

# Request for Proposals

Application for Exhibits at  
The Coconino Center for the Arts in 2009, 2010 & 2011  
(See Application for Specific Dates)

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.

● **Jewel Gallery** (approx 270 square feet) – This space is approximately 12' x 22' with 7+ feet of vertical space. The gallery is lit with halogen track lights.

● **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 Jewel Galley (270 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)

- |   |   |
|---|---|
| <input type="checkbox"/> September 2009 | <input type="checkbox"/> Summer 2010    |
| <input type="checkbox"/> October 2009   | <input type="checkbox"/> September 2010 |
| <input type="checkbox"/> January 2010   | <input type="checkbox"/> 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.

Notification of the show proposal will take place periodically according to the show date requested by the applicant.

**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**

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