



CITY OF HUNTINGTON

MAYOR’S COUNCIL ON THE ARTS

Coversheet for Concept Paper for a Public Art Exhibit

Adopted 7/13/16

Prior to submitting this formal application for a public art exhibit on City-owned or controlled property, you must submit a concept paper for the exhibit for review and approval by the Public Art Policy Subcommittee. At a minimum this concept paper must contain a description of the exhibit, its purpose, number and dimensions of works of art and why the sites(s) were chosen. You must submit this form cover sheet with your concept paper.

1. List the name, contact person, address, phone number and email of the individual or organization submitting this application:

Applicant Name: _____
Contact(s): _____
Address: _____
Phone: _____ Email: _____

2. Please list name of exhibit below and attach your approved concept paper.

Submitted this ____ day of ____, 20__.

Signature of Applicant

Please mail or email to:
Amy Gwinn
Administrative Assistant
800 5th Ave, Huntington, WV 25701
GwinnA@huntingtonwv.gov

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ACTION TAKEN BY PUBLIC ART POLICY SUBCOMMITTEE

Approved: ☐ Rejected: ☐ Tabled: ☐



CITY OF HUNTINGTON

MAYOR’S COUNCIL ON THE ARTS

PUBLIC ART APPLICATION

Adopted 7/13/16; Amended 3/17/22

Prior to submitting this application, you must submit a concept paper for the exhibit for review and approval by the Public Art Policy Subcommittee. At a minimum this concept paper must contain a description of the exhibit, its purpose, number of works of art and why the site(s) were chosen. Once this concept paper has been approved, this application may be completed. You must submit the form cover sheet for your concept paper which is on the city's website. If you have questions concerning completing this application, please email the Chair of the Mayor’s Council on the Arts.

This form is required to be completed for any request to install any art in a public venue owned or controlled by the City of Huntington, WV. There is an application fee of \$50 and a special right-of-way permit fee of \$25 if the proposal is approved. This application will be reviewed by the Public Art Policy Subcommittee of the Mayor’s Council on the Arts. After review and a vote, the Subcommittee will submit the application with its recommendations for either approval or rejection to the Mayor of the City of Huntington for final decision making.

Please mail or email to:
Amy Gwinn
Administrative Assistant
800 5th Ave, Huntington, WV 25701
GwinnA@huntingtonwv.gov

1. List the name, contact person, address, phone number and email of the individual or organization submitting this application:

Applicant Name: _____
Contact(s): _____
Address: _____
Phone: _____ Email: _____

2. Please list name of exhibit below and attach your approved concept paper.

3. List proposed site or sites for the installation or performance of the art (a map of approved locations is available on the City's website). Include dimensions of each artwork for each site. If you wish to have an additional site that is not on the website considered, please list it below and attach a photograph.

4. Describe the type of artwork and number of pieces to be exhibited.

5. All artwork must be free standing and there are no guide wires or anchors allowed. Please describe how the artwork will be installed and any safety measures that will be taken to ensure the artwork is stable and secure in its location.

6. List your total budget amount for this exhibit below and attach a full copy of your budget including all income and expenses to this application.

7. List the installation dates, beginning and ending dates of the exhibit and dates for de-installation.

Installation dates: _____ Exhibition dates: _____ De-install dates: _____

8. Describe the installation process for this exhibit. If any subcontractors will be used for the installation process, please list their names and contact information.

9. Describe the selection or jurying process for this exhibition:

10. Describe plans for maintenance of the artwork during the exhibition, including the responsible party and funding available for maintenance. (Include maintenance funding in your budget).

11. List name, address, phone number and email of owner of the artwork. If there is more than one owner, please list the name of the artwork and the owner beside it. Attach an additional sheet if necessary.

12. Attach an insurance rider showing liability coverage with the City of Huntington listed as a co-insured.

13. Indicate your plans for an opening (if any) and all your marketing and promotion plans. Please note that any marketing must include recognition of the Mayor’s Council on the Arts and the City of Huntington’s Public Art Policy.

Submitted this _____ day of _____ , 20____.

Signature of Applicant



ACTION TAKEN BY PUBLIC ART POLICY SUBCOMMITTEE:

Approved: _____ Rejected: _____ Tabled: _____

ACTION BY THE MAYOR OF THE CITY OF HUNTINGTON:

Approved: _____ Rejected: _____ Tabled: _____

Mayor, City of Huntington

Date