the installation of your work must have a certificate of insurance, valid for the period of installation. Fractured Atlas is a recommended resource to help you with obtaining general liability coverage: <https://www.fracturedatlas.org/site/liability/PublicArt>



What about scaffolding or a lift. If City Center is undergoing a renovation, won't they be using scaffolding? Can't I use what's already there?

The installation windows will be coordinated to make use of any construction equipment already in place, including lifts and scaffolding. However, we encourage you to look into the specific materials you will need to install your work.

What should be included in my project statement?

Your project statement is an opportunity for you to explain your inspiration for the work and its connection to the site. The project statement doesn't need to be long – think of how you'd like your piece described in the media or on wall-text.

How big are the loading doors for the atrium?

The loading doors for the atrium artwork are located off the plaza between the White Plains municipal parking lot and the City Center (the main entrance to the mall.)

Their dimensions are: 80"h x 169"w

Note: During the renovation, these will be switched out from standard doors to a revolving door. Artists should plan to have the work fabricated by August in order to make use of the current dimensions (see timeline notes below). However, it is also possible to load work in from the sky bridge between the parking lot and the mall.

What about transportation of my artwork?

Not sure who to use to move your work? Here are some handlers we've worked with and can recommend:

- USArt: <http://www.usart.com/>
- Continental Courier New York:
365 West 25th Street
Suite # 8D
New York, New York 10001
Tel (917) 922-6222
continentalcourier@yahoo.com

You've asked for a project timeline. Can you provide some clarification? Does the site have a deadline for installation?

The timeline should give us a general idea of how long it will take to produce the artwork and install it once it's given a green light. How many weeks will components need to be at a fabricator? How many days do you need to paint a mural? Keep in mind that the City Center is undergoing a general renovation, and with all construction projects, end dates are tentative.

Approximate installation windows:

Mural:

June-July, 2016



Atrium:

Currently, the atrium is scheduled to be completed in October, 2016, ahead of the holiday shopping rush. Artwork can start to be delivered as early as August, with installation completed no later than October.

For the mural project, does my proposal have to cover the whole wall?

No. If you wish to work with a smaller portion of the wall, that's OK.

Can my mural proposal include multi-dimensional objects?

Yes, but we recommend anything that protrudes from the wall be out of reach of escalator riders, or be safe to the touch and durable over the long term. No sharp objects!

What's this wall made of?

The wall for the mural is made of gypsum board, with studs every 16" on the center.

I've filled out all the boxes, and uploaded all my files, but why isn't my application going through?

Have you checked off all the boxes on "Application Requirements" checklist? If you have, and the application still isn't going through, make sure you've filled out all parts of the application that have a red asterisk next to it – those are required fields.

Yes, you say you did fill all that out and your application still isn't going through? Give us a call.

What happens after my application is submitted?

If everything goes through, you'll receive an auto-generated email confirming your submission. If you receive this email, you do not need to follow up with us. We've got your proposal. We'll review your application for completeness and get in touch if we feel there's anything missing or any lack of clarity. Our job at ArtsWestchester is to ensure your work is properly represented by your application package.

Submissions will be reviewed by a panel. Artists will be updated on the status of their applications around May 27th.

Who can I talk to if I have any other questions?

You can contact us at ArtsWestchester if there's something not covered in the FAQ or on the website.

Please call 914.428.4220 and ask for either Judith Weber (Project Manager) or Kathleen Reckling (Gallery Director, ext 306), or email citycenter@artswestchester.org.

Thanks and we look forward to seeing your proposals!

