

# BALTIMORE CITY PUBLIC SCHOOLS

## Art and Beautification Application

Please be sure to look at the Art and Beautification Project Technical Guidance Instructions before completing this Beautification Project Application.

Direct any questions and submit this application to Chanae Tynes [cdtynes@bcps.k12.md.us](mailto:cdtynes@bcps.k12.md.us) AND [Beautifications@bcps.k12.md.us](mailto:Beautifications@bcps.k12.md.us) at least 30 days prior to the start of your project.

If you are filling out this beautification form to update projects inside of your school building, please complete section 1 (school information and project synopsis) and all the questions with an asterisk (\*) next to them and leave all other sections blank. Projects included in the indoor projects include (indoor murals, wall painting refresh, etc.)

### School Information and Project Synopsis:

Date of Request:	School Name:
School Address:	Principal:
Contact Person:	Contact Person Email Address:
Contact Person Phone Number:	Project Name/Title:
Partners/Sponsors (if applicable):	Lead Artist (if applicable):
Where is the location of the beautification project on school grounds?	What is the Project Scope and/or Objective:

### Artwork:

* GIVE A DETAILED DESCRIPTION OF THE BEAUTIFICATION PROJECT BEING REQUESTED
*PLEASE INSERT OR ATTACH PHOTOS AND/OR SKETCHES OF THE ACTUAL DESIGN OF THE BEAUTIFICATION PROJECT
WHAT TYPE OF MATERIAL IS THE PROJECT MADE OF? LIST THE MATERIALS AND BRANDS IF KNOWN TO BE USED

<b>WHAT ARE THE ARTWORK DIMENSIONS (IF APPLICABLE)?</b>
<b>WHAT IS THE REALISTIC EXPECTED LIFE SPAN OF THE PROJECT?</b>
<b>IF THE PROJECT IS BEING SPONSORED BY A DONOR/GRANT WILL THEY BE INCORPORATING A SIGN FOR THEIR RECOGNITION?</b>
<b>PLEASE DESCRIBE THE PROCESS USED TO DEVELOP THE INITIAL DESIGN DIRECTION. NOTE STAKEHOLDER GROUPS WHO PARTICIPATED AND HOW MANY PEOPLE IN EACH GROUP.</b>
<b>PLEASE DESCRIBE THE PROCESS USED TO COLLECT FEEDBACK ON THE FINAL, PROPOSED DESIGN. NOTE STAKEHOLDER GROUPS WHO PARTICIPATED AND HOW MANY PEOPLE IN EACH GROUP.</b>
<b>WHO ARE THE RECOMMENDED STAKEHOLDERS THAT SHOULD DECIDE WHAT TO DO WITH THE PROJECT ONCE IT HAS EXCEEDED ITS LIFESPAN OR THERE IS A CHANGE IN SCHOOL LEADERSHIP?</b>
<b>*WHAT IS THE MAINTENANCE CONSERVATION PLAN FOR THIS PROJECT?</b>

**Current School Conditions**

<b>*WHAT IS THE CURRENT PHYSICAL CONDITION OF THE PROPERTY WHERE THE PROJECT IS PROPOSED TO BE COMPLETED?</b>
<b>*PLEASE INSERT OR ATTACH A WIDE VIEW PHOTO OF WHERE THE PROJECT WILL BE DONE AND A CLOSE-UP PICTURE OF WHERE THE PROJECT WILL BE COMPLETED.</b>

**Funding Sources:**

<b>*WHO WILL BE RESPONSIBLE FOR THE COST FOR DESIGNING THE PROJECT, I.E. DESIGN DEVELOPMENT?</b>
<b>*WHO WILL BE RESPONSIBLE FOR THE COST OF INSTALLATION?</b>

What is the overall funding source for this project (i.e., grant (and what grant), private donations, school funds)?

If a grant, what is the timeline required by the grant for the spending?

**PLEASE PROVIDE FOR A TOTAL BUDGET FOR THIS PROJECT?**

**\*WHO WILL BE RESPONSIBLE FOR COSTS ASSOCIATED WITH MAINTENANCE, CONSERVATION OR VANDALISM TO THE PROJECT?**

**WHAT IS THE ESTIMATED CONSERVATION AND MAINTENANCE BUDGET FOR THE PROJECT, ONCE IT IS INSTALLED?**

**Where will funding be stored (i.e., partner/sponsor or in school budget)? If the project is sponsored by a partner, will any of the funds be added to any school budget line or will the partner pay for the project directly?**

## **Timeline**

**\*WHAT IS THE PROPOSED/PROJECTED TIMELINE FOR THIS PROJECT (LIST IN DETAIL)?**

## **Additional Information**

**\*PLEASE INCLUDE ANY ADDITIONAL INFORMATION THAT WAS NOT CAPTURED IN THE QUESTIONS ABOVE**