

ART  
IN PUBLIC  
PLACES

# PROGRAM MANUAL

Martin County, FL

2025-2026



Prepared by: Elise Raffa,  
Community Development Coordinator



# TABLE OF CONTENTS

## OVERVIEW

02

Program Mission & Goals, 2  
Public Art Program Summary, 3  
How to Request Public Art, 4  
Martin Murals Program, 5

## SUMMARY OF RESPONSIBILITIES

12

Public Art Advisory Committee, 12  
PAAC Subcommittee, 13  
Office of Community Development, 14  
Martin County Public Works, 15  
Project-Related Department, 16

## PROGRAM ADMINISTRATION

08

General Procedures, 8  
Artist/Artwork Selection, 9  
Site Selection, 10

## FORMS

17

Public Art Project Proposal Form, 17  
Public Art Proposal Form, 19  
Site Selection Checklist, 21  
Project Schedule, 22  
Subcommittee Contact Form, 23  
Applicant Artist Submission Checklist, 24  
Artist Selection Voting Form, 25  
Artwork Catalogue Form, 26  
Martin Murals Application, 28



# OVERVIEW

## PROGRAM MISSION:

To enhance Martin County's visual landscape by integrating public art into both natural and built environments, thereby enriching the community's cultural experience and unique identity.

## PROGRAM GOALS:

- **Cultural Enrichment:** Foster spiritual, intellectual, and aesthetic enrichment through thoughtfully curated public art.
- **Artistic Variety:** Select a wide range of artworks that reflect the varied cultural and artistic fabric of Martin County.
- **Quality and Relevance:** Select artworks that possess both aesthetic value and technical excellence, ensuring they harmonize with their surroundings.
- **Professional Excellence:** Engage artists with proven professional and technical expertise.
- **Broad Accessibility:** Ensure public art is strategically placed throughout Martin County for maximum visibility and accessibility.



## PROGRAM SUMMARY:

Launched in 1997, Art in Public Places, a Martin County Board of County Commissioners program managed by the Office of Community Development, serves the community by acquiring works of art sponsored by the County to promote the spiritual, intellectual, and aesthetic enrichment of Martin County through public art.

[Chapter 13, Martin County Code of Ordinances](#) requires a set-aside of 1% of new or remodeled county construction (except such projects located at Martin County Witham Field or constructed with bond proceeds) to be budgeted for public art. In addition to this set-aside, the County allocates \$50,000 annually to the Art in Public Places program.

The funds are distributed to art (70 percent) and administration and inventory maintenance (30 percent). Public art may be located at a newly constructed or remodeled County building, park, public facility or County or State-owned land in Martin County as recommended by the Public Art Advisory Committee (PAAC).

In 2017, the Martin County Board of County Commissioners appointed the Community Redevelopment Agency Board members as the Public Art Advisory Committee (PAAC). This seven-member committee oversees the County's Art in Public Places program, including identifying locations for new public art, approving the scope of work for artist calls, selecting artists and artworks, and recommending these selections, along with the proposed locations, to the Board of County Commissioners for approval.

To ensure the artwork's appropriateness to its location and surrounding community, a Public Art Advisory subcommittee is often formed for projects at newly constructed County facilities. This subcommittee includes department staff from the new or renovated county facility, community members, and an appointee from The Arts Council of Martin County (MartinArts). The subcommittee provides input as to the artwork's theme and purpose, procurement method, and selection of the artist and artwork. These recommendations are then submitted to the PAAC and then presented to the Martin County Board of County Commissioners for final approval.



## HOW TO REQUEST PUBLIC ART:

Citizens, community organizations, and artists can request public art for their community. Artists proposing their own projects must be part of the pre-qualified artist pool. To join the pre-qualified artist pool, complete the application online at [www.martin.fl.us/AIPP](http://www.martin.fl.us/AIPP) or request a fillable PDF version from the Office of Community Development by calling 772-419-6951.

## PROCESS FOR REQUESTING PUBLIC ART:

- **Initiate the Request:** Contact the Office of Community Development at 772.419.6951 to start the process.
- **PAAC Presentation:** Present the proposed project to the Public Art Advisory Committee, presentation should include:
  - The community's need or desire for the art
  - The purpose of the project
  - Identification of the potential site
  - Identified theme and medium
  - Renderings of the project (if available)
  - Potential funding sources besides or in addition to AIPP funding
- **PAAC Review:** The Public Art Advisory Committee will evaluate the project based on:
  - Alignment with the AIPP program's mission and goals
  - Community support and approval from the relevant County department
  - Site access and suitability
  - Additional funding plans (if necessary)
  - Maintenance plan and estimated costs
  - Feasibility and sustainability of the project
- **PAAC Recommendation and Approval:** The Public Art Advisory Committee will recommend projects for funding and execution. This recommendation will be presented to relevant stakeholders, including private property owners, County departments or divisions, and the Board of County Commissioners. If the project is within a Community Redevelopment Area, it will also be reviewed by the Neighborhood Advisory Committee (NAC) and the Community Redevelopment Agency (CRA).
- **Final Approval:** All community requested projects will follow the outlined processes and require final approval from the Board of County Commissioners (BOCC).



# MARTIN MURALS PROGRAM

Established in 2022, the Martin Murals Program aims to foster creative expression and encourage private/public partnerships through public art. By offering artists and Martin County-based businesses up to \$7,500 for their mural projects, the program encourages vibrant, meaningful art that enhances the community. This initiative supports artistic endeavors while promoting collaboration between professional artists, local government and businesses, enriching Martin County’s cultural landscape, igniting tourism, nurturing civic pride, and driving economic growth.

## MARTIN MURALS PROGRAM GUIDELINES:

- **Eligibility:** All artists as defined in the [Art in Public Places Ordinance No. 1103, Chapter 13, General Ordinances](#) and private non-residential properties in Martin County are eligible to apply. Funds are distributed on a first-come, first-served basis, with a maximum funding amount of \$7,500 per project.
- **Mural Placement:** Murals may be placed on public buildings and facilities throughout the County with written County approval. They must be created on exterior walls visible from the public right-of-way or parking lots, as applicable. The AIPP program may also fund murals on private non-residential properties if the appropriate contractual agreements are in place with the property owner(s). All partners in the project, including the property owner, if applicable, must be identified in the application.
- **Maintenance and Agreement:** Murals are “temporary” works of art and must be maintained for at least 5 years by the applicant and/or artist. An agreement detailing the project’s terms, design, and maintenance must be signed by both the property owner and the artist. This agreement ensures that murals retain their vibrancy and allows artists to create new works that reflect the evolving perspectives and styles of the community.



## MARTIN COUNTY ART IN PUBLIC PLACES

- **Non-Commercial Nature:** A mural may not use letters, words, numerals, figures, emblems, or logos (or any parts or combinations thereof) to advertise a business, goods, services, or merchandise. These are not commercial signs.
- **Funding Distribution:** The applicant will receive 30% of the total committed funds at the start of the project and the remaining 70% upon completion, after a final inspection and approval by the AIPP program staff.
- **Project Timeline:** If a project is not fully completed within one year of the County's initial approval, the funding will be re-allocated to another project. Extensions may be granted under special circumstances upon review by the AIPP program staff.
- **Pre-Application Meeting:** Prior to submitting an application, the applicant must schedule a pre-application meeting with the AIPP program staff to discuss project ideas, site selection, design concepts, and to ensure all application requirements are understood.

By adhering to these guidelines, applicants can successfully contribute to the vibrant and evolving artistic landscape within Martin County.

“Creative placemaking animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired.”

Americans for the Arts. *Creative Placemaking.*



## APPLICATION PROCESS FOR MARTIN MURALS PROGRAM:

To apply for the Martin Murals program, complete the application online at [www.martin.fl.us/AIPP](http://www.martin.fl.us/AIPP) or request a fillable PDF version from the Office of Community Development by calling 772.419.6951.

Make sure to include the following required documents in your application:

- **Completed Documents:**
  - Martin Murals Program Application
  - Budget Worksheet
  
- **Proof of Property Ownership:**
  - Proof of ownership of the property
  - For murals on private property, include a signed contract agreement
  
- **Artist Information:**
  - Artist biography of no more than one (1) page
  - A current professional resume of no more than two (2) pages emphasizing public art experience and public commissions (if any)
  - A signed disclosure statement regarding any professional or personal relationship with any Martin County official, employee, or advisory committee member
  
- **Visuals:**
  - A minimum of one (1) and maximum of three (3) renderings of the proposed mural design. The images shall be in JPG, PNG, 300dpi, 5MB max. Image files must be properly labeled with artist's last name and a number (1-3) assigned (e.g.: smith\_1.jpg, smith\_2.jpg)
  - One (1) photograph of the location site, showing the surroundings, and one (1) photograph of the building or structure where the mural will be placed. The images shall be in JPG, PNG, 300dpi, 5MB max
  
- **Project Details:**
  - Project timeline
  - If additional materials such as panels or mixed media will be used, you must submit a materials list, drawings, and attachment plans (note that a building permit may be required)
  - Any additional documentation requested by the AIPP program staff during the pre-application meeting





# PROGRAM ADMINISTRATION

## GENERAL PROCEDURES:

- **Design and Planning:** When designing a new capital facility, project staff, the architect, and Capital Projects must collaborate with the Department of Administration, Office of Community Development, and other County employees designated by the County Administrator. An appointee from MartinArts (The Arts Council of Martin County) will also be involved to develop a site plan for incorporating public art, in accordance with this Program Manual and the criteria outlined in [Chapter 13, Martin County Code of Ordinances](#).
- **Safety Consultations:** The Department of Administration will consult with the staff of each public capital facility or public place regarding safety issues related to the public art. Additionally, the public facility designer and the County Engineer will be consulted on safety matters.
- **Public Art Advisory Committee (PAAC) Responsibilities:** The PAAC may hold public meetings to:
  - Solicit public input on public art projects as per this Program Manual
  - Form a project subcommittee if necessary
  - Determine the methods for selecting art, artists, and sites
  - Evaluate artistic submissions based on the chosen selection methods
  - Recommend public art projects to the Board of County Commissioners (BOCC)
  - **Note:** According to the [Martin County Purchasing Manual 2017, Section 8.1.BB](#), transactions related to "Works of art for public places, art design, maintenance, consulting, and conservation services" are exempt from competitive procurement
- **BOCC Review:** The Board of County Commissioners will either accept or reject the recommendations from the PAAC. If the recommendations are rejected, the Board may request the Department of Administration to solicit additional proposals or revise the scope of work.
- **Artist Eligibility:** All public art projects selected through the methods outlined in this Program Manual are open to professional artists.





## ARTIST AND ARTWORK SELECTION METHODS:

Public art selection uses various methods to meet different needs and ensure high-quality contributions, with a MartinArts appointee typically involved. These methods include calls to artists for specific projects, a prequalified artist pool for ongoing opportunities, and open project proposals for community-led ideas. The AIPP program also considers direct purchases, collaboration with local schools, and evaluation of art donations or loans, ensuring all selections align with the program's mission and goals.

- **Call to Artists:** A Call to Artists is a public invitation for artists to submit qualifications or proposals for a public art project, whether permanent or temporary. This can be issued as a Request for Qualifications (RFQ) or Request for Proposals (RFP). After the initial PAAC meeting, the AIPP Program Manager prepares the scope of work, detailing the project's location(s), evaluation criteria, deadlines, and budget. The Call to Artists is typically published for at least 45 days and promoted through the State of Florida Division of Cultural Affairs, MartinArts, and the County's websites.
- **Open Project Proposal:** Through an open call, artists, community organizations, and government agencies can submit project ideas and collaborate with the PAAC. Matching or in-kind contributions may be required. After the initial PAAC meeting, the AIPP Program Manager prepares a scope of work, including the project's location(s), evaluation criteria, deadlines, and budget. The Open Call is published for at least 45 days and promoted through the same channels as the Call to Artists. Staff time is required to explain and promote the program to potential applicants, but this can be reduced if collaborating organizations assist in managing the project.
- **Direct Purchase:** The PAAC, community members, or staff may recommend purchasing existing artwork directly from an artist, gallery, or studio. Galleries and studios may charge a handling fee of 10-15% over the artist's wholesale price. Selections are based on the location, type of art, and project-specific criteria defined in this manual. This method is also used for acquiring artworks at special exhibitions where costs are significantly below fair market value. Project-specific criteria, such as theme, purpose, location, and medium, will guide direct purchases.
- **Collaboration with Local Education Institutions:** The PAAC may involve local schools and students in suitable projects, fostering student engagement and mentoring. The PAAC should collaborate with local art teachers and MartinArts to coordinate student participation.



- **Donation or Loan:** The Art in Public Places Ordinance requires that any public art donated or loaned to the County must align with criteria defined in this manual. The PAAC will assess all donations for inclusion in the AIPP inventory, considering location, maintenance costs, and alignment with program goals. The PAAC will recommend to the County Administrator, or their designee, whether to accept the donation or loaned artwork, with the final decision resting with the County Administrator, or their designee. If accepted, the artwork will be added to the AIPP inventory and listed in all program documents.

## **SITE SELECTION:**

Choosing the right location is crucial for a successful public art project. The PAAC or Subcommittee will follow the Site Selection Checklist and the criteria outlined below to determine the best site.

- **Determine the Purpose:**
  - Discuss the construction or remodel project with staff and management to understand its details.
  - Ensure that the facility's purpose aligns with the placement of public art.
  - Explore art opportunities that meet the needs of both the department and PAAC.
  - Create a subcommittee if one is not already established.

**If the contributing construction or remodel project site is not desirable for public art, select a new site using the following criteria:**

- **Select the Ideal Site for Art Installation:**
  - Work with architects or capital projects staff to define project possibilities.
  - Ensure that the scale of the artwork fits within the budget and the space available.
  - Consider how the artwork will interact with the space. For instance, a small sculpture might be appropriate for a bus stop, while a large sculpture could be overwhelming. In a lobby, a high ceiling might be suitable for a mobile, whereas a painting could be obscured by furniture and plants.
  - Ensure that the site provides a suitable backdrop for the artwork and that it will be visible and unobstructed.



- **Design a Suitable Site:**
  - Assess the lighting types, locations, and direction to ensure optimal display.
  - Verify that signage, switches, and other fixtures can be adjusted to create clear space around the artwork.
  - Consider relocating plants, modifying surfaces, and ensuring that the site provides structural support for the artwork.
  - Ensure that the site complements the artwork and avoids potential issues.
  
- **Prevent Negative Impacts:**
  - Ensure the artwork is protected from vandalism and accidental damage.
  - Check if sunlight affects the artwork's visibility or viewer appreciation.
  - Determine if the artwork is frequently in darkness, impacting its visibility.
  - Assess whether nearby trees or objects could cast shadows or cause discoloration.
  - Consider if the artwork's location could create safety or operational issues if people slow down or stop to view it.
  - Verify if objects like potted plants or parked cars might obstruct the artwork.
  - Evaluate if the site is well-maintained overall.
  - Ensure the sprinkler system does not use water that could stain the artwork.
  - Confirm that the artwork can be properly maintained at the site.
  
- **Visit the Site:**
  - Walking the site.
  - Driving to the site from different directions.
  - Listing positive opportunities and potential challenges.
  - Brainstorming and selecting the optimal location for the artwork.



# SUMMARY OF RESPONSIBILITIES

## PUBLIC ART ADVISORY COMMITTEE (PAAC)

- **General Responsibilities:**
  - Promote public art throughout Martin County.
  - Oversee the implementation of the Art in Public Places Program's mission and goals.
- **Support and Update Program Framework:**
  - Develop and update the Art in Public Places Ordinance.
  - Update program management documents and the annual budget.
- **Program Management:**
  - Oversee the allocation and use of public art funds.
  - Provide recommendations on public art acquisitions, including purchasing, leasing, or commissioning works.
  - Approve the scope of work for Calls to Artists.
  - Submit recommendations to the Martin County Board of County Commissioners.
  - Manage the repair and maintenance of public art within the Art in Public Places inventory.
  - Oversee the disposition of public art.
  - Attend public art dedication events.
- **Artist/Art/Site Selection:**
  - Select artists, artworks, and sites based on criteria outlined in the Art in Public Places Ordinance and this Manual.
  - Consider the scope of work as defined in the Artist/Art/Site Selection Methods.
  - Apply additional criteria established by the PAAC.
  - **Note:** The PAAC may request modifications to criteria based on exceptional artistic proposals.



- **Long-Term Maintenance Funds**
  - Allocate funds for the long-term maintenance of public art.
- **Art Donations and Loans**
  - Evaluate and decide on the acceptance or rejection of donated, loaned, or temporary art intended for Martin County.
- **Engagement with Art Providers**
  - Meet with individuals or entities interested in providing or promoting public art.
- **Adherence to County Procedures**
  - Comply with Florida Sunshine Laws by refraining from discussing PAAC projects with other subcommittee or PAAC members outside of legally advertised public meetings. Discussions with non-member staff and the community are allowed.
  - Follow conflict of interest procedures, including declaring any conflicts or apparent conflicts of interest with artist applicants.

## PAAC SUBCOMITTEE

- **General Responsibilities:**
  - The subcommittee advises the PAAC on planning and selecting artists, sites, and public art.
  - It includes County staff, architects, engineers, artists, MartinArts representatives, and community members.
  - Members may attend PAAC meetings to provide insights but do not have voting rights.
  - Not all projects require a subcommittee.
- **Subcommittee Tasks**
  - Represent the relevant department or community in art, artist, and site selection.
  - Communicate project details with the department or community.
  - Visit sites to identify suitable locations for public art.
  - Provide the PAAC with relevant information about the department, facility, or community.
  - Contribute to discussions on selection methods, Calls to Artists, themes, materials, and recommendations.



## MARTIN COUNTY ART IN PUBLIC PLACES

- **Adherence to County Procedures:**

- Comply with Florida Sunshine Laws by refraining from discussing PAAC projects with other subcommittee or PAAC members outside of legally advertised public meetings. Discussions with non-member staff and the community are allowed.
- Follow conflict of interest procedures, including declaring any conflicts or apparent conflicts of interest with artist applicants.
- Do not submit own art or artist services for consideration by the PAAC.
- Do not discuss the details of the project with any potential applicant until after the final artist/project selection has been made.

## OFFICE OF COMMUNITY DEVELOPMENT

- **General Responsibilities:**

- Administer the Art in Public Places Program for Martin County.

- **Coordination of PAAC Meetings and Actions:**

- Organize regular meeting agendas and minutes.
- Manage Artist, Art, and Site selection meetings.
- Plan and execute public art events, dedications, installations, and educational programs.

- **Preparation of Draft Documents for PAAC Approval:**

- Prepare the scope of work and solicitation documents for art, artist, and site selection.
- Issue Calls to Artists and public notices.
- Draft Public Art Ordinance amendments.
- Propose program budgets and update management documents.
- Maintain the Public Art Inventory.

- **Program Management and Execution**

- Collaborate on planning with client departments, capital projects, and MartinArts.
- Manage advertising and artist/art/site selection.
- Coordinate artist contracts and collaboration with architects and contractors.
- Oversee public art installations, dedications, signage, and art disposition.
- Administer budgets and reallocate unused project funds when applicable.

- **Ongoing Maintenance Coordination for Public Art**

- Conduct periodic artwork inspections.
- Resolve maintenance issues with relevant departments.
- Maintain detailed records, including contracts and maintenance history.



## MARTIN COUNTY PUBLIC WORKS AND GENERAL SERVICES DEPARTMENTS

- **General Responsibilities:**
  - Recognize the PAAC as the main forum for public art input and collaboration.
  - Assign a public works representative to attend PAAC meetings when relevant or as part of a subcommittee.
  
- **Integrate Public Art Responsibilities in Architectural Contracts**
  - Ensure architects attend PAAC meetings as needed.
  - Incorporate public art into design, permit, and construction documents.
  - Recommend design elements that enhance public art, such as lighting, furnishing, placement, materials, and landscaping.
  
- **Facilitate Artist Collaboration**
  - Coordinate artist access to the architect and general contractor for design discussions and construction needs.
  - Arrange site access for the artist or subcontractors as required.
  - Provide the PAAC with copies of any correspondence, meeting minutes, or contracts related to the public art project.
  
- **Report Budget or Schedule Issues**
  - Notify the Office of Community Development immediately if PAAC or artist actions negatively impact the construction budget or schedule.
  
- **Coordinate Public Art Cost Estimates**
  - Handle cost estimates for specific design services related to public art, such as sculpture bases or concrete pads, included in the construction contract. The PAAC or artist may propose alternative methods to save costs or enhance quality.
  - **Note:** For Design-Build or Construction Management at Risk contracts, ensure responsibilities equivalent to standard Design-Bid contracting are included in RFPs and RFQs.





## PROJECT RELATED DEPARTMENT

- **PAAC Collaboration and Coordination:**
  - Recommend a department employee for the project subcommittee, appointed by the County Administrator or Department Director. This advisor should address safety concerns and review proposed public art for any issues.
  - If managing the architectural or engineering contract, the department must coordinate meetings between architects, engineers, and the PAAC during public art planning and selection.
  - Suggest community members for subcommittee appointments by the PAAC if a subcommittee is formed.
  
- **Support for Artist/Art/Site Selection**
  - Provide information to the PAAC, including:
    - Input from advisory boards or other committees.
    - Safety concerns related to the proposed public art's type, location, or color.
    - The facility's overall theme.
    - Additional department or facility details that may guide PAAC in selecting suitable public art.
  
- **Site Maintenance for Public Art**
  - The responsible County department, not PAAC, must maintain the area around public art, including cleaning and landscaping.
  - Ensure the installation and operation of lighting for public art.
  
- **Public Art Presentation to Advisory Committees**
  - Invite PAAC liaisons or members to attend advisory committee meetings where public art projects are discussed.
  
- **Public Information on Public Art**
  - Provide access to an informational sheet about the artist and public art to share with the public upon request.
  
- **Awareness of Public Art Ordinances and Contracts**
  - Be familiar with the Art in Public Places Ordinance, Program Management documents, and artist contract provisions relevant to the department's public art.

# PUBLIC ART PROJECT PROPOSAL FORM



**Project Name:**

**Proposal Date:**

**Proposer Name:**

**Contact Information:** [Phone, Email]

- **Artwork Description**

- **Title:**
- **Dimensions:**
- **Materials:**
- **Fabrication Method:**
- **Installation Method:**
- **Attachments:** [Drawings, Images, Samples]

- **Artwork Intent**

- **Concept:** [Brief statement of the concept]
- **Purpose:** [Explain the purpose and how it integrates with the site]
- **Community Engagement:** [Describe how the artwork engages with the local community]

- **Site Plan**

- **Proposed Location:** [Include any required infrastructure or environmental considerations]
- **Site-Specific Needs:** [Lighting, access, clear space, landscaping, etc.]
- **Integration with Site Elements:** [Identify any elements of the building or site that are part of the artwork concept. If these elements are changed, the artwork could be compromised, and the artist may require the removal of their name from the work. If this is a strong preference, note it in the site requirements.]

- **Maintenance Plan**

- **Routine Maintenance:** [Outline activities and frequency]
- **Durability and Longevity:** [Expected lifespan, anticipated major maintenance like re-painting]
- **Cost of Replacement Parts:** [If applicable]



This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at [www.martin.fl.us/accessibility-feedback](http://www.martin.fl.us/accessibility-feedback)



- **Budget**

- **Artist Costs:**
  - **Design:** \$
  - **Fabrication:** \$
  - **Shipping:** \$
  - **Installation:** \$
  - **Travel:** \$
- **Other Costs:** [If applicable]
  - **Architect Fees:** \$
  - **General Contractor:** \$
  - **Subcontractor:** \$
  - **Contingency:** \$
- **Total Budget:** \$

- **Timeline**

- **Project Schedule:**
  - **Design Phase:** [Start and completion dates for finalizing artwork design]
  - **Fabrication Period:** [Timeframe for the creation and assembly of the artwork]
  - **Site Preparation:** [Dates for preparing the site, including any necessary construction or modifications]
  - **Installation Date:** [Planned date or timeframe for artwork installation]
  - **Final Inspection:** [Date for final review and approval of the completed installation]
  - **Project Completion:** [Expected date when the project will be fully completed and accessible to the public]

- **Supporting Documents:**

- [Artist Resume/Statement]
- [Portfolio or Examples of Previous Work]
- [Additional Images/Drawings/Diagrams]
- [References]



# PUBLIC ART PROPOSAL FORM



The Public Art Proposal Form shall be used by a member of the public seeking to either **DONATE** artwork to the County’s Art in Public Places collection or to temporarily **LOAN** artwork to the County for display in a public area. For any artwork loaned, a contract will be executed in collaboration with the County’s legal department.

**This artwork is proposed to be [check one]:**

- Donated to the County’s Art in Public Places collection permanently.
- Loaned to the County for a period to end [DATE].

**Artist Name:**

**Artwork Title:**

**Owner Name:**

**Owner Contact Information:** [Address, Phone, Email]

- **Artwork Description**

- **Title:**
- **Dimensions:**
- **Materials:**
- **Fabrication Method:**
- **Installation Method:**
- **Attachments:**

- **Recommended Location** [if applicable]

- **Infrastructure or Environmental Considerations:**
- **Site-Specific Needs:** [Lighting, access, clear space, landscaping, etc.]

- **Maintenance Plan**

- **Routine Maintenance:** [Outline activities and frequency]
- **Durability and Longevity:** [Expected lifespan, anticipated major maintenance like re-painting]
- **Cost of Replacement Parts:** [If applicable]



This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at [www.martin.fl.us/accessibility-feedback](http://www.martin.fl.us/accessibility-feedback)

# SITE SELECTION CHECKLIST



- **Site Access**

- **Traffic Levels:**

- Employees, Volunteers, Daily Users:  Low  Medium  High
    - Visitors Each Day:  Low  Medium  High
    - Pedestrians:  Low  Medium  High
    - Vehicles:  Low  Medium  High

- **Special Considerations**

- **Unique Features:** Is there something unique about the site (social, political, emotional, or tourism-related)?  Yes  No
    - If Yes, What?
  - **Collaborative Potential:** Will collaboration at this site lead to unique, inspiring artwork?  Yes  No
    - If Yes, How?
  - **County Goals:** Does the site align with county goals (e.g., enhancing districts, promoting themes)?  Yes  No
    - If Yes, How?
  - **Program Goals:** Does the site support the Art in Public Places program goals?  
 Yes  No
    - If Yes, How?

- **Accessibility**

- **Geographic Balance:** Does the site enhance geographic access to public art?  
 Yes  No
  - **Diversity:** Does the site promote cultural and economic diversity in art access?  
 Yes  No

- **Contextual Appreciation**

- **Can the artwork be appreciated in its setting?** Consider if factors such as overcrowding, competing signs, or an unsuitable social context might diminish the artwork's impact.  Yes  No
    - If No, What issues could affect appreciation?

- **Accept or Reject**

- Does the site meet criteria for budget and project objectives?  
 Accept  Reject



# PROJECT SCHEDULE

**Project Name:**

**Location:**



Checklist	Initial Planning	Date
	OCD meets with the project-related department.	
	Incorporate the project into the Annual Plan.	
	Appoint Subcommittee members [if necessary].	
	Identify artwork procurement method.	

## Call to Artists [If Applicable]

	Draft and approve the Call to Artists with OCD/PAAC.	
	Advertise Call to Artists [45 day minimum].	
	Artist applications due.	

## Artist Selection Process

	PAAC Subcommittee reviews submissions.	
	Presentations to PAAC and community [if necessary].	
	Recommendation to BOCC for project approval.	





Checklist	Artist Engagement & Artwork Development	Date
	Artist contract signed.	
	Artist meeting to discuss project details.	
	Draft artwork submitted to Subcommittee.	
	Gather comments from related departments, etc.	
	PAAC approves final artwork proposal.	

### Implementation & Installation

	Include artist requirements in architect's documents.	
	Deliver and install artwork.	
	Approve final artwork and install plaque.	
	OCD to coordinate Dedication Ceremony with the project-related department.	
	Dedication Ceremony	



# SUBCOMMITTEE CONTACT SHEET



**Project Name:**

**Project Location:**

## Community Representative

- **Name, Title:**
- **Phone:**
- **Email:**

## Community Architect/Landscaper/Engineer

- **Name, Title:**
- **Agency/Company:**
- **Phone:**
- **Email:**

## Appointed MartinArts Representative

- **Name, Title:**
- **Phone:**
- **Email:**

## NAC Member [if applicable]

- **Name, Title:**
- **Phone:**
- **Email:**

## Project-Related Department/Site Contact

- **Name, Title:**
- **Phone:**
- **Email:**

## Martin County Capital Projects/Public Works Contact [if applicable]

- **Name, Title:**
- **Phone:**
- **Email:**



This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at [www.martin.fl.us/accessibility-feedback](http://www.martin.fl.us/accessibility-feedback)



# APPLICANT ARTIST SUBMISSION CHECKLIST



**Project Name:**

**Submission Date:**

**Artist Name:**

**Contact Information:** [Phone, Email]

Checklist	Required Submission Components	Date
	Artist Statement	
	Resume/CV	
	References	
	Images of Previous Work [with descriptions]	
	Proposal Description [if applicable]	
	Visual Renderings/Concept Drawings [if applicable]	
	Budget Outline [if applicable]	
	Timeline [if applicable]	
	Maintenance Plan [if applicable]	
	Completed Application Form	

## Staff Review

**Reviewed By:**

**Review Date:**

**Comments:**



This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at [www.martin.fl.us/accessibility-feedback](http://www.martin.fl.us/accessibility-feedback)

# ARTIST SELECTION VOTING FORM



**Project Name:**

**Subcommittee Member:**

**Criteria:**

- The appropriateness of the work to the site, permanence of the work relative to environmental conditions, maintenance requirements and the enduring nature of the artistic statement.
- The sensitivity of the work to the aesthetic and cultural traditions and the history of Martin County, Florida and to the surrounding neighborhood's character.
- The artist's biography and resume, examples of existing works, technical competency, similarity to existing works of art and form, texture, color, clarity, line and medium.

Artist Name	1st	2nd	3rd	Comments



# ARTWORK CATALOG FORM



## Artwork Information

<b>Title</b>	
<b>Artist</b>	
<b>Acquisition Date</b>	
<b>Description</b> [Medium, Size, Year]	
<b>Artist Phone</b>	
<b>Artist Email</b>	
<b>Artist Website</b>	

## Site Information

<b>Location Name</b>	
<b>Address</b>	
<b>Location Description</b>	
<b>Site Specific Issues</b>	

## Artwork Maintenance Requirements

<b>Annual</b>	
<b>Special Non-Annual</b>	
<b>Next Maintenance Date</b>	



This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at [www.martin.fl.us/accessibility-feedback](http://www.martin.fl.us/accessibility-feedback)



## Site Maintenance Requirements

<b>Lighting</b>	
<b>Exterior Landscaping</b>	
<b>Interior Furnishings</b>	
<b>Other</b>	

## Record of Maintenance

<b>Date</b>	<b>Performed By</b>	<b>Issue &amp; Resolution</b>

## Contacts

<b>AIPP Program Manager</b>	
<b>MartinArts</b>	
<b>County Department</b>	
<b>Site Manager</b>	
<b>Construction Manager</b>	





# MARTIN MURALS PROGRAM

## APPLICATION



**SUBMITTING AN APPLICATION IS NOT A GUARANTEE OF FUNDING**

### APPLICANT INFORMATION

Name:	
Address:	
Phone:	Tax ID#
Email:	
Website:	

### ARTIST INFORMATION

Lead Artist Name:	
Other Artists (if applicable):	
Address:	
Phone:	Tax ID#
Email:	
Website:	

### MURAL LOCATION INFORMATION

Name of Business:
Type of Business:
Property Owner Name / Phone:
Address of Proposed Project:

## MURAL PROJECT SUMMARY

Please provide project concept/description, mission statement and/or mural project name (include detailed summary on a separate attachment):

Total Project Cost:	\$
Matching Amount Requested:	\$

<b>MARTIN MURALS PROGRAM BUDGET WORKSHEET</b>		
<b>Project Expenses:</b>	<b>Notes</b>	<b>Amount</b>
Artist Fees		
Assistant Fees		
Supplies/Materials		
Insurance		
Site Preparation		
Scaffolding/Ladders/Lifts		
Sealing		
Maintenance		
Application/Permit Fees		
Public Notice/Posting Sign		
Other		
<b>Total Budget</b>		
<b>Match:</b>	<b>Notes</b>	<b>Amount</b>
<b>Cash</b>		
Foundation Grants		
Business Donations		
Individual Donations		
Fundraisers		
Other		
<b>Total Cash</b>		
<b>In-Kind:</b>	<b>Notes</b>	<b>Amount</b>
Volunteer Time	Use IS Value*	
Donations of Materials		
Artist Fees	Donated by lead artist	
Assistant Fees		
Site Preparation		
Publicity/Promotion		
Other		
<b>Total In-Kind:</b>		
<b>Total Match:</b>		
<b>Funding Request:</b>		
<b>Does match equal or exceed funding request?</b>		

\*Estimated value according to Independent Sector (IS), a coalition of charities, foundations, corporations, and individuals that publishes research important to the nonprofit sector.