



AGENDA OF THE GREEN BAY PUBLIC ARTS COMMISSION

WEDNESDAY, OCTOBER 4, 2023, 8:00 AM

City Hall, Room 310

Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:
<https://us02web.zoom.us/j/82324699453?pwd=SWtrUUNVdIYlSlcXaTRPaFpXMHBqZz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 823 2469 9453

Passcode: 924755

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

1. Members: Katie Ries -Chair, Kent Hutchison - Vice-Chair, Ald. Brian Johnson, Chuck Yang, and Alex Zacarias.
2. Liaison Representatives: Beth Kowalski - Neville Museum, Rissel Peguero Almonte - Independent Music Instructor, Sadie Wilson - Oneida Arts Board, and Timothy Perlewitz - Salvation Army Kroc Center.

C. Approval of the Agenda.

1. Approval of the agenda for the October 4, 2023, special meeting of the Green Bay Public Arts Commission.

D. Approval of Minutes.

1. Approval of the minutes from the August 23, 2023, meeting of the Green Bay Public Arts Commission.

E. Regular Business.

1. Consideration with possible action on the City of Green Bay Public Art Grant application - Music Saved My Life: Audio Recording and Digital Arts Program.
2. Consideration with possible action on the City of Green Bay Public Art Grant application - Neville Public Museum Accessibility 2023-2024
3. Consideration with possible action on the City of Green Bay Public Art Grant application - Bring Weaving to the Bay.
4. Consideration with possible action on the City of Green Bay Public Art Grant application - Theater Classes for All Ages.
5. Consideration with possible action on the City of Green Bay Public Art Grant application - Readers Theater: Continuation and Expansion.
6. Consideration with possible action on the City of Green Bay Public Art Grant application - Community Perceptions of the Unhoused.
7. Consideration with possible action on report from Farlin Park Art RFP evaluation team.

F. Informational.

1. Coordinator's Report and Project Updates.
2. Next Meeting: October 25, 2023 at 8:00 AM

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Green Bay Public Arts Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the Public Arts Commission of the City of Green Bay

MEETING DATE

October 4, 2023

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.1

Consideration with possible action on the City of Green Bay Public Art Grant application - Music Saved My Life: Audio Recording and Digital Arts Program.

BACKGROUND

The Public Art Grant Program is funded by the American Rescue Plan Act (ARPA). Funds are dedicated to artists/artist teams, creatives, makers, performers, arts organizations, and other cultural drivers to support presentations, performances, workshops, research, and/or the creation of artwork within the City of Green Bay.

Applicants are eligible to receive a one-time no-match required grant between \$2,500 - \$10,000. This grant may be used to fully fund a project.

The applicant, Shoua Lee in partnership with Urban Cultural Arts & Event Center, is proposing the project titled Music Saved My Life: Audio Recording and Digital Arts Program. The project is focused on developing a digital media art course to be held at the Urban Cultural Arts & Event Center. The free 16-class course would be offered for two sessions available to 6 students each session.

The course would cover the following material:

- **Audio Recording Course:** This course focuses on audio multitrack recording, mixing, and mastering. Students will learn mic placement, gain staging, dynamic range control, and audio effects. A significant highlight of this course is the creation of a music video by each student at the program's conclusion.
- **Digital Audio:** This segment explores analog-to-digital audio conversion, audio production using software (editing, processing, mixing, and exporting), radio imaging, advertising, and content production for various mediums.
- **Audio Engineering 1 and 2:** These advanced courses cover recording techniques such as drum mixing, headphone mixes, time-based processing, podcast production, and finalizing in mixing and mastering.

The applicant is requesting \$10,000 to fund this project.

RECOMMENDATION

FISCAL IMPACT

There is currently \$68,677.00 of available funds remaining for the City of Green Bay Public Art Grant. If Shoua Lee and Urban Cultural Arts & Event Center's grant application request of \$10,000.00 is approved, the remaining funds available will total \$58,677.00.

ATTACHMENTS

1. City of Green Bay Public Art Grant Guidelines
2. Public Art Grant Application - Audio Recording and Digital Arts Program

CITY OF GREEN BAY

PUBLIC ART GRANTS PROGRAM

To enhance and contribute to Green Bay's unique arts and culture sector.



CITY OF GREEN BAY

www.greenbaywi.gov/pac

920-448-3400

ABOUT THE GREEN BAY PUBLIC ARTS COMMISSION (GBPAC)

The Green Bay Public Arts Commission (GBPAC) focuses on the creation and preservation of public art within Green Bay, and ensuring equal access for all to enjoy and engage with public art. The GBPAC exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Green Bay. The GBPAC is a five-member commission appointed by the Mayor to advise the City on matters of arts and culture.

Public art is any art form that is readily available for the public and is unimpeded by barrier or entry. Public art includes work on both public and/or private property and can be permanent or temporary.

PUBLIC ART GRANT PROGRAM DESCRIPTION

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Professional artists of all disciplines, arts organizations and other cultural drivers are encouraged to apply.

APPLICATION DEADLINE

Applications will be received on a rolling basis until all Art Grant funds have been expended. Applicants interested in applying for funds should anticipate applying for funds roughly two months prior to when funds are needed. Completed applications will be reviewed monthly during the Public Arts Commission meeting typically held on the fourth Wednesday of the month. Applicants interested in having their application reviewed must have all materials submitted at the latest by **5:00PM (CT) the second Friday of the month**. Applications received

after the second Friday of the month will be held for review until the next month. Applications must be submitted electronically via the City's online form.

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REVIEW CRITERIA

Proposals will be evaluated based on three criteria: **1)** artistic excellence, **2)** artistic merit, and **3)** project feasibility. Evidence to support the criteria will come from the narrative responses and submitted supplemental materials.

- 1.** The artistic excellence of the project includes the:
 - Professionalism of the artist/cultural organization/lead project creative, quality of the artwork or services that the project will involve, as appropriate to the project
 - Evidence includes digital work samples, arts resumes, artist/cultural organization websites, or social media
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- 3.** The measures of project feasibility include:
 - Ability to carry out the project based on the appropriateness of the budget, the proposed timeline, the quality and clarity of the project activities and goals, the resources and partners involved, and the qualifications of the project's personnel.
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REVIEW PROCESS

Submissions are first reviewed by staff. Staff confirms applicant eligibility, basic compliance with grant criteria, and completeness of applications before sending them to the Arts Commission for review. Ineligible or incomplete applications will not be reviewed by the Arts Commission.

AWARD AMOUNTS

Award amounts range from \$2,500 to \$10,000. Awards will be paid in two disbursements: half upon signing of grant agreement and half upon approval of final report. No match is required. A project can be fully-funded with the award.

ELIGIBLE APPLICANTS

- Wisconsin residents.
- At least 18 years of age
- Applicant must obtain a TIN/UEI number to receive funds
- Groups of artists, or artist collectives, represented by an individual meeting the residency criteria above. Group applicants are eligible for only one award. Each artist within the group must consent to be part of the application; however, only one person/organization must act as the lead applicant. Note: any tax implications for a group application will fall on the lead applicant.

CONTACTS AND ACCESSIBILITY

For questions or concerns about the application process or technical assistance, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

ELIGIBLE PROJECTS

Qualified artists/organizations across disciplines are eligible to apply for support to carry out specific projects and activities. Eligible projects must take place within eligible census tracts and/or benefit low-to moderate income individual(s). Eligible census tract map can be accessed [here](#). Contact staff for details on low-to-moderate income qualifications. Grantees will demonstrate tangible results of work undertaken and be able to provide proof of area benefit and/or low-to-moderate income individual(s) benefit. Proof may include but is not limited to; map of project location, artist tax return, audience data, survey results, etc.

For questions or concerns about providing proof of eligibility, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

Examples of the types of projects applicants of varying discipline might pursue with the support of this grant include, but are not limited to:

- Teaching artists/organizations: curricula, digital learning modules, workshops, resource development
- Visual artists/organizations: sculptures, paintings, studies, installations
- Literary artists/organizations: manuscripts, proposals, drafts, research reports
- Performance artists/organizations: performances, tours, events, video or audio recordings
- Folk and traditional artists/organizations: textiles, instruments, beading, dolls, exhibitions, workshops
- Media artists/organizations: films, scripts, interviews

INELIGIBLE PROJECTS

- Previously completed projects (though clearly defined, and demonstrable portions of ongoing projects can be eligible)
- Projects taking place outside of the city of Green Bay
- Projects that do not take place within eligible locations and/or do not benefit low-to-moderate income individual(s)
- Rent or food assistance, or any type of artist relief to alleviate hardship without undertaking work
- Honorifics or recognition awards based on the past work without plan to undertake work during the award period

APPLICATION MATERIALS – to be made available on the City’s online Form Center

PROJECT NAME*

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Character Limit: 100

ELIGIBILITY*

Refer to the eligibility requirements listed above. For questions about eligibility, email laura.schley@greenbaywi.gov.

Choices:

I am eligible to apply and can provide the necessary eligibility documents if requested.

REQUEST AMOUNT*

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Character Limit: 20

PROJECT DESCRIPTION*

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Character Limit: 3000

PROJECT TIMELINE*

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress. Reminder: successful applicants must provide a status update to City staff by November 1, 2023 and projects must be completed by December 31, 2023.

Character Limit: 3000

PROJECT OUTCOMES*

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

In the final report, grantees will be required to provide documentation of work completed during the award period from August 1, 2023 to December 31, 2023. Consider this timeframe when planning a project.

Character Limit: 3000

PROJECT BUDGET*

Click **HERE** to download the Project Budget Worksheet. Fill out, save, and upload the budget. Please use file types: .xls, .xlsx, or PDF.

A detailed Project Budget is an important piece of evidence for the feasibility of the project..

File Size Limit: 5MB

PROJECT BUDGET EXPLANATION*

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount. If there are aspects of the project budget that require explanation, describe them below. Additional budget documents can be uploaded in the Work Samples boxes in the “Supplemental Materials” section below if necessary. *Character Limit: 750*

SUPPLEMENTAL MATERIALS

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The arts resume and area/income benefit field is required; the other fields are *strongly recommended* but may not be applicable to your submission. An application *does not need* to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

ARTS RESUME OR CV*

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.
File Size Limit: 5MB

AREA BENEFIT AND/OR INCOME BENEFIT*

Include information relating to the projects eligible area benefit and/or benefit to low-to moderate-income individual(s).
File Size: 10MB

LETTER(S) OF SUPPORT

If applicable, upload letter(s) of support from partners, collaborators, mentors, etc.
File Size Limit: 10MB

WORK SAMPLE #1

Depending on artistic discipline, work samples might include images, PDFs, video or audio clips, curricula, learning modules, press articles, or marketing materials. Additional work sample upload boxes are available below. For technical support or assistance on work samples please contact City staff.
File Size Limit: 25MB

WORK SAMPLE #2

File Size Limit: 25MB

WORK SAMPLE #3

File Size Limit: 25MB

ARTIST WEBSITE

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ONLINE PORTFOLIO

Character Limit: 2000

ADDITIONAL URL

Character Limit: 2000

Print

Public Art Grants Program - Submission #57984

Date Submitted: 6/23/2023

Artist Name*

shoua lee

Artist Email*

Project Name*

music saved my life music program

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Request Amount*

10,000

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Project Description*

Introduction:

We are excited to present our grant proposal for the Audio Recording and Digital Arts Program, hosted at the Urban Cultural Arts & Event Center. Our program serves two groups of six teens in each 16-class session, and we seek funding in the amount of \$10,000. This initiative is dedicated to nurturing creativity and technical skills in audio engineering and digital arts among our youth.

Program Overview:

The Audio Recording and Digital Arts Program aims to immerse participants in the world of digital media and art, providing them with a platform to unleash their creativity. Under the guidance of experienced instructors, our program empowers young talents with hands-on learning experiences. Students will explore audio engineering, music production, and digital media, ultimately becoming proficient in these fields.

Program Components:

The program comprises three key courses:

- Audio Recording Course: This course focuses on audio multitrack recording, mixing, and mastering. Students will learn mic placement, gain staging, dynamic range control, and audio effects. A significant highlight of this course is the creation of a music video by each student at the program's conclusion.
- Digital Audio: This segment explores analog-to-digital audio conversion, audio production using software (editing, processing, mixing, and exporting), radio imaging, advertising, and content production for various mediums.
- Audio Engineering 1 and 2: These advanced courses cover recording techniques such as drum mixing, headphone mixes, time-based processing, podcast production, and finalizing in mixing and mastering.

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Project Timeline*

Program Schedule:

Our program is designed to be flexible and accessible. We offer two 16-class sessions, accommodating six teens in each session, with specific days and times tailored to accommodate the availability of our students.

Session 1: April & May (Six teens)

Session 2: August & September (Six teens)

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress.

Project Outcomes*

Participants in our program will achieve the following outcomes:

- The ability to engineer and plan recording sessions and distribute content digitally.
- Proficiency in conducting recording sessions using state-of-the-art equipment.
- Skills in managing sound reinforcement, monitoring, and recording during live performances.
- Competence in producing music for broadcast, podcast, video, and film.
- Mastery of recording and mastering recordings using computer software applications and converting files to various digital formats.
- Creation of engaging broadcast programming.

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

Project Budget*

Applicant:		Date:
Expenses may include artist or consultant fees, facility or equipment rental, materials, supplies, services, software, etc. required to complete the project. Total expenses should match the request amount.		
Project Expenses		Cash Amount
Detail:	(Type a description of the expense here. Example: Videographer.)	
Detail:	Mac Book	\$1,500
Detail:	DAW Recording Software	\$500
Detail:	Condenser Recording microphones (6@\$150 each)	\$900
Detail:	Audio Interface	\$600
Detail:	XLR Cables and Connections	\$300
Detail:	Recording Headphones (6 @ \$100 each)	\$600
Detail:	Instructor (Shoua Lee, MRRNB) 1600 per session	\$2,200
Detail:	Assistant for both sessions	\$1,000
Detail:	Rent	\$1,600
Detail:	Administrative Cost	\$500
Detail:	Misc. Expenses	\$300
Total expenses should match your request amount		Total Expenses \$10,000

A detailed Project Budget is an important piece of evidence for the feasibility of the project.

Project Budget Explanation*

Our budget for this program is \$10,000 to support the two sessions, each accommodating six teens. The budget allocation includes the following:

- Equipment procurement, including a MacBook Pro, DAW recording software, condenser recording microphones, audio interface, XLR cables, recording headphones.
- Instructor and assistant pay.
- Transportation vehicle for student pick-up, if needed, to ensure accessibility for participants with complicated schedules due to their parents' work commitments.

Instructor Information:

Instructor: Shoua Lee (MRRNB)

Location: Urban Cultural Arts and Event Center

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount.

If there are aspects of the project budget that require explanation, describe them above. Additional budget documents can be uploaded in the Work Samples boxes in the "Supplemental Materials" section below if necessary.

Supplemental Materials

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The Arts Resume field and Area/Income Benefit field are required; the other fields are strongly recommended but may not be applicable to your submission. An application does not need to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

Arts Resume or Curriculum Vitae*

Shoua Lee/MRRNBFILM\$ Videography Bio

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.

Shoua Lee is a talented videographer with a passion for capturing moments that tell a compelling story. With 7 years of experience in the audio and video industry, He has developed a keen eye for detail and a creative approach to filming. Graduating from Northeast Wisconsin technical college in fall of 2021 with an associate's degree in Digital Media and certificates in live audio production as well. Known for his exceptional ability to adapt to different environments and demands, Shoua Lee has worked on a variety of projects including weddings, events, documentaries, commercials, and music videos. He understands the importance of capturing every crucial moment while maintaining a discreet presence, ensuring that the focus remains on the subject.

Having honed his skills in both pre-production and post-production, Shoua Lee is adept at creating captivating visuals, utilizing effective lighting techniques, and employing the latest equipment and technology. He has a strong understanding of composition, angles, and aesthetics, resulting in visually stunning videos that leave a lasting impact.

Additionally, Shoua Lee possesses excellent communication skills, making it effortless for him to collaborate with clients and understand their vision. He is always committed to delivering high-quality work that not only meets but exceeds expectations. Whether it's documenting a special occasion, showcasing a product or service, or capturing the essence of an event, Shoua Lee combines technical expertise with a creative flair to bring stories to life through the lens of his camera. Passionate, professional, and dedicated, Shoua Lee is the go-to videographer for those seeking visually stunning and emotionally engaging videos.

Curriculum course:

My love for music has driven me to attend Northeast Wisconsin Technical College earning my Digital Media Technology associate's degree, Live video and sound Production certification. I knew that I could offer more to my fellow local music lovers. I've worked with many local green bay music artists and all over the Midwest area, whether it be videography, lyrical writing sessions, music creation sessions, recording vocals for their album, I've heard so many talented voices. Being a music mentor, a local videographer and a fellow audio engineer, has made me realize how much music has saved lives and has played a big role in each individual's everyday lifestyle. Everyone has their own music journey story they present and I get to hear it first. It's always an honor to get to listen to the new voices of the youth and as well as the adults who play a big part and are the pillars in the local music scene who paved the way for these young talents.

DIGITAL AUDIO ...concept of analog to digital audio conversion; audio production with software including editing, processing, mixing and exporting. Creating radio imaging and advertising; producing various length content for distribution through multiple mediums.

AUDIO ENGINEERING 1: learning the basics of recording in a professional studio with state-of-the-art equipment to produce high quality audio for distribution. Learn about microphones and their placement; use various audio interfaces and mixers and distribute files to clients for streaming services.

AUDIO ENGINEERING 2: learning advanced recording techniques including drum mixing, headphone mixes, time based processing, podcasts, and finalizing in mixing and mastering.

Arts Resume or Curriculum Vitae*

Urban Cultural Arts Bio

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.

At Urban Cultural Arts & Event Center, we're all about sharing the joy of music with young adults. In 2024, we're launching an exciting Audio Engineering Program called "Music Saved My Life" just for them. It's a musical adventure where they'll learn all about making music sound amazing. They'll get to use state-of-the-art tools and computers to mix and create music. We want to help them discover their musical talents and have fun while doing it. We believe in the power of music to make us feel good and bring us together, and we can't wait to share that with these young music enthusiasts.

Urban Cultural Arts & Event Center is a special place in Green Bay, Wisconsin, where everyone is welcome to explore and enjoy the wonderful world of arts. We believe that art is for everyone, no matter how old you are or where you come from. Our mission is to make sure that everyone in our community can experience the magic of art, music, dance, and more. We have fun programs and classes for people of all ages, and we love bringing our community together through

the arts. Whether you want to learn something new, see amazing performances, or just have a good time, we're here to make it happen.

Area Benefit and/or Income Benefit*

Urban cultural arts audio engineering proposal

Include information relating to the project's eligible area benefit and/or benefit to low-to-moderate-income individual(s).

We believe that the Audio Recording and Digital Arts Program at the Urban Cultural Arts & Event Center is a valuable opportunity for our youth to develop their artistic and technical skills. With your support through this grant of \$10,000, we can provide a creative and nurturing environment that equips our participants with the skills and confidence to pursue careers in the digital arts and audio engineering. We appreciate your consideration of our grant proposal and the potential for making a positive impact on the lives of our community's young talents.

Work Samples

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Artist Website

<https://shoualee.wixsite.com/portfolio>

Artist Social Media

<https://youtube.com/@MRRNB920>

Online Portfolio

<https://shoualee.wixsite.com/portfolio>

Additional URL

<https://urbanculturalarts.com/>



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

October 4, 2023

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.2

Consideration with possible action on the City of Green Bay Public Art Grant application - Neville Public Museum Accessibility 2023-2024

BACKGROUND

The Public Art Grant Program is funded by the American Rescue Plan Act (ARPA). Funds are dedicated to artists/artist teams, creatives, makers, performers, arts organizations, and other cultural drivers to support presentations, performances, workshops, research, and/or the creation of artwork within the City of Green Bay.

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The applicant, Kasha Huntowski, on behalf of the Neville Public Museum Foundation, is proposing the project titled Neville Public Museum Accessibility 2023-2024. The project is focused on providing arts and cultural programming for free to low-income Green Bay residents and community members, through scholarships for the Neville field trip programs, as well as providing free Explorer Wednesday projects and/or "take-home kits for families.

The applicant is requesting \$9,200 to fund this project.

RECOMMENDATION**FISCAL IMPACT**

There is currently \$68,677.00 of available funds remaining for the City of Green Bay Public Art Grant. If Neville Public Museum Foundation's grant request of \$9,200.00 is approved, the remaining funds available will total \$59,477.00.

ATTACHMENTS

1. City of Green Bay Public Art Grant Guidelines
2. Public Art Grant Application - Neville Public Museum Accessibility 2023-2024

CITY OF GREEN BAY

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ELIGIBLE PROJECTS

Qualified artists/organizations across disciplines are eligible to apply for support to carry out specific projects and activities. Eligible projects must take place within eligible census tracts and/or benefit low-to moderate income individual(s). Eligible census tract map can be accessed [here](#). Contact staff for details on low-to-moderate income qualifications. Grantees will demonstrate tangible results of work undertaken and be able to provide proof of area benefit and/or low-to-moderate income individual(s) benefit. Proof may include but is not limited to; map of project location, artist tax return, audience data, survey results, etc.

For questions or concerns about providing proof of eligibility, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

Examples of the types of projects applicants of varying discipline might pursue with the support of this grant include, but are not limited to:

- Teaching artists/organizations: curricula, digital learning modules, workshops, resource development
- Visual artists/organizations: sculptures, paintings, studies, installations
- Literary artists/organizations: manuscripts, proposals, drafts, research reports
- Performance artists/organizations: performances, tours, events, video or audio recordings
- Folk and traditional artists/organizations: textiles, instruments, beading, dolls, exhibitions, workshops
- Media artists/organizations: films, scripts, interviews

INELIGIBLE PROJECTS

- Previously completed projects (though clearly defined, and demonstrable portions of ongoing projects can be eligible)
- Projects taking place outside of the city of Green Bay
- Projects that do not take place within eligible locations and/or do not benefit low-to-moderate income individual(s)
- Rent or food assistance, or any type of artist relief to alleviate hardship without undertaking work
- Honorifics or recognition awards based on the past work without plan to undertake work during the award period

APPLICATION MATERIALS – to be made available on the City’s online Form Center

PROJECT NAME*

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Character Limit: 100

ELIGIBILITY*

Refer to the eligibility requirements listed above. For questions about eligibility, email laura.schley@greenbaywi.gov.

Choices:

I am eligible to apply and can provide the necessary eligibility documents if requested.

REQUEST AMOUNT*

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Character Limit: 20

PROJECT DESCRIPTION*

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Character Limit: 3000

PROJECT TIMELINE*

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress. Reminder: successful applicants must provide a status update to City staff by November 1, 2023 and projects must be completed by December 31, 2023.

Character Limit: 3000

PROJECT OUTCOMES*

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

In the final report, grantees will be required to provide documentation of work completed during the award period from August 1, 2023 to December 31, 2023. Consider this timeframe when planning a project.

Character Limit: 3000

PROJECT BUDGET*

Click **HERE** to download the Project Budget Worksheet. Fill out, save, and upload the budget. Please use file types: .xls, .xlsx, or PDF.

A detailed Project Budget is an important piece of evidence for the feasibility of the project..

File Size Limit: 5MB

PROJECT BUDGET EXPLANATION*

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount. If there are aspects of the project budget that require explanation, describe them below. Additional budget documents can be uploaded in the Work Samples boxes in the “Supplemental Materials” section below if necessary. *Character Limit: 750*

SUPPLEMENTAL MATERIALS

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The arts resume and area/income benefit field is required; the other fields are *strongly recommended* but may not be applicable to your submission. An application *does not need* to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

ARTS RESUME OR CV*

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.
File Size Limit: 5MB

AREA BENEFIT AND/OR INCOME BENEFIT*

Include information relating to the projects eligible area benefit and/or benefit to low-to moderate-income individual(s).
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LETTER(S) OF SUPPORT

If applicable, upload letter(s) of support from partners, collaborators, mentors, etc.
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WORK SAMPLE #1

Depending on artistic discipline, work samples might include images, PDFs, video or audio clips, curricula, learning modules, press articles, or marketing materials. Additional work sample upload boxes are available below. For technical support or assistance on work samples please contact City staff.
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WORK SAMPLE #2

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WORK SAMPLE #3

File Size Limit: 25MB

ARTIST WEBSITE

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ONLINE PORTFOLIO

Character Limit: 2000

ADDITIONAL URL

Character Limit: 2000

Print

Public Art Grants Program - Submission #60283

Date Submitted: 8/31/2023

Artist Name*

Kasha Huntowski

Artist Email*

[REDACTED]

Project Name*

Neville Public Museum Accessibility 2023-2024

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Request Amount*

9200

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Project Description*

The Foundation is requesting a Public Arts Grant to provide needed arts and cultural programming for free to low-income Green Bay residents and community members.

The Neville Public Museum Foundation provides scholarships for the Neville field trip programs for area schools and non-profit groups including Curative Connections, Boys & Girls Club, Syble Hopp, and the CP Center. On-Site field trips are \$4/person in 2023 and \$6/person in 2024. We are asking for funds to cover 500 kids in 2023 at \$2,000 and 1,000 kids in 2024 at \$6,000 for a total of \$8,000.

The Neville Public Museum Foundation provides free Explorer Wednesday projects and/or "take home kits" for families during our 12 Monthly Free Days. Free days are the first Wednesday of the month from 9:00am - 8:00pm and make it possible for all local families to see every exhibit we have at the Museum every year for free. The Neville is right downtown on a bus route and easily walkable for area neighborhood families. Our Explorer Wednesday Free Days are a great time to have activities on-site and to sometimes hand out kits to children and families who may be lower income to make sure they have activities and the supplies to do them at home. Our educator and volunteers do on-site activities with patrons. We want to be able to continue to provide projects for families in the area. We are asking for \$100/month for supplies. 12 months x \$100 for a total of \$1,200.

*The Neville Public Museum Foundation and the Neville Public Museum of Brown County are two separate parts of a public-private partnership. Brown County funds the upkeep of the building and grounds, 9FT staff members, they care for and carry the insurance for the collection on behalf of the community, and some marketing. The Neville Public Museum Foundation is the non-profit arm which covers the cost of all educational exhibits and programming, scholarship funds for on-site & virtual field trips, FREE SPARK! programming, Explorer Wednesday FREE Projects/Take-Home Kits, collections conservation, 3FT and 2PT staff, and some marketing.

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Project Timeline*

In 2023, we will host field trips when booked and Explorer Wednesdays on October 4, November 1, and December 6.

In 2024, we will host field trips when booked and Explorer Wednesdays on January 3, February 7, March 6, April 4, May 1, June 5, July 3, August 7, and September 4.

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress.

Project Outcomes*

We will measure the community impact by tracking the number of individuals who attend field trips and take part in Explorer Wednesday activities, track engagement levels by watching the amount of time spent in the exhibits and doing the projects, and we will survey participants and participating agencies to ascertain program satisfaction. These measurements will tell us if we have achieved our objectives. The surveys will also allow us to quickly make any needed changes or updates to the exhibit and programs.

Help us impact our community by making the exhibits and programs available to everyone.

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

Project Budget*

Applicant: Neville Public Museum Foundation		Date: 8/31/2023
Expenses may include artist or consultant fees, facility or equipment rental, materials, supplies, services, software, etc. required to complete the project. Total expenses should match the request amount.		
Project Expenses		Cash Amount
Detail:	Scholarships for Field Trip Costs for Title I Schools. 2023 Field Trip cost = \$4/student, 2024 Field Trip cost increasing to \$6/student. Provide FREE art arts and culture opportunities to 500 kids in 2023 and 1,000 kids in 2025.	\$8,000
Detail:	Supplies for 12 FREE Explorer Wednesday Projects for low income families in Green Bay on FREE Wednesdays (the first Wednesday of the month). \$100/project.	\$1,200
Total expenses should match your request amount		Total Expenses \$9,200

A detailed Project Budget is an important piece of evidence for the feasibility of the project.

Project Budget Explanation*

We will use any granted scholarship funds until they are depleted for schools and low income after school programs who request the assistance. When funding runs out the school will need to find another way to cover costs and/or we will hopefully find more financial assistance.

We will find another donor to cover the costs of Explorer Wednesday projects if they go over \$100/month.

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount.

Supplemental Materials

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The Arts Resume field and Area/Income Benefit field are required; the other fields are strongly recommended but may not be applicable to your submission. An application does not need to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

Arts Resume or Curriculum Vitae*

Smurawa_Ali_CV_2023.docx

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.

ALI NICOLE SMURAWA, M.A.

EDUCATION

M.A., History with Public History Concentration, Southern New Hampshire University

B.A., Music with Musicology and Ethnomusicology Concentration, Arizona State University

Professional Certificate, PreK-12 Education, Rio Salado College

CERTIFICATES, ENDORSEMENTS, AND LICENSES

Autism Certificate (Hospitality), International Board of Credentialing and Continuing Education Standards (IBCCES)

Standard Professional PreK-12 Music Education Certificate, Arizona Department of Education

Structured English Immersion PreK-12 Endorsement, Arizona Department of Education

Level One Fingerprint Clearance Card, Arizona Department of Public Safety

EXPERIENCE

May 2023 – Present	<i>Education Specialist</i> , Neville Public Museum
June 2021 – April 2023	<i>Museum Educator and Education Collections Manager</i> , Arizona Museum of Natural History
May 2021 – June 2021	<i>Gallery Educator – Contract</i> , Arizona Museum of Natural History
March 2017 – June 2021	<i>Museum Volunteer Supervisor – Volunteer</i> , Arizona Museum of Natural History
August 2016 – May 2021	<i>Elementary Orchestra Teacher</i> , Mesa Public Schools
January 2020	<i>Connect2STEM Outreach Volunteer</i> , University of Arizona

June 2019 – July 2019	<i>Gallery Educator – Contract, Arizona Museum of Natural History</i>
June 2019	<i>Prehistoric Preschool Volunteer, Arizona Museum of Natural History</i>
October 2019	<i>Beer ‘n’ Bones Team Lead – Volunteer, Arizona Museum of Natural History</i>
April 2019	<i>Dino Egg Hunt Team Lead – Volunteer, Arizona Museum of Natural History</i>
January 2019	<i>Connect2STEM Outreach Volunteer, University of Arizona</i>
June 2018 – July 2018	<i>Gallery Educator – Contract, Arizona Museum of Natural History</i>
June 2018	<i>Prehistoric Preschool Volunteer, Arizona Museum of Natural History</i>
March 2018	<i>Dino Egg Hunt Team Lead – Volunteer, Arizona Museum of Natural History</i>
March 2018	<i>Beer ‘n’ Bones Team Lead – Volunteer, Arizona Museum of Natural History</i>
January 2018	<i>Connect2STEM Outreach Volunteer, University of Arizona</i>
June 2017 – July 2017	<i>Gallery Educator – Contract, Arizona Museum of Natural History</i>
June 2017	<i>Prehistoric Preschool Volunteer, Arizona Museum of Natural History</i>
Feb. 2013 – Aug. 2016	<i>Sales Associate and Administrative Assistant, Milano Music Center</i>
Aug. 2014 – May 2016	<i>Music Student Advisory Council Member, School of Music, Herberger Institute for Design and the Arts, Arizona State University</i>
Sept. 2012 – Dec. 2014	<i>Private Music Lessons Teacher, School of Music, Herberger Institute for Design and the Arts, Arizona State University</i>
Sept. 2012 – May 2014	<i>Strings Class Teacher, School of Music, Herberger Institute for Design and the Arts, Arizona State University</i>

PROJECTS AND PROGRAMS

American Sign Language Virtual Museum Tour, Project Manager

Blast from the Past, Program Manager

Dino Egg Hunt, Event Lead

Dino Preschool Party, Program Manager

Education Collection, Manager

Interpretive Volunteer Carts Renovation, Project Manager

Mesa Grande Cultural Park field trip programming, Coordinator

Mesa K Ready Programming, Program Manager

Prehistoric Preschool Program, Program Manager

PUBLICATIONS

Smurawa, Ali. "My First Museum Conference. Ever.," *Western Museums Association* (blog), December 2022, <https://westmuse.org/articles/my-first-museum-conference-ever>.

Smurawa, Ali Nicole. "Women's Suffrage in Arizona: Creating Resources for Arizona's Educators." Order No. 28492941, Southern New Hampshire University, 2021. <https://www.proquest.com/dissertations-theses/women-s-suffrage-arizona-creating-resources/docview/2529924691/se-2?accountid=45769>.

PRESENTATIONS

Collections Based Interpretive Volunteer Carts, AzMNH Foundation, November 2022.

Mesa Grande Cultural Park Programming, Mesa Leadership Program, October 2022.

Accessibility and Inclusion at AzMNH, Sertoma Club, April 2022.

Panelist, Mary Lou Fulton Teacher's College, Arizona State University, September 2021.

MEDIA APPEARANCES AND MENTIONS

The Globe and Mail, "Mesa, Ariz., is the world's first autism-certified city. A mom and her son find out what that means.," February 2023. <http://bit.ly/3FBPWbi>

12News Arizona Midday – The Arizona Museum of Natural History hosts annual Dino Preschool Party!, January 2023. <http://bit.ly/3Z5Cpzz>

KPNX-PHX (NBC) – The 30th Annual Turkey Tuesday Food Drive, November 2022.

ABC15 – Don't miss the Dino Egg Hunt and AzMNH!, April 2022.

HONORS AND AWARDS

2023 *Outstanding Leadership in Science Education*, Arizona-Nevada Academy of Science

2022 *Wanda Chin Scholarship*, Western Museums Association

2015 – 2016 *Presser Scholar*, The Presser Foundation

2012 – 2016 *New American University Scholar – President's Award*, Arizona State University

2012 – 2016 *Dean's List*, Arizona State University

2012 – 2015 *Special Talent Award – Music*, School of Music, Herberger Institute for Design and the Arts, Arizona State University

FUNDING AWARDED

2023 *Free EBT Cardholder Summer Children's Program 2023 grant*, First Things First

2022 *Dino Preschool Party 2023 grant*, First Things First

2022 *Free EBT Cardholder Summer Children's Program 2022 grant*, First Things First

2021	<i>Dino Preschool Party 2022 grant</i> , First Things First
2019	<i>Supplies for Superstar String Players!</i> , College Football Playoff Foundation
2019	<i>Supplies for Superstar Musicians!</i> , Donors Choose
2019	<i>Valiant Violin!</i> , Bill & Melinda Gates Foundation
2019	<i>Method Books for Music!</i> , Donors Choose
2019	<i>Method Books for Musicians</i> , Google.org
2018	<i>Fiesta Bowl Charities Wishes for Teachers Grant</i> , Fiesta Bowl Charities
2018	<i>Virtuoso Violas!</i> , Donors Choose
2018	<i>Vibrant Violists Need Violas</i> , Donors Choose
2018	<i>Violas Unite!</i> , Pandora Radio

PROFESSIONAL MEMBERSHIPS

American Alliance of Museums, Member
American Historical Association, Member
Association of Midwest Museums, Member
Museum Education Roundtable, Member
National Council on Public History, Member

LANGUAGES

English, first language
French, emerging, four semesters of undergraduate university level French
Spanish, emerging, two semesters of undergraduate university level Spanish, six semesters of high school level Spanish

PROFESSIONAL DEVELOPMENT AND ADDITIONAL COURSEWORK

2023	<i>Arizona Archives Summit</i> , Arizona Archives Alliance
2022	<i>3-Day Archives Workshop</i> , Museums Association of Arizona
2022	<i>Western Museums Association Annual Meeting</i> , Western Museums Association
2022	<i>ASB 223: Buried Cities and Lost Tribes of the New World</i> , Mesa Community College
2022	<i>Tribal Sovereignty: Why it Matters for Teaching and Learning about Native Americans</i> , National Museum of the American Indian

- 2022** *Integrating Indigenous Perspectives in Social Studies: Spotlight on Grades 3-5*, Arizona Department of Education and Office of Indian Education
- 2022** *Decolonization Research and Travel to the Burke Museum, Seattle*, Virginia G. Piper Charitable Trust Fellowship
- 2022** *Decolonization Research and Travel to the Nat and the Museum of Us, San Diego*, Virginia G. Piper Charitable Trust Fellowship
- 2022** *ASB 222: Buried Cities and Lost Tribes of the Old World*, Mesa Community College
- 2022** *ASM 104: Bones, Stones, and Human Evolution*, Mesa Community College
- 2021** *ASB 102: Introduction to Cultural Anthropology*, Mesa Community College
- 2021** *Southwest Indigenous Museum Exhibition and Programming Research*, Gila River Indian Community
- 2021** *Southwest Indigenous Museum Exhibition and Programming Research*, Salt River Pima Maricopa Indian Community
- 2021** *Southwest Archaeology Museum Exhibition and Programming Research*, private tour of active La Ciudad archaeological site
- 2021** *Introduction to Arizona Early Learning Standards*, Arizona Department of Education
- 2021** *A Look at Arizona's New Science Standards*, Arizona Department of Education
- 2021** *Implementing the 2018 History and Social Science Standards Elementary Overview*, Arizona Department of Education
- 2021** *Introduction to Infant and Toddler Developmental Guidelines*, Arizona Department of Education
- 2021** *First Things First Early Childhood Summit*, First Things First

Area Benefit and/or Income Benefit*

The Neville Public Museum of Brown County is located in a low.docx

Include information relating to the project's eligible area benefit and/or benefit to low-to-moderate-income individual(s).

The Neville Public Museum of Brown County is located in a low-income neighborhood. We are walkable for some families and schools, and we are on a bus route making it easier for people to get to us.

Work Samples

Depending on artistic discipline, work samples might include images, PDFs, video or audio clips, curricula, learning modules, press articles, or marketing materials. Additional work sample upload boxes are available below. For technical support or assistance on work samples please contact City staff.

Work Sample #1

Explorer Wed.docx



Drop in between during our Free Day on the first Wednesday of every month to participate in a fun family friendly project and to see the current exhibits and displays.



Artist Website

<https://www.nevillepublicmuseum.org>

Artist Social Media

<https://www.facebook.com/nevillepublicmuseum/>

Additional URL

<https://www.instagram.com/nevillepublicmuseum/>

Additional URL

<https://twitter.com/NevilleMuseum/>



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

October 4, 2023

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.3

Consideration with possible action on the City of Green Bay Public Art Grant application - Bring Weaving to the Bay.

BACKGROUND

The Public Art Grant Program is funded by the American Rescue Plan Act (ARPA). Funds are dedicated to artists/artist teams, creatives, makers, performers, arts organizations, and other cultural drivers to support presentations, performances, workshops, research, and/or the creation of artwork within the City of Green Bay.

Applicants are eligible to receive a one-time no-match required grant between \$2,500 - \$10,000. This grant may be used to fully fund a project.

The applicant, April Beiswenger, is proposing the project titled Bring Weaving to the Bay. The project is focused on the development of a weaving workshop to be provided at several local organizations, including but not limited to, The Art Garage, The Premier, and the Neville Museum. The roughly 8-hour classes are proposed to accommodate 3-4 students and would be offered for 8 sessions. The applicant is requesting \$10,000 to do this project.

RECOMMENDATION**FISCAL IMPACT**

There is currently \$68,677.00 of available funds remaining for the City of Green Bay Public Art Grant. If April Beiswenger's grant application request of \$10,000.00 is approved, the remaining program funds available will total \$58,677.00.

ATTACHMENTS

1. City of Green Bay Public Art Grant Guidelines
2. Public Art Grant Application - Bring Weaving to the Bay

CITY OF GREEN BAY

PUBLIC ART GRANTS PROGRAM

To enhance and contribute to Green Bay's unique arts and culture sector.



CITY OF GREEN BAY

www.greenbaywi.gov/pac

920-448-3400

ABOUT THE GREEN BAY PUBLIC ARTS COMMISSION (GBPAC)

The Green Bay Public Arts Commission (GBPAC) focuses on the creation and preservation of public art within Green Bay, and ensuring equal access for all to enjoy and engage with public art. The GBPAC exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Green Bay. The GBPAC is a five-member commission appointed by the Mayor to advise the City on matters of arts and culture.

Public art is any art form that is readily available for the public and is unimpeded by barrier or entry. Public art includes work on both public and/or private property and can be permanent or temporary.

PUBLIC ART GRANT PROGRAM DESCRIPTION

The Public Art Grant Program provides funds to artists/artist teams, creatives, makers, performers, arts organizations and other cultural drivers, to enhance and increase arts and culture and public art opportunities within the city of Green Bay. Funded by the American Rescue Plan Act (ARPA), funds are dedicated to support presentations, performances, workshops, research, and/or creation of artwork within the City of Green Bay. The program strives to encourage artistic engagement, spur economic vibrancy, and revitalize Green Bay through the arts.

Applicants are eligible to receive a one-time grant between \$2,500 - \$10,000. This grant may be used to fully fund a project. No match is required. Funds cannot be used to retroactively fund completed projects or portions of projects, but can be used for ongoing projects.

Professional artists of all disciplines, arts organizations and other cultural drivers are encouraged to apply.

APPLICATION DEADLINE

Applications will be received on a rolling basis until all Art Grant funds have been expended. Applicants interested in applying for funds should anticipate applying for funds roughly two months prior to when funds are needed. Completed applications will be reviewed monthly during the Public Arts Commission meeting typically held on the fourth Wednesday of the month. Applicants interested in having their application reviewed must have all materials submitted at the latest by **5:00PM (CT) the second Friday of the month**. Applications received

after the second Friday of the month will be held for review until the next month. Applications must be submitted electronically via the City's online form.

For technical assistance, email laura.schley@greenbaywi.gov. Or call 920.448.3142.

REVIEW CRITERIA

Proposals will be evaluated based on three criteria: **1)** artistic excellence, **2)** artistic merit, and **3)** project feasibility. Evidence to support the criteria will come from the narrative responses and submitted supplemental materials.

- 1.** The artistic excellence of the project includes the:
 - Professionalism of the artist/cultural organization/lead project creative, quality of the artwork or services that the project will involve, as appropriate to the project
 - Evidence includes digital work samples, arts resumes, artist/cultural organization websites, or social media
- 2.** The artistic merit of the project includes the:
 - Connection of the project to the artistic practice of the applicant
 - Potential for the project to reach new audiences and expose them to new artistic opportunities
 - Evidence includes digital work samples, arts resumes, letters of support, artist/cultural organization websites, or social media
- 3.** The measures of project feasibility include:
 - Ability to carry out the project based on the appropriateness of the budget, the proposed timeline, the quality and clarity of the project activities and goals, the resources and partners involved, and the qualifications of the project's personnel.
 - Evidence of project feasibility includes a budget, project timeline, letters of support or agreement with partner artists & organizations, or project plans.

REVIEW PROCESS

Submissions are first reviewed by staff. Staff confirms applicant eligibility, basic compliance with grant criteria, and completeness of applications before sending them to the Arts Commission for review. Ineligible or incomplete applications will not be reviewed by the Arts Commission.

AWARD AMOUNTS

Award amounts range from \$2,500 to \$10,000. Awards will be paid in two disbursements: half upon signing of grant agreement and half upon approval of final report. No match is required. A project can be fully-funded with the award.

ELIGIBLE APPLICANTS

- Wisconsin residents.
- At least 18 years of age
- Applicant must obtain a TIN/UEI number to receive funds
- Groups of artists, or artist collectives, represented by an individual meeting the residency criteria above. Group applicants are eligible for only one award. Each artist within the group must consent to be part of the application; however, only one person/organization must act as the lead applicant. Note: any tax implications for a group application will fall on the lead applicant.

CONTACTS AND ACCESSIBILITY

For questions or concerns about the application process or technical assistance, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

ELIGIBLE PROJECTS

Qualified artists/organizations across disciplines are eligible to apply for support to carry out specific projects and activities. Eligible projects must take place within eligible census tracts and/or benefit low-to moderate income individual(s). Eligible census tract map can be accessed [here](#). Contact staff for details on low-to-moderate income qualifications. Grantees will demonstrate tangible results of work undertaken and be able to provide proof of area benefit and/or low-to-moderate income individual(s) benefit. Proof may include but is not limited to; map of project location, artist tax return, audience data, survey results, etc.

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Examples of the types of projects applicants of varying discipline might pursue with the support of this grant include, but are not limited to:

- Teaching artists/organizations: curricula, digital learning modules, workshops, resource development
- Visual artists/organizations: sculptures, paintings, studies, installations
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APPLICATION MATERIALS – to be made available on the City’s online Form Center

PROJECT NAME*

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Character Limit: 100

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Refer to the eligibility requirements listed above. For questions about eligibility, email laura.schley@greenbaywi.gov.

Choices:

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REQUEST AMOUNT*

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Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

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PROJECT TIMELINE*

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress. Reminder: successful applicants must provide a status update to City staff by November 1, 2023 and projects must be completed by December 31, 2023.

Character Limit: 3000

PROJECT OUTCOMES*

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

In the final report, grantees will be required to provide documentation of work completed during the award period from August 1, 2023 to December 31, 2023. Consider this timeframe when planning a project.

Character Limit: 3000

PROJECT BUDGET*

Click **HERE** to download the Project Budget Worksheet. Fill out, save, and upload the budget. Please use file types: .xls, .xlsx, or PDF.

A detailed Project Budget is an important piece of evidence for the feasibility of the project..

File Size Limit: 5MB

PROJECT BUDGET EXPLANATION*

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount. If there are aspects of the project budget that require explanation, describe them below. Additional budget documents can be uploaded in the Work Samples boxes in the “Supplemental Materials” section below if necessary. *Character Limit: 750*

SUPPLEMENTAL MATERIALS

IMPORTANT:

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AREA BENEFIT AND/OR INCOME BENEFIT*

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LETTER(S) OF SUPPORT

If applicable, upload letter(s) of support from partners, collaborators, mentors, etc.
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File Size Limit: 25MB

WORK SAMPLE #2

File Size Limit: 25MB

WORK SAMPLE #3

File Size Limit: 25MB

ARTIST WEBSITE

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ONLINE PORTFOLIO

Character Limit: 2000

ADDITIONAL URL

Character Limit: 2000

Public Art Grants Program - Submission #60367

Date Submitted: 9/4/2023

Artist Name*

April Beiswenger

Artist Email*

[REDACTED]

Project Name*

Bring Weaving to the Bay

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Request Amount*

10,000

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Project Description*

I would like to offer a weaving workshop in Green Bay and will use the proposed funds to purchase supplies. I am a Professor at St Norbert College, a clothing historian, and an avid weaver/artist. Over the past few years, I have been lucky to take weaving (and other art) workshops from Washington Island to Pennsylvania. These workshops were formative in inspiring my own weaving journey and I want to inspire others to take up this fulfilling art by offering classes where the student will make a simple scarf or table runner that they will leave with at the end of the day. This will connect not only to my joy of weaving, but also my life as an educator.

I believe that the simple act of making objects can empower people to see themselves as lifelong artists, but weaving isn't cheap. There is a cost barrier for even the simplest of floor looms and it is difficult for people to make that sort of investment when they aren't sure if they will even like throwing shuttles! The workshop I propose will allow people to test the weaving waters, as it were, and will cover the basics. This should give them enough insight into whether or not weaving is for them. Beyond the basics, I envision a longer series of classes in the future where people can take 'a la carte' workshops to deepen their experience of weaving.

I have identified three possible locations to offer these workshops, either the Neville Museum, the Premier studio space, or the Art Garage. All three are in the eligible area and are accessible to mid-to-low income persons. I hope to have the space arranged within the next week or two. I also propose to keep these workshops small - only 3-4 people at a time so they can get individual instruction and to keep the project simple so we can get a finished product at the end of the day (or two). I also want to offer them on a weekend so people who otherwise work can attend. The workshops will take place the two weekends after Thanksgiving and will continue after the new year. I want to have a break between the offerings so that if I need to adjust delivery methods, I can do so.

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Project Timeline*

Month of October - Order materials; Develop curricula for the workshops; Finalize location
Month of November - Test run of the scarf project; Marketing and registering attendees; set up looms for workshops
December 2&3, 9&10; January 13&14, 20&21 - Hold weekend long weaving workshops.

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress.

Project Outcomes*

The outcome for this is two-fold: 1. that the workshop attendees have a woven piece to take home at the end of the weekend and 2. A survey will be requested from all attendees as a way to assess the workshop and make plans for future offerings.

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

Project Budget*

Beiswenger Art Grant Proposed Budget.xlsx

Expenses may include artist or consultant fees, facility or equipment rental, materials, supplies, services, software, etc. required to complete the project.

Total expenses should match the request amount.

Project Expenses			Cash Amount
Detail:	2 Schacht Wolf Pup LT looms		\$3,590
Detail:	1 Schacht Wolf Pup 8.10 Loom		\$2,635
Detail:	3 Wolf Strollers		\$495
Detail:	3 Weaving Rattles		\$435
Detail:	3 Temples		\$170
Detail:	6 shuttles		\$270
Detail:	24 bobbins		\$35
Detail:	10 and 15 Dent Reeds		\$425
Detail:	Various Yarn		\$800
Detail:	Storage Containers		\$50
Detail:	Workbook printing		\$100
Detail:	Teacher Fee		\$500
Detail:	Warping Board, sley hooks, fringe twister, leash sticks, rings,		\$495
Total expenses should match your request amount			Total Expenses \$10,000

A detailed Project Budget is an important piece of evidence for the feasibility of the project.

Project Budget Explanation*

I plan to purchase 2 Schacht Wolf Pup LT looms and 1 Schacht Wolf Pup 8.10 loom. These looms are specifically designed for workshops and portability and I want to purchase two different types so there is maximum flexibility (I already own a Wolf Pup LT loom that I will be using for the workshop as well). The bulk of the rest of the budget is for weaving equipment (rattles, leash sticks, reeds, shuttles, and the like) and yarn. I also want to create a workbook and signage to promote the workshop. And finally, I have added a \$500 teacher fee as an honorarium.

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount.

If there are aspects of the project budget that require explanation, describe them above. Additional budget documents can be uploaded in the Work Samples boxes in the "Supplemental Materials" section below if necessary.

Supplemental Materials

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The Arts Resume field and Area/Income Benefit field are required; the other fields are strongly recommended but may not be applicable to your submission. An application does not need to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

Arts Resume or Curriculum Vitae*

Beiswenger CV F23.docx

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.

Curriculum Vitae

April Beiswenger

www.theaprildesigns.wordpress.com

Present Status:

Associate Professor of Theatre Studies and Scenographer, St. Norbert College; De Pere, WI
Director of Theatre Studies

Classes taught:

- Design for Performance – This course covers the theoretical and practical aspects of theatrical design. Students learn to read, analyze, and create various designs for assigned plays. They learn to use design not only as a vehicle for the practicalities of the production, but as a conduit for the interior life of the play.
- Creation of Sign and Symbol/Visual Storytelling – This course explores the recognition and creation of not only theatrical signs, but also communal signs and symbols. The students use theatrical works and other projects to develop an understanding of how signs and symbols work, but also as a springboard for the creation of semiotically significant projects.
- Performance + Production Lab – A practical course, this class focuses on the experiential side of theatrical production. The students not only are a part of the production, but they are required to attend a series of seminars focusing on specific aspects of theatrical production. This class requires the students to fulfill an additional hourly work requirement.
- Technical Theatre – This course covers the basics of technical theatre including scene construction, costume construction, rigging, sound engineering and lighting. The students learn hands-on how equipment works, different materials, and construction techniques.
- History of Clothing and Fashion – A survey course covering not only period styles of Western Fashion, but also fiber, manufacturing, multicultural styles, and the Fashion Industry. This is an online class.
- Senior Capstone – Mentored majors through the creation and implementation of a robust and rigorous capstone project.

2009-present

Scenographer St. Norbert College, De Pere, WI

- Designed Sets, Costumes, Lights (Projections and Sound when necessary) for departmental productions, including *Twelfth Night*, *The Laramie Project*, *Bash*, *Sondheim's A Little Night Music*, *The Inspector General*, *The Best of Everything*, *The Importance of Being Earnest*, *The Tempest*, *Dead Man's Cell Phone*, *Bronte*, *As You Like It*, *WROL*, *Caucasian Chalk Circle* among others.
- With the students and the production team, developed, filmed, edited, and presented 2 virtual productions: *Covid Night Live* (a series of short plays) and the devised piece *Palimpsest*.
- Supervised the student workforce in technical areas as they completed class hour production requirements.
- Supervised student design work within the department, as well as informally advised designers for the student run theatre.

2017-present

Director of Theatre Studies

- Facilitated course scheduling, program review, oversee budgets, equipment requests, and supervision of the curriculum.
- Learning Outcomes Assessment Coordinator
- Act as producer for the departmental productions. Duties include:
 - Production scheduling
 - Budget supervision
 - General marketing duties
 - Supervise student workforce
 - Audience development
 - Facilitate production team communication
 - Liaison between theatre studies and other organizations, within St. Norbert as well as the wider community.

Education:

2006 – May 2009

M.F.A. in Design West Virginia University Morgantown, WV

Emphasis in: Scenic Design

Classwork

Master's Thesis Project: Hamlet - Scenic Design

Graduate Assistant in the Scene Shop August 2007 – May 2009

1996 – May 1998

M.A. in Theatre Arts Villanova University Villanova, PA

Graduate Assistant in Props

Other work:

Fall 2022

"An Advocate for an Imposter" Saint Norbert College; De Pere, WI

An exhibit about being an imposter.

Fall 2021

"In nature's infinite book of secrecy a little I can read" Saint Norbert College

An exhibit that celebrates objects great and small and the community that creates.

Spring 2021

"Light Doth Beguile the Shining Dark" Saint Norbert College

A collaborative meditation on objects that glow by Gina Williams (stained glass) and Dr. Lisa Beiswenger (ceramics).

Fall 2019

"In collateral light must I be comforted" Saint Norbert College

This exhibit navigated the intersection between clothing, technology, and the art of perception, focused on wearables

Fall 2018

"For 'tis a question left us yet to prove, whether love lead fortune, or else fortune love."

Saint Norbert College

The Making/Giving Project, wherein I invite viewers to take a physical object from the exhibit and to participate in the act of making and giving.

Spring 2017

"Measure" Neville Public Museum; Green Bay, WI

Piece accepted into the 2017 Neville 70th Art Annual.

Fall 2016

"And Where She Ends She Doth Anew Begin"

The 1000 T-shirt project, wherein recycled t-shirts were fashioned into other objects and clothing.

2011-present

Associate Artistic Director and Scenographer Theatre Z, Green Bay, WI

2023 - *The Father* by Florian Zeller

2022 - *ART Z* by Theatre Z

- 2019 - *Kayak* by Jordan Hall
- The Children* by Lucy Kirkwood
- 2017 - *Santaland Diaries* by David Sedaris
- Sordid Lives* by Del Shores
- 2016 - *Frozen* by Bryony Lavery

Scenic Artist

- 2018 - *A Murder is Announced* by Leslie Darbon
- 2017 - *The Actuary* by Steven Peterson
- Lord Arthur Savile's Crime* by Constance Cox
- Almost, Maine* by John Cariani
- 2016 - *Chapatti* by Christian O'Reilly
- The Hollow* by Agatha Christie
- Alabama Story* by Kenneth Jones

Peninsula Players, Egg Harbor, WI

Publications

Spring 2022

Society for Applied Anthropology National Conference

"We Are All Monsters: Teaching Fashion and Sustainability" showed some of the class methods and assignments for my THEA 237: History of Clothing and Fashion.

Spring 2023

United States Institute of Theatre Technology National Conference

"Innovative Pedagogy Speed Dating" Panel. I presented on our Duty of Care as educators and on two pedagogical methods I use in my classroom - the Choose Your Own Adventure Assignment and the Mulligan.

Summer 2018

Association of Academic Museums and Galleries Annual Conference

"Social Fabrics: Radical Textile Projects on Campus" panel with SNC Art Faculty Shan Bryant-Hansen. Our talk, titled "Fashion This: Exhibitions and Programs" presented our collaborative project 'Fashion This' an exploration of the economic, environmental, and ethical perils of modern fashion industry.

Awards

Fall 2016

Founder's Award Saint Norbert College

Spring 2017

Bishop Robert F. Morneau Community Service Award Saint Norbert College

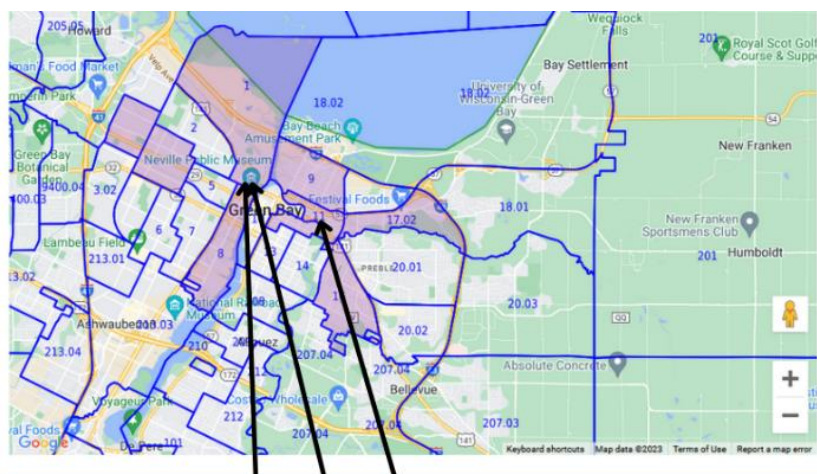
Spring 2021

The Leonard Ledvina Outstanding Teaching Award Saint Norbert College

Area Benefit and/or Income Benefit*

Proposed workshop locations.pdf

Include information relating to the project's eligible area benefit and/or benefit to low-to-moderate-income individual(s).



Proposed workshop locations:
Premier on North Broadway
Neville Museum
ArtGarage



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

October 4, 2023

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.4

Consideration with possible action on the City of Green Bay Public Art Grant application - Theater Classes for All Ages.

BACKGROUND

The Public Art Grant Program is funded by the American Rescue Plan Act (ARPA). Funds are dedicated to artists/artist teams, creatives, makers, performers, arts organizations, and other cultural drivers to support presentations, performances, workshops, research, and/or the creation of artwork within the City of Green Bay.

Applicants are eligible to receive a one-time no-match required grant between \$2,500 - \$10,000. This grant may be used to fully fund a project.

The applicant, Evergreen Theater, Inc, is proposing the project titled Theater Classes for All Ages. The project is focused on the expansion of several of the organization's youth classes, focused on both the performing and technical sides of theater. The classes proposed by the applicant include:

- **Character Development for Young Actors** (up to 30 participants total for 8 classes)
- **Teaching Character Development for New and Improving Directors** (up to 20 participants total for 6 classes)
- **Vocal Training for Young Actors** (up to 30 participants total for 8 classes)
- **QLab Lighting Design** (up to 20 participants total for 6 classes)
- **QLab Sound Design** (up to 20 participants total for 6 classes)

The applicant is requesting \$10,000 for this project.

RECOMMENDATION

FISCAL IMPACT

There is currently \$68,677.00 of available funds remaining for the City of Green Bay Public Art Grant. If Evergreen Theater Inc's grant application request of \$10,000.00 is approved, the remaining funds available will total \$58,677.00.

ATTACHMENTS

1. City of Green Bay Public Art Grant Guidelines
2. Public Art Grant Application - Theater Classes for All Ages

CITY OF GREEN BAY

PUBLIC ART GRANTS PROGRAM

To enhance and contribute to Green Bay's unique arts and culture sector.



CITY OF GREEN BAY

www.greenbaywi.gov/pac

920-448-3400

ABOUT THE GREEN BAY PUBLIC ARTS COMMISSION (GBPAC)

The Green Bay Public Arts Commission (GBPAC) focuses on the creation and preservation of public art within Green Bay, and ensuring equal access for all to enjoy and engage with public art. The GBPAC exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Green Bay. The GBPAC is a five-member commission appointed by the Mayor to advise the City on matters of arts and culture.

Public art is any art form that is readily available for the public and is unimpeded by barrier or entry. Public art includes work on both public and/or private property and can be permanent or temporary.

PUBLIC ART GRANT PROGRAM DESCRIPTION

The Public Art Grant Program provides funds to artists/artist teams, creatives, makers, performers, arts organizations and other cultural drivers, to enhance and increase arts and culture and public art opportunities within the city of Green Bay. Funded by the American Rescue Plan Act (ARPA), funds are dedicated to support presentations, performances, workshops, research, and/or creation of artwork within the City of Green Bay. The program strives to encourage artistic engagement, spur economic vibrancy, and revitalize Green Bay through the arts.

Applicants are eligible to receive a one-time grant between \$2,500 - \$10,000. This grant may be used to fully fund a project. No match is required. Funds cannot be used to retroactively fund completed projects or portions of projects, but can be used for ongoing projects.

Professional artists of all disciplines, arts organizations and other cultural drivers are encouraged to apply.

APPLICATION DEADLINE

Applications will be received on a rolling basis until all Art Grant funds have been expended. Applicants interested in applying for funds should anticipate applying for funds roughly two months prior to when funds are needed. Completed applications will be reviewed monthly during the Public Arts Commission meeting typically held on the fourth Wednesday of the month. Applicants interested in having their application reviewed must have all materials submitted at the latest by **5:00PM (CT) the second Friday of the month**. Applications received

after the second Friday of the month will be held for review until the next month. Applications must be submitted electronically via the City's online form.

For technical assistance, email laura.schley@greenbaywi.gov. Or call 920.448.3142.

REVIEW CRITERIA

Proposals will be evaluated based on three criteria: **1)** artistic excellence, **2)** artistic merit, and **3)** project feasibility. Evidence to support the criteria will come from the narrative responses and submitted supplemental materials.

- 1.** The artistic excellence of the project includes the:
 - Professionalism of the artist/cultural organization/lead project creative, quality of the artwork or services that the project will involve, as appropriate to the project
 - Evidence includes digital work samples, arts resumes, artist/cultural organization websites, or social media
- 2.** The artistic merit of the project includes the:
 - Connection of the project to the artistic practice of the applicant
 - Potential for the project to reach new audiences and expose them to new artistic opportunities
 - Evidence includes digital work samples, arts resumes, letters of support, artist/cultural organization websites, or social media
- 3.** The measures of project feasibility include:
 - Ability to carry out the project based on the appropriateness of the budget, the proposed timeline, the quality and clarity of the project activities and goals, the resources and partners involved, and the qualifications of the project's personnel.
 - Evidence of project feasibility includes a budget, project timeline, letters of support or agreement with partner artists & organizations, or project plans.

REVIEW PROCESS

Submissions are first reviewed by staff. Staff confirms applicant eligibility, basic compliance with grant criteria, and completeness of applications before sending them to the Arts Commission for review. Ineligible or incomplete applications will not be reviewed by the Arts Commission.

AWARD AMOUNTS

Award amounts range from \$2,500 to \$10,000. Awards will be paid in two disbursements: half upon signing of grant agreement and half upon approval of final report. No match is required. A project can be fully-funded with the award.

ELIGIBLE APPLICANTS

- Wisconsin residents.
- At least 18 years of age
- Applicant must obtain a TIN/UEI number to receive funds
- Groups of artists, or artist collectives, represented by an individual meeting the residency criteria above. Group applicants are eligible for only one award. Each artist within the group must consent to be part of the application; however, only one person/organization must act as the lead applicant. Note: any tax implications for a group application will fall on the lead applicant.

CONTACTS AND ACCESSIBILITY

For questions or concerns about the application process or technical assistance, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

ELIGIBLE PROJECTS

Qualified artists/organizations across disciplines are eligible to apply for support to carry out specific projects and activities. Eligible projects must take place within eligible census tracts and/or benefit low-to moderate income individual(s). Eligible census tract map can be accessed [here](#). Contact staff for details on low-to-moderate income qualifications. Grantees will demonstrate tangible results of work undertaken and be able to provide proof of area benefit and/or low-to-moderate income individual(s) benefit. Proof may include but is not limited to; map of project location, artist tax return, audience data, survey results, etc.

For questions or concerns about providing proof of eligibility, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

Examples of the types of projects applicants of varying discipline might pursue with the support of this grant include, but are not limited to:

- Teaching artists/organizations: curricula, digital learning modules, workshops, resource development
- Visual artists/organizations: sculptures, paintings, studies, installations
- Literary artists/organizations: manuscripts, proposals, drafts, research reports
- Performance artists/organizations: performances, tours, events, video or audio recordings
- Folk and traditional artists/organizations: textiles, instruments, beading, dolls, exhibitions, workshops
- Media artists/organizations: films, scripts, interviews

INELIGIBLE PROJECTS

- Previously completed projects (though clearly defined, and demonstrable portions of ongoing projects can be eligible)
- Projects taking place outside of the city of Green Bay
- Projects that do not take place within eligible locations and/or do not benefit low-to-moderate income individual(s)
- Rent or food assistance, or any type of artist relief to alleviate hardship without undertaking work
- Honorifics or recognition awards based on the past work without plan to undertake work during the award period

APPLICATION MATERIALS – to be made available on the City’s online Form Center

PROJECT NAME*

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Character Limit: 100

ELIGIBILITY*

Refer to the eligibility requirements listed above. For questions about eligibility, email laura.schley@greenbaywi.gov.

Choices:

I am eligible to apply and can provide the necessary eligibility documents if requested.

REQUEST AMOUNT*

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Character Limit: 20

PROJECT DESCRIPTION*

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Character Limit: 3000

PROJECT TIMELINE*

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress. Reminder: successful applicants must provide a status update to City staff by November 1, 2023 and projects must be completed by December 31, 2023.

Character Limit: 3000

PROJECT OUTCOMES*

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

In the final report, grantees will be required to provide documentation of work completed during the award period from August 1, 2023 to December 31, 2023. Consider this timeframe when planning a project.

Character Limit: 3000

PROJECT BUDGET*

Click **HERE** to download the Project Budget Worksheet. Fill out, save, and upload the budget. Please use file types: .xls, .xlsx, or PDF.

A detailed Project Budget is an important piece of evidence for the feasibility of the project..

File Size Limit: 5MB

PROJECT BUDGET EXPLANATION*

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount. If there are aspects of the project budget that require explanation, describe them below. Additional budget documents can be uploaded in the Work Samples boxes in the “Supplemental Materials” section below if necessary. *Character Limit: 750*

SUPPLEMENTAL MATERIALS

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The arts resume and area/income benefit field is required; the other fields are *strongly recommended* but may not be applicable to your submission. An application *does not need* to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

ARTS RESUME OR CV*

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.
File Size Limit: 5MB

AREA BENEFIT AND/OR INCOME BENEFIT*

Include information relating to the projects eligible area benefit and/or benefit to low-to moderate-income individual(s).
File Size: 10MB

LETTER(S) OF SUPPORT

If applicable, upload letter(s) of support from partners, collaborators, mentors, etc.
File Size Limit: 10MB

WORK SAMPLE #1

Depending on artistic discipline, work samples might include images, PDFs, video or audio clips, curricula, learning modules, press articles, or marketing materials. Additional work sample upload boxes are available below. For technical support or assistance on work samples please contact City staff.
File Size Limit: 25MB

WORK SAMPLE #2

File Size Limit: 25MB

WORK SAMPLE #3

File Size Limit: 25MB

ARTIST WEBSITE

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ONLINE PORTFOLIO

Character Limit: 2000

ADDITIONAL URL

Character Limit: 2000

Print

Public Art Grants Program - Submission #60481

Date Submitted: 9/7/2023

Artist Name*

Evergreen Theater, Inc

Artist Email*

[REDACTED]

Project Name*

Theater Classes for all ages

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Request Amount*

10000

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Project Description*

Evergreen Theater has offered classes during the summer for young actors since 2014. Each year the program introduces new young people to theater and creates interest in furthering the arts whether the interest is in performing or in the technical side of theater. In 2023 the average cost for a class was \$25, with scholarships available and a maximum cost per family of \$100 regardless of the number of classes and participating young people.

In addition, Evergreen's Educational Committee offers young actors the opportunity for workshops and a performance through a program called Kids Next Door (KND). KND offers monthly workshops that encourage young actors who might not be ready to audition for a performance or are unable to attend summer classes the chance to participate and learn at no cost to participate.

In 2023 our summer classes had an average of 15 participants per class and our rate of 'new' participants was over 50%. We offered 18 classes over a 3 week period.

We would like to expand classes to offer them in the fall/spring each year.

Class offerings, initially planned for one session in 2024 spring and one session in 2024 fall (all classes offered both session):

Character development for Young Actors (ages 8 -18, limited to 15 participants)

Classes will be 2 hours 4 times (total of 8 hours) including a showcase for friends/family of the lessons from the classes after the last class time.

Directors who are new or want to improve skills for teaching character development (limited to 10 participants)

Ages 18 +

Classes will be 2 hours for 3 times (total of 6 hours)

Vocal training and techniques for Young Actors (ages 8 -18, limited to 15 participants)

Classes will be 2 hours for 4 times (total of 8 hours) including showcase

Lighting design and instruction on QLab – a computer program used by many local theaters

Ages 14+, limited to 10 participants

Classes will be 2 hours for 3 times (total of 6 hours)

Sound design and instruction on QLab – a computer program used by many local theaters

Ages 14+, limited to 10 participants

Classes will be 2 hours for 3 times (total of 6 hours)

Opportunities exist at several community based theaters for the practical application of the skills learned in these classes, whether it be by young actors or adults.

All classes will be held at 1662 Morrow Street, Green Bay

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Project Timeline*

The classes will be offered spring 2024 and fall 2024. All classes will be completed by December 2024. All classes will be free and available to anyone in the community.

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress.

Project Outcomes*

The goal of the classes is to allow young actors the opportunity to gain the skills needed to perform in a theatrical production. Memorizing lines is one small piece of performing and these classes will provide students with hands-on experience and confidence-building to be able to share their talents with our community. Classes offered in the technical side of theater will provide needed resources to the various theaters in our community. Volunteers who know technical theater are in demand as each production needs directors, lighting designers and sound designers.

Theater education is strongly encouraged in a variety of professions and we want to continue to offer classes that provide young actors with the skills learned in theater that can be transferred to their career.

Students served each session (2 sessions)
Character Development 15 participants
Director introduction 10 participants
Vocal training 15 participants
Lighting design 10 participants
Sound design 10 participants
Total each session: 60

The goal of the classes is to provide students with the basic knowledge transferrable to various venues and theatrical opportunities with the wide variety of community theaters in our area.

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

Project Budget*

Evergreen Theater Public Arts Grant budget.xlsx

Applicant: Evergreen Theater Inc		Date: 09/04/2023
Expenses may include artist or consultant fees, facility or equipment rental, materials, supplies, services, software, etc. required to complete the project. Total expenses should match the request amount.		
Project Expenses		Cash Amount
Detail:	Building rental \$300 per class for 5 classes for 2 sessions	\$3,000
Detail:	Honorariums for instructors, \$350 per class for Lighting, Sound and Directors (3 classes for 2 sessions)	\$2,100
Detail:	Honorariums for instructors for Young Actor classes \$400 per class including showcase: character development and Vocal training (2 classes for 2 sessions)	\$1,600
Detail:	Advertising/marketing for enrollment including business cards, ads in Press Times and City Pages, posters and social media posts. \$750 per session	\$1,500
Detail:	Printing and classroom supplies, \$150 per class for 5 classes, 2 sessions	\$1,500
Detail:	Royalties for showcase for Character Development and vocal training for showcase \$100 per show case	\$200
Detail:	Water and snacks for classes and showcase (\$50 per session for 2 sessions)	\$100
Total expenses should match your request amount		Total Expenses \$10,000

A detailed Project Budget is an important piece of evidence for the feasibility of the project.

Project Budget Explanation*

Budget is based on current rates for skilled instructors in the Green Bay area. Building rental is based on square footage for Evergreen Theater at 1662 Morrow Street.
All classes offered will be free of charge.

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount.

If there are aspects of the project budget that require explanation, describe them above. Additional budget documents can be uploaded in the Work Samples boxes in the "Supplemental Materials" section below if necessary.

Supplemental Materials

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The Arts Resume field and Area/Income Benefit field are required; the other fields are strongly recommended but may not be applicable to your submission. An application does not need to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

Arts Resume or Curriculum Vitae*

Evergreen Theater Public Arts Grant resume.docx

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.

Evergreen Theater, Inc.

Evergreen Theater Inc. was formed in 1985 by a group of individuals who wanted to create a family experience for theater goers and theatrical performers.

Being the only multi-generational live theatre group in Northeast Wisconsin, we take pride in cultivating our talent by providing educational opportunities in ALL facets of the performing arts. Perhaps you have interest in directing or learning lighting design; we have the quality professionals willing to teach you those traits. Children and teens can also take part in our popular Evergreen Theatre Drama Club or during the summer take part in our renowned young actor summer theatre arts program. Whatever your age, we have opportunities for you!

In 1969, Next Door Theatre's production of Alice in Wonderland opened up the theatre community to children with its defining vision: "Theatre By and For Children". This vision was rigorously practiced through many years of excellent productions, often with an entire cast of young people performing. Next Door Theatre also began and maintained a tradition of Touring Productions, performed in schools across Northeast Wisconsin. The yearly visit by NDT became, for area students, a highly-anticipated, fun, and educational centerpiece of their school community. Next Door Theatre established a very high standard for children's theatre that was, in no way, "childish". Young people were treated as sophisticated and capable patrons and participants in the fine arts. As a result, children's theater in Green Bay is on par with the very best adult productions in quality, depth, and impact.

2010 saw Evergreen Theater and Next Door Theatre recognizing the level of cooperation and support of each other's productions throughout their history. The vision and purpose of the two organizations were quite similar, making an official merger the next logical step. So, the friendship became a marriage, as the two became one organization: Evergreen Theater.

So as not to lose any of the momentum and direction of Next Door Theatre, Evergreen formed its Young Actors program and differentiated it from the Mainstage, adult program.

As Evergreen grows and develops, the Young Actors program has carved out its own identity, establishing, in 2014, a Summer Theater Arts and Creativity Program. This educational summer program teaches young people about all aspects of the theatre, with classes on acting, improvisation, directing, stage management, sound and light design, costuming, and even playwriting. With this approach, students have the opportunity to not only enjoy theatre, but to take personal ownership in creating incredible productions!

This season, 2023/2024 Evergreen Theater will be celebrating 145 performances of our Mainstage productions and 217 Young Actor productions.

Area Benefit and/or Income Benefit*

Location for classes.docx

Include information relating to the project's eligible area benefit and/or benefit to low-to-moderate-income individual(s).



Location for classes:
1662 Morrow Street
Green Bay, WI 54311

Letter(s) of Support

Letters of recommendation for Evergreen Theater.docx

If applicable, upload letter(s) of support from partners,
collaborators, mentors, etc.

Letters of recommendation for Evergreen Theater:

I want to share a bit about what the evergreen programs have done for my son, and for my family.

For a little bit of background, my son J is on the Autism Spectrum. He has struggled for most of his young life to find friendship and belonging.

He is a pretty animated kiddo, and I've always felt theatre would be a great place for him. He wasn't so sure. He obliged me though and auditioned for Evergreen's summer musical in 2022, 'I Sincerely Doubt This Old House is Very Haunted.' He wanted to smallest part, the most invisible one he could find on the cast of characters. One of the directors, found my long hair kiddo and saw potential. She suggested he try for the caveman. He did, he got it and he nailed that part. In the past year, he's been in several more productions, worked stage crew on one and is taking part in Evergreens Kids Next Door program.

J has made REAL friendships. He has come to learn so much socially. J has learned how to appreciate little kids, because he works with them on shows. He's come to take direction well, from the directors. Auditions are teaching him he won't always win, but he can always choose his response.

I cannot recommend Evergreen enough to my family & friends. I encourage my little circle of influence to jump in. Because we aren't over-run by participation costs, we can be involved multiple times a year.

Thanks so much for taking time to hear me gush over the theatre company we have come to love like family.

Catherine Oreto
Mom to Jaey Oreto
920-471-7880

We are so tremendously grateful for Evergreen. The volunteers working with the programs have helped to develop and increase confidence in my more anxious child allowing them to flourish and walk fully into some roles they were so proud to play. Evergreen focuses on a whole program approach meeting the needs of kids with a wide range of interests and broadening understanding of theatrical arts overall from performance to backstage and beyond. We have made numerous friends through the program at Evergreen building relationships with other families that will likely last for years to come. It is my hope that the Evergreen program will continue to grow and flourish to continue to support the needs of some these emotionally intuitive kiddos that are aligning with the program!

Sarah Jane Peters LPC
Prounouns: She/Her
Office Phone: (920)301-3900

Work Samples

Depending on artistic discipline, work samples might include images, PDFs, video or audio clips, curricula, learning modules, press articles, or marketing materials. Additional work sample upload boxes are available below. For technical support or assistance on work samples please contact City staff.

Work Sample #1

Evergreen youtube videos.docx

Examples of interviews and trailers for Evergreen Theater.

NOTE: these were created by young actors for Evergreen Theater

- <https://youtu.be/V2Wc5-AA-zM>
- https://youtu.be/oIPJMI6_tgs?si=l3JQizojDOmIXew3
- https://youtu.be/T5f_y0dKdXY?si=M1jXXLR2UCC75DgA
- https://youtu.be/4swoO84dBqQ?si=688niW5_7CPREzfN

Artist Website

evergreentheater.org

Artist Social Media

<https://www.facebook.com/evergreentheater>



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

October 4, 2023

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.5

Consideration with possible action on the City of Green Bay Public Art Grant application - Readers Theater: Continuation and Expansion.

BACKGROUND

The Public Art Grant Program is funded by the American Rescue Plan Act (ARPA). Funds are dedicated to artists/artist teams, creatives, makers, performers, arts organizations, and other cultural drivers to support presentations, performances, workshops, research, and/or the creation of artwork within the City of Green Bay.

Applicants are eligible to receive a one-time no-match required grant between \$2,500 - \$10,000. This grant may be used to fully fund a project.

The applicant, Patricia Grimm on behalf of the Green Bay Community Theater, is proposing the project titled Readers Theater: Continuation and Expansion. The project is focused on the continuation and expansion of their Readers Theater program. Readers Theater involves performers usually standing behind lecterns or music stands and using techniques such as vocal and facial expressions as well as hand and arm movements to help tell the story of the script they are reading. The Readers Theater programs have no cost to those participating or attending.

The applicant is requesting \$9,900 for this project.

RECOMMENDATION**FISCAL IMPACT**

There is currently \$68,677.00 of available funds remaining for the City of Green Bay Public Art Grant. If Green Bay Community Theater's grant application request of \$9,900.00 is approved, the remaining funds available will total \$58,777.00.

ATTACHMENTS

1. City of Green Bay Public Art Grant Guidelines
2. Public Art Grant Application - Readers Theater: Continuation and Expansion

CITY OF GREEN BAY

PUBLIC ART GRANTS PROGRAM

To enhance and contribute to Green Bay's unique arts and culture sector.



CITY OF GREEN BAY

www.greenbaywi.gov/pac

920-448-3400

ABOUT THE GREEN BAY PUBLIC ARTS COMMISSION (GBPAC)

The Green Bay Public Arts Commission (GBPAC) focuses on the creation and preservation of public art within Green Bay, and ensuring equal access for all to enjoy and engage with public art. The GBPAC exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Green Bay. The GBPAC is a five-member commission appointed by the Mayor to advise the City on matters of arts and culture.

Public art is any art form that is readily available for the public and is unimpeded by barrier or entry. Public art includes work on both public and/or private property and can be permanent or temporary.

PUBLIC ART GRANT PROGRAM DESCRIPTION

The Public Art Grant Program provides funds to artists/artist teams, creatives, makers, performers, arts organizations and other cultural drivers, to enhance and increase arts and culture and public art opportunities within the city of Green Bay. Funded by the American Rescue Plan Act (ARPA), funds are dedicated to support presentations, performances, workshops, research, and/or creation of artwork within the City of Green Bay. The program strives to encourage artistic engagement, spur economic vibrancy, and revitalize Green Bay through the arts.

Applicants are eligible to receive a one-time grant between \$2,500 - \$10,000. This grant may be used to fully fund a project. No match is required. Funds cannot be used to retroactively fund completed projects or portions of projects, but can be used for ongoing projects.

Professional artists of all disciplines, arts organizations and other cultural drivers are encouraged to apply.

APPLICATION DEADLINE

Applications will be received on a rolling basis until all Art Grant funds have been expended. Applicants interested in applying for funds should anticipate applying for funds roughly two months prior to when funds are needed. Completed applications will be reviewed monthly during the Public Arts Commission meeting typically held on the fourth Wednesday of the month. Applicants interested in having their application reviewed must have all materials submitted at the latest by **5:00PM (CT) the second Friday of the month**. Applications received

after the second Friday of the month will be held for review until the next month. Applications must be submitted electronically via the City's online form.

For technical assistance, email laura.schley@greenbaywi.gov. Or call 920.448.3142.

REVIEW CRITERIA

Proposals will be evaluated based on three criteria: **1)** artistic excellence, **2)** artistic merit, and **3)** project feasibility. Evidence to support the criteria will come from the narrative responses and submitted supplemental materials.

- 1.** The artistic excellence of the project includes the:
 - Professionalism of the artist/cultural organization/lead project creative, quality of the artwork or services that the project will involve, as appropriate to the project
 - Evidence includes digital work samples, arts resumes, artist/cultural organization websites, or social media
- 2.** The artistic merit of the project includes the:
 - Connection of the project to the artistic practice of the applicant
 - Potential for the project to reach new audiences and expose them to new artistic opportunities
 - Evidence includes digital work samples, arts resumes, letters of support, artist/cultural organization websites, or social media
- 3.** The measures of project feasibility include:
 - Ability to carry out the project based on the appropriateness of the budget, the proposed timeline, the quality and clarity of the project activities and goals, the resources and partners involved, and the qualifications of the project's personnel.
 - Evidence of project feasibility includes a budget, project timeline, letters of support or agreement with partner artists & organizations, or project plans.

REVIEW PROCESS

Submissions are first reviewed by staff. Staff confirms applicant eligibility, basic compliance with grant criteria, and completeness of applications before sending them to the Arts Commission for review. Ineligible or incomplete applications will not be reviewed by the Arts Commission.

AWARD AMOUNTS

Award amounts range from \$2,500 to \$10,000. Awards will be paid in two disbursements: half upon signing of grant agreement and half upon approval of final report. No match is required. A project can be fully-funded with the award.

ELIGIBLE APPLICANTS

- Wisconsin residents.
- At least 18 years of age
- Applicant must obtain a TIN/UEI number to receive funds
- Groups of artists, or artist collectives, represented by an individual meeting the residency criteria above. Group applicants are eligible for only one award. Each artist within the group must consent to be part of the application; however, only one person/organization must act as the lead applicant. Note: any tax implications for a group application will fall on the lead applicant.

CONTACTS AND ACCESSIBILITY

For questions or concerns about the application process or technical assistance, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

ELIGIBLE PROJECTS

Qualified artists/organizations across disciplines are eligible to apply for support to carry out specific projects and activities. Eligible projects must take place within eligible census tracts and/or benefit low-to moderate income individual(s). Eligible census tract map can be accessed [here](#). Contact staff for details on low-to-moderate income qualifications. Grantees will demonstrate tangible results of work undertaken and be able to provide proof of area benefit and/or low-to-moderate income individual(s) benefit. Proof may include but is not limited to; map of project location, artist tax return, audience data, survey results, etc.

For questions or concerns about providing proof of eligibility, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

Examples of the types of projects applicants of varying discipline might pursue with the support of this grant include, but are not limited to:

- Teaching artists/organizations: curricula, digital learning modules, workshops, resource development
- Visual artists/organizations: sculptures, paintings, studies, installations
- Literary artists/organizations: manuscripts, proposals, drafts, research reports
- Performance artists/organizations: performances, tours, events, video or audio recordings
- Folk and traditional artists/organizations: textiles, instruments, beading, dolls, exhibitions, workshops
- Media artists/organizations: films, scripts, interviews

INELIGIBLE PROJECTS

- Previously completed projects (though clearly defined, and demonstrable portions of ongoing projects can be eligible)
- Projects taking place outside of the city of Green Bay
- Projects that do not take place within eligible locations and/or do not benefit low-to-moderate income individual(s)
- Rent or food assistance, or any type of artist relief to alleviate hardship without undertaking work
- Honorifics or recognition awards based on the past work without plan to undertake work during the award period

APPLICATION MATERIALS – to be made available on the City’s online Form Center

PROJECT NAME*

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Character Limit: 100

ELIGIBILITY*

Refer to the eligibility requirements listed above. For questions about eligibility, email laura.schley@greenbaywi.gov.

Choices:

I am eligible to apply and can provide the necessary eligibility documents if requested.

REQUEST AMOUNT*

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Character Limit: 20

PROJECT DESCRIPTION*

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Character Limit: 3000

PROJECT TIMELINE*

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress. Reminder: successful applicants must provide a status update to City staff by November 1, 2023 and projects must be completed by December 31, 2023.

Character Limit: 3000

PROJECT OUTCOMES*

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

In the final report, grantees will be required to provide documentation of work completed during the award period from August 1, 2023 to December 31, 2023. Consider this timeframe when planning a project.

Character Limit: 3000

PROJECT BUDGET*

Click **HERE** to download the Project Budget Worksheet. Fill out, save, and upload the budget. Please use file types: .xls, .xlsx, or PDF.

A detailed Project Budget is an important piece of evidence for the feasibility of the project..

File Size Limit: 5MB

PROJECT BUDGET EXPLANATION*

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount. If there are aspects of the project budget that require explanation, describe them below. Additional budget documents can be uploaded in the Work Samples boxes in the “Supplemental Materials” section below if necessary. *Character Limit: 750*

SUPPLEMENTAL MATERIALS

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The arts resume and area/income benefit field is required; the other fields are *strongly recommended* but may not be applicable to your submission. An application *does not need* to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

ARTS RESUME OR CV*

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.
File Size Limit: 5MB

AREA BENEFIT AND/OR INCOME BENEFIT*

Include information relating to the projects eligible area benefit and/or benefit to low-to moderate-income individual(s).
File Size: 10MB

LETTER(S) OF SUPPORT

If applicable, upload letter(s) of support from partners, collaborators, mentors, etc.
File Size Limit: 10MB

WORK SAMPLE #1

Depending on artistic discipline, work samples might include images, PDFs, video or audio clips, curricula, learning modules, press articles, or marketing materials. Additional work sample upload boxes are available below. For technical support or assistance on work samples please contact City staff.
File Size Limit: 25MB

WORK SAMPLE #2

File Size Limit: 25MB

WORK SAMPLE #3

File Size Limit: 25MB

ARTIST WEBSITE

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ONLINE PORTFOLIO

Character Limit: 2000

ADDITIONAL URL

Character Limit: 2000

Print

Public Art Grants Program - Submission #60488

Date Submitted: 9/7/2023

Artist Name*

Green Bay Community Theater by Patricia Grimm

Artist Email*

[REDACTED]

Project Name*

Readers Theater: Continuation and Expansion

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Request Amount*

\$9900

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Project Description*

Green Bay Community Theater (GBCT) is a non-profit live performance theater in the city of Green Bay. It currently produces four full-scale productions a season, providing free opportunities for directors, actors, and technicians. Each production has one "Pay what you Can" performance to allow our lower-income residents the opportunity to see a show. We have also produced two Readers Theater events for the last three years, funded by a grant from the Green Bay Packers Foundation. In Readers Theater actors usually stand behind lecterns or music stands and use techniques such as vocal and facial expressions as well as hand and arm movements to help tell the story of the script they are reading. Small hand props may be used as well. GBCT's The Readers Theater programs had no cost to those participating in or attending the readings. It is our desire to continue and expand this program. We would like to stage three Readers Theater events per Season and include in our selections plays that would encourage young actors (10-18) and older actors to participate as no memorization would be required. The programs would be held at our facility at 122 N Chestnut in Green Bay and would be open to all in the community to attend at no cost.

In addition, to add further to the opportunity for education, we would add lighting and sound effects to enhance the production. The technical features would be added in the last rehearsal before the performance.

The plays selected for the Readers Theater would focus on the mission of our organization, to entertain and enrich the community through the selection of scripts with artistic merit.

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Project Timeline*

A calendar with title selection, director selection, and rehearsal and performance dates would be developed at the beginning of each season to allow for the best communication with the community. The calendar would be available on GBTC's website and incorporated in our four annual mailings as appropriate.

Beginning in January of 2024 and continuing through June of 2026 with the goal to produce three events each season. The commitment for the readers would be 1-2 days per week for 2-3 weeks for rehearsal for a max of four total rehearsals.

Performances would be on evenings or weekends depending on the availability of actors and the space. All performances would be at no cost to attendees with the possible request for donations.

The goal would be to have 3 productions per year in 2023, 2024, and 2025 that correspond to the theater's fiscal year of July 1 through June 30. All performances would be held at Green Bay Community Theater.

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress.

Project Outcomes*

Performance of nine Readers Theater events is the most tangible outcome in addition we believe capitalizing on this interest in Readers Theater will help keep the community as a whole engaged in the arts, reaping the benefits that theater and the arts bring. Involving individuals in reading, writing, listening, and speaking activities. It involves individuals in....

- Sharing literature,
- Reading aloud,
- Writing scripts,
- Performing with a purpose, and
- Working collaboratively.

(<https://www.scholastic.com/librarians/programs/whatisrt.htm>)

Our desire to include young actors is based on the belief that young actors grow in confidence when they are able to work with adults in a shared creative environment.

In addition to young actors, GBCT is aware there are numerous senior citizens who love theater but no longer feel capable of the task of memorizing a part r rehearsing and performing in a full production which can entail an eight-week commitment of four evenings and or weekends per week. Readers Theater allows their love of performance to continue in a manner consistent with their abilities

Admission to the Readers Theater would be by donation, again to increase the availability of live theater in our community.

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

Project Budget*

Applicant: Green Bay Community Theater		Date: 9-5-23
Expenses may include artist or consultant fees, facility or equipment rental, materials, supplies, services, software, etc. required to complete the project.		
Total expenses should match the request amount.		
Project Expenses		Cash Amount
Detail:	Royalties per performance at \$150 each times 9	\$1,350
Detail:	Scripts for participants: \$15 each times 12 per performance times 9	\$1,620
Detail:	Perusal Scripts 12 @\$15 (for play selection)	\$180
Detail:	Building costs for auditions, rehearsal and performance \$200 time	\$1,800
Detail:	Honorarium for Director \$250 times 9	\$2,250
Detail:	Honorarium for Lighting design & tech \$100 per performance time	\$900
Detail:	Honorarium for Sound design & tech \$100 per performance times	\$900
Detail:	Advertising social media handled under GBCT current budget	\$0
Detail:	Posters & programs \$100 each event times 9	\$900
Total expenses should match your request amount		Total Expenses \$9,900

A detailed Project Budget is an important piece of evidence for the feasibility of the project.

Project Budget Explanation*

The budget lists the needed expenses to hold nine performances of Readers Theater. There will be some variance in the number of participants/scripts needed for a performance and the amount charged for the royalty but the amounts used are based on averages paid by GBCT over the last two years.

The cost for the facility as shown is approximately a third of the cost of a typical building rental, the balance will be covered by GBCT (this amount is to cover typical personnel, heating, cooling, cleaning, etc.). In addition, all social media advertising including website, e-newsletters, Facebook, etc. would have no cost as they would be paid for by the current GBCT programs. The physical printing need for posters and programs is included in the budget.

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount.

If there are aspects of the project budget that require explanation, describe them above. Additional budget documents can be uploaded in the Work Samples boxes in the "Supplemental Materials" section below if necessary.

Supplemental Materials

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The Arts Resume field and Area/Income Benefit field are required; the other fields are strongly recommended but may not be applicable to your submission. An application does not need to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

Arts Resume or Curriculum Vitae*

GBCT Info for Arts Grant.pdf

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.

Green Bay Community Theater

GBCT is a non-profit theater company producing shows in a facility that is owned by the organization. Founded in 1936 the theater moved to its current location at 122 N Chestnut in 1965. The building was originally a church built in 1874 and moved to the site on Chestnut in 1896.

The building underwent significant renovations in 1965, adding lobby and office space while maintaining the historic look of the old building. One of the nicknames of the theater called the "jewel-box" due to the stained glass windows inside.

In the 87 seasons since we started, we have had over 400 productions and have been the performance space for numerous other theatrical groups to produce their shows, including Play-by-Play Theater, Theatre Z, Evergreen Theater and the former Next Door Theater, now part of Evergreen Theater.

In 2022, GBCT collaborated with Evergreen Theater, Theatre Z and Play-by-Play Theater to produce the musical "All Together Now" to welcome the community back to theater after the pandemic. We hosted the musical at our facility on Chestnut Street at no cost to the participating organizations as a way to support the theater community in Green Bay.

Each of GBCT's shows has a "Pay What You Can" (which can be \$0 - -we do not regulate or suggest an amount) night to allow members of the community to attend a performance even if normal cost for a ticket is something they are not be able to handle. It is our goal to make theater accessible to everyone in our community.

Participation in our productions is free. We do not charge any fees to auditions or be in a production. Our audition notices are published on social media, community calendars and community newspapers to ensure that anyone interested can audition.

Our Board of Directors is made up of community volunteers who give countless hours supporting productions and the facility. Board members paint sets, act and help out where needed. In addition, we rely on volunteers for help with projects around the theater and for ushers for all performances. All ushers see the show for free.

For more information on GBCT please see our website at <https://www.gbcommunitytheater.com/>

Area Benefit and/or Income Benefit*

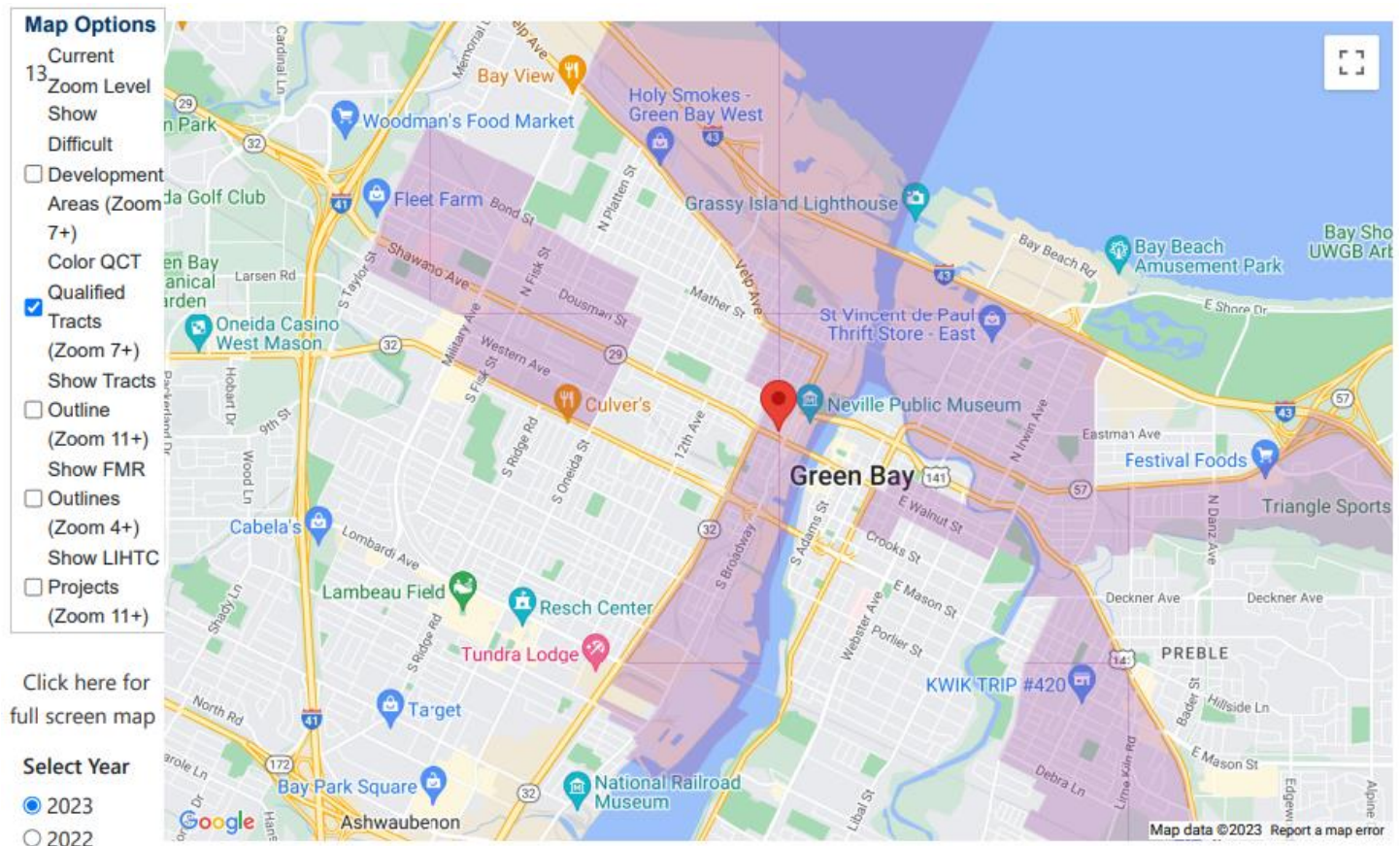
2022 and 2023 Small DDAs and QCTs .pdf

Include information relating to the project's eligible area

benefit and/or benefit to low-to-moderate-income

individual(s).

Green Bay Community Theater is located within the Qualified Census Tract.



Work Samples

Depending on artistic discipline, work samples might include images, PDFs, video or audio clips, curricula, learning modules, press articles, or marketing materials. Additional work sample upload boxes are available below. For technical support or assistance on work samples please contact City staff.

Work Sample #1

Sunshine Boys Readers

Theater.JPEG



Work Sample #2

One Upon a Time...Readers
Theater.jpeg



Artist Website

<https://www.gbcommunitytheater.com/>

Artist Social Media

Facebook: Green Bay Community Theater

Additional URL

<https://www.youtube.com/watch?v=8suTbxZLW1Q>



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

October 4, 2023

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.6

Consideration with possible action on the City of Green Bay Public Art Grant application - Community Perceptions of the Unhoused.

BACKGROUND

The Public Art Grant Program is funded by the American Rescue Plan Act (ARPA). Funds are dedicated to artists/artist teams, creatives, makers, performers, arts organizations, and other cultural drivers to support presentations, performances, workshops, research, and/or the creation of artwork within the City of Green Bay.

Applicants are eligible to receive a one-time no-match required grant between \$2,500 - \$10,000. This grant may be used to fully fund a project.

The applicant, Noah Simon, is proposing the project titled Community Perceptions of the Unhoused. The project is focused on funding the research, interviews, script formation, and performances of an original performance piece focused on the multitude of perspectives of the local unhoused population. Performances of this original work will be essentially free to the public with a requested food and/or clothing donation to offset the ticket cost.

The applicant is requesting \$10,000 to fund this project.

RECOMMENDATION**FISCAL IMPACT**

There is currently \$68,677.00 of available funds remaining for the City of Green Bay Public Art Grant. If Noah Simon's grant application request of \$10,000.00 is approved, the remaining funds available will total \$58,677.00.

ATTACHMENTS

1. City of Green Bay Public Art Grant Guidelines
2. Public Art Grant Application - Community Perceptions of the Unhoused

CITY OF GREEN BAY

PUBLIC ART GRANTS PROGRAM

To enhance and contribute to Green Bay's unique arts and culture sector.



CITY OF GREEN BAY

www.greenbaywi.gov/pac

920-448-3400

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Public art is any art form that is readily available for the public and is unimpeded by barrier or entry. Public art includes work on both public and/or private property and can be permanent or temporary.

PUBLIC ART GRANT PROGRAM DESCRIPTION

The Public Art Grant Program provides funds to artists/artist teams, creatives, makers, performers, arts organizations and other cultural drivers, to enhance and increase arts and culture and public art opportunities within the city of Green Bay. Funded by the American Rescue Plan Act (ARPA), funds are dedicated to support presentations, performances, workshops, research, and/or creation of artwork within the City of Green Bay. The program strives to encourage artistic engagement, spur economic vibrancy, and revitalize Green Bay through the arts.

Applicants are eligible to receive a one-time grant between \$2,500 - \$10,000. This grant may be used to fully fund a project. No match is required. Funds cannot be used to retroactively fund completed projects or portions of projects, but can be used for ongoing projects.

Professional artists of all disciplines, arts organizations and other cultural drivers are encouraged to apply.

APPLICATION DEADLINE

Applications will be received on a rolling basis until all Art Grant funds have been expended. Applicants interested in applying for funds should anticipate applying for funds roughly two months prior to when funds are needed. Completed applications will be reviewed monthly during the Public Arts Commission meeting typically held on the fourth Wednesday of the month. Applicants interested in having their application reviewed must have all materials submitted at the latest by **5:00PM (CT) the second Friday of the month**. Applications received

after the second Friday of the month will be held for review until the next month. Applications must be submitted electronically via the City's online form.

For technical assistance, email laura.schley@greenbaywi.gov. Or call 920.448.3142.

REVIEW CRITERIA

Proposals will be evaluated based on three criteria: **1)** artistic excellence, **2)** artistic merit, and **3)** project feasibility. Evidence to support the criteria will come from the narrative responses and submitted supplemental materials.

- 1.** The artistic excellence of the project includes the:
 - Professionalism of the artist/cultural organization/lead project creative, quality of the artwork or services that the project will involve, as appropriate to the project
 - Evidence includes digital work samples, arts resumes, artist/cultural organization websites, or social media
- 2.** The artistic merit of the project includes the:
 - Connection of the project to the artistic practice of the applicant
 - Potential for the project to reach new audiences and expose them to new artistic opportunities
 - Evidence includes digital work samples, arts resumes, letters of support, artist/cultural organization websites, or social media
- 3.** The measures of project feasibility include:
 - Ability to carry out the project based on the appropriateness of the budget, the proposed timeline, the quality and clarity of the project activities and goals, the resources and partners involved, and the qualifications of the project's personnel.
 - Evidence of project feasibility includes a budget, project timeline, letters of support or agreement with partner artists & organizations, or project plans.

REVIEW PROCESS

Submissions are first reviewed by staff. Staff confirms applicant eligibility, basic compliance with grant criteria, and completeness of applications before sending them to the Arts Commission for review. Ineligible or incomplete applications will not be reviewed by the Arts Commission.

AWARD AMOUNTS

Award amounts range from \$2,500 to \$10,000. Awards will be paid in two disbursements: half upon signing of grant agreement and half upon approval of final report. No match is required. A project can be fully-funded with the award.

ELIGIBLE APPLICANTS

- Wisconsin residents.
- At least 18 years of age
- Applicant must obtain a TIN/UEI number to receive funds
- Groups of artists, or artist collectives, represented by an individual meeting the residency criteria above. Group applicants are eligible for only one award. Each artist within the group must consent to be part of the application; however, only one person/organization must act as the lead applicant. Note: any tax implications for a group application will fall on the lead applicant.

CONTACTS AND ACCESSIBILITY

For questions or concerns about the application process or technical assistance, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

ELIGIBLE PROJECTS

Qualified artists/organizations across disciplines are eligible to apply for support to carry out specific projects and activities. Eligible projects must take place within eligible census tracts and/or benefit low-to moderate income individual(s). Eligible census tract map can be accessed [here](#). Contact staff for details on low-to-moderate income qualifications. Grantees will demonstrate tangible results of work undertaken and be able to provide proof of area benefit and/or low-to-moderate income individual(s) benefit. Proof may include but is not limited to; map of project location, artist tax return, audience data, survey results, etc.

For questions or concerns about providing proof of eligibility, contact City staff: Laura Schley, laura.schley@greenbaywi.gov.

Examples of the types of projects applicants of varying discipline might pursue with the support of this grant include, but are not limited to:

- Teaching artists/organizations: curricula, digital learning modules, workshops, resource development
- Visual artists/organizations: sculptures, paintings, studies, installations
- Literary artists/organizations: manuscripts, proposals, drafts, research reports
- Performance artists/organizations: performances, tours, events, video or audio recordings
- Folk and traditional artists/organizations: textiles, instruments, beading, dolls, exhibitions, workshops
- Media artists/organizations: films, scripts, interviews

INELIGIBLE PROJECTS

- Previously completed projects (though clearly defined, and demonstrable portions of ongoing projects can be eligible)
- Projects taking place outside of the city of Green Bay
- Projects that do not take place within eligible locations and/or do not benefit low-to-moderate income individual(s)
- Rent or food assistance, or any type of artist relief to alleviate hardship without undertaking work
- Honorifics or recognition awards based on the past work without plan to undertake work during the award period

APPLICATION MATERIALS – to be made available on the City’s online Form Center

PROJECT NAME*

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Character Limit: 100

ELIGIBILITY*

Refer to the eligibility requirements listed above. For questions about eligibility, email laura.schley@greenbaywi.gov.

Choices:

I am eligible to apply and can provide the necessary eligibility documents if requested.

REQUEST AMOUNT*

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Character Limit: 20

PROJECT DESCRIPTION*

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Character Limit: 3000

PROJECT TIMELINE*

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress. Reminder: successful applicants must provide a status update to City staff by November 1, 2023 and projects must be completed by December 31, 2023.

Character Limit: 3000

PROJECT OUTCOMES*

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

In the final report, grantees will be required to provide documentation of work completed during the award period from August 1, 2023 to December 31, 2023. Consider this timeframe when planning a project.

Character Limit: 3000

PROJECT BUDGET*

Click **HERE** to download the Project Budget Worksheet. Fill out, save, and upload the budget. Please use file types: .xls, .xlsx, or PDF.

A detailed Project Budget is an important piece of evidence for the feasibility of the project..

File Size Limit: 5MB

PROJECT BUDGET EXPLANATION*

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount. If there are aspects of the project budget that require explanation, describe them below. Additional budget documents can be uploaded in the Work Samples boxes in the “Supplemental Materials” section below if necessary. *Character Limit: 750*

SUPPLEMENTAL MATERIALS

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The arts resume and area/income benefit field is required; the other fields are *strongly recommended* but may not be applicable to your submission. An application *does not need* to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

ARTS RESUME OR CV*

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.
File Size Limit: 5MB

AREA BENEFIT AND/OR INCOME BENEFIT*

Include information relating to the projects eligible area benefit and/or benefit to low-to moderate-income individual(s).
File Size: 10MB

LETTER(S) OF SUPPORT

If applicable, upload letter(s) of support from partners, collaborators, mentors, etc.
File Size Limit: 10MB

WORK SAMPLE #1

Depending on artistic discipline, work samples might include images, PDFs, video or audio clips, curricula, learning modules, press articles, or marketing materials. Additional work sample upload boxes are available below. For technical support or assistance on work samples please contact City staff.
File Size Limit: 25MB

WORK SAMPLE #2

File Size Limit: 25MB

WORK SAMPLE #3

File Size Limit: 25MB

ARTIST WEBSITE

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ARTIST SOCIAL MEDIA

Character Limit: 2000

ONLINE PORTFOLIO

Character Limit: 2000

ADDITIONAL URL

Character Limit: 2000

Print

Public Art Grants Program - Submission #60505

Date Submitted: 9/8/2023

Artist Name*

Noah Simon

Artist Email*

[REDACTED]

Project Name*

Community Perceptions of the Unhoused

Choose a project name that is descriptive and will allow reviewers to quickly identify the proposal.

Request Amount*

\$10,000

The minimum amount to request is \$2,500. Maximum request is \$10,000. The amount requested should match the total expenses listed in the Project Budget below.

Project Description*

On Nov 4, 2022 the Green Bay Police Department sent officers to St. John's Park on the south side of downtown, and proceeded to throw into a garbage truck all the belongings of the unhoused who had taken up residence in the park. Our project is an attempt at using both Theatre and Performance Poetry to devise a live performance that represents the multitude of perspectives of those who were both directly and indirectly involved in that event.

This grant will help fund a three phase process as we (Cujo and Noah) bring this project to fruition. The three phases are as follows:

Phase 1: Research and interviews. We will interview members of the city of Green Bay, Brown County, Law Enforcement, Shelter employees as well as those experiencing housing insecurity. The purpose is to gather as many perspectives as possible to create the most well-rounded narrative.

Phase 2: Once we have conducted all the interviews we can, we will then begin the process of creating a script. We plan to employ local performing artists, writers and poets to help us create this script. This will be

Phase 3: Our plan is to find a community performance space and offer a number of performances that are essentially free to the public, on the condition that prospective audience members donate both food and/or clothes to offset their \$20 ticket price.

Describe the project and how it connects to your artistic practice. As applicable, include details about your artistic practice and vision, project location(s), intended audience, collaborators, partners, and contractors.

Project Timeline*

September through November of 2023: PHASE ONE: Conduct all interviews
December 2023 through April 2024: PHASE TWO: Hire writers, complete script, procure rehearsal space, cast actors/performers, procure performance space.
May 2024 thru June 2024: PHASE THREE: Rehearsal & Performance of final product.

Describe a timeline for completing the proposed project. Consider including major project milestones that will help you measure progress.

Project Outcomes*

The Department of Housing and Urban Development (HUD) counted around 582,000 Americans experiencing homelessness in 2022. According to the Green Bay Press Gazette, by the end of 2022, about 235 people were observed living without shelter on the streets of Brown County. In 2021, the number was 84. Cujo and I believe that the overwhelming majority of our community has little to no idea of the significance of the problem here. Additionally, if they do know, they are ignorant of either the various ways people experience housing insecurity, or what measures are in place to eradicate homelessness in our community.

Our hope is to create a narrative work of Poetic Theatre that is representative of how people with a variety of perspectives in our community perceive this issue. By examining the November 4th incident in which people were evicted from living in St John's Park from different angles, we hope to shine a light on the various groups that are impacted by the issue of homelessness, but also create a better understanding of the complexity of the problem. Shooting for the stars? Our goal is to have people walk away understanding homelessness better and feel compelled to get involved as community stakeholders and to be part of the solution.

Additionally, we'll be providing artistic employment opportunities for 10-12 local performance artists, poets/writers and designers (set, costume, sound, lights). As the Public Arts Commission no doubt is aware, self-employed/contracted artists suffered greatly during the pandemic, and with rising costs/inflation, funds for "superfluous" ventures (i.e. art) are still lagging behind where they once were.

By incentivizing a supply drive to offset the ticket price, we are hoping to amass a large donation of goods for local shelters, food pantries and community outreach partners, while interacting with as many members of our community as possible.

During ticket pre-sale efforts, we're planning to offer multiple options for covering the price of the ticket:

1. Donate goods (clothes/food)
2. Pay \$20 face value
3. Purchase a ticket for an audience member who cannot afford the cost by establishing a fund called "The Mysterious Benefactor Will Call"

Describe tangible outcomes of the project. Clearly define the deliverable end-product that will demonstrate completion of the project. For clarifications about eligible projects and project outcomes, contact City staff.

Project Budget*

Applicant: Noah Simon & Jonathan (Cujo) Mojock		Date: 09/06/23
Expenses may include artist or consultant fees, facility or equipment rental, materials, supplies, services, software, etc. required to complete the project.		Total expenses should match the request amount.
Project Expenses		Cash Amount
Detail:	Research/Interviews for Script Development \$20/hour - 2 Artists for 10 hours - Phase 1	\$400
Detail:	Script Development \$20/hour - 4 Artists for 40 hours - Phase 2	\$3,200
Detail:	Rehearsal for 4 actors \$20/hour 15 hours for 4 weeks - Phase 2	\$4,800
Detail:	Designer Stipends - Phase 3	\$750
Detail:	Costume Materials - Phase 3	\$275
Detail:	Set Materials - Phase 3	\$275
Detail:	Board Op - Technician \$100/performance - Phase 3	\$300
<i>Total expenses should match your request amount</i>		Total Expenses \$10,000

A detailed Project Budget is an important piece of evidence for the feasibility of the project.

Project Budget Explanation*

Being as one of our goals with this project is to employ local artists, the majority of our budget will pay the salaries of the project creators (Noah & Cujo), the poets/writers, actors, designers and a performance technician. We do not anticipate a large realistic set or the need to build costumes from scratch. The main driving source of this project will come from the writers, and as such, we wish to accomplish our goal of fair compensation for their creativity.

If the project budget exceeds \$10,000 please describe the plan for paying for the expenses beyond the maximum award amount.

If there are aspects of the project budget that require explanation, describe them above. Additional budget documents can be uploaded in the Work Samples boxes in the "Supplemental Materials" section below if necessary.

Supplemental Materials

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. The Arts Resume field and Area/Income Benefit field are required; the other fields are strongly recommended but may not be applicable to your submission. An application does not need to use every field below in order to be considered complete. For assistance with supplemental materials please contact City staff.

Arts Resume or Curriculum Vitae*

Noah Simon - CV .docx

Include information that reflects career advancements, professional accomplishments, and training, up to 4 pages.

Noah Simon

Educator - Actor - Director – AEA – SAG/AFTRA

EDUCATION AND TRAINING

MFA Acting - with Distinction - 2013

The Theatre School @ DePaul University

- Studied Acting with Dexter Bullard, Jane Brody, Catherine Weidner
- Studied Movement with John Jenkins, Patrice Egleston, Julia Neary
- Studied Advanced Stage Combat with Nick Sandys, Chuck Coyl (Unarmed - SAFD Recommended, Rapier/Dagger - SAFD Recommended, Knife - SAFD Passed)
- Studied Improvisation with Susan Messing and Nick Johnne

BA in Theatre - 1995

Butler University, Indianapolis, IN

The Second City Conservatory, Chicago IL

Improvisation Training - Certificate - 1993-94

- Studied improvisation with Norm Holly, Martin De Maat, and Don DePollo, Francis Collier

MASTER CLASSES ATTENDED

Sojourn Theatre Summer Institute 2012

- Led by Sojourn AD, Michael Rohd, focusing on civic engagement from an artistic perspective

One Step At a Time Like This, Winter 2012

- Led by company member Julian Rickert, the workshop was focused on work that is generated from a collaborative investigation and shaped by the primary creator of the given work. These include original works as well as radical re-imaginings of classical texts, incorporating elements of contemporary popular culture.

Peter Howard from Cornerstone Theatre Company – Actor as Bridge Builder, Fall 2011

- Cornerstone Theater Company is a multi-ethnic, ensemble-based theater company. They commission and produce new plays, both original works and contemporary adaptations of classics, which combine the artistry of professional and community collaborators. By making theater with and for people of many ages, cultures and levels of theatrical experience, Cornerstone builds bridges between and within diverse communities in our home city of Los Angeles and nationwide.

Sylvia Hernandez –DiStasi, The Actor’s Gymnasium - Actor as Flyer, Winter 2011

- Circus training on rope, trapeze, and silks.

Sean Bradley and Kevin Viol – Uploading your talent onto the web, Winter 2011

- Creating a webseries.

David Kersner, Lookingglass Theatre Company – Actor as Adapter/Creator, Fall 2010

- Adapting literary works into theatre.

Nick Katz, Theatre Complicité - Devising, Fall 2010

- Learned various methods for devising new theatrical work.

TEACHING EXPERIENCE

Visiting Assistant Professor

Fall 2021-Spring 2023

St. Norbert College

De Pere, WI

Classes Taught: Introduction to Live Performance, Improvisation, Acting

Associate Lecturer

2018-Present

UW Green Bay

Green Bay, WI

Classes taught: Improvisation, Introduction to Theatre, Voiceover

Associate Lecturer

Spring & Fall Semester 2017

Aurora University

Aurora, IL

Classes taught: Improvisation, Introduction to Acting

Voiceover instructor

2017-2018

Vagabond School of the Arts

Chicago, IL

Co-designed and implemented Voiceover curriculum

Voiceover Instructor

Fall 2016, Spring 2017

Second City Training Center

Chicago, IL

Taught two voice over workshops: Breaking Down Copy/Script and Making a Demo.

Voiceover Coach

2015 - Present

Tightrope Recording

Chicago, IL/Green Bay, WI

I coach clients who want to learn to be a more effective VoiceOver artist or for the purpose of making an actor voiceover demo reel.

Department Guest Teacher

2006-2015

Columbia College

Chicago, IL

Classes taught:

Basic Skills (Intro to Acting)

Scene Study

Character & Ensemble

Mentor

Summer 2012

Adventure Stage Chicago

Chicago, IL

Participated in group exercises and the devising of a performance with other mentors and their mentees.

Writing Workshop Creator/Leader

2002-2004

Factory Theatre Co.

Chicago, IL

Taught basic playwriting to members of Factory Theatre ensemble. Created an environment for new play development.

Guest Lecturer

2002-2003

National Louis University

Evanston, IL

Instructed teachers getting their M.A.'s in Education how to use theater games and exercises as a pedagogical tool in order to accomplish various objectives including, inclusion in group activity, unity, interpersonal understanding, and self-empowerment.

Mentor

2000-2001

Steppenwolf Theatre Co.

Chicago, IL

Mentored teens as part of Steppenwolf's Teen Crosstown Arts Workshop. The workshop consisted of group exercises and culminated in a devised performance for family and friends.

ARTISTIC LEADERSHIP**Co-founder, Producing Partner, Director of The Game Show Show and Stuff**

And Stuff Productions, Chicago, IL (2006 to present)

- A monthly live interactive game show mixed with variety acts.
- Named "Best Late Night" by Chicago Magazine for 2007 & 2008
- Responsible for direction of TGG&S
- Hiring of Personnel

Director of Adult Workshops, Lakeside Shakespeare Theatre

Lakeside Shakespeare Theatre, Chicago, IL and Frankfort, MI (2012 to 2018)

- Facilitate and lead group discussions about current productions with adult patrons
- 2012's season workshop included discussions and Q&A with the directors of *Hamlet* and *Much Ado About Nothing*, and a brief stage combat (rapier) demonstration

Artistic Director, Factory Theater Company

Factory Theatre Company, Chicago, IL (2002-2004)

- Responsible for season selection (three show season)

- started and led writing workshop for Factory playwrights
- grant writing (Richard H. Driehaus Grant, and Illinois Arts Council Grant)
- Public face of company

President of The Board of Directors, Barrel of Monkeys

Barrel of Monkeys, Chicago, IL (2001-2004)

- Ran board meetings
- Chaired Executive Committee
- Chaired Board Development Committee

Artistic Director, Open Eye Productions

Open Eye Productions, Chicago, IL (1997-2001)

- Responsible for season selection
- Marketing
- Fundraising
- Organizing Load-ins and Load-outs
- Production Managing

PROJECTS IN PROCESS:

University of Wisconsin Green Bay Sonic Walking Tour - 2019 - present

Using the traditional walking tour as inspiration, I and my collaborators have begun work on a bespoke smartphone app that includes a GPS map, original music from Michelle McQuaid Dewhirst, original poetry from Dean Chuck Rybak, and a script that has been collaboratively created by myself and UWGB Student Ambassadors. The underlying purpose of the project is to:

- bring the traditional walking tour for prospective students and their parents into the 21st century
- to give members of the Greater Green Bay community a way to explore the campus informally
- to showcase UWGB faculty, staff and students in a collaborative project

Radicalization Through Social Media - 2020 - present

In partnership with Flying Carpet Theatre Company, NYC.

The 2020 US election and the months leading up to it were a high anxiety time for many, and the time was ripe for articulating political stances on social media. Based on surveys, real interviews and conversations conducted over the 2020/21 COVID Pandemic shut down, this collaboratively created theatre piece asks the audience to reckon with their social media use by experiencing in the theatre how easy it can be to be radicalized. FCT is examining the psychology behind social media addiction and the spectrum of ways that it has positively enhanced our lives and the ways it has hurt us. We hope to inspire more consciousness and mindfulness in social media use by listening to other's experiences, and wrestling with what we learn. In 2021, we surveyed hundreds of social media users and non-users from all over the country. In 2022, we conducted a research trip to rural MI where we interviewed a dozen strangers about how social media impacts their lives and their community. Created by Noah Simon and Jessi D. Hill, this interactive theatre experience travels to cities and towns across the country to create conversations that inspire thoughtful social media engagement.

ACTING

STAGE EXPERIENCE:

<i>Botanic Garden</i>	Jake	Weidner Center for the Performing Arts
<i>A Tuna Christmas</i>	Thurston, and others	Third Avenue Playhouse
<i>A Trick of The Light</i>	Marty	Peninsula Players (Tom Mula)
<i>Henry VIII</i>	Cardinal Wolsey	Lakeside Shakespeare Theatre
<i>Evening at the Talkhouse</i>	Bill	A Red Orchid Theatre (Shade Murray)
<i>Merchant of Venice</i>	Shylock	Lakeside Shakespeare Theatre
<i>Coriolanus</i>	Brutus	Lakeside Shakespeare Theatre
<i>Blizzard '67</i>	Bell	16th St. Theater (Ann Filmer)

Pirandello's Henry IV
The House of Blue Leaves
Taming of the Shrew
Cymbeline
3 Sisters
The Rose Tattoo
Both Your Houses
Pins and Withers
The Molehill
TREVOR
The Earl
Once A Ponzi Time
CommComm
Animal Crackers
Cherrywood
Much Ado About Nothing
Hamlet
A Midsummer Night's Dream.
Macbeth
RUR
Richard III
Wireless Programme 6
Marathon 33
Detective Story
Hey! Dancin'!
Poppin' & Lockdown
White Trash Wedding & A Funeral
Captain Raspberry
Gooooo Speech Team!
Here Comes A Regular
Waiting For Godot
Action Movie: The Play
DOPE
It's A Wonderful Life
The Eight: Reindeer Monologues
Laughter On The 23rd Floor
Lakeboat
Trojan Women

Genoni
 Billy Einhorn
 Hortensio
 Pisanio
 Tuzenbach
 Doctor/Salesman
 Dell
 Mick
 Chewy
 Sheriff Jim
 Kent
 Louie
 Jonkins
 Capt. Spaulding (u/s)
 TV
 Dogberry
 Marcellus/Gravedigger
 Bottom
 Duncan/Porter
 Alquist
 Edward IV
 Ensemble
 Dankle
 Willy
 Dennis Blackburn
 Lou Jewison
 Lonnie
 Man, Island Chief
 Peter
 Steve
 Pozzo
 Alec Smarty
 Kissinger, others
 Clarence/Mr. Potter
 Donner
 Milt Fields
 Fireman
 Talthybius

Remy Bumppo - 2016 (Nick Sandys)
 Raven Theatre
 Lakeside Shakespeare Theatre
 Lakeside Shakespeare Theatre
 The Hypocrites (Geoff Button)
 Shattered Globe Theatre (Greg Vinkler)
 Remy Bumppo Theatre (James Bohnen)
 A Red Orchid Theatre (Susan Bowen)
 A Red Orchid Theatre (Krissy Vanderwarker)
 A Red Orchid Theatre (Shade Murray)
 A Red Orchid Theatre Co. (Lance Baker)
 Peninsula Players (Linda Fortunato)
 Goodman Theatre (Seth Bockley)
 Goodman Theatre (Henry Wishcamper)
 Mary Arrchie Theater (David Cromer)
 Lakeside Shakespeare Theatre
 Lakeside Shakespeare Theatre
 Lakeside Shakespeare Theatre
 Lakeside Shakespeare Theatre
 Strawdog Theatre Co. (Shade Murray)
 Strawdog Theatre Co.
 Strawdog Theatre Co.
 Strawdog Theatre Co. (Shade Murray)
 Strawdog Theatre Co. (Shade Murray)
 Factory Theater Company
 Factory Theater Company
 Factory Theater Company
 Factory Theater Company
 Factory Theater Company
 Factory Theater Company (Nick Digilio)
 Red Twist Theatre (Jimmy McDermott)
 Defiant Theatre Company (Joe Foust)
 Defiant Theatre Company (Sean Graney)
 American Theatre Co.
 Stage Left Theatre Co.
 Raven Theater Company
 The Hypocrites (Nick Digilio)
 Collaboraction (Kimberly Senior)

FILM EXPERIENCE:

Our Father
Mad Scientists Consortium
The Earl
Schmeckman
DOT

Man in diner
 Dr. Trimble
 Kent
 Marty Schmeckman
 Reginald Fine

Easy Open Productions
 P3 Productions
 Intermission Productions
 Substatic LLC
 Sneaky Kings Productions

MUSICAL EXPERIENCE:

Assassins
 Tomfoolery
 Perfectly Porter

John Hinckley
 Principal
 Principal

Open Eye Productions
 Open Eye Productions
 Open Eye Productions

VOICE OVER EXPERIENCE:

Pre-show Recorded Announcements
Jewish Federation of Greater Hartford
Bayer
AT&T - Military
Pace Bus - On The Shoulder
Kawasaki - Further Proof
Kawasaki - Ninja
Depaul CDM Animation Project

Announcer
 Narrator
 Demo
 AVO
 Devil/Car
 AVO
 Neighbor
 Gordon Ramsey

Weidner Center
 JFGH
 Rogers Townsend
 Rogers Townsend
 Noble Communications
 Tris3ct
 Tris3ct
 Depaul University

DIRECTING

<i>The Caucasian Chalk Circle</i>	St. Norbert College	2022
<i>Mary Jane</i>	University of Wisconsin, Green Bay	2019
<i>Fidget</i>	Wildclaw Theatre Company	2014
<i>Come The Hell On</i>	A Red Orchid Theatre Company	2013
<i>Cheap Plastic Mask</i>	Wildclaw Theatre Company	2013
<i>The Game Show Show & Stuff</i> 2006-2011	And Stuff Prod. @ Strawdog Theatre Company	
<i>Lord Butterscotch & The Curse of The Darkwater Phantom</i>	Blind Faith Theatre Company	2007
<i>The Curse of the Horned Babby</i>	Estrogen Theatre Festival	2007
<i>Dick Danger: DJ Crimesolver.</i>	Factory Theater Company	2003
<i>Robin Hood: An Original Musical.</i>	Open Eye Productions	2001
<i>Tomfoolery</i>	Open Eye Productions	2001
<i>Perfectly Porter</i>	Open Eye Productions	1998
<i>Jumping Off The Train Is Prohibited</i>	Open Eye Productions	1998

ORGANIZATIONAL AND UNION AFFILIATIONS

Member of The Society of American Fight Directors since 2014

Member of SAG/AFTRA since 2013

Actors Equity Association since 2017

2011 to Present

Company Member of Lakeside Shakespeare Theatre

2008 to Present

Company Member Emeritus of Strawdog Theatre Company

2004 to Present

Company Member Emeritus of Factory Theatre Company

2001 to Present

Company Member Emeritus of Open Eye Productions

Include information that reflects career advancements,
professional accomplishments, and training, up to 4
pages.

Jonathan (Cujo) Mojock

Musician • Performance Poet • Educator

CujoHipHop@gmail.com

AWARDS

- 2023 Wisconsin Area Music Industry (WAMI) Hip-Hop/Rap Artist of the Year

ALBUMS

- RISE (2016 Mixtape)
 - Multiple production credits
 - Engineered by Justin Mirarck at Cymatic Sounds Studio
- Power of the Paragraph (2017 LP)
 - Self-produced and engineered
- Raw and Uncut (2020 Live Album)
 - Self-produced and engineered
- Light Work (2021 EP)
 - Produced and engineered by Grace Flow at The Treehouse

NOTABLE PERFORMANCES

- Catalyst Art Show – Green Bay, WI 2016
- Summerfest – Milwaukee, WI 2017
- Vibe High Music Festival – Broadhead, WI 2018, 2019, 2021, 2022, 2023
- Mile of Music – Appleton, WI 2018
- Project Earth – Harmony Park, Clarks Grove, MN 2018
- Titledtown District at Lambeau Field – Green Bay, WI 2018
- IgNight Market – Green Bay, WI 2018, 2022, 2023
- Unhinged Art Exhibition – Green Bay, WI 2018, 2022
- Steam Engine at Neville Public Museum – Green Bay, WI 2018
- Untitledtown Book and Author Festival – Green Bay, WI 2018
- Stacks & Steeples Concert Series – Green Bay, WI 2019
- Wisconsin Librarians Association Conference – Green Bay, WI 2021
- Poetry Unlocked Featured Performer – Appleton WI 2021
- Mural and Busker Fest – Green Bay, WI 2021, 2022, 2023
- Levitt Amp Concert Series – Green Bay, WI 2023

Event Hosting/Production

- Spoken Word Nights 2018 – Current
 - Continuously running monthly poetry open mic that highlights local talent and creates a supportive space for artists to share their work
- Teach the Youth: A Hip-Hop Benefit 2018 – Current
 - Annual fundraiser for The Boys and Girls Club of Greater Green Bay
- St. Norbert Poetry Slam 2022 – Current
 - Annual Poetry Slam offering cash prizes for top performers

Educational Programs

- Foxleys Art and Framing 2018
 - “Between the Words” educational performance during “Art on the Town” highlighting elements of songwriting and inspiration.
- Aldo Leopold Community School 2020
 - Short writing workshops for each class in 6th, 7th, and 8th grades, followed by an end of day assembly performance.
- The Boys and Girls Club of Greater Green Bay 2020, 2021, 2022, 2023
 - “Whatever it Takes” 5-week hip-hop songwriting series involving lyric writing, beat making, sampling, instrumentation, performing, and recording a complete song. <https://www.youtube.com/watch?v=5yM2jICkuFA>
- Brown County Library 2023
 - Spoken Word Poetry workshop for teens at The Kress Library
- Greater Green Bay YMCA 2022, 2023
 - “Y Night” performance
 - Summer Camp hip-hop songwriting workshop
 - “Boys Night Out” hip-hop songwriting workshop
 - “Girls Night Out” hip-hop songwriting workshop
- ADRC of Brown County 2023
 - 8-week Poetry Writing for Older Adults workshop highlighting various forms of poetry and discussing elements of writing. Highly involved writing workshop aimed at getting the participants to generate authentic works for a poetry showcase late 2023.
- Various Locations 2020, 2021, 2022, 2023
 - “Writing with a Voice” Single-Day adult workshop aimed at igniting a fire under up and coming writers, sharing tools for more productive work, and helping participants to discover their unique style.

Publications/Commissioned Works

- GBPAC Sidewalk Poetry Project 2019
 - <https://greenbaywi.gov/civicalerts.aspx?aid=162>
- Poetry Hall 2020
 - “The Weight” short poem published in English/Chinese bilingual journal
- On Broadway “State of the District” Presentation 2020
 - <https://www.facebook.com/cujohiphop/videos/191251955523804>
- Greater Green Bay Community Foundation “Good Grows Here” 2021
 - <https://www.facebook.com/watch/?v=405947261019786>
- Bramble Lit Mag 2022, 2023
 - <https://www.wfop.org/bramblesummer-2020issue-14/2020/6/17/one-liberty>
 - <https://www.wfop.org/bramble-summer-2023-issue-23/2023/6/25/ancestors-calls>
- Press Times City Pages Poetry Spotlight 2022, 2023
 - <https://gopresstimes.com/2022/08/31/blinking/>
 - <https://gopresstimes.com/2023/02/10/dont-waste-them-a-poem-by-cujo/>
- KHROM “Much More” campaign for Rawhide Youth Services 2023

Press

- WHBY New Music Spotlight: <https://www.youtube.com/watch?v=5GnexsE2aNc> 2018
- UWGB “Bird in the Wings” Podcast: <https://news.uwgb.edu/phlash/news/06/25/bird-in-the-wings-podcast-andrew-linskens-cujo-art-hop-collective/> 2019
- Fox Cities Magazine: <https://foxcitiesmagazine.com/columns/cujo/> 2020
- WPR's The Morning Show: <https://www.wpr.org/wisconsins-hip-hop-rap-artist-year> 2023

Projects in Progress

- Co-Production of stage play with Noah Simon (2024)
- Self-Titled Spoken Word Poetry Album
- “Search for Meaning” LP (2024)
- Youth Hip-Hop project (2024)
 - This project is designed to identify and highlight young hip-hop artists throughout the Green Bay area and guide them on the process of creating and recording a song. This will involve mentorship on the writing and producing, studio recording; the end result being an album featuring of all the youth artist singles that they can use how they like.

Area Benefit and/or Income Benefit*

Homelessness Project Benefit For Low To Middle Income
Individuals.docx

Include information relating to the project's eligible area
benefit and/or benefit to low-to-moderate-income
individual(s).

Homelessness Project Benefit For Low To Middle Income Individuals

As stated in our application, our plan is to create a food/clothing drive in lieu of paying the \$20 face value of tickets to the performances. This is a benefit to lower income folks specifically in two ways:

1. If they bring clothing and food items for donation, it offsets the cost of their entry.
2. If they are in need of clothing or food items, those items donated to us through our supply drive, will help to fill shelves and racks at local food pantries, shelters and thrift stores.

There is also a more esoteric and less quantifiable benefit when one considers the impact of having meaningful discussions about the community response to those experiencing one or more of the following insecurities:

1. Shelter
2. Food
3. Clothing



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

October 4, 2023

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.7

Consideration with possible action on report from Farlin Park Art RFP evaluation team.

BACKGROUND

During the July 26, 2023 Public Arts Commission meeting, the Farlin Park Art Request for Proposal (RFP) was approved for release.

The Farlin Park Art RFP focuses on the development of artistic sculptures, amenities, and/or landforms to complement the planned updates already occurring within Farlin Park, located at 1137 Vanderbraak Street. A total of \$50,000 of Community Development Block Grant (CDBG) funds has been approved for funding the project.

Staff is fast-tracking the allocation of funding for these park improvements in order to meet federal requirements and, as a result, the Farlin Park Art RFP evaluation results will be presented at the Public Art Commission meeting.

RECOMMENDATION

To be determined at meeting

FISCAL IMPACT

ATTACHMENTS

- I. Public Art for Farlin Park RFP

CITY OF GREEN BAY

REQUEST FOR PROPOSAL



RFP #: 2023-36-1

Title: Public Art For Farlin Park

City Agency: Community & Economic Development Department

Due Date: September 26, 2023, 2:00 PM (CT)

CC: 05200, 96104, 96207

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1 NOTICE TO PROPOSERS

1.1 Summary

The City of Green Bay ("City") Community & Economic Development Department is soliciting Proposals from qualified vendors for Public Art For Farlin Park. Vendors submitting Proposals ("Proposers") are required to read this Request for Proposals ("RFP") in its entirety and follow the instructions contained herein.

1.2 Important Dates

Deliver Proposals no later than the due date and time indicated below. The City will reject all late Proposals:

RFP Issue Date: 09/13/2023
Questions Due Date: 08/21/2023
Addendum Posted Date: 08/22/2023
Due Date: September 26, 2023, 2:00 PM (CT)

1.3 Format

The City will not consider illegible Proposals.

Elaborate Proposals (i.e., expensive artwork) beyond that sufficient to present a complete and effective Proposal, are not necessary or desired.

Please include one (1) original and three (3) copies of your Proposal. Please also include an electronic version of your proposal on a USB flash drive.

Complete and return Forms A through F and any mandatory forms to the City of Green Bay Purchasing Department with your submittal.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title page(s), and index/table of contents, attachments, or dividers). One page shall be interpreted as one side of single-spaced, typed, 8 1/2" X 11" sheet of paper. Excess pages will be removed prior to evaluation, which could result in incomplete responses and subsequent lower scores.

1.4 Labeling

All Proposals must be clearly labeled:

Proposer's Name and Address
RFP #: 2023-36-1
Title: Public Art For Farlin Park
Due: 09/26/2023, 2:00 PM (CT)

All email correspondence must include RFP #2023-36 in the subject line.

1.5 Delivery of Proposals

Delivery of hard copies via U.S. Mail or Common Carrier –
Delivery to: City of Green Bay Purchasing Department
100 North Jefferson St. – Room 101
Green Bay, WI 54301

Proposals must be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

NOTE: When mailing your response via a third-party delivery service, the outside of the packaging MUST be clearly marked with the RFP name and number. This ensures that the Proposal can be delivered to the correct purchasing agent without having to open the proposal.

1.6 Appendix A: Standard Terms & Conditions

Proposers are responsible for reviewing this attachment prior to submission of their Proposals. City of Green Bay Standard Terms and Conditions are the minimum requirements for the submission of Proposals.

1.7 Appendix B: Sample Contract for Purchase of Services

This section intentionally left blank

1.8 Multiple Proposals

Multiple Proposals from Proposers are permitted; however, each must fully conform to the requirements for submission. Proposers must sequentially label (e.g., Proposal #1, Proposal #2) and separately package each Proposal. Proposers may submit alternate pricing schemes without having to submit multiple Proposals.

1.9 City of Green Bay Contact Information

The City of Green Bay
Purchasing Department
administers the procurement
function:

Troy Van Handel
City of Green Bay Purchasing Department
100 North Jefferson St. – Room 101
Green Bay, WI 54301
PH: (920) 448-3049
FAX: (920) 448-3050
purchasingag@greenbaywi.gov

Contacting City staff outside of the Purchasing Department regarding this RFP without written consent from the Purchasing Department may result in your proposal being rejected.

1.10 Inquiries, Clarifications, and Exceptions

Proposers are to raise any questions they have about the RFP document without delay. Direct all questions, ***in writing***, to the Purchasing Department Buyer (see Section 1.9).

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP document shall immediately notify the Buyer and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda (see Section 1.11). Bidders are strongly encouraged to check for addenda regularly.

Proposers should be as responsive as possible to the provisions stated herein. A prospective vendor may take “exception” to proposal terms, conditions, specifications and dates stated within the proposal package. However, the City of Green Bay reserves the right to disqualify any and all Proposals submitted which include exceptions, if deemed not in the City’s best interests.

1.11 Addenda

In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda to its Proposals distribution websites (see Section 1.12). It is the Proposers responsibility to regularly monitor the websites for any such postings. Proposers must acknowledge the receipt of any addenda on Form B. Failure to retrieve addenda and include their provisions may result in disqualification.

1.12 Bid Distribution Networks

The City of Green Bay posts all Request for Proposals, addenda, tabulations, awards and related announcements on two distribution networks – VendorNet and DemandStar. The aforementioned documents are available **exclusively** from these websites. It is the Bidders responsibility to regularly monitor the bid distribution network for any such postings. Proposers failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in disqualification. Both sites offer free registration to City Proposers.

State of Wisconsin VendorNet System:	State of Wisconsin and local agencies bid network. Registration is free. http://vendornet.state.wi.us/vendornet
DemandStar:	National proposal network – Free subscription is available to access Proposals from the City of Green Bay and other Wisconsin agencies, participating in the Wisconsin Association of Public Purchasers (WAPP). A fee is required if subscribing to multiple agencies that are not included in WAPP.
Home Page:	www.demandstar.com

1.13 Oral Presentations/Site Visits/Meetings

Proposers may be asked to attend meetings, make oral presentations, inspect City locations or make their facilities available for a site inspection as part of this RFP process. Such presentations, meetings or site visits will be at the Proposers expense.

1.14 Acceptance/Rejection of Bids

The City reserves the right to accept or reject any or all Proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any Proposer responding to this request. The City expressly reserves the right to reject any and all Proposals responding to this invitation without indicating any reasons for such rejection(s). Any proposals submitted without all required forms as indicated shall be rejected.

The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

1.15 Withdrawal or Revision of Proposals

Proposers may, without prejudice, withdraw Proposals submitted prior to the date and time specified for receipt of Proposals by requesting such withdrawal before the due time and date of the submission of Proposals. After the due date of submission of Proposals, no Proposals may be withdrawn for a period of 90 days or as otherwise specified or provided by law. Proposers may modify their Proposals at any time prior to opening of Proposals.

1.16 Subcontracting or Third Party Payments

All subcontracting shall be pre-approved upon award by the City before any work begins. Subcontractors must abide by all terms and conditions of the proposal. The prime contractor shall be responsible for all subcontractor(s) work and payment.

1.17 Non-Restrictive Specifications and Vendor Alternates

Specifications are intended to define the general level of quality and performance of this purchase and not to restrict competition. Vendors may offer one or more alternates with lesser or greater features, however the City reserves the right to make its selection based on the best interest of the City. Vendors offering alternates shall submit, with their quote, an itemized comparison with this specification, documenting equivalence for quality, performance, etc. Failure to identify exceptions or deviations in this manner may be a basis to declare the quote as non-responsive. If in your opinion, any of the specifications, terms and conditions of this RFP prevents you from offering a proposal, consideration will be given to a Vendor's request for change.

1.18 Non-Material and Material Variances

The City reserves the right to waive or permit cure of nonmaterial variances in the offer if, in the judgment of the City, it is in the City's best interest to do so. The determination of materiality is in the sole discretion of the City.

1.19 Public Records

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret"—defined in State of Wisconsin Statutes—may be held confidential.

Proposers shall seal separately and clearly identify all information they deem to be "trade secrets," as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information, deemed confidential and sealed, elsewhere in your response.

S. 19.36(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90(1)(c).

s. 134.90(1)(c)

(c) "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price proposal information, or the entire contents of any resulting contract. The City will not provide advance notice to Proposers prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the City to withhold the contents of Proposals from public view—until such times as competitive or bargaining reasons no longer require non-disclosure, in the City's opinion. At that time, all Proposals will be available for review in accordance with such laws.

1.20 Contract Quantities

The estimated annual quantities identified within this RFP are for proposal purposes only and are based on historical data. The City does not guarantee to purchase any specific quantity or dollar amount. Proposals that state the City must guarantee a specific quantity or dollar amount may be disqualified.

1.21 Submission Requirements

For proposals to be considered for evaluation, Artists must submit a proposal that includes the following TABS with detailed information requested per TABS below.

TAB 1 - Statement of Interest:

- Not to exceed two (2) pages. Address your response to this project opportunity, experience, philosophy, and statement of approach. The letter should provide a description of how your professional background relates to this art project and materials you usually utilize. Briefly describe your interest in this public art commission for the City of Green Bay and what you can bring to this project.

TAB 2 - Current Resume(s) and Support Materials:

- Not to exceed two (2) pages. Include artist's training and professional experience plus additional support material of press clippings or other relevant materials on past projects.

TAB 3 - Representative Work and Documentation:

- Not to exceed ten (10) pages. Up to ten (10) previously completed projects that show relevance to this project. Briefly describe images, including budget for projects, title, completion dates, dimensions, media, location and other essential information.
- Images must be JPEG format, 1920 pixels maximum on the longest side, 72 dpi, with compression settings resulting in the best image quality under 2MB file size.

TAB 4 - Image Index for Representative Work:

- An annotated image list, clearly labeled with your full name and information and a numerical listing for each image, the title of the work, budget, year completed, dimensions, and media. Please use the document: Image List located at the end of this RFP.

TAB 5 – Proposed Artwork and Site/Landscape Plan:

- Not to exceed four (4) pages. Proposed design must include a scaled plan of the proposed location. Design must also include perspectives of the concept, information regarding materials, colors and other relevant details.

Site/Landscaping Plan: Include concept images of the sculpture and landscaping and show all design features to create a space for the sculpture. Site plan must also include information regarding the updated landscape, sizing, suggested plantings, and any other relevant details.

TAB 6 – Sculpture Maintenance Plan and Project Budget

- Not to exceed one (1) page. Brief explanation of intended sculpture maintenance plan and itemized project budget.

1.22 Proposal Evaluation

The City's evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP. Proposers may not contact members of the evaluation committee except at the request of the Purchasing Department.

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, the City reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

1.23 Proposal Scoring Criteria

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee's scoring will be tabulated, and proposals ranked based on the numerical scores received.

Proposals will be scored using the following criteria: (see Section 2.10)

DESCRIPTION	POINTS
Design Aesthetic + Concepts	60
Technical Considerations	25
Quality of Proposal/Presentation	15
TOTAL	100

1.24 Award & Final Offers

Award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer after the original evaluation process is complete. Alternatively, the highest proposer or proposers may be requested to submit best and final offers. If the City requests best and final offers, they will be evaluated against the stated criteria, scored, and ranked by the evaluation committee. The award will then be granted to the highest scoring proposer following that process. However, a proposer should not expect that the City will request a best and final offer.

1.25 Partial Award

Unless otherwise noted, it will be assumed that Proposers will accept an order for all or part of the items/services priced.

1.26 Negotiate Contract Terms

The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the City may negotiate a contract with the next highest scoring proposer.

1.27 Tax Exempt

The City of Green Bay as a municipality is exempt from payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a). Federal Tax ID #39-6005458. A completed Wisconsin Department of Revenue Form S-211 (R.2-00) can be requested through the Purchasing Department. Our tax-exempt number is 008-0000428893-07.

1.28 Appeals Process

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or City of Green Bay ordinance provisions that are alleged to have been violated.

The written notice of protest must be filed with the Procurement Manager, Green Bay, WI, 100 North Jefferson St. Room 101, Green Bay, WI 54301, and received no later than 72 business hours after the intent to award notice is issued.

1.29 Proposers Responsibility

Proposers shall examine this RFP and shall exercise their judgment as to the nature and scope of the work required. No plea of ignorance concerning conditions or difficulties that exist or may hereafter arise in the execution of the work under the resulting contract, as a consequence of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the Proposers to fulfill the requirements of the resulting contract.

1.30 Ownership & Copyright

Artists selected to create the art feature will be required to confirm in writing that they are the original creators of their designs, have not copied anyone else's designs and that their design does not infringe on anyone else's intellectual property rights.

The City shall have ownership and possession of all final products including all finalist concept designs and shall have the exclusive right to display the work, merchandise and make reproductions of the work. Any contract under this program shall recognize the unique responsibilities of a municipality by including a consensual modification of the applicable provisions of the Visual Artists Rights Act of 1990 (17 U.S.C. §106A). However, with the consent of the City Attorney and the approval of the Green Bay Public Arts Commission, the Public Arts Coordinator may enter into an agreement with an artist that does not waive any of the artists VARA rights when the benefits of doing so outweigh the risks of proceeding without the modifications of VARA rights.

2 DESCRIPTION OF PROJECT

2.1 Background

The City of Green Bay is seeking artistic sculptures, amenities and/or landforms that will enhance and complement the new updates taking place at Farlin Park located at 1510 Harold Street, Green Bay, WI 54302. Artwork must be vibrant and timeless and make a fun and whimsical statement. A total of \$50,000 is available for new commissions or existing works. The City is offering suggestions to be incorporated into the design, but is leaning on the artists creativity to bring the “blank canvas” at Farlin Park to life.

The ideal proposal will integrate the existing landscape into their work and utilize the Goric EUROFLEX® balls in the design as well (see Section 2.7).

About The Green Bay Public Arts Commission (GBPAC)

The Green Bay Public Arts Commission (GBPAC) focuses on the creation and preservation of public art within Green Bay, and ensuring equal access for all to enjoy and engage with public art. The GBPAC exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Green Bay. The GBPAC is a five-member commission appointed by the Mayor to advise the City on matters of arts and culture.

Public art is any art form that is readily available for the public and is unimpeded by barrier or entry.

Public art includes work on both public and/or private property and can be permanent or temporary.

About The City of Green Bay Parks, Recreation & Forestry

Green Bay Parks, Recreation & Forestry promote wellness and energy through dynamic programs and attractive community spaces.

Scope of Work: Commissioned Work

- Prepare design details, budgets, and concepts detailing every physical feature of the artwork(s) and its integration within the site.
- Work with City staff to finalize aesthetic design, fabrication methods and materials for Wisconsin's outdoor environment.
- Coordinate with City staff on artwork footing and lighting, if any.
- Create a presentation for the Public Arts Commission for review and approval.
- Fabricate, deliver, and install the sculpture(s) on schedule.
- Complete a description of regular and long-term maintenance and the specifications for replacement of electronic components, if any. Material and color samples to be provided.
- Participate, as requested, in community outreach and dedication events.
- Other scopes of work that may be required by the City.

Scope of Work: Purchase Existing Work

- Except for fabricating the artwork design, scope of work includes all the scope in Commissioned Work above.

- If necessary, modify the artwork or artwork structure for installation and site needs for footing/landscaping.

2.2 Eligibility

The project is open to all professional artists located in the continental U.S.A., age 18 and over, regardless of race, color, religion, national origin, gender, age, marital status, or physical or mental ability. Applications will be accepted only from artists whose works is being submitted in response to this RFP. Applications submitted by third parties such as galleries, art consultants, family members, etc. will not be considered. City of Green Bay employees, as well as Commission members and their immediate family members are not eligible for participation.

2.3 Budget

The total project budget is \$50,000. The City reserves the right to split this budget between multiple artists/artist teams. The budget may cover but is not limited to artist's fee, purchase price, travel during fabrication and installation, materials, fabrication, conceptual design of artwork, layout/landscaping, transportation, insurance.

2.4 Project Overview

Artists can present past work for a new commission and propose the sale of existing work. Existing sculptures (or new commissions) must be resistant to Green Bay's fluctuating weather conditions.

The City of Green Bay is interested in commissioning the creation and/or purchasing of sculptures to complement new updates taking place in Farlin Park. The sculptures should be vibrant, colorful, and integrate the landscaping and Euroflex Balls into their design, inviting and welcoming people visiting the park.

The Call to Artists will generally be awarded to the responsive and responsible Artist or Artist team whose design is selected by the Commission and submitted to the Common Council with a recommendation of approval. The selected Artist or Artist team will be expected to enter into an agreement with the City for a sculpture(s) in an amount not to exceed \$25,000.00. The selected Artist(s) will be responsible for the creation and delivery of the final work.

Public Art Goals

The City would prefer sculptures, amenities and landforms that have the following elements and compliment the following goals:

- Uniqueness.
- Vibrant colors
- Stands out day and night (may be lit).
- No water features.
- Ability to stand up to a variety of weather conditions.
- Artwork intentionally incorporates the landscape and park provided amenities into the design.
- Use art to highlight and celebrate the natural environment within Farlin Park. Artists are encouraged to explore and integrate their artwork into the landscape of the park and have the landscaping contribute to the artwork.

- Artists are encouraged to explore the themes including but not limited to native flora, fauna, pollinators, birds, and the importance of caring for endangered species - specifically our local pollinators. The artist may find inspiration for their design by spending time in this park, utilizing resources provided in this document, or talking with staff.
- Create fun and whimsical features that can be enjoyed by park patrons of all ages.
- Celebrate the role that art and artists play in our community and in our economy.

2.5 Project Description + Site Improvements

The sculptures, amenities and landforms must be durable, safe for children, and require minimal ongoing maintenance. Green Bay experiences four distinct seasons ranging in temperature and precipitation from hot and humid summers to cold snowy winters. Problems with rust and fading should be avoided. The footings for the sculptures will be designed and constructed by the City based off of artist recommendations/conceptual designs once Phase 2 of the park developments are underway. Conduits may be made available if lighting is part of the final sculpture design.

The Farlin Park updated site plan includes many recommended updates to the park including adding a new splash pad, moving the basketball courts, and incorporating pickleball courts, as well as eventually incorporating a circular walking trail and regrading/reshaping some of the hillocks currently in the park.

2.6 Pre-Bid Conference/Site Visit

While attendance is not mandatory, each Vendor wishing to submit a proposal may visit the site for inspection to view the scope of work & specifications. Vendors shall be responsible for all items identified in the specifications as well as additional items that may be identified. Before submitting a Proposal for this work, the Vendor may examine the project area and familiarize himself/herself with the location and specifications, to determine for him/her the difficulties that will be encountered in the pursuit of the work.

2.7 Conceptual Requirements

The City of Green Bay Parks Department is seeking artwork to be incorporated with the updated landscaping as well as underutilized park amenities.

The Farlin Park Concept Plan depicts improved hillocks within the park. The Parks Department is interested in having artwork that takes the landscape into account and incorporates the newly designed hillocks into the overall artwork design. Images of the current hillocks within the park can be found below. Parks staff would like to see an artist designed space and recommended reshaping of these hillocks. Improved hillocks within the image above are just an example – artists are encouraged to re-design the hillocks to incorporate into their artistic vision. Please note, not all hillocks need to be updated/improved. The City would like to maintain clear lines of vision within the park as much as possible. There are currently twelve (12) hillocks measuring roughly 5ft tall by 30 feet.

Residents and visitors of the park currently use the hillocks for play and recreation. The City would like to maintain this amenity for patrons to take advantage of. In addition to functioning as an enjoyable space for park patrons, updated hillocks may also function for hill-topping. To learn more about the importance of hill-topping for many pollinators, visit: [https://en.wikipedia.org/wiki/Hill-topping_\(biology\)](https://en.wikipedia.org/wiki/Hill-topping_(biology))

Potential Materials and Amenities

In addition to updating the landscape within the park, the City of Green Bay Parks Department has twenty-one (21) Bright Red (RAL 3017) Euroflex Balls available to be incorporated into the artwork display/landscaping plan. Euroflex Ball and Half Balls are unique design elements that can function as playing surfaces, seating, partitioning or decorative borders. An example image can be seen below.



The amount and specs for the available Euroflex Balls are listed below.

- 8 – Euroflex Full Ball, Small (345 mm)
- 3 – Euroflex Half Ball, Small (345 mm)
- 3 – Euroflex Full Ball, Medium (500 mm)
- 1 – Euroflex Half Ball, Medium (500 mm)
- 6 – Euroflex Half Ball, Large (695 mm)

Artists are encouraged to incorporate these into their artwork design/landscaping proposal. Additional example photos and material specs can be found on the product webpage: <https://goric.com/all-products/balls-and-half-balls/>

2.8 Scoring Criteria

The evaluation committee will recommend awarding the final agreement(s) based on its evaluation of the sculpture proposals and the criteria listed below. The City of Green Bay reserves the right to withhold the art sculpture award recommendation if it should not find satisfactory sculpture(s).

Design aesthetic and concepts: 60 points

- Artistic merit of concept to include meaning of the proposed sculpture(s) and theme.
- Style and Appropriateness: Demonstrate that the sculptures are compatible in relationship to the landscape, and that the sculptures complement the area and the provided park amenities.
- Integration of Design: Proposal fully and thoughtfully integrates all elements including but not limited to: artwork, landscape and Euroflex Balls within the space to create an inviting and playful environment.

Technical considerations: 25 points

- Feasibility: Including the Artist's artistic history and experience in completing public art projects within the timeline and budget, as well as the sustainability of the sculpture.
- Safety and Maintenance: The sculpture should be durable and resistant to theft and/or vandalism. Materials should require minimal periodic maintenance and be readily available if conservation or restoration is necessary. Protection against vandalism.

Quality of Proposal/Presentation: 15 points

- The Proposer must demonstrate experience in providing the type of Services requested.
- Written Proposals should be brief, presented in logical order, and contain the information requested herein and may be accompanied by any additional materials necessary to convey the appropriate experience.

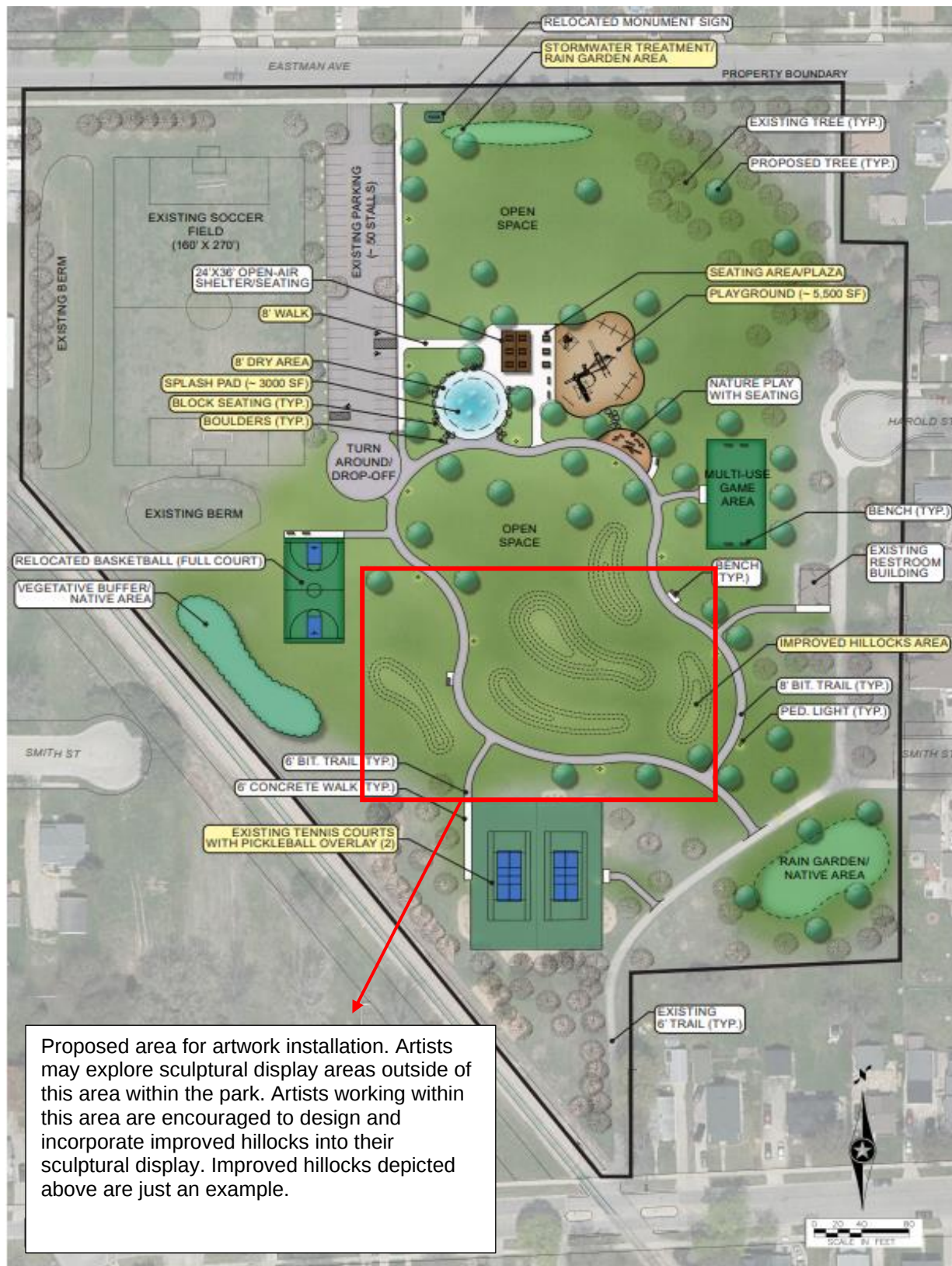
2.9 Insurance Requirements

Located in Standard Terms & Conditions. Awarded artist must provide Purchasing a Certificate of Insurance and maintain the minimum limits specified for the term of the contract. All policies must be issued with a 30-day cancellation notice, by an insurance company licensed to do business in the State of Wisconsin, with a minimum AM Best rating of A+, and signed by an authorized agent.

2.10 Term

Refer to Standard Terms and Conditions Document

Image of Farlin Park Master Plan



Images of Current Site



Inspirational Photos of Landscape Artwork



Hidden Dimension, Malgorzata Lisiecka



Wavefield, Maya Lin



Seed Feast, Helen Law



Minneapolis Courthouse Plaza, Martha Schwartz Partners

3 REQUIRED INFORMATION AND CONTENT FOR SUBMITTAL OF PROPOSALS

In order for your proposal to be considered, the following forms/information must be completed and submitted as part of your proposal response. Failure to provide these forms/information with your proposal submittal may disqualify your proposal.

1. Image List
2. Form A- Signature Affidavit
3. Form B- Receipt Forms and Submittal Checklist
4. Form C- Vendor Profile Information
5. Form D- Designation of Confidential & Proprietary Info
6. Form E- Cost Proposal
7. Form F- References



Required Image List

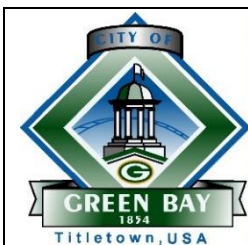
RFB #: 2023-36

This form must be returned with your response

Artist Name: _____

Email Address: _____

Image File #	Title of Work	Budget	Year Completed	Dimensions	Medium



Form A: Signature Affidavit

RFB #: 2023-36

This form must be returned with your response.

In signing Bids/Proposals, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise take any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Bids/Proposals, that Bids/Proposals have been independently arrived at, without collusion with any other Proposers, competitor or potential competitor; that Bids/Proposals have not been knowingly disclosed prior to the opening of Bids/Proposals to any other Bidders/Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Bid/Proposal, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Bids/Proposals, declares that the attached Bids/Proposals and pricing are in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Bidders/Proposers shall provide the information requested below. Include the legal name of the Bidders/Proposers and signature of the person(s) legally authorized to bind the Bidders/Proposers to a contract.

Has your company ever been debarred? _____ No _____ Yes (if yes, please explain)

COMPANY NAME

SIGNATURE

DATE

PRINT NAME OF PERSON SIGNING



Form B: Receipt of Forms and Submittal Checklist

RFB #: 2023-36

This form must be returned with your response.

Proposers hereby acknowledge the receipt and/or submittal of the following forms:

Forms	Initial to Acknowledge SUBMITTAL	Initial to Acknowledge RECEIPT
Description of Services/Commodities	N/A	
Form A: Signature Affidavit		N/A
Form B: Receipt of Forms and Submittal Checklist		N/A
Form C: Vendor Profile		N/A
Form D: Bid Offer Form		N/A
Form E: References		N/A
Statement of Qualifications (SOQ) if necessary		
Appendix A: Standard Terms & Conditions	N/A	
Appendix B: Contract for Purchase of Services	N/A	
Addendum #		
Addendum #		
Addendum #		
Addendum #		

COMPANY NAME



Form C: Vendor Profile Information

RFB #: 2023-36

This form must be returned with your response.

COMPANY INFORMATION

COMPANY NAME (Make sure to use your complete, legal company name.)			
FEIN		(If FEIN is not applicable, SSN collected upon award)	
CONTACT NAME (Able to answer questions about proposal.)		TITLE	
TELEPHONE NUMBER		FAX NUMBER	
EMAIL			
ADDRESS	CITY	STATE	ZIP

ORDERS/BILLING CONTACT

Address where City purchase orders/contracts are to be mailed and person the department contacts concerning orders and billing.

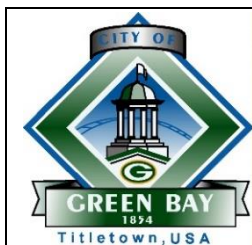
CONTACT NAME		TITLE	
TELEPHONE NUMBER		FAX NUMBER	
EMAIL			
ADDRESS	CITY	STATE	ZIP

PROCUREMENT CARD (P-CARD)

STATE IF COMPANY ACCEPTS PAYMENT BY CREDIT CARD: <i>The City does not pay service charges.</i>	YES ____ or NO ____ (check one)
--	--

The City of Green Bay has implemented a Procurement Card (P-Card) Program. Bidders must have the capability to accept credit cards for payments or must be willing to take the necessary steps in order to accept credit card payments by the City prior to the implementation of this agreement as the City may opt to use the P-Card as its method of payment.

While acceptance of credit cards for payments may be mandatory, this shall not be the City's exclusive method of payment. Bidders shall not charge a surcharge, convenience fee or any other fees associated with the acceptance of payment by the City's P-Card..



Form D: Designation of Confidential & Proprietary Info

RFB #: 2023-36

This form must be returned with your response.

Material submitted in response to the City of Green Bay's (the "City") Request for Proposal includes at least one formula, pattern, compilation, program, device, method, technique or process that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use and is the subject of reasonable efforts to maintain its secrecy. Such information qualifies as a trade secret, as provided in Wis. Stat. § 19.36(5). As such, the proposer asks that the trade secrets contained on certain pages of this proposal, as indicated below, be treated as confidential material, and not be released to the public. I am providing the following information with the understanding that it is being submitted to the City under a pledge of confidentiality. I would not have submitted this information had the City not pledged to keep it confidential* and request that the following pages not be released:

Section	Page	Topic

NOTE: Proposers are cautioned that the entire proposal may not fall within the confines of the pledge of confidentiality. The above designation(s) of confidentiality in no way guarantees that designated information will be kept confidential. Under the provision of the public records law, proposer is not entitled to notification prior to release of information, and is not entitled to go to court to block disclosure of any portion of the proposal.

If the city agrees with proposer's designation of trade secret or confidentiality and the designation is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of trade secret or confidentiality.

Failure to include this designation in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying.

SIGNATURE (Authorized Representative)	
NAME (Please Print)	EMAIL
COMPANY NAME	TELEPHONE NUMBER
TITLE	DATE

NOTE: The City as custodian of these public records has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential.

PROPRIETARY INFORMATION: A proposer responding to this proposal should not include any proprietary information or protected trade secret(s) as part of its proposal unless the proposer 1) designates the specific information that it maintains is proprietary or trade secret and the reason(s) for such designation in a separate document, and 2) identifies the specific information when it occurs within the proposal.

The City's preference is for the proposer to segregate all information designated as confidential into one section of the Request for Proposal and/or a separate document for easier removal to maintain its confidential status. The response to the proposal should indicate which portion of the requested information is confidential and where this information is located within the response, i.e. under separate cover, in confidential Section No. _____, etc. Data contained in the proposal and all documentation become property of the City.



Form E: Bid Offer Form

RFB #: 2023-36

This form must be returned with your response.

Prepare the bid offer form as all inclusive, not-to-exceed, fixed fees:

- All Inclusive – Covers all direct and indirect necessary expenses including but not limited to; travel, telephone, copying and other out-of-pocket expenses.
- Not To Exceed – The actual fees shall not exceed the amount specified in fee proposal.
- Fixed Fee – All prices, rates, fees and conditions outlined in the proposal shall remain fixed and valid for the entire length of the contract and any/all renewals.

Any pricing increases or additions must be agreed upon in writing by both parties.

Item No.	DESCRIPTION OF ITEMS	Unit Cost (USD)	Extended Cost (USD)
TOTAL COST			

COMPANY NAME (Make sure to use your complete, legal company name.)			
ADDRESS	CITY	STATE	ZIP
LEAD TIME (Upon receipt of order)			
PAYMENT TERMS (Net 30) Yes _____ No _____ Other _____			
EARLY PAYMENT DISCOUNT (Special Terms)			



Form F: References

RFB #: 2023-36

This form must be returned with your response.

REFERENCE #1 – CLIENT INFORMATION			
COMPANY NAME		CONTACT NAME	
ADDRESS		CITY	STATE ZIP
TELEPHONE NUMBER		FAX NUMBER	
EMAIL			
CONTRACT PERIOD		YEAR COMPLETED	TOTAL COST
DESCRIPTION OF THE PERFORMED WORK			

REFERENCE #2 – CLIENT INFORMATION			
COMPANY NAME		CONTACT NAME	
ADDRESS		CITY	STATE ZIP
TELEPHONE NUMBER		FAX NUMBER	
EMAIL			
CONTRACT PERIOD		YEAR COMPLETED	TOTAL COST
DESCRIPTION OF THE PERFORMED WORK			

REFERENCE #3 – CLIENT INFORMATION			
COMPANY NAME		CONTACT NAME	
ADDRESS		CITY	STATE ZIP
TELEPHONE NUMBER		FAX NUMBER	
EMAIL			
CONTRACT PERIOD		YEAR COMPLETED	TOTAL COST
DESCRIPTION OF THE PERFORMED WORK			



Appendix A City of Green Bay Solicitations Standard Terms and Conditions

General. Throughout this document, "City of Green Bay," "City" and "Purchasing" shall be synonymous and mean the City of Green Bay. The words "bid" and "proposal" are synonymous, as are the words "bidder," "proposer," "vendor," and "contractor." The phrases "request for proposal," "request for bids," "request for quotes," "quote," "request," "invitation," and "solicitation" shall also be synonymous. As applied to the winning or selected bidder, the words "bid," "proposal," and "contract" are synonymous.

Purchase Order. A City Purchase Order or other Contract may be issued to the awarded Vendor and shall constitute the entire agreement of the City and Vendor and no other terms and conditions, whether oral or written, shall be effective or binding unless expressly agreed to in writing by the City following issuance of the Purchase Order.

If a Purchase Order is not executed, this Request for Bids Standard Terms and Conditions, the City's published Request for Bids, and the version of the Vendor's bid that was accepted by the City, shall constitute a contract and will be the entire agreement.

Bid Selection. This Request for Bids does not commit the City to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment. The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this Request for Bids at any time without prior notice. The City reserves the right to accept or reject any or all bids submitted, without indicating any reasons for such rejections(s), in whole or in part, and to waive any informalities or technicalities which at the City's discretion are determined to be in the best interests of the City. The City may require the Vendor to participate in negotiation and to submit such additional price or technical or other revisions to its bids as may result from negotiation. The Vendor shall be responsible for all costs incurred as part of its participation in the pre-award process.

Addenda. Changes affecting the specifications will be made by addenda. Changes may include, or result in, a postponement in the bid due date. Vendors are required to complete the Vendor Response Sheet, acknowledging receipt of all parts of the bid, including all addenda.

Price Proposal. All Vendors are required to identify the proposed manufacturer and model, and to indicate the proposed delivery time on the attached Proposal Form. Failure to do so may cause the bid to be considered not responsive. If desired, the Vendor may include product literature and specifications. The price quoted will remain firm throughout each contract period. If price escalation/de-escalation clause is required that will be negotiated into Contract Terms.

Price Inclusion. The price quoted in any bid shall include all items of labor, materials, tools, equipment, and other costs necessary to fully complete the furnishing and delivery of equipment or services pursuant to the specifications attached thereof. Any items omitted from the specifications that are clearly necessary for the completion of the project shall be considered a portion of the specifications although not directly specified or called for in these specifications.

Pricing and Discount. Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea., etc.) as stated on the bid/proposal or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price. If an apparent mistake exists in the extended price, the unit price shall govern in the bid/proposal evaluation and contract administration. In determination of award, discounts for early payment will only be considered when all other conditions are equal. Early payment is defined as payment within fifteen (15) days providing the discount terms are deemed favorable. All payment terms must allow the option of Net 30.

F.O.B. Destination Freight Prepaid. Bid prices must include all handling, transportation and insurance charges. Failure to bid FOB Destination Freight Prepaid may affect acceptance of submittals.

Award. The City will have sole discretion as to the methodology used in making the award. Where none is specified, the award will be made to the lowest responsible Vendor in compliance with the specifications and requirements of this solicitation. Award will be made to the responsible and responsive Vendor whose bid is most advantageous to the City with price and other factors considered.

Responsiveness is defined as the Vendor's conformance to the requirements of the solicitation. Being not responsive includes the failure to furnish information requested.

Responsibility is defined as the Vendor's potential ability to perform successfully under the terms of the proposed Contract. A responsible Vendor has adequate financial resources or the ability to obtain said resources; can comply with required delivery considering other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience, and technical skills.

The right is reserved to make a separate award of each item, group of items or all items, and to make an award in whole or in part, whichever is deemed in the best interest of the City.

The City reserves the right to refuse to accept any bid from any person, firm, or corporation that is in arrears or is in default to the City, or has failed to perform faithfully any previous contract with the City. If requested, the Vendor must present within five (5) working days, a Statement of Qualifications (SOQ), consisting of evidence satisfactory to the City of performance ability, possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the Vendor's ability to comply with the terms of this solicitation document.

Specifications.

All Vendors must be in compliance with all specifications and any drawings provided with this solicitation. Exceptions taken to these specifications must be noted on your bid. When specific manufacturer and model numbers are used, they are to establish a design, type, construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and the Vendor/proposer is responsible for providing sufficient information to establish equivalency. The City shall be the sole judge of equivalency. Vendors are cautioned to avoid bidding alternates that do not meet specifications, which may result in rejection of their bid/proposal.

Warranty. Unless otherwise specifically stated by the Vendor, products shall be warranted against defects by the Vendor for one (1) year from the date of receipt. If Vendor or manufacturer offers warranty that exceeds one year, such warranty shall prevail.

Ownership of Printing Materials. All artwork, camera-ready copy, negative, dies, photos, digital files, and similar materials used to produce a printing job shall become the property of the City. Any furnished materials shall remain the property of the City. Failure to meet this requirement will disqualify your bid.

Nonexclusive. Unless otherwise stated, the City reserves the right to purchase work or materials from multiple vendors.

Item Return Policy. Vendor will be required to accept return of products ordered in error for up to thirty (30) calendar days from date of receipt, with the City paying only the return shipping costs. Indicate in detail on the Vendor Response Sheet, your return policy.

Payment Terms and Invoicing.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order, including reference to purchase order and submittal to the correct address for processing. Invoice payment processing address will be shown on the purchase order. Send invoices to Bill To address on the purchase order. Do not send invoices to ship to address. Vendor must state its ability to invoice within 60 days after the last day of service or after delivery.

Vendors shall include discounts for early payment as a percent reduction of invoice. Invoice discounts shall be determined where applicable, from the date of acceptance of goods and/or the receipt of invoice,

whichever is later. Discounts for early payment terms stated on the bid/proposal must be shown plainly on the invoice; discounts for early payment not shown on the invoice will be taken.

Tax Exemption. The City of Green Bay is exempt from the payment of Federal Excise Tax and State Sales Tax. **The City Tax Exempt number is 008-0000428893-07.** Any other sales tax, use tax, imposts, revenues, excise, or other taxes which are now, or which may hereafter be imposed by Congress, the State of Wisconsin, or any other political subdivision thereof and applicable to the sale of material delivered as a result of the Vendor's bid and which, by terms of the tax law, may be passed directly to the City, will be paid by the City.

Nondiscrimination. A Vendor must state that it will agree to the following statement: *During the term of this Contract, the Vendor, and the employees, representatives, agents, and/or volunteers thereof, shall not discriminate against any person based on race, color, creed, religion, sex, national origin, age, ancestry, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, pregnancy, or marital or parental status.*

The City supports and encourages Minority Business Enterprises (MBE), veterans, and disadvantaged businesses to participate in City bidding processes.

Prevailing Wage. Where applicable under federal law, the Vendor warrants that prevailing wages will be paid to all trades and occupations.

Contractor Status. Vendor must identify in writing its status as state or federal contractor, including any previous actions, including but not limited to, debarment as a contractor or listing as an entity excluded from federal procurement and non-procurement contracts.

Indemnification. A Vendor must state that it will agree to an indemnification clause that will read: *Contractor hereby agrees to indemnify, defend and hold harmless the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of contractor or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives, and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives, and volunteers."*

Contractor shall reimburse the City of Green Bay, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

If Contractor employs other persons, firms, corporations, or entities (sub-contractor) as part of the work covered by this Agreement, it shall be Contractor's responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives, and volunteers, which is identical to this Indemnity Agreement.

This indemnity provision shall survive the termination or expiration of this Agreement.

Open Records. Both parties understand that the City is bound by the Wisconsin Public Records Law, and as such, responses and other communications may be subject to public disclosure. The Vendor may request records be identified as trade secret pursuant to Wis. Stat. 19.36(5). The request for trade secret status must be made in writing at the time the record is submitted.