

**I missed the information sessions? Can I still apply?**

Yes you can! The presentation from the information session will be available online.

**What's my deadline to submit?**

The deadline for proposals is **Friday, March 9, 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 project can be found here:

<https://artswestchester.submittable.com/submit/106454/mamaroneck-ave-street-art-request-for-proposals>

**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 an "image list" with your work samples 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 review committee?**

Nope! Whether abstract or representational, all genres will be given equal consideration. However, we strongly encourage artists to review the Artist Kit and the supplied images of the architectural details of ArtsWestchester's headquarters. Also, due to safety regulations, designs cannot include readable text.

**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?**



Please 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
- 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
- Artist fee

**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 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.

**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?

Approximate installation window: Early May, before May 16<sup>th</sup>.

**Can my mural proposal include multi-dimensional objects?**

No. The mural must adhere to NYDOT regulations and cannot obstruct the follow of traffic.

**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 no later than March 30.

**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 Logan Hanley (Coordinator ) or Kathleen Reckling (Gallery Director, ext 306), or email [Lhanley@artswestchester.org](mailto:Lhanley@artswestchester.org).

Thanks and we look forward to seeing your proposals!

