



CALL TO ARTISTS: REQUEST FOR QUALIFICATIONS

ST. MARTIN PARISH TOURISM CALLS FOR PUBLIC ART MURALS

Contact Email: laci@stmartinparish.net

Call type: 2D Public art installation (mural)

Eligibility: Local

State: Louisiana

Entry Deadline: 4/1/2024

Project Deadline: 12/1/2024

Total award: \$1000-\$5000

GUIDELINES (PLEASE READ CAREFULLY):

2024 Guidelines for St. Martin Parish Mural series award. This award is for funding the creation of a 2D Art Installation (Mural). The award is a one-time fund and may be used by the awardee to assist with expenses related to the creation of this project.

St. Martin Parish Tourism Commission is committed to diversity, equity, inclusion, and accessibility.

PROJECT TITLE:

'A Love Letter to St. Martin' is a public beautification mural series with the intent to grow public art awareness of community equity, inclusion, diversity, and accessibility of our community. This mural series intends to boost the interest of professional visual artists in St. Martin Parish to participate in public art making. Our Parish is the home to a plethora of talent including Musicians, Culinary Artists, and Culture Bearers. With the growing popularity of public beautification projects and community spaces, a need for professional muralists has become apparent. This project seeks to propel 3 local artists into the professional public art realm, working with community leaders to create professional public work. These 3 mural series are set to begin on May 1st, 2024, and end December 1st, 2024.

St Martin Parish Tourism Commission will select one artist for the award fund to lead the creation and completion of one mural. St Martin Parish Tourism Commission will award funds to three artists for this series of three murals. One artist per mural. The Award is \$1000-\$5000 per mural based on the strength of the artist's proposal submission. Mural locations are Breaux Bridge, Henderson, and St. Martinville, LA.

IMPORTANT DATES:

Funding cycle: May 1st, 2024-December 1st, 2024.

Submissions will open: February 15th, 2024.

Application deadline: April 1st, 2024

Notification of Award Date: April 18th, 2024

Please email submissions to laci@stmartinparish.net no later than 5 pm. You may hand deliver submissions to the St. Martin Parish Tourism office during normal business hours before April 1st, 2024.

St. Martin Parish Tourism Commission
601 East Bridge Street, Breaux Bridge LA 70517

APPLICATION ASSISTANCE

Need help with your application? Attend a free information session. (Highly recommended)

Information sessions:

- **2/21/2024:** 10 am-11 am, St. Martin Parish Tourism Office, Breaux Bridge
- **2/28/2024:** 6 pm-7 pm, Breaux Bridge Public Library, Breaux Bridge
- **3/06/2024:** 10 am-11 am, St. Martin Parish Tourism Office, Breaux Bridge
- **03/06/2024:** 6 pm-7pm, St. Martinville Public Library, St. Martinville
- **3/13/2024:** 10 am-11 am, St. Martin Parish Tourism Office, Breaux Bridge
- **3/20/2024:** 6 pm-7 pm, Breaux Bridge Public Library, Breaux Bridge
- **3/27/2024:** 10 am-11 am, St. Martin Parish Tourism Office, Breaux Bridge

It is strongly encouraged that applicants attend an information session. If you cannot attend a session, please feel free to contact the St. Martin Tourism Office to discuss project ideas before applying, or email laci@stmartinparish.net and set up a meeting.

IF FUNDED:

The awardee must sign an artist compliance contract to accept the award funds.

- Mandatory meeting on April 29th, 2024, contracts, award, and orientation
- Mandatory Unveiling/ Opening of Public Work Meeting TBA
- Monthly briefings with St. Martin Tourism Office (30-minute meetings for updates to mural progression. TBA)

ELIGIBILITY:

To be considered for this award the applicant must:

- Be an artist working in the visual arts discipline and demonstrate the skills needed to complete this project within the funding period. (May 1st, 2024- December 1st, 2024)
- Must be 18 years or older.
- Be a US Citizen with a social security number that will be provided upon award notification.
- Be a resident of St, Martin Parish for at least one year and remain a resident throughout the funding period.
- Use funding within the funding period (May 1st, 2024 -December 1st, 2024)

THIS PROJECT WILL FUND

Purchasing materials, supplies, and equipment needed to create and complete the Mural
Purchasing Rental equipment needed to create and complete the Mural Artist Fees.

THIS PROJECT WILL NOT FUND

Debts unrelated to this project and Costs incurred outside the funding period (April 1st, 2024- December 31st, 2024).

WORK SAMPLES

Email a minimum of 3 work samples (at least one completed last year) to laci@stmartintourism.net, jpg or pdf max 12.

REVIEW PROCESS

Your application will be reviewed by a committee comprised of the St. Martin Parish Commission Board and community residents from the site locations.

ARTIST MERIT

- Clarity of project proposal
- Organization of timeline and budget
- How your project aligns with St. Martin Parish Tourism Commission guidelines

ARTIST EXCELLENCE

- Expertise of the applicant as an artist
- Quality of the artist's work

COMPLIANCE

The award recipient must return a signed copy of the Artist Agreement with the St. Martin Parish Tourism Commission (contract) plus a signed W9 form for payment. Award money is taxable income and must be reported. A 1099 will be provided. Credit must be given to the St. Martin Parish Tourism Commission on the final deliverable.

TERMS AND CONDITIONS:

I have responded honestly and completely to the application questions and the work submitted is my own. If awarded the funding, I will file a Final Report no later than December 15th, 2024, describing how I utilize the funds. If I am unable to complete the requirements of this program and will not use all the funds awarded to me, I understand that I must contact laci@stmartinparish.net to make arrangements to return any unused funds before October 1, 2024. I understand that the St. Martin Parish Tourism Commission may use any photo of myself, and my work associated with this program for promotional purposes.

IF AWARDED FUNDING, you agree to attend a mandatory compliance meeting on April 29th, 2024.

Should your project be funded:

This is a one-time monetary award to individual artists for a mural with a tangible outcome. The award does not require a match. Additional documents are to be signed by recipients upon award contract and additional reporting may be required. Grant Recipients will be required to submit a signed grant agreement (provided by the St. Martin Parish Tourism Commission) within 15 days of receiving the award. Grant Recipients must permit St. Martin Parish Tourism Commission and its auditor's access to their records and financial statements as necessary for St. Martin Parish Tourism Commission to ensure compliance with the Award. Grantee must notify the St. Martin Parish Tourism Commission as soon as possible of any substantive project changes or delays that may affect the eligibility of the project or individual.

St. Martin Parish Tourism Commission does not and will not discriminate based on race, color, religion/creed, gender, gender expression, age, national origin/ancestry, disability, marital status, sexual orientation, or military status, in any of its activities or operations. St. Martin Parish Tourism Commission expects the same from its grant awardees.

Awardees should note that award money is taxable income and must be reported. Awardees must comply with all applicable city, state, and federal laws, ordinances, codes, and regulations. SMPTC will provide a 1099 form if successful.

Awardees are required to submit receipts and proof of payment of expenses after the completion of the funded activity to receive final payment. Funds will be disbursed as follows: 75% of the award after submission of the agreement (dependent on fund availability) and payment request form; and the final 25% of the award is reimbursable upon receipt of the final report and payment request form along with applicable receipts/documentation of expenses.

A final report is due in fifteen (15) days after the completion of the project; if the report is not received within thirty (30) days, the remaining 25% may be forfeited. Credit must be given to SMPTC on all printed materials, etc.

APPLICATION FOR MURAL

REQUIREMENTS:

The artist must be a resident of St. Martin Parish or the Acadiana area for at least one year before applying and maintain residency through the award period.

Full Name: _____

Address: _____

Parish: _____

Primary Phone: _____

Primary Email: _____

Website: _____

Preferred Location Choice (See last page for location pictures; **Choose ONE**)

Breaux Bridge

Henderson

St. Martinville

QUALIFYING QUESTIONS:

- 1) Will you be 18 years or older by April 1st, 2024? Yes/ No (if no you do not qualify for this project)
- 2) Have you been a resident of St. Martin Parish or the Acadian area for at least one year? And will you remain a resident in the region throughout the award period? Yes/No (if no, then you do not qualify for this project)

Note: Please read the guidelines for this award before beginning.

Artistic Merit:

- What is your proposed design for this space? Describe your vision by answering who, what, when, where, why, and how you will use the funds to create this project. (limit to 2000 words or less)

Artistic Excellence:

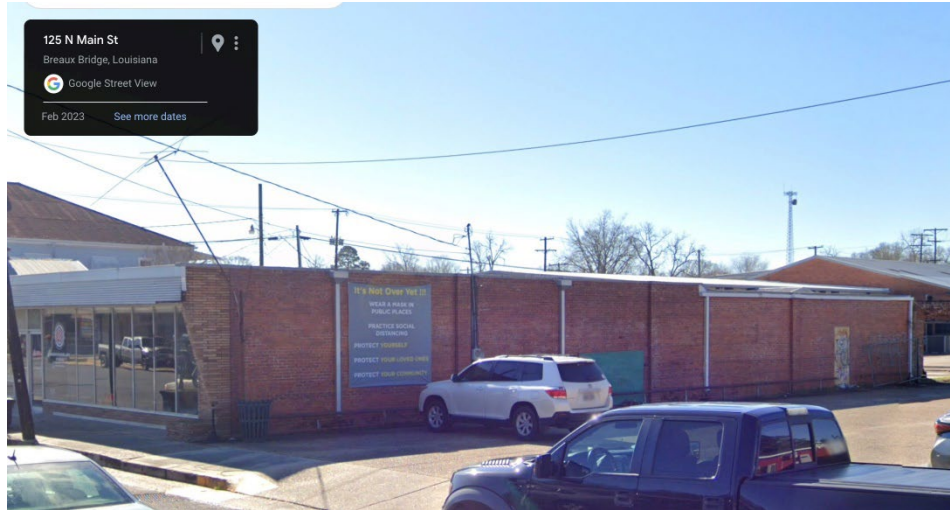
- You must attach a copy of your resume or artist CV detailing your work as an artist. (PDF. Max file size 128 MB)
- Biography, a brief biographical description of your development as an artist and relevant professional achievements. (Limit to 1000 words)
- Minimum of 3 relevant images of your work, at least one created within the last year.
- A one-page budget outline on how you will use the funds. This outline should list paint, supplies, equipment rentals, artist fees, and any other expenses needed to complete this project on time.
- A schedule outlining the timeline needed to create this project within the grant period (April 1st, 2024, -December 1st, 2024)
- Supporting materials. Sketches, images, and designs relevant to the written portion of your proposal. These supplemental images can be submitted in person if needed.

-----Signature

Your signature is required and indicates that as the signer, you have read the above and agree to all conditions. The application with the signature constitutes a legal document.

Please check your final application package carefully. Incomplete applications may not be accepted. Remember to keep a copy of the application and all attachments for your files. This is a competitive process. Therefore, an application may or may not be funded, dependent on the number of applicants, the amount of funding available, and the application’s score based on the evaluation criteria. The acceptance of an application does not imply that it will be funded automatically.

Breaux Bridge Location



Henderson Location



St. Martinville Location

