



APRIL 2022

**2023/2024 CHICAGO PUBLIC ART PREQUALIFIED LIST
REQUEST FOR QUALIFICATIONS**

DEADLINE: SUNDAY, JUNE 12, 2022, 11:59 PM CDT

TO APPLY: https://artist.callforentry.org/festivals_unique_info.php?ID=9651

QUESTIONS: Contact Maryrose Pavkovic, maryrose.pavkovic@cityofchicago.org

The Chicago Public Art Program – a division of the Chicago Department of Cultural Affairs and Special Events (DCASE) – invites Chicago-based professional artists, professional artist teams and nonprofit arts organizations to submit qualifications for potential inclusion in the 2023/2024 Chicago Public Art Prequalified List (the “2023/2024 List”).

Refreshed every two years, the Chicago Public Art Prequalified List is part of DCASE’s efforts to advance public art opportunities across the City of Chicago, increase the diversity of artworks commissioned via the Chicago Public Art Program, elevate the profiles of Chicago artists, and provide equity of access to public art opportunities.

PLEASE NOTE: Artists, artist teams, and nonprofit arts organizations prequalified through previous calls must apply to this call to be considered for prequalification in 2023 and 2024.

I. PROGRAM DESCRIPTION:

The Chicago Public Art Prequalified List is a mechanism for selecting candidates for public art commission opportunities via the Percent for Art Ordinance, the Public Art Menu Program, and other special projects.

During the inaugural period of 2020-2022, artists, artist teams and nonprofit arts organizations on the Chicago Public Art Prequalified List had the opportunity to apply to 14 Requests for Proposals that totaled \$245,000. Forty-one artists were commissioned to be part of these projects, six of which were Public Art Menu Program projects and eight of which were special projects of the Chicago Public Art Program. Special projects included *Make Yourself Count*, the Chicago Census Campaign; *the VaxChi Art* campaign; and artwork for public health vending machines piloted by the Chicago Department of Public Health.

Each individual artist (“Artist”), artist team (“Team”), or nonprofit arts organization (“Organization”) accepted into the 2023/2024 List will be featured in a page on the City of Chicago website. Their name(s) will be accompanied by an image of the Artist / Team / Organization, one or two images representative of their body of work, a short statement about the Artist / Team / Organization, their primary medium and a link to their website.



Past public art experience is required. Successful applicants will meet all eligibility requirements, including but not limited to the ability to implement their design concepts in durable and/or permanent, low- or no-maintenance materials suitable for public and/or outdoor environments, while managing all resources and subcontractors involved in the completion of a public art project.

Applicant qualifications will be reviewed by a guest panel of local and national arts professionals convened by DCASE (“Panel”). The Panel will select from among eligible applicants to create a pool of 50 prequalified Artists / Teams / Organizations, from which candidates may be selected for public art opportunities managed by the Chicago Public Art Program in 2023 and 2024.

THE CHICAGO PUBLIC ART PROGRAM:

Through the Chicago Public Art Program, DCASE implements the Percent for Art Ordinance, administers the acclaimed Chicago Public Art Collection, and manages the Public Art Menu Program, Mural Registry, and other publicly funded, temporary and permanent special projects throughout the city.

The Chicago Public Art Collection provides the citizens of Chicago with an improved public environment and enhances city buildings and spaces with quality works of art by professional artists. Since the passage of the ordinance in 1978, the Public Art Program has contributed significantly to the City’s collection, now numbering over 500 artworks in more than 150 public spaces and facilities, including Libraries, Police Stations, transportation facilities, and more. Through the Public Art Program’s many public art initiatives, DCASE continues to expand the collection and advocates for a diverse public art ecosystem that includes all our city’s communities.

PUBLIC ART MENU PROGRAM:

Through the Public Art Menu Program, the Chicago Public Art Program works collaboratively with Aldermanic offices to administer neighborhood public art commissions across the city. Opportunities for Public Art Menu Program projects vary from year to year and are determined by factors such as community and Aldermanic office support, site availability, and available funds. The Chicago Public Art Prequalified List is a mechanism for selecting candidates for Menu and other public art commission opportunities.

Public Art Menu Program projects are required to be accessible and/or visible to the public, and priority is given to project proposals that activate City-owned sites including vacant lots, facilities, and the public right-of-way. Menu artworks must be constructed of durable materials suitable for outdoor use and require minimal to no maintenance.



Minimum lifespans for Menu artworks are five years for sculpture and three years for murals.

Each prequalified Applicant—whether working as an individual Artist, Team member, Organization, Organization’s lead artist, or a combination of the aforementioned—will be eligible for up to one new MENU commission for artwork through the Chicago Public Art Program in a single calendar year.

CITY OF CHICAGO MURAL REGISTRY:

Outdoor murals commissioned via Chicago Public Art Program opportunities will be entered into the [City of Chicago Mural Registry](#).

II. APPLICANT ELIGIBILITY FOR 2023/2024 LIST:

A. This opportunity is open to individual artists (**Artists**) and artist teams (**Teams**) residing in Chicago, Illinois.

B. Nonprofit arts organizations (**Organizations**) that are resident and incorporated in Chicago, Illinois, may also apply in partnership with one specified artist or a combination of specified artists acting as the project lead artist(s).

C. Artist / Team / Organization must demonstrate:

1.) Ability to develop and implement design concepts in durable and/or permanent materials suitable for public and/or outdoor environments, and which require minimal to no maintenance

2.) Administrative capacity to responsibly and effectively manage the resources involved in completing an art installation on time, within budget, and in compliance with all applicable codes, ordinances, and contracts. This may include but is not limited to:

- a.)** Proposing and adhering to practicable: project budgets, timelines, production materials and installation methods
- b.)** Subcontracting to properly credentialed professionals such as structural engineers, draftsmen, fabricators, and installers
- c.)** Carrying all insurance required by applicable laws, codes, ordinances, and contracts
- d.)** Securing all necessary permits and approvals
- e.)** Coordinating with all applicable City departments and stakeholders

D. Each artist, whether seeking prequalification as an individual Artist, as part of a Team, as a lead artist for an Organization, or a combination of the aforementioned, must be:



- 1.) A professional artist
- 2.) At least 18 years old
- 3.) A United States citizen or permanent legal resident of the United States
- 4.) A resident of the city of Chicago, Illinois
 - a.) Proof of residency is required for application.
 - i.) Only a current, valid Illinois Driver's License, State of Illinois ID, or recent utility bill in artist's name will be accepted.
 - ii.) P.O. boxes will not be accepted.

E. For the purposes of this call, a professional artist is someone who:

- 1.) Has at least a two-year history of professional art practice
- 2.) Has specialized training in the field (not limited to academic training)
- 3.) Has demonstrated success in the arts through the creation of high-quality work, especially that which is well-suited for public spaces
- 4.) Is recognized as a professional by peers (artists working in the same discipline) and experts in the field
- 5.) Is not enrolled in an undergraduate course of study in the visual arts as of June 12, 2022.

F. For the purposes of this call, a professional artist team:

- 1.) Is two or more professional artists (as defined above) collaborating in the creation of **joint work*** for which all team members hold copyright
 - a.) * [Per the Copyright Act of 1976 \(17 USC Section 101\)](#), "A 'joint work' is a work prepared by two or more authors with the intention that their contributions be merged into inseparable or interdependent parts of a unitary whole."
- 2.) Must demonstrate a body of joint work spanning at least 12 months prior to applying to this call (beginning June 12, 2021, or earlier)

G. For the purposes of this call, a nonprofit arts organization:

- 1.) Must be a nonprofit, 501(c)(3) organization incorporated in the state of Illinois for at least 12 months prior to applying to this call (incorporation date must be no later than June 12, 2021)
- 2.) Must have a primary mission to create, produce, present, provide, or support arts and culture services for the public
- 3.) Must be located and operate in the city of Chicago, with a valid Chicago Street address as its principal place of business
- 4.) Must demonstrate a body of **joint work** created in collaboration between the Organization and the proposed lead artist(s) with whom it is applying

III. SELECTION PROCESS AND CRITERIA:



The Panel will assess all eligible Artist / Team / Organization applications based on:

A. Artistic excellence: Application demonstrates originality of concept and content; mastery of skills and techniques; professional quality of craftsmanship; professional approaches to process and presentation.

B. Professional competence: Application demonstrates activities indicating a professional practice, which may include but are not limited to specialized training in the field (not limited to academic training); previous commissions for site-specific work; exhibitions in museums, art galleries, and/or other art venues; participation in artist residency programs; and other professional activities.

C. Administrative capacity: Application demonstrates the organizational skills and resource management capabilities necessary to successfully develop and deliver a commissioned artwork on time, within budget, and in compliance with all applicable codes, ordinances and contracts.

IV. HOW TO APPLY:

A. The application is accessible via callforentry.org (CaFÉ) from April 1, 2022, to June 12, 2022, at https://artist.callforentry.org/festivals_unique_info.php?ID=96511.

Interested applicants must register with CaFÉ to view the application.

2.) Only applications submitted via CaFÉ will be reviewed. Do not submit materials by email or by post.

3.) For **technical assistance** using CaFÉ, please visit <https://www.callforentry.org/artist-help-cafe/>

B. Applicants may apply as an Artist, a Team, and/or an Organization, but may not submit more than one application in each category.

1.) A unique portfolio of previous work ("Work Samples") must be provided with each application. For example: if applying as an Artist and as a Team, the work samples you provide for your Artist application must be different from the work samples you provide for your Team application.

V. APPLICATION MATERIAL REQUIREMENTS:

Please read the following requirements carefully. Incomplete applications will not be reviewed.

CHECKLIST:

See full description below

Artists and Teams	Organizations
Letter of Interest	Letter of Interest
Resume or Curriculum Vitae for each artist, submitted as one collated document.	Resume or Curriculum Vitae for each lead artist, submitted as one collated document.
Eligible Work Samples	Eligible work samples for all lead artists
Annotated Image List	Annotated Image List
Proof of Residence	Proof of Residence
	Organizational Documents: -Principal Officer's Driver's License -501(c)(3) Determination Letter -Organization's 2021 Form 990 -Organizations File Detail Report
Artist's or Team's website link	Organization's website link
Artist's or Team's short bio/medium/contact info	Organization's and each lead artist's short bio/medium/contact info

A. LETTER OF INTEREST

- 1.) A single page document of 500 words or less, to include:
 - a.) Description of Applicant's (Artist's / Team's / Organization's) specific interest in Chicago public art opportunities.
 - b.) Description of content and concepts central to Applicant's work.
 - c.) Brief summary of Applicant's professional experience to date, including how that experience may qualify Applicant for public art projects.
 - d.) If Applicant is (i.) a Team or (ii.) an Organization applying with proposed lead artist(s), include a description of Applicant's collaborative history and process (i.) as a Team or (ii.) as an Organization with the specified lead artist(s).
 - e.) If Applicant has not previously completed a public art project of durable or permanent materials, discuss how Applicant might approach developing a work of art for a public space.

B. RESUME / CURRICULUM VITAE

- 1.) **Artists:** Please submit your resume or CV.
- 2.) **Teams:** Please submit your Team/studio resume or CV, or collate the individual resumes/CVs of each Team member into a single document.



3.) Organizations: Please submit a single document in which the individual resume or CV for each lead artist proposed in your application has been collated.

C. WORK SAMPLES / PORTFOLIO OF PREVIOUS WORK

1.) In the "**CHOOSE WORK SAMPLES**" portion of this call, please provide:

a.) 10 images of existing, recent work

- i.) File Types: JPEG or JPG only
- ii.) File Dimensions: 1200 pixels or greater on the longest side
- iii.) File size: Under 5 MB
- iv.) Do not submit more than 2 images of the same work.
 - Composite images of no more than 2 views of the same work are acceptable.
 - Illegible images (e.g., poor resolution) will not be reviewed.

b.) (Optional) Up to 2 videos documenting existing, recent work

- i.) Submit video **only** to demonstrate kinetic or time-based work.
- ii.) **Do not** submit video of static work, artist interviews, or promotional material.
- iii.) File Types: MOV, WMV, MP4, 3GP, AVI, ASF, MPG, M2T, MKV, M2TS
- iv.) File size: Under 100 MB
- v.) Currently, linked media – from YouTube, Vimeo, etc. – are not accepted by CaFÉ

2.) Eligible Work Samples:

- a.) Artists:** Submit only images or videos of Artist's own original artwork or collaborative joint work for which Artist shares copyright.
- b.) Teams:** Submit only images or videos of Team's own original artwork or joint work for which all artists on Team share copyright.
- c.) Organizations:** Submit only images or videos of original artwork or joint work for which all proposed lead artist(s) share copyright.

3.) Please Note:

- a.) Applicants seeking prequalification in more than one category** (Artist, Team or Organization) must submit a separate application—with a unique portfolio of previous work—for each category.
 - i.) Duplicate portfolios **will not** be considered.
 - ii.) **Do not** submit images or videos of works or projects by others for which applicant played a supportive role (assistant, fabricator, engineer, etc.).



b.) This call is a request for qualifications only.

i.) **Do not** submit proposals for specific public art projects or donations of artwork.

D. ANNOTATED IMAGE LIST

1.) For each work sample provided, please list:

- a.) Title
- b.) Medium/media
- c.) Dimensions
- d.) Year completed
- e.) Price, project budget, or commission budget
- f.) Installation site (if available), including street address or coordinates
- g.) Brief statement (2 sentences maximum) about the work
- h.) Organizations:** In addition to the annotations listed above, list the name(s) of lead artist(s) for each work.
- i.) (Optional) Thumbnail images are advised but not required.

E. PROOF OF RESIDENCE

1.) Artists, Teams and Organizations:

- a.) **For each artist**, provide a PDF copy of **one** of the following forms of documentation (option i., ii. or iii.):
 - i.) **Current, valid Illinois Driver's License (front and back sides)**
 - ii.) **Current, valid State of Illinois ID (front and back sides)**
 - iii.) **Recent utility bill in artist's name (all pages)**
- b.) P.O. boxes will not be accepted.

F. ORGANIZATION DOCUMENTS

The following documents are required of all Organizations.

- 1.) Organizations only**, provide a PDF copy of **Principal Officer's current, valid Illinois Driver's License or State of Illinois ID (front and back sides)**.
- 2.) Organizations only**, provide a PDF copy of Organization's **501(c)(3) Determination Letter**, issued by the US Internal Revenue Service (IRS)
- 3.) Organizations only**, provide a PDF copy of Organization's **IRS Form 990** for the most recent tax year (**2021**).
- 4.) Organizations only**, provide a PDF copy of Organization's **Corporation File Detail Report**, available through the Office of the Illinois Secretary of State.



G - H: Artists / Teams / Organizations accepted into the 2023/2024 Prequalified Artist List will be featured in a page on the City of Chicago website. The name(s) of the prequalified Artists, Team members, Organizations and lead artists will be accompanied by an image of the Artist / Team/ Organization, 1 or 2 images representative of their body of work, a short statement about the Artist / Team / Organization and lead artist(s), their primary medium and a link to their website.

G. WEBSITE LINK

1.) Provide a URL (Web page address) for a professional website that represents the scope of Applicant’s (Artist’s / Team’s / Organization’s) work. This may be the Applicant’s own dedicated website, or the website of an art gallery or arts nonprofit that represents Applicant’s work.

H. SHORT BIO, PRIMARY MEDIUM, AND CONTACT INFORMATION

- 1.) In 150 words or less**, write how you would like the following information to appear on the City of Chicago website if you are accepted into the 2023/2024 Prequalified Artist List.
- a.) Artist’s / Team’s / Organization’s / Organization lead artist’s/s’:
 - i.) Short bio
 - ii.) Primary medium
 - iii.) Contact information

VI. SCHEDULE

*** Dates are approximate**

STAGE	Timeline
Application Opens	April 1, 2022
Application Closes	June 12, 2022, at 11:59 am CST
Technical Support	April 26, 2022
Submission Review	Mid-June 2022 – July 2022
Notify Prequalified List Artists	Late August 2022 – Early September 2022
2023/2024 Prequalified List Designed Document Release	End of December 2022

VII. APPLICATION TIMELINE:

Application Opens: Thursday, April 1, 2022, 11:59 AM CST

Application Closes: Sunday, June 12, 2022, 11:59 PM CST



Technical Support Session: Tuesday, April 26, 2022
12:00 PM – 1:00 PM CST
ZOOM

- **This will be** an information session for Artists / Teams / Organizations applying through the CaFÉ interface.
- **This will be** a technical support session only.

- No portfolios or other application materials will be reviewed.
- No forthcoming public art projects will be identified.

- Please register in advance for the Zoom meeting at https://us02web.zoom.us/meeting/register/tZEpd6spjorGdZnOPiuZ_MgDu-gmJSTNw72

After registering, you will receive a confirmation email containing information about joining the meeting.

VIII. RESOURCES FOR APPLICANTS:

[Chicago Public Art Program](https://www.chicago.gov/city/en/depts/dca/provdrs/public_art_program.html)

https://www.chicago.gov/city/en/depts/dca/provdrs/public_art_program.html

[Chicago Public Art Prequalified List](https://www.chicago.gov/city/en/depts/dca/provdrs/public_art_program/svcs/public_art_list.html)

https://www.chicago.gov/city/en/depts/dca/provdrs/public_art_program/svcs/public_art_list.html

[IRS Tax Exemption Requirements for 501\(c\)\(3\) Organizations](https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501c3-organizations)

<https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501c3-organizations>

[Office of the Illinois Secretary of State](https://www.cyberdriveillinois.com/departments/business_services/corp.html)

https://www.cyberdriveillinois.com/departments/business_services/corp.html