



## 2024 City of Marquette Art Week Request for Project Proposals

The City of Marquette Office of Arts & Culture is currently accepting requests for projects to take place during this year's City of Marquette Art Week, scheduled for **Monday, June 24 - Saturday, June 29, 2024**.

Art Week invites local artists, art organizations, and businesses to come together and collaborate on a week-long series of arts and cultural events, including concerts, workshops, performances, exhibits, demonstrations, and more, free to the Marquette community. The mission of Art Week is to build and empower a vibrant community through the arts by building partnerships and collaboration between artists and organizations, developing and empowering artists, and increasing audience engagement by removing barriers to participate with the arts.

Art Week 2024 is supported by a grant received from the Michigan Arts & Culture Council. Thanks to the MACC, we're able to regrant funding to Art Week projects that honor and advance its mission and fit with the annual theme. Those interested in financial assistance for their project may request up to \$500 to support their project.

Regardless of whether or not you're seeking funding assistance for your proposed Art Week activity, **please complete and submit [this proposal form](#) by Friday, March 1, 2024**.

Full information and guidelines below.

### **Art Week 2024: Grow**

This year's Art Week theme is **Grow**. We ask that proposed projects connect to and play off this theme.

Embracing growth in the heart of Marquette, our 2024 theme is inspired by the relocation of the City's Office of Arts & culture to the future cultural trailhead and center. We are eager to serve and empower our local community through the continued development of creative opportunities. From City Programs such as Art Week to the Public Art Program, Artists in Excellence to the Annual Art Awards; we invite Marquette to engage with local arts and culture year-round as audience, artists, and advocates.

When dreaming up ideas for this year's Art Week, consider how "grow" presents itself in your own life. Have you experienced development in your creative practice or perhaps helped others discover new skills? How has Marquette changed in the time you've lived here? Have your perspectives shifted in your lifetime? Is there a seasonal element to your growth? What sort of legacy do you hope our community leaves for future generations?

To help with event ideation, **the Office of Arts & Culture will host a pair of Art Week Brainstorming and Planning Meetings on Wednesday, January 31 from 2:00pm-4:00pm and 5:30pm-7:00pm**. Please join us if you are able, whether you have an idea brewing that you want to share or are simply looking for inspiration and connections! Meetings will be held in the Marquette Arts & Culture Center, located in the lower level of Peter White Public Library. Attendees are encouraged to stay for as long as they'd like and are not expected to stay for

the entire duration of either session. These sessions are optional; attendance is not required in order to submit a project proposal.

In addition to these Brainstorming and Planning meetings, Office of Arts & Culture staff will host weekly office hours throughout February to further brainstorm, answer questions, and assist with completing the proposal form. **These office hours will take place on Thursdays, February 1, 8, 15, 22, and 29 from 11:00am-1:00pm.** Additional meetings, including during evenings, are available by appointment and can be scheduled by contacting Tristan at (906) 225-8655 or [tluoma@marquettemi.gov](mailto:tluoma@marquettemi.gov).

Certain days of Art Week will be focused around different areas of the City, as described below. *Please consider these locations when conceptualizing and proposing your ideas but note that locations are tentative and subject to change depending on received proposals.*

**Monday June 24<sup>th</sup>: FLEXIBLE**

Monday will end with a concert presented by the Hiawatha Music Co-op.

**Tuesday June 25<sup>th</sup>: South Marquette**

Proposed projects can be held in South Marquette, including Hurley Park.

**Wednesday June 26<sup>th</sup>: Downtown District**

Proposed projects can be held on Third, Washington, Spring, Front, Baraga, and other downtown streets, as well as greenspaces and parklets. The day will end with the Wednesday Evening Farmers Market on Washington Street.

**Thursday June 27<sup>th</sup>: FLEXIBLE**

Thursday will end with a concert presented by the Marquette City Band.

**Friday June 28<sup>th</sup>: Lower Harbor South**

Proposed projects can be held along the lakeshore at public spaces south of the Lower Harbor Ore Dock, such as Father Marquette/Lions Lakeside Park, the boardwalk and new piers, and Gaines Rock/mouth of Whetstone Brook.

**Saturday June 29<sup>th</sup>: Presque Isle Park**

Proposed projects can be held at Presque Isle Park. Saturday will include the Fresh Coast Plein Air Painting Festival, Presque Isle Art Fair, and a closing event at the Presque Isle Bandshell. \*PLEASE NOTE: Presque Isle Park events must be Leave No Trace and require no elaborate setups. Terrain can be treacherous, and projects may only be held on established and accessible walkways and greenspaces. The Upper Breakwall, Presque Isle Marina, and the Black Rocks are prohibited.

## **Project Proposals & Requests for Funding**

**Those interested in hosting Art Week activities must submit [this form](#) by Friday, March 1.** Please complete this form regardless of whether or not you are requesting funding assistance.

**Guidelines for Project Proposals:**

- 1) Activities must take place between Monday, June 24 and Saturday, June 29.
- 2) Proposed activity must incorporate the Art Week theme of GROW. Consider how "grow" presents itself in your own life. Have you experienced development in your art practice or perhaps helped others discover new skills? How has Marquette changed in the time you've lived here? Have your perspectives shifted in your lifetime? Is there a seasonal element to your growth? What sort of legacy do you hope our community leaves for future generations? We encourage you to think creatively!
- 3) Priority will be given to activities that occur in outdoor, public spaces.
- 4) Proposed activity must take within designated portions of the City, as described above.

- 5) **Activities must be free to the public to attend or participate.** Per the City of Marquette's ordinances, tips and donations may be accepted but not solicited, and the selling of work is prohibited on public grounds. Independent artists interested in selling their work are encouraged to be a part of the DDA's Downtown Farmers Market on Washington Street on Wednesday evening of Art Week (and beyond) or other similar opportunities to be determined. The [Farmers Market application](#) will go live in early February.
- 6) Content must be appropriate for all ages.
- 7) All artistic disciplines are welcome.
- 8) Activity hosts must make every attempt to ensure that programs are accessible to persons with disabilities. For a list of resources on accessibility, visit <http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>.
- 9) The City of Marquette is not responsible for damages to or theft of artwork during Art Week. Daytime and overnight security cannot be provided, specifically regarding installations and displays.

### **Guidelines for Funding Requests:**

*All of the above, plus:*

- 1) **Funding requests may not exceed \$500.**
- 2) Funding must be earmarked for specific project expenses. General organizational support will not be funded. We encourage you to use MACC funding to leverage additional sponsorships and support!
- 3) Requests will be reviewed by the City of Marquette Arts & Culture Advisory Committee in early March, with notifications sent out shortly thereafter.
- 4) Proposals will be graded according to the following rubric. Please keep this rubric in mind when describing your project on the form:
  - Quality of Proposal (20 points):** Does your project follow the Art Week theme of Grow?
  - Artistic/Cultural Merit (25 points):** How does the project involve qualified, appropriate artists and partners?
  - Audience Engagement (25 points):** How will your project provide experiences for audiences/participants to express themselves, grow, or further their well-being? How will you engage your audience?
  - Accessibility (20 points):** Does your activity make efforts to be fully accessible? Is your activity free to attend, participate, or otherwise enjoy?
  - Sustainability and Responsibility (10 points):** Are you being environmentally conscious? Is your project low-impact on the surrounding environment?
- 5) All recipients **MUST** complete a W9, Sole Proprietor Form, and signed agreement form, to be drafted and made available by Arts & Culture staff, by Friday, May 31. **NO EXCEPTIONS** – funding will be rescinded if forms are not received by the deadline. ***Please note that funds will be distributed following the completion of the activity; per the City's payment schedule, checks can be expected to arrive the week of July 29.***

### **Art Week Promotion**

All approved Art Week activities will be promoted and branded centrally by the City of Marquette Office of Arts & Culture. This includes individual event listings on the [Marquette Compass](#) community calendar and [Art Week homepage](#), as well as social media features. Applicants will be listed as co-hosts of events where applicable.

Activities will also be included in a large, full-color Art Week booklet, to be distributed throughout the Marquette community beginning in early June. This booklet will include a full listing of Art Week events and a summer calendar, map, promotional images, feature editorial articles, artist spotlights, and more!

Final event details and promotional photos or other images will be due to the Office of Arts & Culture by Monday, May 1 to ensure complete and accurate inclusion in promotion.

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Please contact the City of Marquette Office of Arts & Culture at [arts-culture@marquettetmi.gov](mailto:arts-culture@marquettetmi.gov) or (906) 228-0472 with any questions.

A huge thank you to the Michigan Arts & Culture Council for their support of Art Week and continued efforts to increase and broaden the influence of arts and culture within Michigan communities.

**For more information and a digital copy of this RFP, visit [www.MQTcompass.com/artweek](http://www.MQTcompass.com/artweek)**

## **2024 IMPORTANT DATES & DEADLINES:**

<b>Friday, Jan. 5</b>	Art Week RFP goes live, project proposals accepted through March 1
<b>Wednesday, Jan. 31</b> 2:00pm-4:00pm and 5:30pm-7:00pm	Art Week Brainstorming and Planning Meetings ( <i>optional</i> )
<b>Thursdays, Feb. 1, 8, 15, 22, 29</b> 11:00am-1:00pm	Arts & Culture Office Hours ( <i>optional</i> )
<b>Friday, Mar. 1</b>	<b>DEADLINE:</b> Project proposals due
<b>Early March</b>	Proposals reviewed by City Arts & Culture Advisory Committee
<b>Friday, Mar. 15</b>	Project and funding decisions announced
<b>Monday, May 1</b>	<b>DEADLINE:</b> Event descriptions and promotional photos due (all partners)
<b>Friday, May 31</b>	<b>DEADLINE:</b> Signed agreement, W9, and Sole Proprietor forms due (funding recipients only)
<b>Jun. 24 – 29</b>	ART WEEK
<b>Jul. 31/Aug. 1</b>	Checks expected to arrive for funded projects