

PLEASE COMPLETE AND DELIVER NO LATER THAN MARCH 7, 2011.

**MATERIALS CAN BE SENT VIA MAIL, EMAIL, OR DELIVERED IN PERSON TO:**

ArtWorks  
Attn: MuralWorks Request Round 2  
20 E. Central Pkwy  
Cincinnati, OH 45202  
MuralWorks@ArtWorksCincinnati.org

The MuralWorks selection committee will review mural requests and contact you regarding your request by the end of March 2011. If ArtWorks is unable to partner with you in 2011, your application will remain on file for consideration for future partnerships.

**Checklist: Please submit the following supporting materials to complete Round 2 of your mural request.**

**Written permission from the building owner.** (See letter attached)

**A list of key community representatives and stakeholders.** Include a list and contact info (phone and email) of who will participate in your mural committee and attend each planning meeting. (Please limit to 12)

Mural committees often include: the building owner, members of community council, representatives from local community centers, involved neighbors and business owners, etc. You know your community best. Invite individuals who will be engaged in and excited about the mural process!

**Dates and times proposed for four community meetings.** Please propose your first choice in addition to a back-up date within the preferred schedule below. The ArtWorks Staff will confirm which dates work best. Please plan 2 hours for each meeting.

*Meeting #1* – Introductions; selecting a Lead Artist (April 4 – 15, 2011)

*Meeting #2* – Brainstorming ideas with the Lead Artist (April 18 – 29, 2011)

*Meeting #3* – Draft design presentation (May 2 – June 3, 2011)

*Meeting #4\** – Final design presentation with teen Apprentice Artists (June 17 – 24, 2011)

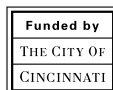
\*This meeting must take place during ArtWorks' work hours between 9 a.m. – 2 p.m.

**Written permission from the studio site owner.** (See letter attached) Please secure a studio for the ArtWorks mural project and provide the address and contact information for the point person at this location. Studios should include secure storage space, restrooms, water and electric sources, and should be within short walking distance to the mural site. A studio inside the building where the mural is being painted is ideal. The artistic team will need daily access to this space. It is ideal for the Project Manager to have his/her own key.

**A fundraising plan with specific details about how your community will contribute 10 – 20% of the total mural costs.** Monetary and in-kind donations are accepted to fulfill your community's contribution.

MuralWorks is made possible by:

The Carol Ann and  
Ralph V. Haile, Jr.  
**usbank**<sub>N.A.</sub>  
FOUNDATION



Ongoing support:



## Building Owner Permission Letter

Property Owner Name: \_\_\_\_\_  
First Last

Preferred Mailing Address: \_\_\_\_\_  
Street Apt.  
\_\_\_\_\_  
City State Zip

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

Email: \_\_\_\_\_

As the property owner of \_\_\_\_\_,  
(property address)

I, \_\_\_\_\_, give Art Opportunities, Inc.  
(name of Property Owner)  
d/b/a ArtWorks permission to paint a mural on my property.

I agree to work with the \_\_\_\_\_ community to complete a mural on my property,  
(name of community)  
provided the final design meets with the approval of the community.

I understand that a mural painted by ArtWorks is an investment of time and public dollars and will be an asset to my property and the \_\_\_\_\_ neighborhood. As this mural will be on my property, I agree to be a good steward and a good neighbor and will preserve this mural for many years to come.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Studio Owner Permission Letter

Property Owner Name: \_\_\_\_\_  
First Last

Preferred Mailing Address: \_\_\_\_\_  
Street Apt.  
\_\_\_\_\_  
City State Zip

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

Email: \_\_\_\_\_

As the property owner of \_\_\_\_\_,  
(property address)

I, \_\_\_\_\_, give Art Opportunities, Inc.  
(name of Property Owner)

d/b/a ArtWorks permission to use my property as an artist studio while the mural in \_\_\_\_\_  
(name of community)  
community is being painted.

Please complete the list of studio specifications below.

### Required - Studios must include:

**Daily Access** - please detail how the ArtWorks team will access the studio everyday. It is ideal for the Project Manager to have his/her own key.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Restrooms**

**Storage**

**Water Source** - Please specify what type (utility sink, outdoor spigot, etc.) \_\_\_\_\_

**Electricity**

### Amenities - These items are appreciated, but not required.

**Parking for Artists** - If available, please detail where and how many spaces. \_\_\_\_\_

\_\_\_\_\_  
 **Tables and Chairs** - Please list how many tables and chairs are available. \_\_\_\_\_

**Air Conditioning**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_