



# Public Art Artist or Artist Group Led Project Grants

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PROGRAM YEAR 2021

**SUMMARY OF THE PROCESS FOR RECEIVING A GRANT UNDER THE PUBLIC ART ARTIST OR ARTIST GROUP PROGRAM**

Please be sure to read the complete guidelines prior to turning in your application.

1. Review the guidelines and completely fill out an application – if not completely and correctly filled out, it will delay the processing of the application.
2. For projects be sure to include cost estimates and outside contractor contact information if applicable.
3. Approval by the Arts and Culture Commission will be required.
4. If the project and/or contractor changes subsequent to approval, your grant amount may be reduced or the grant may be rescinded. Please notify the Planning office immediately if the project or contractor changes.
5. Wait for an award letter. Allow up to six (6) weeks for review and processing. If you provide an email address in the application, the award letter will be emailed to you.
6. If the project changes after approval, please notify the Planning office immediately. You may expand the scope and cost of the project, but the grant award will be based on your original estimates and funding will not be increased.
7. Complete the project.
8. Once the project is complete, provide the following to the Department of Planning:
  - a. The final invoice demonstrating that the project is complete and the amount due has been paid in full or, alternatively, the portion owed by the applicant is paid in full, as well as receipts showing proof of purchasing of all materials used within the project.
  - b. The attached form (page 13 of this application) showing proof that permits were obtained and proof that the contractor(s) are registered, if applicable. **Failure to provide this information may delay grant disbursement or lead to revocation of the grant.**
9. The grant check will be paid to the person or entity that is legally titled to the property or directly to the contractor. Allow up to four (4) weeks to receive the grant check.

This grant is available for artist or artist groups to create new public art pieces within the City of Sandusky. Projects must be within public areas and accessible to the public at large.

**Section I - GENERAL TERMS:**

**FUNDING AVAILABILITY:** No more than \$10,000 is available for calendar year 2021

**ELIGIBILITY REQUIREMENTS:** The projects must be located in the municipal boundaries of the City. Staff and/or the Public Arts and Culture Commission has the ability to modify the program if the project is considered catalytic. Project eligibility will be approved by the Staff Liaison to the Public Arts and Culture Commission and final approval will be given by the Public Arts and Culture Commission. **Projects on buildings with outstanding code violations are eligible to apply – but all code violations must be repaired prior to grant disbursement.**

**APPROVAL PROCESS:** Completed applications will be accepted on a rolling basis throughout the year on a first come – first serve basis. The Planning Department reviews applications first for completeness and to ensure compliance with eligibility criteria. Estimates must be included with applications. All applications will be reviewed and approved by the Public Arts and Culture Commission. Applicant is required to attend Public Arts and Culture Commission meeting where application is being reviewed. All approved applications will receive an award letter. Applicants who submit incomplete applications and/or

applications with compliance issues will be contacted and will have four (4) weeks to rectify all identified issues. If the issues are not rectified within four (4) weeks to the satisfaction of the City, the application will be discarded and the applicant will need to submit a new application. Please allow up to six (6) weeks for application review. Applications for assistance greater than \$10,000 that are approved by the Arts and Culture Commission will require final approval by the Sandusky City Commission (the applicant is required to attend the Commission meeting at which the grant is being considered). Accepted applications must be for the current program year. Once funds for the current program year are exhausted, applicants must wait until a new application and funding are available. **If the project scope and/or contactor changes after the award is issued, the grant amount may be reduced or rescinded.** If you choose to expand the scope or cost of the project, grant funding will not be increased.

**FAILURE TO COMPLETE:** Applicants will be given a predetermined amount of time to complete projects. If an extension is needed, the applicant must request an extension **PRIOR** to the completion deadline. If an applicant fails to complete a project for which he or she was awarded grant funds, the applicant will not be eligible to apply for grant funds in the next program year – there will be no exceptions to this policy.

**WITHDRAWAL OF APPLICATION:** If an applicant determines that they cannot complete the project due to an unforeseen reason and wishes to withdraw their application, they may do so within 90 days of the grant award letter.

**AVAILABLE FINANCING:** This grant funding is intended to cover 100% of a potential project's cost – with the exception of larger scale projects. Grant proceeds are provided directly to the artist or artist group on a reimbursable basis. Applicants have up to 180 days to complete projects after receiving an award letter, subject to adjustment based on the condition of the final project. Grants will generally be disbursed within approximately four (4) weeks following confirmation of all program requirements required for disbursement.

**MISCELLANEOUS:** Applicants are permitted in certain instances to perform improvement work; however, in these cases, City grants will be available for materials only, however the Public Arts and Culture Commission has the ability to allow for some portion of the grant to be used towards artist or artist group labor costs. The city reserves the right to deny eligibility of certain project expenses at its sole discretion.

Requests for funding will be denied if applicants have outstanding collections, judgment liens, other court judgments, delinquent taxes, other tax liens, or any delinquent outstanding money owed to the City.

No person shall, on the grounds of race, color, national origin, religion, sexual orientation or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with HDB funds.

### **Section II – PROJECT EXCLUSIONS:**

Each program outlined in Section III may have specific and more restrictive eligibility requirements than those listed in this Section. The project exclusions outlined in this Section generally apply to all applications and projects regardless of the type of financial assistance being requested.

**PROJECT EXCLUSIONS:** Projects will not be considered for financial assistance through this grant if they involve:

1. Projects that are deemed inappropriate by the Sandusky Public Arts and Culture Commission.
2. Financing to projects in which the applicant has ever or currently owns entirely or in part, real estate that is tax delinquent and not on a payment plan, contains non-registered rental units, or

is in foreclosure. Applicants who have previously forfeited real estate due to foreclosure are eligible after a period of seven (7) years from the date of case closure. Applicants who have previously had real estate in foreclosure may apply if the case was dismissed meaning the claim was satisfied.

3. Financing of projects in which the applicant currently has utility delinquencies including but not limited to water and sewer.
4. Financing of projects in which the applicant currently has rental registration and/or administrative penalty delinquencies or has any outstanding delinquent or defaulted liabilities with the City.

### CONTACT

McKenzie Spriggs  
Commission Clerk  
Phone: 419-627-5850  
Email: [mspriggs@ci.sandusky.oh.us](mailto:mspriggs@ci.sandusky.oh.us)

Mailing Address:  
City of Sandusky / Commission Office  
240 Columbus Avenue  
Sandusky, Ohio 44870

### **Section III – FUNDING PROGRAM:**

The intent of this program is to aid an artist or artist group in creating new public art pieces within the City of Sandusky. These efforts will enhance and further develop interest and awareness in the visual arts, increase attachment to place, integrate artist work throughout the City of Sandusky, increase property values and spur additional private investment.

#### ELIGIBLE USES:

- Public Art projects:
  - Murals
  - Sculpture
  - Functional Art
  - Light Installation
  - Multimedia
  - Pop-Up & Temporary Art
  - Interactive Art

#### EXCLUSIONS:

- Projects that are within a private building
- Projects on private property (excluding murals), unless written documentation is given stating that the artwork will always be visible from the public right of way or else it must be given to the City of Sandusky and relocated.
- Projects on single or two-family residentially zoned property.
  - Unless deemed appropriate by the Arts and Culture Commission and appropriate public outreach and participation is part of the project proposal.

#### REQUIREMENTS:

- Application must include applicable renderings, sketches, and/or drawings.

- Maintenance Schedule
- Budget
- City assistance for projects can be 100% of eligible project costs or up to \$7,500, subject to change if the Public Arts and Culture Commission deems project to be of large enough scale.
- Eligible projects that cost \$1,000, or less, applicants may apply for the program the following year. This is limited to one time only.
- Applicants must have approval from property owner of project that they agree to project proposal and maintenance of project if the project is on private property.
- **Funds will be disbursed as reimbursement only, unless paying for materials only, or directly to the contractor (if applicable) performing the work. Applicants will be required to show both proof of project completion and, evidence of payment when contractors are not being paid directly by the City. Applicants must pay their portion in full prior to City grant disbursement.**
- **All applications will be reviewed by all applicable departments, and the Chief Building Official and are required to secure all necessary permits prior to commencing work. Further, certain work will require completion by licensed and registered contractors and applicants should contact our Building Division at (419) 627-5940 to determine if these requirements apply. Certain inspections may be required during construction. Please inquire with Building Division while obtaining permits. Proof of permits and contractor registration must be included with the final invoice upon requesting grant disbursement – please use the attached form (page 13).**
- **Any work completed prior to notice of award from the City will be ineligible for this program.**

TYPE OF FUNDING: All projects funded under this program receive grant proceeds.

TERM OF GRANT: Provided directly to third party contractors or on a reimbursable basis to the applicant after the completion of all exterior improvements and evidence of expenses incurred.

- **Job name or project address must be listed on all paid receipts/invoices. Please inform your contractor or specify the address when purchasing materials for eligible projects.**
- **If purchasing materials for an eligible project, please purchase materials separate from personal items.**

**APPLICATION TO FOLLOW ON THE NEXT PAGE**

**Funding Being Applied for: (Please check only one)**

- 100% of eligible project costs or up to \$7,500.00
- Project in excess of \$7,500.00
- Project under \$7,500.00 with third party funder matching
- Project over \$7,500.00 with third party funder matching

**Applicant Contact Information:**  Check if applicant currently resides within the City of Sandusky

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(Authorized Representative Name – if different than Applicant Name)

\_\_\_\_\_  
(Personal Home Address)

\_\_\_\_\_  
(Permanent Parcel Number – Obtained from the Auditor’s web site)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Social Security Number \*will remain confidential)

\_\_\_\_\_  
(Fax Number – if applicable)

**Project Information (if different than Applicant Contact Information):**

\_\_\_\_\_  
(Property Address)

\_\_\_\_\_  
(Permanent Parcel Number – Obtained from the Auditor’s web site)

Type of Property:  Single-Family  Duplex  Tri-Plex

Mixed-Use  Other \_\_\_\_\_

Occupancy of Property:  Occupied  Vacant

Listed on the National Register of Historic Places or in a Historic District:  Yes  No

Owner has given written approval (attach letter showing written approval):  Yes  No

To your knowledge, does the property where the project is proposed have ANY of the following:

- (1) Delinquent real estate taxes:  Yes  No
- (2) Delinquent rental registration (if applicable):  Yes  No
- (3) Delinquent utility payments:  Yes  No
- (4) Delinquent administrative fees with City:  Yes  No
- (5) Open code violations:  Yes  No
- (6) A property currently in foreclosure:  Yes  No
- (7) A property formerly in foreclosure:  Yes  No
- (8) A property demolished by the City:  Yes  No

If any answers to the above list of questions were "YES" – please explain and provide the address of the property in question: \_\_\_\_\_

\_\_\_\_\_

**Project Description:**

Please provide a brief description of the entire project to be undertaken for which City assistance is being sought. Please detail the project to be completed and anticipated timeline for completion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor Information (N/A if artist will do all work – \*Otherwise Required):**

\_\_\_\_\_  
(Company Name) (Personal Contact  
Name)

\_\_\_\_\_  
(Company Address) (City, State, Zip)

\_\_\_\_\_  
(Phone) (E-Mail)

Will you be completing the art work yourself? YES  NO

**\*\*Please keep all materials receipts for final disbursement. No labor charges will be included unless otherwise approved by the Arts and Culture Commission.**

**Project Source & Use Of Funds (\*Required):**

A. Total project cost for the applicable project:

Total Project Cost \_\_\_\_\_

B. Request from grant program:

\_\_\_\_\_

C. Applicant Responsibility (difference between A and B):

If third party is partially funding \_\_\_\_\_

D. Do you anticipate paying for the project 100% to the contractor?  YES  NO  
(This is to determine if the city will draft the check to the property owner or contractor)

**Attachments (Initial Application):**

The following should be submitted with your Application:

- Third Party Cost Estimates (if using a contractor)
- Cost Estimates or Project Budget
- Renderings, design details, drawings. (Arts and Culture Commission May Require More)
- Letter with written permission by property owner that they are fully aware of proposed project and are giving permission for project to occur on their property.

**Attachments (Required Prior to Disbursement):**

- Evidence of Cost Incurred (Subst. Redevelopment, Ext. Repairs, Landscaping)
- Evidence of Contractor Registration/Permits** – to be submitted on attached form (page 13) by **applicant** (if applicable)
- Photos and documentation of completed work

**Projects require both an initial inspection by City staff prior to work beginning and a final inspection to ensure completion of work prior to disbursement of grant proceeds.**

**Submission Acknowledgment**

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense.



The undersigned is responsible for any tax consequences that arise as a result of award, if any, and should consult a tax professional for additional information. The undersigned understands that information submitted to the City of Sandusky as part of this application is considered a public record. The undersigned also agrees to display signage showing City support on their near their artwork for up to three (3) months. The undersigned also agrees to have his or her artwork photographed for marketing purposes. The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, **Public Art Artist or Artist Group Grant funds cannot pay for expenditures made before grant approval and notice of award. The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.**

By: \_\_\_\_\_  
(Print or type name and title)

\_\_\_\_\_  
(Signature) (Date)

**By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. Please contact the Department of Planning with any questions.**

CONTACT

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