

# Pottstown Utility Box Mural Application Information

The Pottstown Public Arts Project invites artists to apply for a public art project in which artists create public art on utility boxes located in the borough of Pottstown, PA. The goal of the project is to use all four sides of the utility boxes to display art that will enhance Pottstown's visual surroundings. Art should cover all exposed sides and top of the box, if possible. Artists will submit their designs and the Pottstown Public Arts Project will make selection.

## Application Process and Design Criteria

- Artwork MUST BE ORIGINAL and MAY NOT be work that has been sold or reproduced in any way.
- Design MUST include all visible sides of the utility box and top.
- Designs MUST NOT contain any representations of traffic lights, signs or signals.
- If the design is to include text, it MUST be included with the design concept. Utility box designs MAY NOT be used for advertisement or to promote a business, product or viewpoint.
- Designs MAY NOT include any breach of intellectual property, trademarks, brands, images of illegal activity or involve the attachment of any object(s) to the box.
- Designs may not obstruct functionality of the traffic signal box.
- The top of the utility box must be painted, either a solid color that coordinates with the design or as part of the overall design.

## Artist Eligibility

The project is open to all artists. All eligible applicants, regardless of race, sex, religion, nationality, origin or disability, will be considered. If you are unsure about eligibility, contact the Pottstown Public Arts Project before applying. Emerging artists are encouraged to apply.

## Guidelines for Proposal

Consider what makes Pottstown unique: the arts, history, music, community events, recreational opportunities, and special attractions. Themes may include any of those mentioned above, but are not limited to those. Be creative!

Artists should understand that the finished work will be on functioning equipment that will need repair or replacing at some point in time. As such, the Borough of Pottstown and the Pottstown Public Arts Project cannot guarantee how long each utility box will be in use.

## Selection Process

The Pottstown Public Arts Project members will review application submissions along with concepts at their next meeting after submittal. Notifications will go out promptly thereafter.

## Project Timeline

For our 2024 cycle, utility box murals need to be completed by October 31, 2024.

## Application Requirements

1. Proposal Description/Project Description explaining concept and design and how artist proposes to approach this project (one page maximum).
2. Completed Application
3. Five (5) images illustrating examples of your best works (.pdf format). It is suggested that these pieces have relevance to public commissions. Each piece of documentation must be clearly identified with the artist's name, title of work, size, installation location if appropriate, and numbered to correspond with an attached annotated list. DO NOT provide website addresses or links directing the Pottstown Public Arts Project to examples of your work. It is the responsibility of each Artist to select the five (5) works which best illustrate their capabilities.
4. Current resume detailing your experience as an artist and any past public art projects (please, no more than three pages). NOTE: Additional support materials may be submitted that relate to the artist's past public art experience.
5. A digital image of proposed utility box Artwork. Artists may submit up to three design proposals. A statement for each design must be submitted.

**Artist Award**

Each artist will be awarded \$1200 per Utility Box. The total budget includes all materials and artist's labor, as applicable. Artists will be responsible for purchasing all supplies related to project. Supplies must be on the approved supply list. Half the award will be paid out upon commencement of project. Remainder will be paid out upon completion.

Incomplete submissions will not be considered.

**Questions**

Questions related to this proposal may be directed to:

Julie Tonnessen  
Email: julie@artfusion19464.org

**Disclosure**

*The Pottstown Public Arts Project reserves the right at any time to supplement, amend or otherwise modify this solicitation and to request additional or supplemental information or proposals from any or all participating artists. In addition, the Pottstown Public Arts Project reserves the right to accept or reject, at any time prior to commissioning of a work, any or all proposals or any part thereof submitted in connection with this solicitation; to waive any defect or technicality; and to advertise for new proposals where the acceptance, rejection waiver, or advertisement would be in the best interest of the Pottstown Public Arts Project. The Pottstown Public Arts Project also reserves the right to negotiate unacceptable provisions incorporated within an otherwise acceptable proposal. A proposal which is incomplete, unclear, conditional or which contains irregularities of any kind, may be rejected without evaluation. Upon final acceptance, title to the work shall pass to the Borough of Pottstown. Thereafter, the Pottstown Public Arts Project shall retain all written documentation regarding the work and shall have the right to a copy of all drawings, sketches and designs of the work for maintenance and historical documentation purposes only.*

*The Pottstown Public Arts Project may use any or all images provided both in the application and the final design to advertise and promote their mission. Failure to comply with proposal requirements described in the prospectus will constitute an invalid application.*

The Pottstown Public Arts Project  
ArtFusion 19464  
341 Beech St., Unit 1  
Pottstown, PA 19464

Pottstown Public Arts Project Utility Box Mural Application

Name:		Date:	
Address:			
City:		State:	Zip:
Phone:		Email:	
Website:			
<i>In addition to this completed form, please attach the following documents with your application:</i> <ul style="list-style-type: none"> <li>• Please email 5 examples of previous work to julie@artfusion19464.org. Please include information on each image you submit.</li> <li>• Proposal/Design Description</li> <li>• Resume</li> </ul>			
<b><i>I have read and agree to the above rules and process.</i></b>			
<b><i>Signature</i></b>			