

# **West Town Special Service Area Public Art Grant Program Guidelines and Application**

The Public Art Grant Program is offered through West Town Special Service Area (SSA29-2014), a special taxing district, whose overall purpose is to:

Maintain and improve the shopping, dining and nightlife within the SSA boundary by providing a cleaner, safer and more attractive commercial environment for consumers, residents and business owners.

To this end, the Public Art Grant Program is designed to help property owners and tenants within the West Town SSA beautify the exterior of their buildings or the public spaces surrounding them by providing a grant for each eligible public art project. Grant amount subject to SSA Commission approval.

## **TARGET AREA**

The Public Art Grant Program is only open to properties located within the West Town SSA boundaries:

- Chicago Ave. (Halsted Western)
- Damen Ave. (Chicago to Huron)
- Ashland Ave. (Chicago to Division)
- Milwaukee Ave. (Erie to Augusta [both sides] and Augusta to Division [East side only])
- Division St. (Milwaukee to the Kennedy Expressway [South side only])
- Ogden Ave. (Fry to the Kennedy Expressway)

## **TYPE OF ASSISTANCE**

Building owner/development company, tenant with building owner approval, or artist with building owner approval, who plans to aesthetically improve a space that is visible to the public, may receive a grant for the project. An upfront stipend for starter material costs may be requested for up to \$250, and is counted towards total grant amount.

## **PROGRAM ELIGIBILITY-**

### **Eligible Applicants**

- The space must be located within the West Town SSA boundaries.
- Building must be owner occupied, or tenant must have written consent from the owner of the property.
- Preference shall be given to:
  - ~ Applicants who show a need for funding assistance in order to complete the project.
  - ~ Project spaces that have not previously participated in the Public Art Grant Program.
  - ~ Buildings that will have a significant impact on the area's beautification.

### **Eligible Projects**

- Projects must be visible from the public right-of-way and have a positive impact on the aesthetics of the community.
- Examples of projects include:
  - ~ Murals
  - ~ Street art
  - ~ Window art
  - ~ Sculpture
  - ~ Stained Glass
  - ~ Mosaics
  - ~ Natural/ Living Works
  - ~ Installations
  - ~ Temporary Architectural constructions
  - ~ Performance / Time-based projects

### **Ineligible Projects**

- Interior projects
- Typography intended to replace signage (see Façade Rebate App. for funding)
- Projects considered to be construction improvements (see Façade Rebate App)
- Projects completed prior to program approval
- Projects containing political, racial, or other social commentary that could be deemed offensive or controversial
- Projects whose focal point and/or majority of the piece are a corporate, professional or personal brand.

## **APPLICATION PROCESS**

To apply for funds through the Public Art Grant Program, applicants must complete and submit the attached application to:

West Town SSA Program Director  
West Town Chamber of Commerce  
1819 W. Chicago Ave.  
Chicago, IL 60622

Along with the application, please submit:

- Photographs of the existing project site and the proposed project area, if/when known.
- Detailed plans and specifications for the proposed project.
- Artist digital work samples via link(s).
- The Summary of Total Projected Costs attached to the application; specifying the preferred artist and supply vendor with pricing. (The Public Art Committee may request additional information and documentation.)
- A schedule showing estimated start and end dates of the project.

- All organizations with an operating budget of over \$50,000 must disclose full budget for the project along with exact grant amount requested, and which line items in the budget the grant will be applied to.

## **REVIEW PROCESS**

The Public Art Committee, which is a committee of the West Town SSA Commission, will review each application as it is received. The committee will review each proposed project to determine if it:

- Meets the required guidelines.
- Will have a significant positive impact on the area's beautification.
- Has a need for funding assistance.
- Is not for a space that received approval earlier in the same funding cycle.

Applicants will receive a response regarding the project's eligibility within approximately six weeks of submission of the completed application. At that time, the applicant may be asked to clarify design elements.

## **IMPLEMENTATION PROCESS**

After the Committee has approved a project, the applicant will be sent an Approval Letter.

The West Town SSA Program Director will contact the applicant for status of the project to report back to the Public Art Committee. Significant delays in the project will require a written explanation from the applicant, with a revised schedule.

Failure to provide updates, or failure to submit a request for an extension if or when needed, may result in the project being dropped from the program and the applicant will no longer be eligible to receive reimbursement.

## **REIMBURSEMENT PROCESS**

Once the project is completed, applicant contacts the SSA Program Director to arrange an inspection to verify that the work was done in compliance with program guidelines and pre-approved plans\*.

In addition, the applicant submits copies of all paid invoices for the approved project and photographs of the completed work so the before and after pictures may be compared and made public. A reimbursement check will be sent to the applicant within six weeks of the inspection and submission of documents.

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\* The inspection is limited to reviewing the work in connection with the Public Art Grant Program only. It is the applicant's responsibility to verify the adequacy of the work done. A failure to do so shall not relieve applicant of any expenses or responsibilities resulting from such failure. Neither the West Town SSA 29-2014 Commission, the West Town Chicago Chamber of Commerce, nor any its representatives have any liability or obligations to applicant arising from such failure.

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**Public Art Grant Application- West Town SSA**

Proposed Project Address (and/or) Artist Info:

\_\_\_\_\_  
(Street) (City) (State) (Zip)

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant is: (please mark any that apply)

Property Owner

Business Owner

Development Company

Not for Profit Organization

Individual (Artist or Resident)

**\*\*If applicant is not the property owner, please supply property owner information (Only if location for public art has been chosen):**

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Project Description (please attach photos, plans, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of Need (please describe why this proposed project and funding is necessary to your business and the community)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this project received any Grants through this or any other program before?

Yes

No

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Statement of Understanding***

The applicant (undersigned) agrees to fully comply with the guidelines and procedures of the West Town SSA Public Art Grant Program and the outlined specifications as agreed to by the applicant and the Public Art Committee. It is understood by the applicant that cost estimates, implementation schedule, contracts, invoices, and proof of purchases are required documentation; and that he/she has read the entire Public Art Grant Program guidelines and agrees to be fully bound by the terms and conditions. APPLICANT RELEASES THE WEST TOWN SSA29-2014 AND THE WEST TOWN CHICAGO CHAMBER OF COMMERCE (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS) FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKOWN) IN CONNECTION WITH THIS PUBLIC ART GRANT PROGRAM.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Applicant Name (Please Print)

***Statement of Ownership***

I, \_\_\_\_\_, certify that I am the owner of the property located at \_\_\_\_\_.

\_\_\_\_\_  
Owner Signature Date

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\*\*If the applicant is not the property owner, the following must also be completed by the property owner:

I, \_\_\_\_\_, authorize the applicant to apply for reimbursement under the West Town SSA29 Public Art Grant Program and undertake the approved project.

\_\_\_\_\_  
Owner Signature Date

