



CITY OF BOSTON, MASSACHUSETTS
Thomas M. Menino, Mayor

BOSTON ART COMMISSION

Summary of Guidelines for Permanent Public Art Installation in Boston

Step 1

If applying for funding support from the City of Boston, the community group or agency proposing the public artwork (the proponent) should **submit an application for *Phase I: Planning and Artist Selection* funds to the Edward Ingersoll Browne Fund**, a Trust of the City of Boston. Please send a copy of the application to the BAC. Deadlines for all applications to the Browne Fund are September 15 and March 15.

Step 2

Once planning funds are awarded or the applicant has obtained alternate funds available to undertake an artist selection process, **the BAC staff and the proponent schedule an informational meeting**. The BAC provides detailed information about the approval process and suggests options for retaining a required BAC-approved advisor to facilitate planning the artist selection process.

Step 3

The proponent should proceed with Phase I: Planning and Artist Selection. A BAC-approved advisor is hired by the proponent, and the selection process is determined. Opportunities are provided for community feedback regarding finalists' proposals. From a group of finalists (three minimum), one artist is selected.

Step 4

After the artist is selected, **the proponent and artist should submit a preliminary design concept and meet with the BAC**. The BAC and representatives from relevant city departments provide feedback on the design as it relates to city codes and permits. Completed materials must be received by the BAC two weeks prior to the meeting to accommodate this process.

Step 5

If applying for funding support from the City of Boston, the proponent should **submit an application for *Phase II: Implementation and Fabrication* to the Browne Fund**. Please send a copy of the application is sent to the BAC.

Step 6

The artist should develop the final design and work with a conservator to develop a maintenance plan. During design development, meetings are scheduled with the BAC-appointed project manager and other City department representatives as needed. The BAC provides an approved list of conservators.

Step 7

The artist should present the final application to the BAC for approval. After the design has been finalized and reviewed by a conservator, a complete application should be sent to the BAC. Completed application materials must be received by the BAC two weeks prior to the meeting.

Step 8

In undertaking fabrication of the artwork, **the artist should file interim reports with the Commission.** Any changes to the design after the final approval *must* be reviewed by the BAC prior to fabrication and installation.

Step 9

Once the artwork is installed, a **Documentation Record should be submitted by the artist.** This completes the contract and the work is formally accessioned into the City's collection.