



TOWN OF SUPERIOR
Cultural Arts and Public Spaces Advisory Committee
REQUEST FOR PROPOSALS
DATE: OCTOBER 2, 2020
PROPOSALS DUE: MONDAY, OCTOBER 19, 2020 9:00AM

RFP FOR FUNDING CREATIVE PLACEMAKING PROJECTS IN SUPERIOR

RFP in Brief

The Town of Superior Cultural Arts and Public Spaces (CAPS) Advisory Committee is inviting creatives living in Boulder County to propose a creative placemaking project within the Town of Superior and request funding up to \$1,000 for the project. Proposals for funding are due **Monday, October 19 at 9:00 a.m.** and will be evaluated by CAPS at the October 22 CAPS meeting. Selected projects must be implemented by year-end 2020. The goal of the funding is to support innovation and the creativity in Superior by county-wide creatives, thereby strengthening our vibrant and attractive public spaces and offering residents unique entertainment and imaginative delights. The funding supports creatives working in the art and design field, including but not limited to: visual, media, performing and literary arts and design.

BE CREATIVE!

Tell us what Superior needs and how a creative placemaking project can fill that gap! Projects may include, but are not limited to, the development, creation, completion and presentation of new artworks in public places or online.

We have several ideas if you don't have one. Use an idea on the list below as a project to propose or use the list as inspiration to come up with your own idea.

- Paint the concrete sphere bollards at Community Park Basketball Court.
- Create mural(s) on panel to install on fence at Town Hall or elsewhere.
- Paint a mural on a basketball court at Founders Parks, Wildflower Park or Community Park.
- Create an art bench for a park or pathway.
- Develop and lead a community art-making project.
- Record/video music, digital, dance performance to play on Superior Channel 8 and Town website.
- Create a mural or other art installation along the 36 Bikeway.
- Create mural or art installation in an underpass.

Talk to Us

Call or email us to help you define your project and assist you in making a strong proposal. The CAPS staff liaison, Deana Miller, can be reached at deanam@superiorcolorado.gov or 303-499-3675 ext. 167.

Amendments to this Request for Proposals

The Town of Superior reserves the right to amend this Request for Proposals by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be posted on the Town website as soon as available and shall be the responsibility of the offeror to obtain all addenda. If revisions are of such a magnitude to warrant, in the Town's opinion, the



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postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

Proposal Requirements

1. Fill out a Proposal Cover Page, see page 4 below.
2. Prepare a proposal to include the items listed on page 5 below.
3. Submit the two items above by **Monday, October 19 at 9:00 a.m.** via email to deanam@superiorcolorado.gov.

Funding Available

There is \$5,000 available in 2020 to fund projects. Artists may apply for up to \$1,000 of funding.

Eligibility

Creative is broadly defined as and includes creatives working in the following fields and disciplines of art and design: public art, performance, graphic design, sound, light, literary, music, film, media and other visual arts. Individual creatives, organizations or teams may submit a proposal. If the request is for a collaborative project, one creative must act as the lead applicant and take responsibility for fulfillment of the requirements.

- Applicants must live in Boulder County.
- Applicants must be 18 or older (participants in a project under 18 must be supervised by an adult).
- The applicant may be funded one time per year based on CAPS approval.

Selection Criteria

- Artistic excellence, skill, creativity and innovation.
- Quality of the proposed project and use of funds.
- Professional application.
- Thoughtful, realistic planning, presentation, budget and timeline for project.
- Plan to share the project with the people of the Town of Superior.

Selection Process

- Evaluation of the applications and awards will be made at the October 22nd CAPS Advisory Committee meeting, meeting details can be found on the [CAPS webpage](#).
- Applications will be ranked on the above criteria.
- Applicants living in Superior will be given preference.
- Artistic excellence is weighted most heavily; however, we do give special consideration to emerging artists proposals.



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Timeline

October 19, 9:00AM	Applications due to deanam@superiorcolorado.gov
October 22, 6:00PM	CAPS Advisory Committee meeting to review applications
October 22 – October 31	Execute contracts
November 1 – December 31	Artists/Creatives install projects

Requirements for Funded Projects

- Projects must be promoted to the public and located within the Town of Superior or be available online and accessible to the public.
- Projects must be completed by the end of the year 2020.
- Projects must be installed or available for public view for at least one year.
- The entirety of the project must be completed within the project start date and project end date. We do not fund expenses that have already occurred.
- A final report must be submitted within two months of project completion. Final 10% funds will be awarded when report is received.
- Recipients must acknowledge CAPS Advisory Committee and the Town of Superior.
- The artwork shall be owned by the Town of Superior. The Town reserves the right to remove the project at any time for any reason.
- The artist shall retain copyrights and grant the Town of Superior rights to use images of the work in the promotion of the project in perpetuity.

Funding Distribution

The funds will be distributed in three payments:

1. 30% down payment for materials and supplies at the signing of the contract.
2. 60% payment at time of installation.
3. 10% remaining balance when the required Final Report has been submitted and accepted by the Town. Final Report content to be provided to selected artists.



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Required Cover Page

Please fill out the cover page form below and submit with your proposals. For more information or help with the application, please contact Deana Miller, Cultural Arts and Events Supervisor at deanam@superiorcolorado.gov or 303-499-3675 ext. 167.

Proposer's Name _____

Email Address _____

Mailing Address _____

City, State Zip _____

Primary Phone Number _____

Project Title _____

Name of Project Partners or Team Members _____

Requested Amount (up to \$1,000) _____



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Required Proposal Content

The following content must be submitted as a PDF document (do not password protect the PDF) and is considered the Project Proposal. Please submit the content in order of items listed below.

1. Proposal Cover Page above
2. Project Title
3. Project Location
4. Project Description (max 2 pages)
5. Where will the bulk of project take place, e.g. studio or onsite?
6. Describe how the project will be shared and promoted to the Superior community.
7. Briefly describe how will this project might advance your work or career?
8. Project start and end dates
9. Include a project budget that lists the project expenses and project income, including the funding request from the Town of Superior and other sources.
10. Include as an attachment the resume of all project collaborators.
11. Include a list of all project participants (e.g. the artist team, school kids, Boy Scouts, etc.)
12. Provide a link to your website and/or Facebook page.
13. Work Samples: Please provide a link to your work samples online or in a Dropbox or Google Drive folder. For artist teams, please include work samples for all team members.