

## PROPOSAL GUIDELINES FOR CREATIVE PROJECTS IN PUBLIC SPACES AT THE UNIVERSITY OF TEXAS AT AUSTIN

The following guidelines are provided to support planning for Creative Projects in Public Spaces at The University of Texas at Austin as described in Handbook of Operating Procedures Section [HOP 4-1290](#). For an overview of the university review and approval process, please refer to [Understanding Proposals for Creative Projects](#). Each proposal must be accompanied by the appropriate checklist: [Permanent Creative Projects](#) or [Temporary Creative Projects](#).

### TEMPORARY PROJECTS

Before temporary projects can be submitted to the CRA, they require preliminary review by facilities management. Begin by contacting the facility manager responsible for the desired project location by contacting the dean's office of the corresponding college, school, or unit.

The facility manager should review the proposal and forward to the Office of Campus Planning. The Office of Campus Planning will respond with a letter of recommendation that must be included in the submission to the CRA.

### CRA CONTACT

Completed proposals should be submitted to the CRA at least 90 days prior to the desired start date. Please send proposals to:

**Edward Chambers**  
Chair, Committee for the Review of Art  
[eddiechambers@austin.utexas.edu](mailto:eddiechambers@austin.utexas.edu)

## PROPOSAL GUIDELINES

### CONTACT INFORMATION

1. Date of request
2. Requesting unit
3. Contact name, address, phone, and email

## PROJECT DESCRIPTION

1. Title of project
2. Name of artist or author
3. Proposed location
4. Proposed installation date, duration of display, and removal date
5. Estimated value and project cost
6. Estimated maintenance and custodial costs
7. Summary description including images, drawings, and relevant technical information

## PROJECT PROPOSAL

Please consider the below questions and add any additional information necessary to explain the project.

### Overview

1. Describe the project and the ways it would benefit the university.
2. Describe the project's relevance and anticipated public response.
3. What are the proposed terms? (loan, purchase, donation, etc.)
4. What contribution would the project make to the cultural environment?
5. Does the project support diversity, equity, inclusion, and accessibility?
6. What risks would the project pose?
7. What would be the quality of the presentation in the architectural or landscape setting?
8. Is the project in compliance with UT Austin's [Campus Master Plan](#) goals?

### For Works of Art

1. What is the artistic merit of the proposed project in terms of quality, condition, rarity, provenance?
2. Does the object have art historical merit? Would it have relevance to art history and other curricula?
3. Who created the work and how would you characterize the artist's contributions?
4. Is the proposed art intended to become part of the [Landmarks collection](#)?
  - a. If yes, then how does it relate to other works in the collection?
  - b. If no, then how does it relate to other art on the university campus?
5. Would the project fall within the collecting scope of one of the other collecting entities on campus (Blanton Museum, Ransom Center, Warfield Center, Center for American History, Art Galleries at Black Studies, etc.)? If so, then have those units been contacted?
6. Has the project been coordinated with the [Public Art Master Plan](#) maintained by Landmarks?

## **PROJECT PROPOSAL (CONTINUED)**

### **Logistics**

1. Describe any supporting infrastructure that will be needed in the presentation of the work (pedestals, lighting, signage, etc.). Confirm that estimated installation and maintenance costs account for this work.
2. Describe the equipment and methods that will be used to install and deinstall the project (ladders, lifts, etc.).
3. Does the proposal require electricity? If yes, then provide information about the type of equipment that would be used and the electrical requirements (amps and volts).
4. Does the proposal include sound amplification or lights? If yes, then please describe the hours of operation.
5. Is the project made of durable materials and construction? Could it withstand continuous display with normal light and temperature conditions, and without security monitoring?
6. Please describe any anticipated or specialized maintenance, or conservation needs.
7. Please describe the plan for installation and, if temporary, deinstallation.
8. Confirm that the project and the proposed installation meet safety and disability standards. If you are unsure, the project may need evaluation by Facilities, Planning, & Management; Environmental Health & Safety; and the UT Police Department.
9. Has the work been vetted for compliance by applicable regulatory offices either within or outside of UT?

### **Resources**

1. How will the project be funded?
2. How was the cost of the project estimated?
3. How will the installation and deinstallation be funded?
4. How will the anticipated maintenance or conservation requirements be funded?
5. Which office will administer the accounts, purchasing, and contracts?

### **Outreach**

1. How will the public learn about the significance of the project?
2. Will there be explanatory texts, signage, or other educational efforts to support learning and understanding?

### **Approvals**

1. Who has endorsed this proposal?
2. Has the administrative unit that oversees the proposed location endorsed the proposal? Please confirm and share contact information.
3. If the proposed project is temporary:
  - a. Has it received sponsorship from a dean or director with a letter of recommendation?
  - b. Has it received review from the Office of Facility Management?

## **PROJECT EXHIBITS**

### **Required**

1. Project Budget
  - a. Funding sources
  - b. Expenses for purchase, installation, deinstallation, and maintenance
2. Permanent or Temporary Creative Projects Proposal Checklist
3. Temporary projects must also include:
  - a. A letter of recommendation from a dean or director
  - b. A letter of recommendation from the Office of Campus Planning

### **Recommended**

1. Images of the project, including sketches, renderings, photomontages, or other descriptive illustrations
2. Scaled site plan with proposed location
3. Scaled technical drawings, including plans, elevations, and details
4. Material samples
5. Artist or author CV or bio
6. Please add any additional exhibits for review