



MASSACHUSETTS BAY TRANSPORTATION AUTHORITY
COMMUNITY PARTNERSHIP ART PROGRAM/POLICY
GUIDELINES & APPLICATION FORM

COMMUNITY PARTNERSHIP ART PROGRAM/POLICY

The Massachusetts Bay Transportation Authority (MBTA) is committed to ensuring diverse opportunities to engage people and communities in programs that create quality art systemwide, and strengthen the place of transit in the community. It is intended to foster partnerships between neighborhoods, the larger transit-oriented community, economic development organizations, granting institutions, and the MBTA.

The MBTA has, therefore, created an art program, the Community Partnership Art Program (CPAP), that bridges its other two programs, the Temporary Art/Youth Murals Program/Policy, and the Integral Art Program/Policy. This program will incorporate the MBTA values expressed in the former, and the objectives of the latter. CPAP will allow for work that is more lasting than temporary art, and most often not as lasting as architecturally integrated art. This is because it will be most often implemented at existing stations that would benefit from (additional) artwork. The MBTA will determine which policy will govern.

It will allow for a broad range of artistic opportunities. All work will be commissioned based on an artist selection committee and process that engages the community and collaboration with community organizations is encouraged. Those opportunities will generally include the following. Any project type not anticipated by this policy will follow the same procedures, and will require the approval of the General Manager:

1. Work of local artists on otherwise empty fiberglass or porcelain enamel panels. It is envisioned that work on panels would be the work of individual artists. One artist might be selected for an entire station, or multiple artists could be selected for a station.
2. Murals on medium density overlay boards or other material mounted on retaining walls or other structures. It is intended that murals would provide educational opportunities for both youth and inter-generational teams. One artist would be selected to provide artistic leadership and teaching experience to the community team. The work would be that of the team, but the artistic leader would be responsible for artistic and technical guidance, and for oversight of quality, integrity of concept and execution, as well as teaching and collaboration experience.
3. Open call for ideas. Other station-enhancing ideas may be solicited openly from communities system-wide. Many of the first two types of work are likely to be generated by existing grants made to communities. It is anticipated that the MBTA may sometimes make an open call for ideas that includes communities across the system. The selection committee may choose the best ideas and seek funding for them.

IMPORTANT APPLICATION INFORMATION:

Applications are accepted throughout the year. However, the applications will be reviewed and responded to in the order in which they are submitted.

There are three 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

The application process will be conducted in three phases. Phase I will consist of applicant/proposal/location approval (applicant information, project proposal), Phase II (artist selection) and Phase III (approval of artwork).

PHASE I – APPLICANT/PROPOSAL/LOCATION APPROVAL

1. Groups may apply, and an individual may only apply as a representative of a group.
2. Application must be submitted with the attached Application Form for initial review and consideration at least one-hundred-and-eighty (180) days prior to the anticipated start date of an installation. More time may be required for very complicated work or organizational efforts. 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.

*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 – ARTIST SELECTION

The selection process will be designed to provide opportunity for a variety of artists to be considered to work on the project. The MBTA will consider a variety of sites and element types, and will solicit project-specific interest through an open call to artists for those sites. The call will identify the opportunities and establish parameters consistent with this proposal. Fees will be established, and a sample contract will be included. It is contemplated that the individual artists will be paid a stipend to be determined by the contributing organizations.

The MBTA will work with the community to identify an inclusive selection committee. The selection panel will be comprised of a number of voting members based on the nature of the project, and no less than the five listed below:

- MBTA Director of Design or designee
- MBTA Manager of Graphics and Wayfinding or designee
- Member(s) of the partner/funding organization(s)
- Two (2) arts professionals from the community in which the station is located (community art council, art historian, museum director, etc.)
- Local residents, businesses and contributors as appropriate to the project

Community representatives including local artist communities, historic organizations, and elected officials are invited and encouraged to share their points of view and preferences, but it is the voting members who make the ultimate choices. Final choices should be informed by comments on artists/proposals exhibited in a public forum, either online or at a public meeting/location.

Training and guidance will be provided to the selection committee to ensure compliance with the MBTA's policy and process. Decisions will be based on artistic distinction, the best fit of artist and project, and MBTA safety, accessibility, durability and maintainability requirements.

PHASE III – APPROVAL OF ARTWORK AND EXECUTION/INSTALLATION

The individual artist, or artistic leader and community group will begin the work of the project upon execution of a contract with the MBTA, and will work in accordance with its terms. Contracts will be developed by the MBTA Legal Department and be specific to the nature of the work.

The MBTA will collaborate with partners to identify funding sources and most effective administrative arrangements for distributing funding.

PROGRAM GUIDELINES

The MBTA strives to maintain positive, universal, and inoffensive messages in all artwork. 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 be inclusive and never discriminatory, demeaning or disparaging.
3. 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").
4. 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.

5. 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 it determines that the design is not compatible with the MBTA's goals, objectives, mission, and/or does not comply with the guidelines described herein/above.
6. Use or depiction of MBTA logos, service marks and trademarks must be approved by the Committee.

CRITERIA FOR ART

Artists will use the materials that provide levels of safety, accessibility, durability and maintenance requirements that are acceptable to the Authority. Work will be installed at locations approved by the MBTA.

Technical and artistic quality is the most important criteria.

Impact on the public will be optimized, and the product must enhance a positive and welcoming environment to the public.

Connection to the site and/or community may be expressed through form or substance, and can include interpretive natural and historic references, and/or abstract pattern to enhance the built environment of the station.

Suitability to the site includes both safety and understanding of scale in the station and urban environments.

Resilience, indestructibility and preservation requirements will be the same as for the station element being designed by an artist. Work must be durable, vandal-resistant, and require no additional maintenance.

Compensation of selected artists will be consistent with FTA standard fees or wages for procurement of design professionals (<http://www.dol.gov/whd/govcontracts/dbra.htm>). Compensation of youth and other community members will be based on their role on the project, and prevailing standards.

Promotion of specific private or corporate business interests in artistic undertakings is prohibited. Appropriate credit will be allowed. 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.

TERMS AND MAINTENANCE

Each artwork shall remain subject to the restrictions referenced below.

The MBTA may from time to time request that the artist applicant and /or the sponsoring city/town provide the necessary maintenance to the artwork to ensure that the quality of work is maintained. The MBTA may repair or maintain the artwork through the artist or any qualified individual or firm in respect to the work. The MBTA may repair or maintain the artwork, which may include removal.

The MBTA is responsible for maintaining transportation infrastructure and maintains 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 artwork 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.

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 artist 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. Credit will be published where possible.

The MBTA may not accept existing works of art for ownership as all art must be developed in accordance with this policy. The MBTA may identify a location for revolving displays of sculpture under the Temporary Art Program. An example would be a gallery-sponsored revolving sculpture exhibit on an area of special paving.

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:
