



Art on Public Property - How to Apply

The City of San Rafael welcomes proposals for the creation and display of public artworks and exhibitions on property that is owned, occupied, or managed by the City. Please follow the steps below to apply. Prior to submitting your application, please be sure to review the Public Art Review Guidelines in detail to ensure your application is complete and meets the established selection criteria.

Your application can be submitted via email (publicart@cityofsanrafael.org) or mailed to the Library & Recreation Director at 618 B Street, San Rafael, CA 94901.

Proposal Requirements

The proposal must include the following components:

- Name of artist and/or proposer team
- Artist, Artist Team, or Project Manager Resume or Qualifications
- Detailed project description including:
 - Description of proposed concept
 - Illustrations, drawings, or samples of the proposed artwork
 - Materials and media
 - Proposed Site
 - Timeline for installation
 - Estimated budget for installation and funding source(s) including:
 - Artist Stipend (if applicable)
 - Artist Fee
 - Materials
 - Installation
 - Maintenance (if included)
 - Other project costs (insurance, permits, etc.)
 - Project maintenance details/instructions
 - Anticipated life of project (6 months, 1 year, 2 years, 10 years, etc.)
- Structural integrity and ADA compliance
- Community engagement/support documentation
- Applicant must agree to the general terms set forth in the City's license agreement, including insurance requirements

Selection Process

The artists will prepare and submit a completed proposal to the Public Art Review Board. Proposals will be deemed complete at the discretion of staff. Proposals must be received no later than eight (8) weeks prior to the meeting at which they will be reviewed. The Board holds quarterly public meetings, with an annual schedule of meetings and proposal deadlines published on the City's website.

The Board may ask for an in-person meeting/presentation. The final recommendation of the Board will be made to staff. For projects with an anticipated life of greater than one-year, final approval will be made by the City Council. At staff's discretion, certain short-term projects may be required to obtain City Council approval, depending on project impact. The City strives to provide a decision on projects within three to four months of receipt of an application.

All questions about the process can be submitted to publicart@cityofsanrafael.org.

The City of San Rafael reserves the right to reject any submission which fails to provide all information requested, or fails to meet the objectives of the Public Art Review Board.