



## Request for Proposals

### Project Description

The Sowing Room (TSR) will be hosting a summit September 21-23, 2025 in downtown Brainerd, MN. We are seeking an artist who can design a community art project to be created during the event.

### Project Goals

Summit attendees participate in the creation of the art piece during the three-day summit. The art piece is a visual representation of the stories, learnings, goals, outcomes, and action steps experienced and created by the attendees. The final piece will be displayed, however, the way it is to be displayed will be determined after the artist is selected.

### Project Criteria

- Community art project, engaging participants at the Summit in the creation of the piece. Artist must be able to work on the project during the summit in downtown Brainerd, MN. Time will be given after the summit for artist to add any final touches on the art project
- The artist should consider the project's portability as it will need to be moved from where it is created to where it will be displayed
- The proposed project will be within the artist's creative freedom; however, the work may not be deemed generally offensive or obscene and must be of a suitable subject matter, nature and medium for public display
- Public safety is important, and the project must meet or exceed standards for public safety

### Eligible artists:

- Preference will be given to projects submitted by artists who live, work, attend school, or have a personal investment in Region 5, including history in the community. Region 5 includes the counties of Cass, Crow Wing, Morrison, Todd, and Wadena, as well as Leech Lake and Mille Lacs Lake Anishinaabe nations
- Collaborative proposals including two or more eligible artists/businesses are welcome
- Artist is defined as someone who make art, either professionally or as a hobby/leisure activity

## Application Requirements

1. **Narrative (3 pages or less)** - should include a description of
  - a. The **artist(s) or team leading project** and
    - i. personal investment in Region 5 (live, attend school, or work in region? – grew up or have family roots here?).
    - ii. stage of their career (emerging or experienced)
  - b. **Creative Project.**
    - i. Including drawings, renderings of the proposed art if appropriate. ALL art mediums are invited (performances, functional art such as benches or garbage cans, or semi-permanent like “art carts” or signage or murals)
    - ii. Appropriateness for proposed worksite (summit)
    - iii. Maintenance requirements once project is moved to its final resting place
  - c. **Community Engagement.** Projects must involve the summit attendees during the summit
  - d. **Artist needs.** If/how the artist(s) needs assistance with connections to summit attendees and other supportive organizations such as The Sowing Room, Five Wings Arts Council, and local arts organizations.
2. **Budget** - including cost of materials and artist time. Maximum project costs should not exceed \$3000.00 for all expenses related to this commission, including fees, materials, fabrication, finishes, engineering, travel, documentation, and all other associated expenses. NO match required.
3. **Timeline and implementation plan** - Probability of successful completion of the project following the summit as determined by the selection committee. Project completion deadline- efforts will be made to work with the artist to determine a reasonable date of completion following the summit.
4. **Optional** - Images from work samples (2-5 images)
5. **Three References** – see template

## Schedule

### Application Deadline and Review-

- Applications submitted by May 30, 2025
- The Selection Committee reviews the proposals and makes a choice by June 30, 2025
- By July 1, 2025, email notices sent to all proposals with selection results.
- Project agreement will be executed, with first payment submitted to artist(s) and announcement is made to the public

## Selection Process

The proposals will be reviewed by a committee, made up of representatives from TSR and partner organizations.

**Proposals will be evaluated on the following criteria:**

Metric	Points
Eligible applicant & references complete	1 pt Yes, 0 No
Type of project, creative activity/interaction (does not violate any local laws or public safety)	1 pt Yes, 0 No
Budget is reasonable for activity	1 pt Yes, 0 No
Project can be conducted successfully during summit	1 pt Yes, 0 No
<b><i>Proceed w/ ranking if all the above score 1 point, do not proceed if a 0 is scored.</i></b>	
Project alignment to these Summit goals:	
Regional commitment to JEDI values	3 pt much, 2 pt some, 1 pt little, 0 none
Community engagement	3 pt much, 2 pt some, 1 pt little, 0 none
10 Points Possible -TOTAL	

**Selected Projects**

The selected projects will enter into an agreement with TSR, which includes a ¼ - ¾ payment plan for anticipated schedule of the work.

**Contact Information**

If you have any questions, please contact Dawn Espe, Executive Director, The Sowing Room, at [despe@sowingroom.org](mailto:despe@sowingroom.org) or 320.492.6335.