



# CALL FOR PROPOSALS

## *Saint-Lambert Open Air Museum!*

The City of Saint-Lambert is pleased to launch a call for proposals for its *Saint-Lambert Open Air Museum* project. This contest is exclusively open to established professional artists residing in Saint-Lambert or professional or emerging professional artists.

The selected works will be exhibited on buildings in the heart of the city of Saint-Lambert.

## THE PROJECT

The *Saint-Lambert Open Air Museum* project is a tourist-oriented arts circuit. Visitors can admire artworks on display along a set route that runs through downtown and the other neighbourhoods in the city. Saint-Lambert is thus transformed into an outdoor gallery, with the walls of the city serving as exhibition spaces.

The project showcases the works of the selected visual artists, which will be reproduced in large format and hung on public and private buildings.

For this third phase of the project, the City will select one (1) proposal from a professional artist residing in Saint-Lambert and one (1) proposal from a professional emerging artist.

## ELIGIBILITY

For the call for proposals in the Professional Artist Residing in Saint-Lambert category:

- Only professional artists, as defined by the Canada Council for the Arts, are eligible to take part in this call for proposals;
- The artist must reside in Saint-Lambert.

For the call for proposals in the Emerging Professional Artist category, the artist must:

- Create or perform works independently, possess abilities that have been recognized



by his or her peers in his or her artistic field, and have had at least one public presentation;

- Have practiced his or her art professionally for five (5) years or less;
- Be not more than 35 years of age.

## DOCUMENTS TO SUBMIT

Proposals must include:

- The completed registration form;
- The artist's up-to-date curriculum vitae;
- TEN (10) recent images, in electronic format (72 DPI or JPEG [1 Mg] only), accompanied by a descriptive list;
- A media kit, if applicable;
- Proof of residency (for a proposal in the Professional Artist Residing in Saint-Lambert category only);
- Proof of date of birth (for a proposal in the Emerging Professional Artist category only).

The proposals remain the property of the City of Saint-Lambert. Documents will not be returned to applicants.

## QUESTIONS

All questions should be sent by email to:

Dominique Payette  
Artistic Director  
dominiquepayette@hotmail.com

All registered applicants will receive a response.

## RECEIPT OF PROPOSALS

To be eligible and considered for the project, proposals must be addressed and received, at the latest, by:

**DATE:**

December 15, 2017

**TIME:**

3:00:59 p.m. according to the City of Saint-Lambert's time clock



**ADDRESS:**

SAINT-LAMBERT CITY HALL

Reception desk

55 Argyle Avenue

Saint-Lambert, QC J4P 2H3

Office hours for the receipt of proposals:

Monday to Thursday: 8:30 a.m. to 4:30 p.m.

Friday: 8:30 a.m. to noon

Proposals must be sent before the closing date and time specified in this call for proposals. The date and time deadlines will be strictly enforced. Proposals delivered after the closing date and time, or to a location other than the one indicated above, or by email or fax, will automatically be ineligible for consideration and returned to the sender.

## EVALUATION

The selection committee is made up of at least THREE (3) members (peers and an external member). The proposals will be judged according to the following criteria :

- Experience of the artist;
- Artistic approach;
- Quality of the proposal;
- Relevance in the public space.

The City of Saint-Lambert reserves the right to not retain any proposals and to cancel the contest at any time, at its sole discretion. In either of these cases, the City of Saint-Lambert shall not be held responsible for any loss, damage or harm that may result. The decisions of the selection committee are final and may not be appealed.

## OWNERSHIP OF RIGHTS

The work or works submitted to this call for proposals remain the property of the applicants. By submitting their proposals, applicants accept that their work will be reproduced and disseminated by the City of Saint-Lambert and its partners, in whole or in part, online, as a photograph or via other media, strictly within the scope of the *Saint-Lambert Open Air Museum* project, including promotional or archival purposes for the project. The City of Saint-Lambert commits to always mention the name of the artists, as indicated on the registration form or otherwise specified by him or her, in any form of distribution.



The City will pay copyright royalties as follows:

- An artist who is a member of a copyright collective or an artists' rights group: the amount paid will be that determined by the copyright collective or the artists' rights group;
- An artist who is not a member of a copyright collective or an artists' rights group: the amount paid will be that established by the latest version of the CARFAC/RAAV Minimum Fee Schedule.

## RESULTS AND NOTIFICATION

Following the selection of works, each applicant will be notified of the results in writing.

Each work selected must be sent to the project manager. The project manager must receive each work within 15 calendar days following the reception date of the notification of selection.

Each work will be photographed by a professional photographer. Then, the City will produce the reproductions, according to the project specifications. When the reproductions are ready, they will be exhibited on buildings in the city.

The artist will be responsible for delivering his or her work to the attention of the project manager, to the following address: 490 Mercille Avenue, Saint-Lambert, QC J4P 2L5.

The City of Saint-Lambert is offering financial compensation of up to \$250.00 per participant, for expenses related to the transportation of the selected work(s). This amount includes shipping costs for the selected work(s). A participant who wishes to receive financial compensation must provide the project manager with supporting documents. Only transportation-related expenses will be reimbursed.

Each artist selected must provide, within 30 days of the reception date of the notification of selection, the following information and documents:

- Information about and a description of the work (maximum 300 words)
- A photo portrait of the artist (high resolution, 300 dpi, minimum 4 x 5 in.)
- Biography of the artist
- Public contact information about the artist (website, gallery where their work is exhibited, etc.) so that visitors may research further.



## CALL FOR PROPOSALS

### *Saint-Lambert Open Air Museum project*

#### REGISTRATION FORM

I am submitting a proposal as a Professional Artist Residing in Saint-Lambert

I am submitting a proposal as an Emerging Professional Artist

#### INFORMATION

First and last name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Professional collective or group: \_\_\_\_\_

I have read and accept the terms of the call for proposals for the *Saint-Lambert Open Air Museum project*

#### WORKS PRESENTED

Photo number	Title of work	Medium	Size