

Request for Proposals

Application for Exhibits at
The Coconino Center for the Arts in 2010 and 2011

Postmark Deadline: October 30th, 2009

About Flagstaff Cultural Partners & Coconino Center for the Arts

● Flagstaff Cultural Partners (FCP)

Flagstaff Cultural Partners is a 501(c)3 non-profit organization that serves as the local arts council for the greater Flagstaff area. Our goal is to enhance the spectrum and quality of cultural experiences available to residents of and visitors to our community. Since 2001, Flagstaff Cultural Partners has operated the Coconino Center for the Arts (CCA), the cultural hub of the arts in Flagstaff, Arizona. Located just minutes from downtown Flagstaff and nestled in the Ponderosa pines, the Coconino Center for the Arts saw around 20,000 visitors last year, with that number increasing every year.

● Request for Exhibition Proposals

We are now accepting proposals for 2010 and 2011 for special opportunities to curate exhibitions at the Coconino Center for the Arts. Successful proposals will meet the criteria, complement FCP's mission, and be a collaborative endeavor with Flagstaff Cultural Partners. As a benefit to this partnership, Flagstaff Cultural Partners will provide the venue, staff assistance, installation, on-site insurance, and marketing. Additional resources or support may be available under special circumstances.



● The Venue: Coconino Center for the Arts

The Coconino Center for the Arts is located at 2300 North Fort Valley Road (Highway 180). CCA is on the way to several Arizona attractions such as the Grand Canyon, Museum of Northern Arizona, and the Arizona Snowbowl. The facility includes a 4,000 square foot art gallery, a smaller "Jewel Gallery" and an indoor amphitheater.

● **Main Gallery** (approx 4,000 square feet) – is approximately 60' x 65' with 10+ feet of useable vertical space. Moveable 8' x 4' x 1' wall panels and dozens of pedestals are available. Seventy-five can lights provide adjustable lighting options. Electrical outlets are accessible on all walls.

● **Amphitheater** – The indoor amphitheater seats approximately 170-200 guests. The stage is oval shaped, approximately 15' deep and 50' wide.

Applicant Data: Please fill out entirely

This application is for our Main Gallery (4000 square feet)

Submitted by:

Curator:

Date Submitted:

Mailing Address:

Phone Number:

Cell Phone Number:

Email Address:

This exhibition is (check all that apply)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> One artist show | <input type="checkbox"/> Juried |
| <input type="checkbox"/> Small group show (2-5 artists) | <input type="checkbox"/> Invitational |
| <input type="checkbox"/> Large group show (6+ artists) | <input type="checkbox"/> Other: |

List artists, if known:

Type of Media

Size/Scale of Artwork

Technical requirements for exhibition (e.g. internet connection, DVD, digital projection, etc.):

How much square footage is needed?

Dates Available (check all that apply)

Summer 2010

2011

How to Apply

Submit a completed application form and attach exhibition proposal narrative, resumes/bios, budget, and visual work samples.

All materials must be mailed to:

Flagstaff Cultural Partners
c/o RFP 2010/2011
PO Box 296
Flagstaff, AZ 86002

Deadline for submission: October 30th, 2009 (postmark deadline). Incomplete or late applications will not be accepted for this review cycle.

- Exhibition proposal narrative, up to 1 page

Detail the proposed exhibition including a description of the work, as well as the conceptual basis or theme of the exhibition. Consider the types of media represented and how the artwork relates to each other and to the space; if the artists in the exhibition have not already been selected, detail the circumstances for selecting artwork; how the space will be utilized; describe any other events in conjunction with the exhibition (e.g. silent auction, gallery talk, lecture, workshop etc). Exhibition narrative must possess header or footer with last name and proposed exhibition title.

- Current biography or resume for curator and known participating artists, up to 1 page each

For the curator, highlight qualifications and previous experience that will help the panel determine administrative ability and proven success. For the artist(s), highlight exhibition history.

-Budget

Complete attached budget. Add any necessary items. List known funding sources including what applicant is willing to bring to the table.

-Artistic work samples and description

Submit images of work to be exhibited, or representations of work relevant to the exhibition. Include work sample list detailing title, media, size and date completed.

Digital Images: Must submitted in JPG or TIFF format; at least 5"x5", 72dpi, up to 20 images

Printed Images: Digital images are preferred and strongly encouraged, however printed images will be accepted; up to 20 images

Audio/Video Material: Must be submitted as a CD or DVD. Applicants submitting audio/video material as their primary work sample are limited to one five-minute segment. One or several short works or excerpts of works could be included.

Review Process

A community committee and FCP staff will review proposals annually. The following criteria will be used:

- Artistic quality
- Community impact
- Uniqueness of proposal
- Administrative ability/success with previous exhibitions
- Appropriateness of budget

It is strongly encouraged that you apply digitally. Paper format applications that are not chosen will be returned if a self-addressed stamped envelope is provided. If your application is chosen, we will contact you to work on a schedule, contract, memorandum of understanding, and budget. Please be advised, the committee may request further information to make a decision.

Applicants will be notified of the status of their proposal on or after December 1st, 2009.

Budget – Some Suggested Items

Installation

Paint/Rollers/Brushes/Tape, etc
Hardware
Signage
Awards
Artist Statement book
Call For Entry paperwork
Call For Entry Postage
Shipping

subtotal

Advertising

Postcards/Posters
Postage
Print advertising
Radio/TV advertising

subtotal

Reception

Food
Alcohol/license (\$25)
Nametags

subtotal

Entertainment

Entertainment for Reception

subtotal

Proposed Total Budget

Expected Income Sources

Total
