



Call to Artists: Request for Qualifications (RFQ)

Project Title

Murals for the New Damien Center Headquarters

Neighborhood: Near Eastside / Holy Cross & Arsenal Heights

Address: 1420 E. Washington St., Indianapolis, IN 46201

Application Deadline

Sunday, July 16, 2023, 11:59 p.m. Eastern. This is **NOT** a postmark deadline.

[Apply here.](#)

Project Budget: \$54,000 (total for three murals)

Eligibility Requirements

To be eligible to apply, artists must:

- Be over 18; or, if under 18, have a parent or legal guardian who will sign a contract on your behalf and be responsible for ensuring project completion
- Live in Marion County, Indiana or in one of its seven adjacent counties (Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, or Shelby)

Artists living in or with a strong personal connection to Indianapolis' Near Eastside are particularly urged to apply.

Additional desired (*but not required*) qualifications: artists with one or more of these qualifications will receive priority consideration

- Previous commissioned mural work
- Previous work with nonprofit organizations as clients
- A strong personal connection to the mission of the Damien Center and/or its client base
- Alignment with the Damien Center's values

Application Workshop

Wednesday, May 31, 2023, 6:30-7:45 p.m.

- This is an in-person AND virtual workshop offered via Zoom, and will also be livestreamed to the [Arts Council Facebook page](#).
 - The in-person component will be held at the current Damien Center facility at 26 N. Arsenal Ave., Indianapolis.

- [Register here](#) for the Zoom component
- The workshop recording will be available from [this Dropbox](#) 48 hours after the workshop, or from the [Facebook page](#) as soon as the workshop has concluded.

About Damien Center

Damien Center is Indiana's oldest and largest AIDS service organization (ASO) and serves more than 6,500 individuals affected by [HIV/AIDS](#) through a comprehensive, innovative approach to HIV care and prevention. Though established at a time when HIV progressed quickly to AIDS and then death, Damien Center today empowers those living with HIV to thrive while working in our community to remove the stigma associated with an HIV diagnosis. Damien Center's core mission is to be a trusted partner in providing services, education, and advocacy for all people living with or at risk for HIV and any person seeking a safe and welcoming home for care.

Damien Center provides services to more than 25% of all individuals living with HIV in the state. By making a wide variety of programs and services available in-house, we are a one-stop shop caring for those affected by HIV and preventing its spread. We work to reduce HIV infections and provide care to those living with HIV to eliminate their ability to spread the virus. Services provided include information resources, direct medical care, pharmacy supplies, behavioral health care, HIV testing, and wraparound support such as a food pantry, housing assistance, employment assistance, and services for youth and families.

Project Overview

The [Indy Arts Council](#) and Damien Center are partnering on commissioning art for Damien Center's new facility, including a mosaic tile project and three mural projects.

The new facility is currently under construction and is located adjacent to its existing building. The facility will include a larger clinic with multiple exam rooms, new dental and vision services, an in-house lab, and an expanded food pantry and pharmacy. The new space will also allow the expansion of youth programming, housing services, prevention programs, and harm reduction programs, and will enable the introduction of new programs and services. The current facility will remain in use after the new facility opens, scheduled for the fall of 2024. For more information, visit <http://damienonehome.org>

Site Information

The sites for the three murals are as follows:

MURAL A: A 190-square-foot mural for the second-floor social hub/boardroom. This mural carries a commission value of \$10,000.

MURAL B: A 670-square-foot mural for the second-floor Mainstreet space. This mural carries a commission value of \$34,000

MURAL C: A 180-square-foot mural for the lower-level Volunteer Training Corridor. This mural, visible through a glass window from the volunteer training room, carries a commission value of \$10,000.

The three murals may be commissioned from the same artist/team, or may be commissioned from up to three different artists/teams.

Theme/Aesthetic Information

- The murals should be highly evocative and aesthetic tributes to the strength and diversity of the community of people living with AIDS
- Overall, the artwork designs should maintain a positive tone in content and style
- Mural A will be completed entirely by the artist to their own design
- Mural B should have a “history” theme, incorporating the history of the HIV epidemic and the Damien Center’s historic and current role
- Mural C will be completed with the participation of Damien Center stakeholders and clients, as a “paint-by-numbers” engagement opportunity with the design developed by the artist

The commissioned artist/team is expected to further engage the Damien Center community to learn more and develop a design for approval.

Compensation

The artist fees for the two mural projects total \$50,000, divided as indicated above for Mural A and Mural B. The commissioned artist/team(s) is expected to use their fees for project design and administration, any desired community engagement, their labor on the project, any subcontracted labor, and the materials and equipment they need to execute the project. (the walls are single story and should only require the use of a ladder, to be provided by the artist) The artist/team will also be required to provide a one-year warranty for the artwork. Contracts will be executed with Damien Center.

Project Timeline

This timeline represents the project as it now appears. Changes may be necessary as the project progresses.

- **April 19, 2023:** Release Request for Qualifications
- **Wednesday, May 31:** Artist application workshop, 6:30-7:45 p.m. in person and virtual. In-person: 26 N. Arsenal Ave., Indianapolis. [Register here](#) for virtual attendance.
- **Sunday, July 16:** **Artist qualification packages due online by 11:59 p.m.:** see below under “How to Apply” for details
- **By August 30:** Artist notifications; finalists contracted by Damien Center to create concept proposals
- **By September 30:** Concept proposals due
- **By October 30:** Artists notified and selected artist(s) commissioned
- **November 2023 –** Design development, including any community/client

- **March 2024:** engagement
- **March 15, 2024:** Final designs due (revisions to follow until fully approved)
- **September-October, 2024:** Murals A/B installation on site (prior to facility grand opening)
- **November-December, 2024:** Mural C installation on site (after facility grand opening)

Selection Process

Applications will be reviewed by a committee including representatives from the Arts Council, Damien Center, Damien Center stakeholders and clients, and independent artists, arts educators and curators from Indianapolis and beyond. Three to five artists/teams will be recommended as finalists, to be compensated \$250 each to develop a design concept. One or two of the finalist artist/teams will be recommended for commissioning. The selected artist/team will work further with Damien Center to engage with their constituents as proposed and finalize an artwork design. When the design is approved, the artist will proceed with on-site installation as proposed.

Note: While this is the intended selection process, in the event of an insufficient number of qualified applicants the Indy Arts Council and Damien Center reserve the right to change the process to a Request for Proposals, to invite an artist to propose, or to directly select an artist or artwork; and also reserve the right to cancel the opportunity entirely at any point and for any reason, as the best interests of the project may dictate.

Selection Criteria

Finalist artists/teams will be identified for this project based on the following:

- **Artistic quality:** artist/team’s past work is innovative, creative, and stylistically distinctive
- **Aesthetic sensibility:** artist/team’s past work indicates that they can meet the design goals of this project
- **Technical ability:** artist/team’s past work indicates they have used materials and techniques similar to those that would be needed for this project, or they have access to the technical resources needed to achieve the desired results
- **Experience:** artist/team is familiar with communities and conditions similar to those that would be encountered on this project, or has demonstrated the ability on past projects to quickly acquire the skills needed to be successful on a project similar to this one
- **Process:** artist/team’s application shows that they are a good communicator, can deliver projects on time and on budget, and can complete documentation in time to keep the project moving smoothly

What to Provide

No designs are required as part of the artist’s application materials!

Applicant artists/teams must provide the following information digitally using [this application form](#). A complete application consists of ALL of items 1, 2, 3, and 4. Incomplete applications will not be reviewed.

The process requires registering for a free account to the Arts Council's application platform. If you do not already have an account you will be prompted to register for one using a preferred email address. If you do not have an email address, please contact the Arts Council at (317) 631-3301 x215 and we will assist you in setting up a free email account and show you how to use it. Once registered, check your email account for confirmation (sometimes it will go into a spam folder, so check that too!) and then log in to view the application form.

1. **Applicant Information:** Provide the lead artist's name, address, phone number(s), email address(es), and, if desired or applicable, website address and/or professional social media accounts. If you plan to develop this project with a team, include the names of your other team members. Indicate also if you have a connection to the HIV epidemic, Damien Center, its community, or the neighborhood it is located within.
2. **Artist biography and experience:** Type or copy/paste your bio and experience into the form, or you may choose to attach a resume, narrative biography, or CV. Typed information has a maximum of 5000 characters. Attached documents should be no longer than 2 typed pages and should be provided in DOC, DOCX or PDF format.

APPLICATION TIP: Make sure your statement of experience addresses the needs of the project as they have been outlined in this document, and how you meet the required and desired qualifications.

3. **Samples of Previous Work: Images and Information**

- a. **Provide images of past artwork** (*minimum 1, maximum 10 images including alternate views or details of the same artwork*)
 - i. Images can be provided in one or more of the following ways:
 1. URL(s) for a website(s) that has images of your work and/or individual project images and information
Please note: even if you provide a URL for your website, you must attach at least **one** image or document illustrating your style!
 2. Single PDF or DOC/DOCX file containing multiple images/projects (with images and descriptions)
 3. Individual images or video files up to 10 MB each (JPEG, PNG, PDF, and a variety of video formats)
 4. Individual documents (PDF, DOC/DOCX) for each project with images and descriptions
 - ii. Uploaded images must be digital, minimum size 4" x 6", and minimum resolution of 72 dpi.
 - iii. **Videos over 10MB should not be uploaded through the form.** To show large videos, please upload a DOC, DOCX or PDF document with live links (for example, to videos on your website, YouTube, Vimeo, etc.)

- iv. Provide samples that best represent your experience, style, and ability as they apply to this project. This project is for large-scale mural installations for an interior location.
- v. You may also provide images of any other work (large-scale or otherwise) that best represents your style and production over the past 5 years.

Need help selecting images or using the application form? contact Kate Oberreich, Artist Engagement Coordinator, kateo@indyarts.org

For best consideration, all images should be professional quality. If you need a referral to a professional photographer who specializes in working with artists, please ask Kate. More tips for best consideration will be provided at the [application workshop](#).

- b. **Provide information about the projects documented in the images** (*typed or provided digitally in .txt, .doc, .docx, .xls, .xlsx or .pdf format*)
 - i. You may choose to type information directly into the form, or you may choose to attach a document with the information typed out. (*please contact kateo@indyarts.org if you need support or pointers for how/where you can type a list out free of charge*)
 - ii. If you can, provide direct links to web pages that provide both images and information about individual projects
 - iii. Provide as much information as possible about each of the projects; for example:
 - 1. the name/title of piece
 - 2. the client if applicable
 - 3. the location of the piece, if it is site-attached
 - 4. the medium or material of the piece
 - 5. the dimensions of the piece
 - 6. any important process information (how it was made)
 - 7. the project budget or sale price
 - 8. if applicable, a description of the concept or site challenge along with how you solved it
 - iv. If you choose to attach a document, make sure your name and contact information appears at the top

4. **Demographic information:** To help us keep our programs and services equitable, the final section of the application asks for personal demographic information about the applicant artist/team. It is required, but there is a “prefer not to say” option for each question. We may report this information internally or externally for accountability purposes, but it will be reported in the aggregate without personally identifying information. We encourage you to complete the section honestly.

How to Apply

- Use the application form [located here](#). The form is accessible across a range of platforms and devices, including on a cell phone.

- If you have trouble registering for an account or using the form, email kateo@indyarts.org for assistance.
- The form will automatically close at **11:55 p.m. on Sunday, July 16, 2023.**
 - You may start your application and save it at any point to work on it later.
 - You may click “submit” when you are done, **and** you can continue to make and save changes up until the deadline. The last version saved when the form expires will be the final application that will be reviewed.

QUESTIONS? We are here to help!

Please contact Kate Oberreich, Artist Engagement Coordinator, Indy Arts Council: kateo@indyarts.org or (317) 631-3301 x215.

Equal Employment Information

The Indy Arts Council does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, sexual orientation, age, disability, citizenship status, military status, or other characteristics protected by law. Employment decisions at the Arts Council of Indianapolis will be based on merit, qualifications, and abilities.

The Arts Council of Indianapolis will make reasonable accommodations for individuals with disabilities unless doing so would result in an undue hardship.

About the Indy Arts Council

The mission of the [Indy Arts Council](#) is to foster meaningful engagement in the arts by nurturing a culture where artists and arts organizations thrive. The Arts Council is committed to working with the arts and cultural community to cultivate a sector that serves, celebrates, and values every resident of Indianapolis. We envision a city where engagement in the arts is not pre-determined by socio-economic status, race, ethnicity, gender, sexual orientation, or disability. We also believe that Black lives matter and we are committed to supporting Indianapolis’ Black artists—whom we appreciate more than ever to help imagine a different world. Read our [full statement about our commitment to racial justice in the arts](#) and our [full equity statement](#).

Site Images

Mural A



Mural B



Mural C

