

Temporary Art Intake Form

The Arts Commission must approve the temporary or permanent installation of any work of art on City and County of San Francisco (CCSF) property.

This includes proposals initiated or funded by other City departments, or by outside third party sponsors, such as individual artists, organizations or commercial enterprises. In considering approval, the Arts Commission must evaluate proposals within the context of its mission to promote a rich, diverse, and stimulating cultural environment for the city's residents, visitors and employees, and to enhance the city's image both nationally and internationally.

* Indicates required question

1. Email *

PROJECT SPONSOR

2. Project Sponsor Department *

3. Primary Contact: Name and Title *

4. Primary Contact: Email *

5. Primary Contact: Phone Number *

ARTIST INFORMATION**6. Artist Name ***

7. Pronouns that should be used to refer to artist: *

Mark only one oval.

☐ She/her/hers

☐ He/him/his

☐ They/them/theirs

8. Biography

*

Please provide a written bio that concisely summarizes the artist and their practice

9. Resumes of all artists involved *

Files submitted:

10. Phone Number of Artist *

11. Email Address of Artist *

12. Artist Website

13. Please describe the relevance of the artwork/exhibition within the natural, architectural, cultural, historical, social/political or environmental context of the proposed site. *

14. Does the artwork/exhibition comply with all applicable building codes and disability access requirements? *

ARTWORK INFORMATION**15. Artwork Title ***

16. Artwork Date *

Example: January 7, 2019

17. Medium Description *

18. Installation Start Date *

Example: January 7, 2019

19. Duration of Installation *

PROPOSAL INFORMATION**20. Letter of approval from the City agency having jurisdiction of over the site, or the property owner if project is funded by City fund ***

Files submitted:

21. Three (3) letters of community support *

Files submitted:

22. Community Engagement Checklist

*

Please use this checklist to ensure that you have shared your proposed project with relevant constituents and community stakeholders. Please check all that apply.

How to identify Cultural District, Community Benefit District, and Supervisor's Office:

Enter in your project site address and check <https://sfplanninggis.org/pim/> to see what Cultural Districts (Zoning Information), Community Benefit Districts (Zoning Information), Supervisor's Office (Property).

How to Identify Local Arts Organizations and Cultural Centers:

If the project site is within 5 block radius of a Cultural Center, please include them in your community engagement. Please identify any visual arts organization within 5 block radius of the project site and include them in your community engagement.

We verify that we have reached out to the following:

Check all that apply.

- ☐ Cultural District
- ☐ Community Benefit District
- ☐ Local Arts Organizations
- ☐ Cultural Centers
- ☐ Supervisor's Office
- ☐ Other: _____

23. Scale drawing or model of the proposed project *

Files submitted:

24. Image of proposed site *

Files submitted:

25. Rendering of artwork in proposed site *

Files submitted:

26. **List of proposed materials, and description of assembly of materials.** *

Please list all of the physical and 'non-physical' components (i.e., digital files, domain names, etc.) that make up the artwork. Do not include ancillary items that are not part of the artwork itself.

27. **Maintenance plan for duration of display** *

28. **Signed Waiver of Proprietary Rights for Artworks Placed on City Property or Private Property** *

Files submitted:

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