

City Agency Partner Opportunity Guide

NOTE: This document will be updated as needed with additional city department and agency information.

The Together We Heal Creative Place program seeks to put artist and community applicants in the best position to realize their project visions and goals. For projects that require collaboration with city agencies and departments, we also want to manage expectations about what is possible within the two-year span of the grant.

If you are considering proposals that will require municipal partnership and approvals, we encourage you to read through this guide for information about some existing city processes and opportunities that are best aligned with the Creative Place program.

If an opportunity you are envisioning is not represented, please feel free to reach out to discuss your proposal. We will try to connect you to the right resources to consider your idea's feasibility. Contact Meida McNeal, Senior Manager, Arts & Community Impact Investments, DCASE at meida.mcneal@cityofchicago.org with questions.

Municipal Agencies

Chicago Public Libraries

For projects considering enhancements and/or artwork at Chicago Public Library locations, proposals must be vetted through the branch manager and with the approval of the district chief. Types of projects include but are not limited to artwork, sculptures, murals, mosaics, painting, signage, gardens, programming areas, and site furnishings.

Sponsoring entity must create a formal proposal that is fully funded and allows for ongoing maintenance, if necessary. Chicago Public Library will need to review and approve final proposals prior to submission. Sponsoring entities can work with CPL branch managers.

To locate a branch that you may want to partner with, please visit:

[Find a Location | Chicago Public Library \(bibliocommons.com\)](#)

Chicago Public Schools

All proposals for artwork installations on CPS property must be [initially submitted](#) by the appropriate school based personnel for review and approval by the [Department of Arts Education](#), Capital Planning and Construction, and Office of Communications at CPS. Organizations wishing to partner with schools must be [approved vendors](#) with CPS before any services may begin. Partnering school principals will need to sponsor any organization that is not currently an active vendor with the district. The sponsorship process can take up to 60 days or longer. Additionally, CPS Procurement policy mandates spending limits that may or may not impact artwork installation projects. Please consult with worksofart@cps.edu with any questions.

Consistent with the [CPS Art Collection Policy](#) adopted by the Board of Education in February 2020, and as reiterated in Integrity Memo 33 issued December 2020, CPS has developed requirements for the design, fabrication and installation of interior/exterior murals/mosaics to protect student safety, ensure

the longevity of the artwork and to preserve the artwork during any future building renovations. Any organization or artist wishing to install a mural or mosaic on CPS property must adhere to these guidelines. An Arts Installation and Projects Services Agreement between the vendor and CPS is required before any work on CPS property begins.

Chicago Park District

Park Enhancement Committee

For projects considering enhancements and/or artwork at property owned by the Chicago Park District, proposals must be vetted through the Park Enhancement Committee with the approval of the local park supervisor and area manager. Types of projects include but are not limited to artwork, sculptures, monuments, ornamental fountains, murals, mosaics, painting, signage, plaques, plazas, gardens, structures, pavers, boulders, site furnishings, free library boxes, and donor recognition.

- Sponsoring entity must create a formal proposal (includes information from the PEC Enhancement & Artwork checklist) that is fully funded and allows for ongoing maintenance, if necessary
- Formal Proposal goes to the Park Supervisor and Area Manager who submit (via submittal form) to the chair of the PEC
- If Proposal is accepted for an installation on Park Property, entity/sponsor will need to acquire:
 - CPD Access Permit
 - Art Installation Agreement (see generic sample – subject to modifications per project/installation details)

Exterior Mural Installation Standards

All proposals for exterior mural installations must be initially submitted by the appropriate Park Supervisor for review and approval by the CPD Park Enhancement Committee. Exterior mural proposals must not have significant or permanent impact on existing CPD structures. Standards have been developed to eliminate any risk of damage to exterior masonry wall construction or hinder the ability of structural systems to perform as designed. See here for more details on art agreements and installation details for murals in the parks.

ARCS program

The Athletic Use, Resident, Contractor, and Service Provider (ARCS) program enables community groups, organizations, and businesses to enter into a mutual agreement to provide mission-centered programs and services to the public on Park District property. Participation in the ARCS Program is open to organizations that meet the criteria listed in the ARCS Guidelines who are interested in utilizing Park District facilities on a regular basis. Applications and required documentation must be submitted for review at least 60-90 days ahead of planned programming.

City of Chicago Mural Registry Resource Guide

This Mural Registry Resource Guide helps artists and community stakeholders navigate the process of creating and registering completed murals on the Mural Registry. The Mural Registry is managed and maintained by the Department of Cultural Affairs and Special Events (DCASE).

Municipal Departments

Community Safety Coordination Center (CSCC)

Vacant Lots Strategy

The [Community Safety Coordination Center](#) (CSCC) intends to beautify and repurpose up to 545 vacant lots prioritizing 15 Chicago neighborhoods that rank in the top 5% at risk census blocks as the city's most violent communities. The vacant lots strategy will aid in urban revitalization efforts believed to significantly impact crime rates by having neuro-therapeutic effects that reduce aggression and create an inviting space for not only locals but also serve as an empowering way for communities to work towards positive change.

For guidance on connecting with the CSCC Vacant Lots Strategy or queries about vacant lots outside of CSCC's initiative, reach out to Meida McNeal at meida.mcneal@ciyofchicago.org.

Potential applicants who want to activate a City-owned vacant lot should have a general idea for project location prior to the grant application. Selected applicants will then work with DCASE and the Department of Planning & Development to identify a lot that would be a good candidate for the project.

Chicago Department of Transportation (CDOT)

Make Way for People

The Make Way for People Program converts neighborhood streets, sidewalks, plazas and alleys into places for people to sit, eat, and play, the program helps create safe, walkable neighborhoods that support local business and strengthen a sense of place. The idea is to use lighter, less expensive tools such as removable decks, paint, and flower pots to quickly convert underutilized or small sections of the public right-of-way into people centered places.

CDOT has partnered with communities throughout the city in developing a variety of neighborhood initiatives. These include People Spots, People Streets, People Plazas and People Alleys. The Make Way for People program enables communities to use public ways such as streets, parking spots, plazas and alleys for programming that promotes safer and more walkable communities while encouraging economic development in Chicago neighborhoods.

For project ideas considering physical improvements at plazas or similar public thoroughfares, projects will be temporary installations or activations versus permanent improvements.