



Thank you for your interest in partnering with PACE (Public Arts Commission of Enid) for your upcoming art project. We are excited to have the opportunity to hear about your project and to perhaps play a role in its development. To get the process started you will have to complete the application and provide the documents as outlined on the submittal checklist. As art projects are far from being a one size fits all, if you see requirements that you believe may not pertain to your project please contact the PACE Staff Liaison, Angela Rasmuson at arasmuson@enid.org or at (580)616-7242 to discuss the applicable requirements. After your submittal has been reviewed and accepted by the Staff Liaison your project will be schedule to be heard at the next available PACE meeting. Some projects may need to be approved by the City of Enid Mayor and Board of Commissioners. If this applies to your project you will be notified at the PACE meeting when your project is approved.

Once all required approvals are obtained you will receive a letter which will contain important information such as the amount of funding you will be receiving as well as summarize the specific details of the approval of your project.

We hope that you find our process an easy one to follow but should you need any help along the way or have any questions please don't hesitate to ask for assistance.



Public Arts Commission of Enid

Partnering Application

PROJECT INFORMATION

Application Date: _____

Description of Art: _____

Project Address: _____

Property Owner Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner Statement: I authorize the applicant to speak for me in matters regarding this application. Any agreement made by the applicant regarding this proposal will be binding upon me. I authorize City of Enid Staff to enter the property for the purpose of observing and taking photographs of the project area for presentation and for inspections to insure consistency between approved proposal and completed project. Owner agrees that work will be performed **exactly as approved** and any revisions will be approved prior to work commencing.

Property Owner's Signature: _____ Date: _____

APPLICANT INFORMATION

Name: _____ Organization: _____

Address: _____

Phone: _____ Email: _____

Connection to Project: _____

Applicant Statement: I am applying for City of Enid partnering funds for the above project. In order for my project to be considered for funding I understand I am required to submit the documents as listed on the submittal checklist. I understand once the project receives final approval any changes or revisions must be approved prior to work commencing. Revisions may be subject to approval by City Staff, PACE and City Commission and if not approved could result in loss of funding for the project.

Applicant's Signature: _____ Date: _____



Public Arts Commission of Enid

Submittal Checklist

Submit this checklist with all of the supporting documents to the PACE Staff Liaison, Angela Rasmuson. Submittals can be made by email to arasmuson@enid.org, mail or in person. For questions regarding your project submittal call 580-616-7242.

1. Completed and signed application
2. Artist and Project Information
 - Title of Work _____
 - Value _____
 - Artist Project Statement
 - Artist Biography
 - Have you received public funds for other projects Yes No
 - If yes, please provide the details for that project including reference contact information.
3. Site Plan including the following:
 - Drawn to scale (Plan shall be appropriate to adequately display details.)
 - North arrow, property lines, curb lines, street labels
 - Buildings and/or any other structures (fences, walls, dumpster enclosures)
 - Sidewalks, driveways and parking lot layout (including dimensions and slope detail)
 - Landscaping areas and planting details
 - Project signage
 - Proposed location for artwork
4. Elevations, renderings and photos (depicting completed project as accurately as possible)
5. Materials List
6. Project Budget
7. Project Schedule
8. Performance Bond (if required)
9. VARA (Visual Arts Rights Act) rights have been waived (if required)
10. Is this project on City of Enid property? Yes No
 - If yes, the project may be subject to additional requirements.

Information regarding the Arts in Public Places ordinance can be found by clicking the following [link](#).