

Title 13. Libraries, Archives, and Cultural Resources

Chapter VI. Division of Arkansas Heritage, Department of Arkansas Parks, Heritage, and Tourism

Subchapter A. Generally

Part 62. Main Street Arkansas Public Art Grant Program

Subpart 1. Generally

13 CAR § 62-101. Introduction.

(a) Since 1975, the Division of Arkansas Heritage has been charged with discovering, strengthening, protecting, and preserving Arkansas's natural and cultural heritage.

(b) To fulfill its mission, the division houses the following natural and cultural heritage resource agencies:

(1)(A) Division museums.

(B) Museums research, preserve, present, and interpret historic structures, objects, and natural and cultural assets.

(C) They serve as a partner in education with public and private schools throughout Arkansas.

(D) The division's four (4) museums are the:

(i) Delta Cultural Center;

(ii) Historic Arkansas Museum;

(iii) Mosaic Templars of America Center for African American Culture and Business Enterprise; and

(iv) Old State House Museum; and

(2)(A) Division resource agencies.

(B)(i) The Arkansas Natural Heritage Commission identifies, protects, and promotes areas that best exemplify Arkansas's rich heritage of biological diversity.

(ii) These areas might be:

(a) Habitat for rare or disappearing species; or

(b) Natural communities, such as a:

- (1) Tallgrass prairie; or
- (2) River and its dependent aquatic system.

(C)(i) The Arkansas Arts Council and the Arkansas Historic Preservation Program:

- (a) Are conduits for federal and state grant money; and
- (b) Provide technical assistance for developing and conserving Arkansas's cultural resources.

(ii) They preserve and promote Arkansas's cultural resources, including Arkansas's fine and traditional arts and historic structures, landscapes, and archeological sites.

(D)(i) The Arkansas State Archives collects and preserves the official records and historical materials for the state of Arkansas.

(ii) These include:

- (a) State, county, and federal records;
- (b) Manuscript materials;
- (c) Newspapers;
- (d) Military records;
- (e) Family histories;
- (f) An extensive Arkansas history and genealogy library; and
- (g) A collection of Arkansas art and artifacts.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-102. Main Street Arkansas Public Art Grant Program — Generally.

(a) The Division of Arkansas Heritage's Main Street Arkansas Public Art Grant Program assists Main Street Arkansas communities and Arkansas Downtown Network communities in enhancing the appearance of their environment by facilitating the collaborations necessary to build and strengthen an awareness and enjoyment of public art.

(b) The Main Street Arkansas Public Art Grant Program assists communities that participate in the Main Street Arkansas program in the planning and implementation (including purchasing and commissioning works of art) of public art for places viewable by the public within the Main Street Arkansas district and on gateways to Main Street Arkansas districts.

(c) Projects must be new, site-specific public art, not memorial statues or works of religious nature.

(d) The artworks can include, but are not limited to:

- (1) Murals and tilework;
- (2) Paintings and drawings (of permanent nature); and
- (3) Sculpture.

(e) The artwork must be freely visible and accessible to the public for at least two (2) years.

(f) After installation of the public art, the applicant will be required to coordinate an unveiling event with the division.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-103. Grant uses.

(a) The grant may be used as reimbursement for the cost of commissioning, designing, and installing artwork.

(b) The grant may not be used:

(1) For general administrative expenses incurred by the applicant or any of the collaborators, which include:

- (A) Administrative salaries/benefits;
- (B) Capital expenditures; or
- (C) General marketing costs; or

(2) To cover artistic and technical staff salaries/benefits for the applicant or any collaborator.

(c) Questions on the appropriateness of a proposed budget line item should be referred to the grant administrator.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-104. Matching funds.

(a) A grant request must be matched one-to-one (1:1) by cash from sources other than the Division of Arkansas Heritage or its agencies.

(b) Matching funds that are anticipated at the time of application must be received and obligated as indicated in the Notice of Funding Opportunity.

(c)(1) In-kind contributions may not be used as matching funds on an application, nor counted as matching funds on final reports.

(2) They should, however, be included in applications as evidence of the commitment of other resources to the applicant.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-105. Eligibility requirements.

(a) Accredited Main Street Arkansas programs and Arkansas Downtown Network programs are currently the only entities eligible to apply for public art grants through this program.

(b) The Main Street Arkansas and Arkansas Downtown Network cities must:

(1) Be active at the time of application; and

(2) Remain active in the program throughout the duration of the grant.

(c) Location of the public art must:

(1) Be within the locally designated Main Street Arkansas or Arkansas Downtown Network district or on a gateway to the district; and

(2) Adhere to all federal, state, and local laws including the local building codes and safety requirements for accessibility.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-106. Funding restrictions.

Funding for organizations is not available for:

- (1) Deficits or start-up costs for new organizations;
- (2) Contingency funds;
- (3) Contributions and donations to other organizations or individuals;
- (4) Building renovations or capital expenditures for facilities;
- (5) Entertainment expenses, including:
 - (A) Buses for field trips;
 - (B) Tickets to performances; or
 - (C) Refreshments;
- (6) Tuition for academic study or any form of scholarship or student financial aid;
- (7) Faculty salaries or organization staff salaries;
- (8) Lobbying expenses; or
- (9) Interest and other financial costs.

Authority. Arkansas Code § 13-7-104.

15 CAR § 62-107. Staff consultation.

(a) Applicants should consult with the grant administrator prior to submitting an application and are strongly encouraged to do so regarding any questions or concerns that develop in the preparation of the application.

- (b) Maximum award, ten thousand dollars (\$10,000).
- (c) Match, one-to-one (1:1) cash match.
- (d) Contact, grant administrator.
- (e) Public Art Grants are awarded to assist applicants with the installation of a public artwork.
- (f) Grant awards may be used for expenses associated with the following:

- (1) Artist fees, supplies, and materials;
- (2) Shipping of artwork to site; and
- (3) Installation of artwork.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-108. How to apply.

- (a) Complete applications must be submitted online by the first Friday in December.
- (b) Application information is available via the Grants tab on the Division of Arkansas Heritage website.
- (c) When submitting an online application, an eligible organization must:
 - (1) Include all application information requested; and
 - (2) Submit the complete application package by the grant application deadline.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-109. Funding process.

- (a) The Main Street Public Art Grant Program is a competitive grant program.
- (b) Applications are reviewed to determine whether the application meets the criteria outlined in these guidelines and the amount of the award, if any.
- (c) Grant award payment schedules are determined relative to the activity periods outlined in the approved grant applications.
- (d) Applicant must complete installation of public art per the timeline in the Notice of Funding Opportunity.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-110. Review panel selection process.

(a) Review panels are designated by the Director of the Division of Arkansas Heritage and composed of:

- (1) One (1) Arkansas Historic Preservation Program staff member;
- (2) One (1) Arkansas Arts Council staff member;
- (3) One (1) Division of Arkansas Heritage museum staff member; and
- (4) One (1) additional designee.

(b) All panelists are obligated to identify potential conflicts of interest with applicants and may not serve on a review panel if a conflict exists.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-111. Funding decisions.

The final amount of funding awarded for each grant application is determined by the panel based on available funds using criteria established in these guidelines.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-112. Legal assurances.

The applicant gives assurances to the Division of Arkansas Heritage that:

(1) The filing of this application has been authorized by the governing body of the applicant, and the signed representative has been authorized to file this application for and on behalf of said applicant and otherwise to act as the applicant's authorized representative in connection with this application;

(2) The applicant shall comply with all applicable federal and state laws;

(3) Funds granted shall be used solely for activities described in the approved application;

(4)(A) The applicant agrees that all publicity, programs, brochures, etc., will acknowledge the support of the division.

(B) The method of acknowledgement is described in the Notice of Funding Opportunity;

(5)(A) The applicant shall submit a final report to the division using an online final report form within thirty (30) days after installation of art but no later than June 30 of the year of the expiration of the grant term.

(B) Failure to comply may result in the loss of all or part of all current or future grant funds to the applicant; and

(6)(A) All financial accounts shall be subject to audit by the division and the State of Arkansas.

(B) The grantee shall be responsible for the safekeeping and identification of records maintained to account for funds awarded herein.

(C) Said records must be:

(i) Kept in the grantee's file for a period of three (3) years after completion of the project; and

(ii) Made available to the division upon request.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-113. Narrative outline.

(a) The quality ranking for a Public Art Grant application is determined in large part by the panelists' reactions to the narrative responses.

(b) Main Street Arkansas Public Art Grant Program applicants must provide full but concise remarks for each of the topic questions within the three (3) groups:

(1) Project overview and artists involved;

(2) Community participation and accessibility; and

(3) Long-range production and evaluation.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-114. Public art project overview and artists involved.

(a) **Project summary.**

(1) Describe in detail the proposed artwork project.

(2) Include the:

(A) Site, venue, and location of the proposed public art project; and

(B) Proposed materials, size, and substrate or mounting devices and illumination of the proposed artwork.

(b) Participating artists.

(1) Name and describe the artist or artists chosen for the project and explain their roles and the reason for their selection and involvement.

(2) Artists must be:

(A) Selected using a competitive process such as a request for proposal;

and

(B) Eighteen (18) years of age or older.

(c) Community participation. Describe the participation of the community in the project planning and explain why the project was chosen based on input from the community.

(d) Collaborating organization or organizations. Describe any other organization or organizations collaborating in the project and explain the reasons for their involvement.

(e) Planning committee. Describe the planning committee steering the public art project and explain their roles and the reason for their selection and involvement.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-115. Community participation and accessibility.

(a) Proposed plan to create community impact. Describe efforts the planning committee and the project collaborators will make to inform/educate the general public and state and local policy makers about this project and the value of public art.

(b) Physical accessibility concerns with the project site. Describe any access efforts, beyond the requirements of the Americans with Disabilities Act of 1990, Pub. L. No. 101-336, the planning committee and collaborators will make to address the physical access concerns of all constituencies impacted by the project.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-116. Long-range production and evaluation.

(a) **Marketing and publicity strategy for the project.** Describe the planning committee's long-range goals in marketing and publicity for the public art project, including the use of traditional and social media.

(b) **Other sources of earned and contributed income for the project.**

(1) Describe specific earned or contributed income sources for this public art project that will come directly through fundraising activities.

(2) Describe any sources of earned income.

(c) **Data collection through the project.**

(1) Describe the methods used for documentation through the planning and implementation of the public art project.

(2) Indicate who will be responsible for collecting and formulating the data.

(d) **Evaluating the impact of the project.**

(1) Describe the process used to evaluate how well the public art project achieves its objective in the community.

(2) Indicate how the results will be used to plan future projects.

Authority. Arkansas Code § 13-7-104.

13 CAR § 62-117. Organization supplemental materials.

(a)(1) Provide the address of the project and submit photographs of at least two (2) views of the site.

(2) Photographs must be JPG format and no larger than eight and one-half inches by eleven inches (8.5" x 11").

(b)(1) If the proposed location of the artwork is on public property, include a letter from the designated legal authority granting permission to install the proposed artwork and plans for safe access, future care, and maintenance of the artwork.

(2) This includes a copy of the county or city resolution approving placement on the public property in the specific site location.

(c) Include a copy of the contract between the applicant organization, the artist, and the owner of the site (if applicable) for the proposed artwork.

(d)(1) If the proposed location of the artwork is located on private property, include a letter from the owner of the property.

(2) The application must include a written agreement between the owner, the project applicant, and the artist granting permission to install the work, the duration of the installation.

(3) The artwork must be freely visible and accessible to the public for at least two (2) years.

(e)(1) If the proposed project involves a designated historic structure, site, or object, include a letter of compliance from the State Historic Preservation Officer.

(2) Projects involving structures, sites, or objects listed in the National Register of Historic Places, or those eligible for listing, must submit proposals, plans, and specifications to the Arkansas Historic Preservation Program for review and approval before work commences.

(3) All work must follow the:

(A) United States Secretary of the Interior's Standards for Rehabilitation of Historic Structures; and

(B) Preservation guidelines set forth by the Arkansas Historic Preservation Program.

(f)(1) A copy of the request for proposal (RFP) to identify artists.

(2) Also include:

(A) How the RFP was distributed; and

(B) The geographic range of the search for artists.

(3) Provide a copy of the RFP used to select the artist or artists.

(g) Submit:

(1) The name of the artist or artists proposed to create the public art project;

(2) A current resume/c.v.; and

(3)(A) Three (3) photographs of completed public art projects (in situ) the artist has completed within the past ten (10) years.

(B) The photographs must be in JPG format.

(C)(i) Embed the photographs within a PDF document.

(ii) On the same page, include a description of the artwork, including:

(a) Title;

(b) Date created;

(c) Date installed;

(d) Dimensions;

(e) Materials;

(f) Location; and

(g) Commissioning entity.

Authority. Arkansas Code § 13-7-104.

Codification Notes. "c.v." means curriculum vitae.

Appendix A. Total Project Budget Form

Link:

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/46/13CARpt.62Form.pdf>