



## AMENDED APPLICATION BANNERS AND BOXES

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The City of Peoria is issuing a Call for Artists, open to all ages, to participate in a public art installation. The Banners and Boxes Beautification Program seeks to use street light banners and traffic box cabinets as “canvases” to beautify areas of the City, primarily the City’s Central Business District and the Warehouse District, to showcase local talent.

Artists, or the parents and legal guardians of artists who are younger than 18, are required to submit a photo of their artwork. The photo of the submitted artwork may be modified to fit a banner or a vinyl wrap that will be affixed to a box. Artists who submit images less than 300 dpi will work with the City’s contracted graphic designer to photograph their artwork and finalize how their artwork will appear on a banner or a box.

Additionally, artwork will be available for display online through the City’s website on [www.peoriagov.org](http://www.peoriagov.org) for at least one year. The display period on a banner or a box will be at least one calendar year. The City reserves the right to modify the display periods without notice to the artist.

Each artist, or their parent or guardian if artist is under the age of 18, can submit up to three pieces of artwork, by separate application, to either the banner or the box category for each piece of artwork. Each piece of artwork will only be chosen for either a banner or a box, not both. Artists will be compensated \$500 per selected artwork regardless of duplication or the length of display.

If the artist is under the age of 18, this application and the addendum must be completed by a parent or guardian.

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1. Is the artist under the age of 18?

Yes       No

\*If yes, a parent or guardian must complete and sign the addendum to this application.

2. This application is being completed by, or on behalf of, a person who resides in Peoria, Illinois or who has a studio in Peoria, Illinois.

Yes       No

\*A studio is any space owned, rented or utilized by an artist that is located within Peoria, Illinois. For this application, primary, secondary, or tertiary education spaces located within Peoria, Illinois are considered studios as long as the artwork is completed at the studio.

3. This is for consideration of a:

Banner       Box      (check one only)

4. What is the name of the proposed artwork?

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5. What is the medium of the artwork?

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6. Contact Information (if Artist is under the age of 18 please list the artist's studio address, see question 1\* for definition, and the parent or guardian's phone number and email):

Given Name of Artist:

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Name Used for Artwork (if different than given name):

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Name of Parent or Guardian completing this Application (if artist is under the age of 18):

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Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

7. Does the artist have an alternative mailing address for the check (if you select yes, this notifies City staff to contact you at the phone number listed in this application for the alternative mailing address):

Yes       No

8. Please attach at least one photograph of the proposed artwork that depicts how the artist visualizes their artwork being portrayed on a banner or box.

a. Image(s) should be saved individually as PNG or JPG

b. Image(s) are recommended to be professionally photographed so that it is more likely that the image is of high quality and is at least 300 dpi.

i. Please note: if submitting for a banner, images in portrait orientation will work much better than images in landscape due to the oblong nature of the banner.

c. All digital images should be clearly labeled with name of artist, title of work, and image number. STYLE:Artistfirstlastname-imagename-imagenum Example: StacySmith-BeautifulArtwork-1

- d. At the time of submission of this application, artwork is not required to be professionally photographed.
9. Please attach artist statement regarding the proposed artwork
10. Please attach short biography for the artist
11. Please attach resume or curriculum vitae (optional)
12. I, the artist, or the parent/guardian on behalf of the artist, completing this application acknowledges and understands that the photograph that I, the artist or the parent/ guardian, submits should depict how the artist visualizes their artwork being portrayed on a banner or box. This is to ensure that the artist’s work will be recreated on the banner or vinyl wrap on the box in the best possible light. The photograph being submitted with this application is not required to be professionally photographed; however, if the artist, or parent/ guardian, cannot have their artwork professionally photographed, and the photograph does not meet the criterion under the Amended Banners and Boxes Beautification Program Guidelines, then artist, or parent/ guardian completing this application, acknowledges that if the artwork is selected, then the artist, or parent/ guardian, must transport the artwork to the professional photographer retained by the City of Peoria in Peoria, Illinois during a specific date and time forthcoming to get the artwork professionally photographed. A high-quality professional photograph is required for the artwork to be printed on a Banner or on the vinyl wrap that will be used to cover a Box.

Yes       No

13. I acknowledge that a signed agreement by the artist, and/ or a parent or guardian if the artist is under 18, for the City to use the artwork, including a hold harmless and indemnity provision within this agreement and a W9 is required to be received by the City’s Legal Department before payment is mailed to the artist (both the Agreement and the W9 form will be provided by the City’s Legal Department after the artist, or their parent or guardian if the artist is under 18, is notified of being selected).

Yes

### **APPROVAL PROCESS STEPS**

1. Artist, or parent or guardian of artist is under the age of 18, to complete this application (and addendum if artist is under the age of 18) and upload the PNG/ JPG of your artwork [online](#) to [peoriagov.org](http://peoriagov.org) by 11:59 p.m. on March 22, 2025.
  - a. The addendum must be printed, signed and returned to the City of Peoria’s Legal Department, at 419 Fulton Street, Suite 403, Peoria IL 61602 by mail, in person or electronically to [mperkins@peoriagov.org](mailto:mperkins@peoriagov.org).
  - b. If you have technical issues, please email Stacy Peterson at [speterson@peoriagov.org](mailto:speterson@peoriagov.org).
2. Applications will be reviewed during a specially scheduled Public Arts Advisory Committee (“PAAC”) meeting in April of 2025.
3. After the special PAAC meeting in April, Stacy Peterson will notify artists of their approval.

4. Payment of \$500 for each piece of artwork selected will be made to the artist via check. The check will be mailed to the artist at the address provided on this application or an alternative home address the artist, or their parent/ guardian specifies. **Parent or guardians completing this application for Artists' under the age of 18 should not include the artist's home address on this application.** City staff will contact the artist's parent or guardian, at the phone number listed in this application, for mailing information.
5. After being notified of approval, and prior to the check being issued, the applicant must complete the Agreement for the City to use the artwork, including a hold harmless and indemnity provision within this agreement. This must be emailed to Assistant City Attorney, Mas Perkins, at [mperkins@peoriagov.org](mailto:mperkins@peoriagov.org). No check will be issued until this Agreement and a W9 is executed and confirmed as received. A check will be issued within 60 days of the Agreement being confirmed as complete and received.
6. Steps 4 & 5 in this Approval Process Checklist must be completed by 11:59 p.m. on April 30, 2025.
7. Once the date and time of the professional photograph session of the selected artwork by the City's vendor is finalized, the date and time of the professional photograph session will be communicated to the selected artists by Stacy Peterson. Notification will only be done in cases where the photograph did not meet the Amended Guidelines.