



Public Art Across Maryland Artwork Commissions FY24 - FY26 Public Artist Roster Guidelines

Deadline to Apply to Roster: Wednesday, May 31, 2023
Period Roster will be used: July 2023-July 2025



Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or msac.commerce@maryland.gov



For individuals who are deaf or hard-of-hearing.
TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF on the MSAC website: www.msac.org.

Maryland State Arts Council

Overview

The Maryland State Arts Council (MSAC) advances the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

The Council comprises an appointed body of 17 citizens from across the state, 13 of whom are named by the Governor to three-year terms that may be renewed once. Two private citizens and two legislators are appointed by the President of the Senate and by the Speaker of the House. All councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and projects. MSAC also awards grants to individual artists and provides technical and advisory assistance to individuals and groups. MSAC reserves the right to prioritize grant awards.

MSAC receives its funds from an annual appropriation from the State of Maryland, grants from the National Endowment for the Arts, a federal agency. and, on occasion, contributions from private, non-governmental sources.

Authority

MSAC is an agency of the State of Maryland under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.

Wes Moore, Governor
Aruna Miller, Lieutenant Governor
Kevin Anderson, Secretary
Signe Pringle, Deputy Secretary
Thomas B. Riford, Assistant Secretary
Steven Skerritt-Davis, Executive Director, MSAC

Mission and Goals

MSAC's mission is to advance the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

MSAC's most recent strategic plan outlines five goals:

1. **Increase Participation:** Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement.
2. **Provide Intentional Support:** Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents.
3. **Build Capacity:** Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission.
4. **Leverage Connections:** Further enhance current relationships and involve additional collaborators, and constituents who will benefit from and advance the work of MSAC.
5. **Bolster Maryland Arts:** Showcase the high caliber, diverse and relevant work of Maryland's artists and arts organizations; their contributions to community vitality and MSAC's role as a catalyst.

Visit the About Us page at msac.org to read the full strategic plan and learn more about implementation actions.

Equity and Justice Statement

The arts celebrate our state's diversity, connect our shared humanity, and transform individuals and communities. The Maryland State Arts Council (MSAC) and its supporting collaborators are committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our organizations and across communities of our state.

MSAC and its grantees are committed to embracing equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

The driving goals of MSAC's granting processes are:

- To yield a greater variety of funded projects
- To eliminate biases that may be found in any part of the granting process (e.g., applications, panelist procedures, adjudication systems)
- To acknowledge positions of privilege while questioning practices, shifting paradigms of status quo arts activities, and taking more risks
- To expand deliberations to include criteria beyond current conventions or Western traditions

Accessibility Policy

The Maryland State Arts Council (MSAC) is committed to making sure all Marylanders can access our programs and services. Everyone is welcome, and all events and activities sponsored by or operated within MSAC must be fully accessible both physically and programmatically. MSAC complies with all applicable disability-related statutes and regulations and seeks to ensure meaningful participation by all Marylanders regardless of need or ability.

Feedback Procedures

If guests would like to provide general feedback to MSAC about accessibility for MSAC's programs or programs funded by MSAC, contact MSAC at msac.commerce@maryland.gov.

Grievance Procedures

For programs or services provided by MSAC

If a program or service operated by MSAC, facilities operated by MSAC, or public meetings conducted by MSAC are inaccessible to persons with a disability or is illegally discriminatory and you want to file a grievance:

- If you have any questions or would like to discuss the situation before filing a grievance, contact the Accessibility Coordinator.
- To file a formal grievance, contact Dan Leonard, Director of EEO & Fair Practices and ADA Coordinator: daniel.leonard@maryland.gov

For programs or services that are not provided by, but are funded by MSAC

- Communicate the grievance to the sponsoring organization.
- If you think your grievance was not handled appropriately by the sponsoring organization, or if you have not received a response from the organization within thirty (30) days, contact MSAC to file a formal grievance at 410-767-6555 or msac.commerce@maryland.gov.

MSAC will work with you to provide assistance as appropriate.

Accessibility Web Page

MSAC has a dedicated accessibility page on msac.org that includes contact information for the accessibility coordinator, federal and state regulations, the organization's Equity and Justice statement, grievance procedures,

an emergency preparedness plan, accommodation policies, and other accessibility resources for artists and arts organizations, and PECS images.

Language Access

MSAC makes language accessibility services available. Services include making translations of grant materials, remote American Sign Language (ASL) interpretation, subtitles, braille translation, translation into languages other than English, and more. Please contact msac.commerce@maryland.gov for more information.

En Español/Spanish: MSAC pone a disposición servicios de traducción y accesibilidad de idiomas. Contacte msac.commerce@maryland.gov para más información.

中文普通话/Mandarin Chinese: 马里兰州艺术委员会(MSAC)提供翻译和语言无障碍服务。请联系 msac.commerce@maryland.gov 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 msac.commerce@maryland.gov 로 연락 주시기 바랍니다.

Staff

MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

Meetings

All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Act set forth in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained from the MSAC website at www.msac.org or by contacting MSAC offices at (410) 767-6555. Artwork Commission meetings are not subject to the open meetings act as they are procurement decisions.

Constituent Opportunities

Professional Development

MSAC maintains a regular schedule of virtual and in-person professional development offerings, including webinars, networking events, regional meetings, and a statewide symposium. Follow MSAC's [Eventbrite page](#) to learn more about upcoming professional development opportunities.

Overview

The Maryland State Arts Council (MSAC) manages the Artwork Commissions percent-for-art program. In 2013, MSAC created the Artwork Commissions program (formerly titled - Maryland Public Art Initiative) that is overseen by the Maryland Public Art Commission. For all new or renovated state-owned buildings, a percentage of the construction budget is set aside for public art. MSAC public art staff work closely with the state agency partner constructing the project and manage the process from artist selection, through design, fabrication, and installation. The work becomes part of the state public art collection.

Purpose

The new Public Artist Roster will be an inclusive and equitable process for selecting artists and the commissioning of new, original and site responsive public art. We seek a diverse range of artists to work with Maryland state agencies, colleges and universities across the state to create public art for new or renovated State buildings.

Description

The Artwork Commissions program will use the Public Artist Roster to select artists for projects between \$50,000 and \$1,500,000. The budget covers all design, fabrication and installation costs. This includes materials, transportation, subcontractor fees, licenses, insurance, sales tax, studio space and all other expenses. The following outlines the types of public art projects open to Public Artist Roster artists:

- Site responsive commissions: all of our projects are site-responsive. Artists would work with the project public art committee to design, fabricate, and install a permanent artwork specific to the site and community.
- Architecturally-integrated projects: artists would work closely with the building's design team to combine artwork with the architecture or landscape to create a permanent site-responsive artwork.
- Community-engaged commissions: artists would engage with the community as part of your process. This shapes the design of a permanent site-responsive artwork.

Selection Period

The Public Artist Roster will be used for selecting artists for Artwork Commission projects between 2023-2025. For particular projects, MSAC and the state agency partner may choose not to use the Roster and issue an open call Request for Qualifications (RFQ).

Timeline

- Application publication: **March 31, 2023**
- Informational Webinar: **April 13, 2023, 4:00-5:00 pm EDT**. To register click [here](#).
- Roster Application deadline: **May 31, 2023, EDT**

Eligibility

The Public Artist Roster is open to:

- Independent visual artists
- Teams or collectives of independent visual artists

Applicants to the Public Artist Roster:

- Must reside in the United States or US Territory.
- Must be an artist or collaborative group that is independent, meaning not directly affiliated with a larger arts organization, company, or program.
- Must produce or present artwork that is relevant to the community and accessible to the public.
- Must be the lead artist whose original work is included in the roster application.
 - Must be 18 years of age or older. Collaborative groups must be composed of artists who are 18 or older.
- May submit only one application.
- Must not be enrolled in any matriculated high school, undergraduate or graduate degree program as of July 1, 2023

Application Process and Review

Process

Submittable

All applications are submitted via the secure online application site MSAC.Submittable.com

Follow the link to create a free account and upload your application materials.

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature.
- Technical support for Submittable is available by clicking Submittable.com/help/submitter/
- Lost, misdirected or late applications will not be accepted.

To Apply

You will need to provide the following when you apply in Submittable:*

- **Contact information** for you or your team.
- **10 Artwork Samples** (Still image or video files 1.5 min or less)
- **“Metadata” of the details about each image** (artwork title, materials...)
- **Biographical Statement** (250-word limit)
- **Artist Statement** (250-word limit)
- **Experience & Project Preferences** (*your responses will not affect selection to the Roster*)

Please carefully choose your images and review your materials. You may include multiple images of a project to illustrate detail, overall context, and scale. If accepted, we share the portfolio of images that you submit with project selection committees, as well as on the Public Artist Roster online gallery on Submittable.

Applicants to the Public Artist Roster cannot apply to serve as a review panelist.

*Please use the template attached to these guidelines to help you in preparing your written narratives and metadata for each artwork sample.

Review & Selection

Panelist Selection

MSAC issues a national call to public art professionals including artists and administrators. 9-12 panelists are selected and approved by the Maryland Public Art Commission.

Panelist Review

The panelists will review applications. The applications are not scored but rather must meet 3 of the 4 eligibility criteria to be included on the Public Artist Roster:

- Artist communicates a unique vision or perspective
- Artist demonstrates an authentic relationship to subject matter
- Artist shows ability to create site-responsive work engaging a site and/or community
- Artist demonstrates command of materials and/or skill in technique

Notification

The panel will recommend the Public Artist Roster of selected artists to the Maryland Public Art Commission for approval. We will notify applicants of the Commission decision by July 31, 2023.

Feedback

If not selected, applicants may request feedback from the panel comments.

Terms and Conditions

If selected for an artwork commission, the artist will be asked to agree to terms such as the following during the procurement process:

- Create artwork for public spaces
- Contract with the state agency partner and fulfill all contract terms. Commissions typically take up to two or more years.
- Design and propose artwork for approval by MSAC, the state agency partner constructing a building and their public art committee
- Travel during the proposal process (travel expenses covered by proposal design fee)
- Work within a fixed budget and timeline
- Register as a MD state vendor
- Adhere to state requirements such as contractor licenses and paying prevailing wages
- Pay applicable taxes
- The artwork you show in your images must be your own. You must give credit to any partners on projects.
- Acceptance to the Public Artist Roster does not guarantee you will receive a project
- You may submit one application. You cannot apply as both an individual artist and as a member of an artist team

The information provided in your application will be visible to staff of the Maryland State Arts Council and members of Artist Selection Committees. The Public Artist Roster will be viewable to the general public as a tool for entities seeking to work with a public artist. All information will be visible EXCEPT Contact Information and Public Art Career Stage. The artist/studio website or social media page information will be visible to allow entities to contact you directly.

Artist team dissolution

An artist may apply as a member of an artist team. The application will ask whether your team has a lead artist or if you equally collaborate.

- If your team dissolves, the team will be removed from the Roster. Any team member may reapply to the next Roster in 2025.
- If you identify a lead artist and your team dissolves before 2025, the lead artist may remain on the Roster. We will ask them to update their portfolio to reflect their current work.

Contact Information

Please attend or review the recording of our **Information Webinar, April 13, 2023, 4:00-5:00 pm ET.**

To register click here: eventbrite.com/o/maryland-state-arts-council-17190128438

The recording will be here: <https://www.youtube.com/@mdartscouncil/videos>

Roster Guidelines questions contact:

Ryan Patterson, ryan.patterson1@maryland.gov

Submittable Questions and tech support click here: submittable.com/help/submitter/

Tech support is available M-F, 9:00-5:00 MT

Continue to the next section for the Public Artist Roster Application Template, a PDF fillable form to draft and prepare your responses before applying and submitting your application on Submittable.

Public Artist Roster Application Template

This template is provided as a guide for you to draft your responses to the Public Artist Roster application. This is not the final application you must submit your application online msac.submittable.com/login at msac.submittable.com/login.

The Roster will ask for the following information:

Contact Information Section:

This section asks Name of Artist, Studio or Team, Address, phone, email... as well as website or social media page.

For Biography and Artist Statement sections refer to page 10.

Portfolio Upload

- ***You MUST submit 10 work samples and metadata descriptions for each sample in order to be eligible for the roster***
- *Please upload artwork samples that best showcase your artistic practice and potential.*
- *Files types can include: .jpg, .png, or .mp4*

Tips:

1. Choose work that demonstrates your strengths for the types of public art projects you would like to create for Maryland state building Artwork Commissions.
2. Keep in mind the preferences you selected for project types (above). We commission site-responsive, architecturally-integrated, and community-focused permanent artworks.
3. Multiple views and details: You may choose more than one image of one project to communicate multiple perspectives or close-ups.
4. We want to see what you are making now. Choose images representative of your most recent work. You can include older artworks if they better represent your strength in a particular area.
5. Make sure your images are well lit, in sharp focus. If possible, use a professional photographer to capture your work.
6. Moving images/brief video clips may be submitted but should be restricted to less than 90 seconds each.
7. Concept images or renderings of artworks that have not been realized nor built/installed can be included. Photo-realistic digital renderings must be labeled as *Rendering* in the 'Artwork Title'.
8. Photos should communicate the artwork & its relationship to the surroundings to illustrate scale and how the work is experienced.
9. Avoid composite images or a file with more than one photo. Collaged or composite images display poorly on websites and when digitally projected. If you want to show a piece from multiple angles or highlight a detail, it works much better to include that as a separate image.

Metadata for Artwork Sample 1

Artwork Title	
Date Completed	
Materials	

Dimensions	
Installation Location (place and/or city; or gallery exhibition,...)	
Commissioned by (if not a commission, state 'studio-work' or how you would describe it)	
Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.	
About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)	

Metadata for Artwork Sample 2

Artwork Title	
Date Completed	
Materials	
Dimensions	
Installation Location (place and/or city; or gallery exhibition,...)	

Commissioned by (if not a commission, state 'studio-work' or how you would describe it)	
Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.	
About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)	

Metadata for Artwork Sample 3

Artwork Title	
Date Completed	
Materials	
Dimensions	
Installation Location (place and/or city; or gallery exhibition,...)	
Commissioned by (if not a commission, state 'studio-work' or how you would describe it)	
Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.	

<p>About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)</p>	
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Metadata for Artwork Sample 4

<p>Artwork Title</p>	
<p>Date Completed</p>	
<p>Materials</p>	
<p>Dimensions</p>	
<p>Installation Location (place and/or city; or gallery exhibition,...)</p>	
<p>Commissioned by (if not a commission, state 'studio-work' or how you would describe it)</p>	
<p>Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.</p>	
<p>About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)</p>	

Metadata for Artwork Sample 5

Artwork Title	
Date Completed	
Materials	
Dimensions	
Installation Location (place and/or city; or gallery exhibition,...)	
Commissioned by (if not a commission, state 'studio-work' or how you would describe it)	
Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.	
About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)	

Metadata for Artwork Sample 6

Artwork Title	
Date Completed	
Materials	

Dimensions	
Installation Location (place and/or city; or gallery exhibition,...)	
Commissioned by (if not a commission, state 'studio-work' or how you would describe it)	
Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.	
About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)	

Metadata for Artwork Sample 7

Artwork Title	
Date Completed	
Materials	
Dimensions	
Installation Location (place and/or city; or gallery exhibition,...)	

Commissioned by (if not a commission, state 'studio-work' or how you would describe it)	
Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.	
About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)	

Metadata for Artwork Sample 8

Artwork Title	
Date Completed	
Materials	
Dimensions	
Installation Location (place and/or city; or gallery exhibition,...)	
Commissioned by (if not a commission, state 'studio-work' or how you would describe it)	
Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.	

<p>About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)</p>	
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Metadata for Artwork Sample 9

<p>Artwork Title</p>	
<p>Date Completed</p>	
<p>Materials</p>	
<p>Dimensions</p>	
<p>Installation Location (place and/or city; or gallery exhibition,...)</p>	
<p>Commissioned by (if not a commission, state 'studio-work' or how you would describe it)</p>	
<p>Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.</p>	
<p>About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)</p>	

Metadata for Artwork Sample 10

Artwork Title	
Date Completed	
Materials	
Dimensions	
Installation Location (place and/or city; or gallery exhibition,...)	
Commissioned by (if not a commission, state 'studio-work' or how you would describe it)	
Total Artwork Cost: (design, fabrication, and installation) If studio work, what it would cost as a commission.	
About the artwork: (discuss concept, symbolism, ideas, and context. Is it permanent or temporary? Did the project include collaborators? Please avoid duplicating information, if this is a detail or image of the same artwork, tell us what we are seeing in this image)	

Biographical Statement: Limit 250 words (1700 characters)

Please tell us about yourself. You can include details about your life experience, training, education, mentors, teachers, places lived, career milestones, shows, exhibitions, past projects, etc. If there are parts of your identities that inform your experience, please tell us how. Please proofread your bio carefully. It may be read aloud and/or reviewed in assessing your work.

Artist Statement: Limit 250 words (1700 characters)

Describe the focus of your art practice. You can share the materials you like to work with and the concepts, ideas, or experiences that inform your process in creating art. Please proofread your statement carefully. It may be read aloud and/or reviewed in assessing your work.

Public Art Career Stage:

Tell us where do you consider yourself or your team in your public art career? This is not relative to your age, or how many years you have been a practicing artist, but your experience specifically making site-responsive work for a public audience and/or using public funding. Use your own judgment, please pick one.

- Early/Emerging (just getting started, minimal experience, have assisted or apprenticed with other artists, have installed some temporary works but nothing permanent)
 - Mid-Career (some public art experience, have received and successfully managed public art commissions or grant funded projects,
 - Established (significant experience as a professional public artist, multiple installed public projects/commissions)
-

What type of Maryland state buildings & facilities would you like to work on?

Please indicate below the types of locations you would like to be considered for (check all that apply)

- Administrative Offices and Facilities.
 - College & University Campuses and other public educational facilities.
 - Correctional Institutions & Facilities (jails, treatment centers, juvenile services & detention centers)
 - Courthouses
 - HBCU (Historically Black College & University) Campuses
 - Laboratories and Health Facilities (human and animal health)
 - Military (National Guard Facilities - Regional Readiness Centers)
 - State Police Offices & Barracks
 - Transit & Transportation-related projects and facilities
-

Artwork Labels

- *Please select from the list below labels that apply to the types of materials and artwork that you CURRENTLY produce.*
- *NOTE: This information WILL NOT be considered in the selection of artists to be included in the Roster. These labels will be used by MSAC Staff to filter views of the Roster once it is established. The Roster will be viewable to the general public and the filters may be used by programs seeking a public artist.*

- 2D Public Art
- 3D Public Art
- 3D printing/Rapid Prototyping

- Abstract
- Aerosol
- Architecturally Integrated
- Benches (Seating)
- Carving
- Cast sculpture
- Ceramic
- Colorful
- Commemorative
- Calligraphy (Writing)
- Digital collage and composition
- Digitally printed (2D)
- Electronic/Digital/Programmable
- Enamel
- Environmental art and landscape design
- Fabricator
- Fiberglass
- Figurative
- Film/Video
- Flooring
- Fountain/Water Feature
- Gathering/seating space
- Glass
- Historical/Research-Based Narrative and Interpretation
- Illustration/Graphics/Comics
- Infrastructure
- Installation
- Interactive
- Kinetic
- Lexan (polycarbonate resin)
- Lighting and projection
- Metal
- Mosaic/Tile
- Murals (painted and printed)
- Painting
- Parametric Design
- Performance
- Photography
- Printmaking

- Recycled/Repurposed/Found Object
 - Reflective
 - Relief
 - Representational
 - Sculpture
 - Site-Specific/Site-Responsive
 - Sound/auditory
 - Stone
 - Suspended/hanging
 - Temporary
 - Terrazzo
 - Textile/Fabric/Fiber
 - Translucent
 - Wood
-