CALL TO ARTISTS

ARTIST GRANTS PROGRAM | ISSUED BY

GLASS HOUSE | COLLECTIVE | SEPTEMBER 2013

REQUEST FOR PROPOSAL

Glass House Collective is seeking proposals from artists or artist teams residing in the United States for the Creative Placemaking Program. Grants of up to **$30,000** will be awarded to at least two artists or artist teams.

1. Eligibility. The RFP is open to all artists or artist teams over the age of 18 who currently reside in the United States. No other 501c3 nonprofit organizations or religious institutions may apply.

2. Project Budget. Up to $30,000 per grant for artists' stipends and project materials.

3. Application Deadline: Applications must be received by **November 1st, 2013, 4PM (EST)**. No exceptions. Refer to page 4 for application procedures. The application can be found on page 5 of this document or downloaded at **www.glasshousecollective.org/RFPartistgrantsprogram**.

4. Project Timeline: **Jan 1, 2014** through **Dec 31, 2014**.

PROJECT OVERVIEW

Glass House Collective is seeking artists or artist teams to work within the East Chattanooga community for one year. Two artists or artist teams will be selected to receive up to $30,000. All disciplines of art are eligible to apply (i.e. performing, visual, literary, graphic design, multimedia craft, etc).

Over the course of one year, artists will implement projects that address one or more priority areas identified by resident stakeholders. These include: **community engagement**, **neighborhood safety**, and **beautification**.

Applicants should carefully consider the context within which they will be working. While the City of Chattanooga has undergone a remarkable renaissance over the past twenty years, there are places that have been challenging to engage along the way, and East Chattanooga is one of these places.

ABOUT EAST CHATTANOOGA

In 2011, this urban neighborhood was classified as "Stable/Declining" in The Chattanooga Neighborhood Assessment by Michael Shubert. The stable but declining neighborhood is experiencing a reduction in homeownership, a weakening of maintenance standards, less active neighborhood groups and associations, and an image that is weakening. The neighborhood is having difficulty attracting homebuyers who qualify for conventional financing. Associational ties are weakening and the neighborhood is less resilient in responding to threats. While the neighborhood may look fairly stable, the equilibrium has begun to shift in a downward fashion.

IMAGE

- The neighborhood is perceived as being in decline.
- Neighborhood conditions begin to reinforce a negative image.

MARKET

- Homeownership base is beginning to slip. Sales prices appreciate at a lower rate than the city as a whole.
- Homes for sale are more likely to be purchased by investors than homeowners and converted to rentals. Rental investors are usually less than professional in property management and tenant screening.
- Realtors begin to market properties toward investor purchase.
- Vacant properties begin to appear.

PHYSICAL CONDITIONS

- Physical conditions on residential properties, while generally decent, begin to show decline as owners begin to defer investment or make shoddier improvements.
- Exterior conditions of yards and driveways show signs of slipping.
- Reduced expenditures on capital improvements.

NEIGHBORHOOD MANAGEMENT

- Neighborhood association is not growing in membership.
- Uncivil behaviors, while rare in the past, grow in frequency and increasingly remain unchecked.
- Coping mechanism of the neighborhood is weaker.

The commercial area most important to the community is Glass Street. This historic commercial corridor's story echoes that of many formerly industrial areas. Today, the Glass Street corridor sees some 11,000 vehicles pass through it everyday without stopping. Short on the foot traffic and sense of community that made this district so vibrant in the past, local businesses have had a difficult time keeping their doors open, often leaving the district's historic buildings to fall into disrepair. Through the efforts of Glass House Collective, and specifically a focus on the value of the arts and incentivized projects by individual artists, Glass Street is undergoing a creative and citizen-led revival. Please visit **www.glasshousecollective.org/projects** to learn about the various projects Glass House Collective has supported over the past 18 months.

For more detailed information about the community:

- AIA Urban Design Workshop Briefing Materials (2012): **http://tinyurl.com/q2w3d3p**
- Chattanooga Neighborhood Assessment (2011): **http://tinyurl.com/og7uepk**
- Regional Planning Agency's East Chatt Area Plan (2004): **http://tinyurl.com/q58n4as**

DETAILS & PROVISIONS

Glass House Collective will provide:

- Up to $30,000 in funding per selected artist or artist teams. Funding may be used for artist or artist team stipends, and project materials. This call is open to artists or artist teams from across the United States, but funding may not be used to subsidize relocation costs or cover housing related expenses or transportation.
- A multiuse space located in a historic building along the Glass Street commercial corridor as studios for design and production. The space is equipped with electricity, plumbing, HVAC, and AIA Handicap accessible. Please see page 8 for a footprint of the building.
- Assistance in marketing/promotional efforts and outreach throughout the duration of the project including access to a dedicated team of residents we call the Good Neighbor Network.

Artists or artist teams will be responsible for:

- Incorporating a public component in their project (i.e. public exhibition, installation, event, performance, lecture series, publication or website, etc.) with a defined target audience and understanding of the extent to which they are involved.
- Activating the multiuse space provided by Glass House Collective throughout the duration of the project. This should include spending a minimum of thirty hr/wk in the space and a minimum of six opportunities for public engagement in the space (i.e. instructional class, educational lecture, art exhibition, live demonstration, ect) over the course of the year.
- Demonstrating a general understanding of any special permits or permissions that will be required based on the proposed locations and natures of the project.
- Ensuring that projects do not create public safety hazards or encourage vandalism or be susceptible to degradation.
- Collaborating with residents, Glass House Collective staff, and partner experts as well as report progress on benchmarks outlined in the application form of this RFP.
- Obtaining their own personal health insurance coverage.

GRANT PROJECT TIMELINE

SEPTEMBER 17, 2013
Announcement of RFP

NOVEMBER 1, 4PM EST
Deadline for receipt of application materials

WEEK OF NOVEMBER 1
Review of proposals & selection of 10 semifinalists

WEEK OF NOVEMBER 11
Interviews with semifinalists

WEEK OF NOVEMBER 18
Grants awarded

JANUARY 1, 2014
Grant period begins

DECEMBER 31, 2014
Grant period ends

APPLICATION PROCEDURES

SELECTION PROCESS

An ad hoc selection panel including representatives of Glass House Collective and neighboring residents and business owners will review qualifications/proposals for the project and select up to 10 finalists. Finalists will be invited to participate in an interview process that may be conducted in person or via Skype.

TERMS

- Glass House Collective accepts no responsibility for the loss or damage of artist submission materials.
- Glass House Collective accepts no responsibility for costs incurred by the artist in responding to this RFP.
- Artists and artist collaborations selected for this project will be required to meet contract terms and scopes as well as lump sum budgets. No additional and/or contingency funds will be available.
- Respondents to this RFP agree to abide by the terms and conditions of this Request.
- Design proposals and their copyright will belong to artists. Glass House Collective reserves the right to use images of the designs and information from the written proposals for review and project promotional purposes.
- Artists or artist teams may submit multiple proposals for consideration, however, only one proposal can be selected per artist/artist team.

SELECTION CRITERIA

Projects should support one or more of the priorities identified by key stakeholders, which include **community engagement, neighborhood safety,** and **beautification.**

Selection criteria will focus on the artist or artist teams':

- Ability to address one or more of the key priority areas outlined in this RFP
- Artistic excellence
- Established record of completed projects
- Demonstrate experience working with communities
- Substantiated ability to collaborate well with others
- Ability to complete the application form and to address all questions outlined in this RFP

Preference will be given to proposals that:

- Teach new skills to participants
- Engage partners from multiple sectors

CONTACT US

Please contact Glass House Collective for additional information or with any questions.

Phone: 423-402-0565

Email: info@glasshousecollective.org

To learn more about Glass House Collective, visit: **www.glasshousecollective.org**

SUBMITTAL INSTRUCTIONS & REQUIREMENTS

Proposals may be submitted by mail, email, or by hand delivery and must include the following:

1. Complete Application Form on Page 6.

2. Complete Project Description questions 1-8 on Page 7. If submitted electronically, each file should be titled first with the name of the attachment followed by the artist's last name (for example: Application Form_Smith; Project Description_Smith; Project Budget_Smith).

3. Complete Project Budget Page 7.

4. Current Resume. *(two page limit)*

5. Letter of Interest briefly addressing how you addressed this project. This document should be no longer than one page. *(single spaced, 1 inch margins, 12 point font)*

6. List of professional references *(at least three)*: Please include name, address, phone number, and email address for each individual.

7. Ten digital images of previous work saved to CD or emailed to the address provided below. The specifications for the digital images are as follows: All CDs must be labeled with the applicant's name, contact information (telephone number and email address), and number of images. Every image file must be titled first with the number of the image in the order to be viewed (use "0" in front of single-digit numbers), followed by the artist's last name (for example: 01_Smith; 02_Smith). The numbers must correspond to the annotated image list. Do not embed images into a PDF, PowerPoint presentation or other document.

   Acceptable digital images much be:

   Dimensions: Minimum 800x600; Maximum 1600x1200

   File Format: JPG at 72 DPI
   (do not use Progressive JPGs, GIFs, or TIFFs)

8. Annotated Image List (two page limit): Please include the artist's name as a heading and a brief description of each image, including title, date, medium, dimensions, and budget or price.

9. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials. Materials not requested will not be reviewed. If you send materials via a file sharing program (You Send It, Dropbox, etc.), please send us an email to confirm receipt.

Application materials may be received by mail, hand delivered or electronically by November 1st, 2013, 4:00 pm ET. No exceptions. Send materials and direct all questions to:

Glass House Collective
2523 Glass Street
Chattanooga, TN 37406

If submitting digitally, email all materials to:
info@glasshousecollective.org

APPLICATION FORM

Please complete this form and submit with it all of the required application materials.

LEAD CONTACT_____

PROJECT TITLE *[optional]*_____

COLLABORATORS *[please list the names of any other artists with whom you are applying]*

_____

_____

_____

STREET ADDRESS *[please submit the address for lead contact]*_____

CITY / STATE / ZIP CODE_____

PHONE_____

EMAIL_____

WEBSITE *(optional)*_____

I agree and understand to all of the terms of this Call to Artists/RFP.

SIGNATURE AND DATE:_____

PROJECT DESCRIPTION

Please submit responses to the following questions as a Word document or a PDF using Times New Roman font in size 12 and single spaced paragraphs. Each response should be numbered to match the corresponding question and adhere to the maximum word count.

1. Describe the goals of your project. Show how your project will support one or more of the community's priority areas including community engagement, neighborhood safety, & beautification. *[max 300 words]*
2. Describe what format(s) your project will take, such as, public exhibition, installation, event, performance, publication or website. Will your project require a specific type of site or setting? *[max 100 words]*
3. Have you had experience working with communities? Describe it what worked/didn't work? If you have limited experience working with communities, describe why you think this will be successful. *[max 300 words]*
4. How will the public be engaged in your project? Please identify who your audience is (age range, education level, etc.) and to what extent they will be involved. *[max 250 words]*
5. How will you balance working with communities and maintaining artistic excellence? *[max 250 words]*
6. Describe how you will use the studio space that is available to you (see Attachment 1). Will your studio setup require special needs (i.e. ventilation, electrical, insulation)? Please provide a list of the equipment you will bring to Glass Street and plan to use on a daily basis. *[max 200 words]*
7. Do you envision the engagement of any partners? If so, please identify your proposed partners and to what extent they will be involved. If you are not familiar with a specific partner, please describe the type of individual, business, organization, or institution with which you propose partnering with. *[max 300 words]*
8. Give a brief project timeline and identify benchmarks that will occur. Please include a work plan with a timetable attached to it. *[max 200 words]*

PROJECT BUDGET

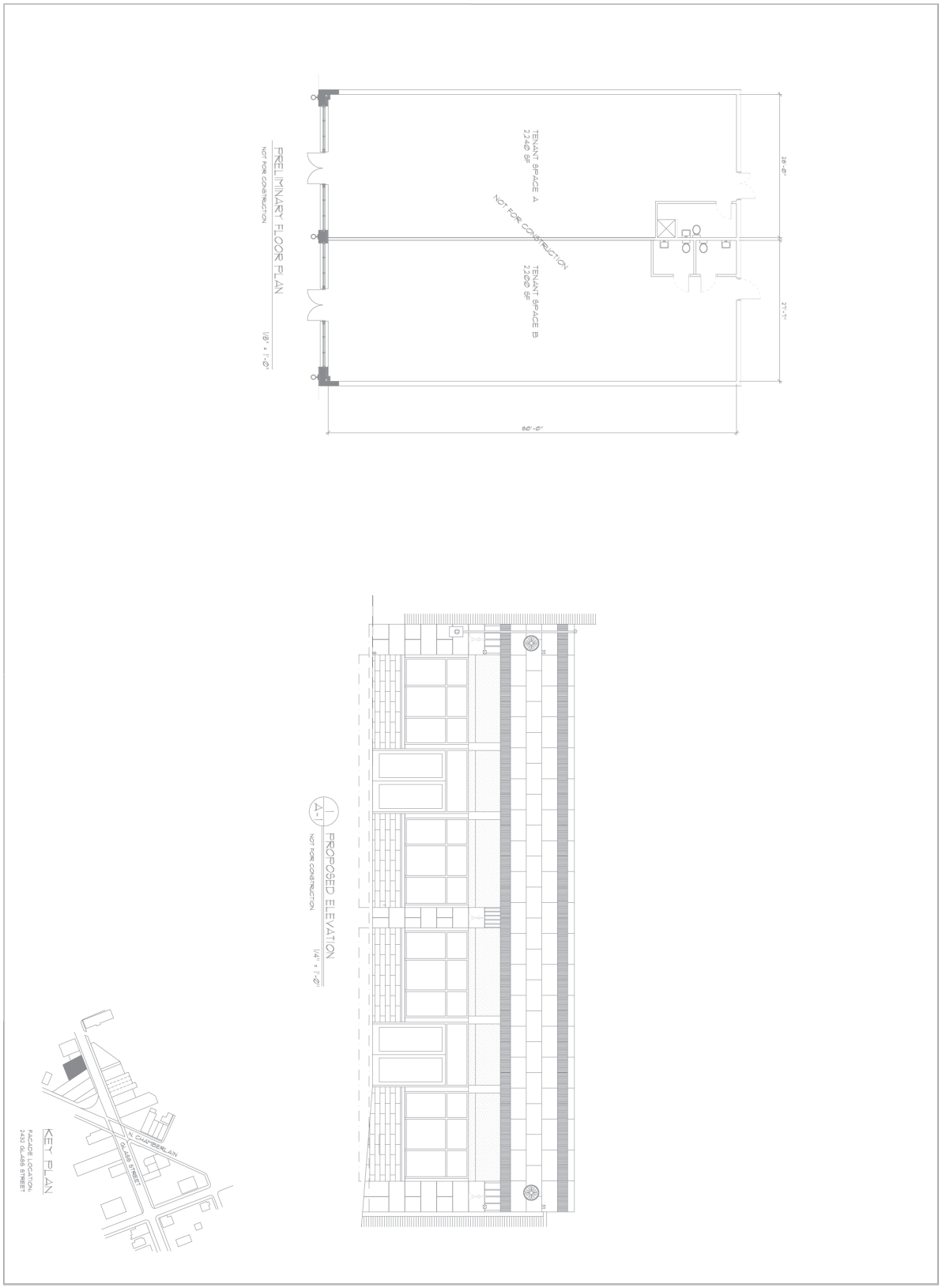
Please submit your budget in the format shown below.

ITEM(S)	QUANTITY	DOLLAR VALUE

EXPENSES [supplies, artist fees, etc.]

TOTAL: _____

FOOTPRINT OF TENANT SPACES



A-1	EXISTING CONDITIONS	NOT FOR CONSTRUCTION	PROJECT NO. 1215
			DRAWN CHECKED
			SCALE FILE NO. 1215

PRELIMINARY TENANT SPACES
2432 GLASS STREET
CHATTANOOGA, TENNESSEE 37406

GLASS HOUSE COLLECTIVE
CHATTANOOGA, TENNESSEE

DAVID R. BARLEW
ARCHITECTS INCORPORATED
714 CHERRY STREET
CHATTANOOGA, TENNESSEE 37402
(423) 755-7577 · FAX (423) 755-7578

REVISIONS