



MASSACHUSETTS BAY TRANSPORTATION AUTHORITY

TEMPORARY ART & TEMPORARY COMMUNITY/YOUTH MURAL PROGRAM/POLICY PROGRAM GUIDELINES & APPLICATION FORM

TEMPORARY ART & TEMPORARY COMMUNITY/YOUTH MURAL PROGRAM/POLICY

The Massachusetts Bay Transportation Authority (MBTA) seeks to engage the community and the youth of our communities in a program to produce quality public art by proposing designs for temporary art and temporary murals to be installed at various locations approved by the MBTA.

The goal is to improve and beautify neighborhoods by adding temporary art installations, some in the form of murals, for the community youth mural program, to existing MBTA properties throughout the MBTA system with the help of artists and young artists in the community. Art installations will help to revitalize neighborhoods and offer the public new ways to enjoy and experience the MBTA.

All applications shall be made on behalf of a community organization or group, and not an individual, and must include artistic leadership with demonstrated experience in public art and collaboration with youth and other artists. These requirements are to ensure the work: honors and gives voice to the local community; contributes positively to a sense of place, and; engages people over time.

IMPORTANT APPLICATION INFORMATION

- Applications are accepted throughout the year. However, the applications will be reviewed and responded to on the basis of the time of submission.
- There are two phases of the application process. Applicants must read carefully the timeline for submission under "Application Process" and must allow for the necessary response time by the MBTA. Applicants will receive notification in writing even if they are not selected and may re-apply for subsequent consideration.
- The MBTA will not fund, compensate, or subsidize any applicant; applicants must be willing and able to fund their projects through all processes such as the initial application process, design, final artwork, documentation, installation, and maintenance. In some cases, the MBTA may partner with the community organization by contributing materials and work force support when such support will render the work more lasting and/or safe.

APPLICATION PROCESS

Overview: The application process will be conducted in two phases. Phase I will consist of the initial application (i.e. general information, past artwork examples, proposed location) and Phase II (proposed design, meeting with the MBTA) will require more specific information about the proposed design and project.

PHASE I – APPLICANT/ARTIST SELECTION

1. Groups may apply, and an individual artist may apply only as a representative of a group.
2. Application must be submitted with the attached Program Application Form for initial review and consideration at least ninety (90) days prior to the anticipated start date of a temporary art/mural installation. All requested information must be provided. Incomplete applications will be returned.
3. The MBTA will respond to the initial application within thirty (30) days from the date of receipt of the submission. The group selected to move onto Phase II will be required to submit additional information at that time.

****Applicants not selected may be asked to revise their designs and are encouraged to reapply. The MBTA reserves the right to reject incomplete applications.***

PHASE II – PROPOSED DESIGN, SCHEDULING AND ORIENTATION

1. Applicants chosen to continue onto Phase II will be asked to participate in an initial meeting with the MBTA. Applicants will be required to submit a final proposed design and timeline for completion.
2. Information submitted in Phase II will then be reviewed by the MBTA Canvass Committee. The Committee will review the detailed design for compliance with the guidelines discussed below. Applicants may again be asked to make edits and alter their designs to comply with the integrity of the program and goals of the MBTA.
3. Once the design is approved by the MBTA, applicants will be asked to sign a license agreement. All selected applicants will be required to sign the necessary waivers (i.e. indemnification).
4. Final artwork shall not commence prior to MBTA approval.

****NOTE – All temporary art /murals will be installed only at locations that are approved by the MBTA. The MBTA reserves the right to refuse installation of a design for any reason including location or content. Historic granite abutments or any other historic structures shall not be used for temporary art and mural programs. Any interior installations are restricted to areas that will not interfere with wayfinding or architectural integrity, and will not require ongoing maintenance.**

GUIDELINES AND SELECTION CRITERIA

The MBTA strives to maintain positive, universal, and viewpoint-neutral messages in all temporary art/murals. The following guidelines shall be considered and adhered to in the design of each applicant's temporary art/mural:

1. All designs shall be compatible with the MBTA's core purpose and leadership within the public domain. The designs shall support the MBTA's goals of providing a safe and welcoming environment for all passengers.
2. All designs shall exhibit/project a clear, positive, and universal message to the viewing public in accordance with the mission and objectives of the MBTA.
3. All designs shall be inclusive, and never discriminatory, demeaning or disparaging.
4. Design shall not contain the following: images or any representation of violence, firearms, tobacco, profanity, unlawful activity, obscenity or nudity or any content that is not acceptable as determined by the MBTA Canvass Committee ("Committee").
5. All design and art shall be the original work of the artist(s). Use of copyrighted or rights-protected images is not acceptable in the artwork submissions.
6. All designs will be reviewed by the Canvass Committee and evaluated based on content and quality. The MBTA reserves the right to deny any applicant if they determine that the design is not compatible with the MBTA's goals, objectives, mission, and/or does not comply with the guidelines described herein/above.
7. Use or depiction of MBTA logos, service marks and trademarks must be approved by the Committee.

QUALIFICATIONS

The MBTA requests that each applicant submit the following information:

1. Phase I - applicant selection phase. Applicants must include examples of prior completed works in accordance with the initial application. Prior examples of projects completed by the group shall be submitted (Phase I).
2. Each applicant is required to submit information regarding the individual or group/organization, applicant's experience, background and purpose. Each applicant must identify their artistic leadership, and their qualifications and experience (Phase I).
3. Phase II – design, scheduling and orientation phase. Phase II will require the submittal of the proposed final design. This submittal shall be representative of the actual design (i.e. colors, images, words etc.) and scaled down to a size that can be easily submitted with the application (Phase II).

TERMS AND MAINTENANCE

Each temporary art/mural shall remain subject to the restrictions referenced below.

The applicant is responsible for the periodic maintenance and repairs to the design over the life of the temporary art/mural. The MBTA may from time to time request that the artist applicant provide the necessary maintenance to the design to ensure that the quality of work is maintained. The MBTA will notify the artist/artistic leadership/organization, in writing, of any necessary maintenance or repairs. Failure to respond and take the necessary action may cause the MBTA to repair or maintain the temporary art/mural, which may include removal.

The MBTA is responsible for maintaining transportation infrastructure and retains the right to perform any maintenance and reconstruction work it deems necessary at any location at any time.

The MBTA reserves the right to remove any temporary art/mural installation at any time with notice. This may include but is not limited to the following reasons:

- If the material becomes dated, falls into disrepair, or no longer is consistent with the goals and mission of the MBTA.
- If the work poses a threat to public safety, or in some other ways poses a potential liability for the MBTA.
- If the Committee deems it necessary in order for the MBTA to exercise its responsibilities in regards to public works and improvements.

If the alteration, modification, removal or destruction is of an artwork protected under the Massachusetts Art Preservation Act, M.G.L. ch. 231 § 85S, or Visual Artist's Rights Act of 1990, 17 U.S.C.A. § 106A, the artist/applicant shall provide a written and signed waiver of the artist's rights under this section.

All artwork created under this Program belongs to the MBTA with proper credit due to the artist(s) and/or organization. The MBTA requires that each applicant grant the MBTA the right to a royalty-free, perpetual license to use any depictions of the artwork for use in any and all publications. The MBTA will credit the artist(s) and/or organization properly in these publications.

SAFETY

The MBTA strives to create safe environments for both its workers and passengers. Chosen applicants will be required to sign releases and indemnification forms.

All chosen applicants are required to adhere to any and all MBTA safety regulations and guidelines. Failure to adhere to safety regulations and guidelines may result in termination of the temporary art/mural program and license agreement.

TERMINATION

The MBTA reserves the right to terminate the installation of the art and any part of its agreement with the applicant/artist at any time without cause by written notice to the applicant/artist. Any violation(s) of the Program guidelines are grounds for termination.

DISCLAIMER

The MBTA makes no commitment to provide repairs or maintenance of artwork. Any decision by the MBTA to make repairs or maintenance of artwork is at the discretion of the MBTA. The MBTA is not responsible for any injuries to persons or property with respect to working on the murals.

RESTRICTIONS

All designs shall be installed in a manner/design consistent with the sample provided to the MBTA at the time of the application. Changes to the design will not be allowed at any time without prior approval; all requests for changes shall be made using the application procedure, in writing, and with images attached.

All media outreach intended/pursued by the applicant/organization must be coordinated with and approved by the MBTA, in order to ensure that it is consistent with the message of the MBTA.

PROGRAM APPLICATION FORM

The Massachusetts Bay Transportation Authority (MBTA) has been a long time advocate of utilizing artwork to create a friendly and inviting atmosphere for the commuting public. The MBTA is home to the nation's first art in transit collection and formalized art program. The permanent MBTA public art collection consists of more than seventy artworks on five transit lines in the Boston Metropolitan area.

The MBTA encourages community ideas and participation and we look forward to your proposal. Please complete this form and mail to:

Patricia Schuster
Director of Licensing
Massachusetts Realty Group
20 Park Plaza, Suite 1120
Boston, MA 02116

APPLICANT INFORMATION

Attach information on the background and purpose of the organization:

Organization Name: _____

Contact Name: _____

Address: _____

Phone#: _____

Fax#: _____

E-mail _____

PROPOSED PROJECT INFORMATION

Project Location: _____

Project Installation Schedule: From / / To / /

Project Exhibition Schedule: From / / To / /

Project Removal Schedule: From / / To / /

PROPOSED PROJECT PARTICIPANTS

List the names and phone numbers of all contact persons for all sponsors of the project:
Attach additional sheets if necessary.

List the names and phone numbers of all participants who will need access to MBTA property:
Attach additional sheets if necessary. If this information is not available,
please note it must be provided in Phase II.

PROPOSED PROJECT FUNDING SOURCE

List all funding sources:

PROPOSED MBTA INVOLVEMENT

Briefly explain the MBTA involvement:

DESCRIPTION OF ART / ARTIST SELECTION PROCESS

The MBTA strongly encourages an open, fair and competitive artist selection process.
Describe process used:

SPONSORING GROUP / ORGANIZATION

Briefly explain the experience of the sponsoring group / organization with similar projects:
Attach additional sheets if necessary.

ARTISTIC LEADERSHIP

Briefly explain the background and experience of the artistic leadership with similar projects:

PROPOSED PROJECT DESCRIPTION

Describe the proposed project in detail – Refer to the below instructions:
Be very clear, detailed and specific – Address the following in your project description:

- Appropriateness of the proposed project art content for the general public
- Impact on safety of MBTA ridership, MBTA employees and project participants
- Impact on access to emergency exits, fire extinguishers, fire lanes and fire hose hookups
- Impact on safe pedestrian traffic and flow

Attach additional sheets if necessary. If the final proposed design is ready for submittal, please include it otherwise, it must be submitted in Phase II.
