

## CALL for PROPOSALS

The City of Columbus and the Greater Columbus Arts Council are inviting artists to submit proposals for a keepsake/gift to be purchased by the city and to be sold in limited quantity through Experience Columbus. This keepsake/gift is intended to convey the uniqueness of Columbus and to provide the recipient with an item to recall their visit and experience in Columbus. The piece must be easily transported by an individual traveling domestically or internationally.

### EXAMPLES:

- Small photo book
- Postcard set
- Poster or large print
- Lapel pin
- Keychain
- Paperweight

### ELIGIBILITY:

Open to:

- Artist or team of artists of any discipline
- Interested parties must live or work in the city of Columbus
- Students are welcome to participate

### COMMISSION

- A \$1,000 artist stipend will be paid plus fees to secure a desired quantity of the proposed item
- Up to two artist concepts will be selected

### ENTRY INSTRUCTIONS

- Register online at <http://goarts.gcaonline.com>
- Go to "City of Columbus: RFP, Keepsake", click to access form
- Respond to the following questions as fully as possible:
  - o Description of the proposed item
  - o Inspiration for the proposed item
  - o Materials to be used to create the proposed item
  - o Size of the piece
  - o Cost per item, turnaround time and quantity discount, if applicable

- Submit the following support materials
  - o Image file(s) of the concept
    - One image for the preferred price point (\$5-40) category
    - One image for the open price point category
      - If you are not submitting an additional open price point concept, you can simply mark that you do not have an electronic copy to submit.
  - o Samples of previous work
    - Up to four images
  - o Artist statement
  - o Resume

## **PROCESS**

- Concepts by artists or teams may be submitted on an online call for art website at: <http://goarts.gcaonline.com/login> (you must register to participate).
- Up to five finalists may be selected by the Selection Committee and additional information or proposal refinements may be requested.
- The selected artist(s) will be notified and provided a \$1,000 stipend
- Production and delivery is confirmed

## **JURY AND SELECTION PROCEDURE**

The selection of the keepsake/gift will have input through discussion and support from the Selection Committee. The Greater Columbus Arts Council will provide materials for review following the application deadline.

The Selection Committee will review the criteria, evaluate submitted materials and then select up to five finalists to participate in the second submission.

## **ENTRY DEADLINE**

December 5; 5:00p

## **FABRICATION**

Once selected, the artist will be responsible for fabrication and delivery of the agreed upon quantity of the proposed item. Final payment will be made upon delivery of the pieces.

## **OTHER PRODUCTION DETAILS**

- Two designs per artist/team will be accepted (one per category as listed in the **ENTRY INSTRUCTIONS** section)
- \$5-\$40 per piece is a preferred price point, but is not a static range
- Words are acceptable

- No profanity or nudity
- Imagery connecting Columbus or conveying its rich history
- The use of the Columbus logo is appropriate. The logo and usage guidelines can be found here, <http://www.gcac.org/grants-services/oppart/>
- The piece should not include the use of trademarked or copyrighted images without permission. If you are unsure, it is best not to include that image.

### **QUESTIONS?**

Please contact Ruby Harper, Grants & Services Director, at the Greater Columbus Arts Council, 614.221.8406. This information is posted online and embedded in the application.

Please do not contact Advisory Committee members directly about this submission process.

### **ADDITIONAL OPPORTUNITY**

Experience Columbus will invite up to ten (10) artists from the submissions received to sell their work through the Experience Columbus store. The review by Experience Columbus will be made following the selection of the artist(s) for the city of Columbus keepsake/gift. Selection by the Keepsake/gift Selection Committee does not guarantee inclusion in the Experience Columbus opportunity.

## **SELECTION REVIEW PROCESS**

Once proposals are accepted, the Arts Council staff will review all proposals to ensure they meet all selection criteria. Proposals that do not meet the criteria will be immediately disqualified and the Selection Committee will receive a summary of any disqualified applications and the reason(s) for disqualification.

The Selection Committee will recommend to the city of Columbus up to two artist proposals to be contracted to produce their respective pieces for purchase in a desired quantity.

The seven member Selection Committee includes highly respected arts and community leaders as well as representatives from the city of Columbus and major cultural institutions. Each member brings a unique perspective from the community and expertise in the arts.

Members include:

- Councilmember Eileen Paley
- Ruby Harper, Greater Columbus Arts Council
- Experience Columbus
- Diane Nance, Columbus Art Commission
- Guadalupe Velasquez, New Americans
- Rebecca Ibell, Pizutti Collection
- Mark Poeppelman, Columbus International Program