HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS
ART IN PUBLIC PLACES PROGRAM

GUIDELINES FOR ART ADVISORY COMMITTEE
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I. COMMISSIONED WORKS OF ART FOR PERMANENT LOCATIONS

A. Purpose

Works of art shall be especially created or acquired in finished form to fit a selected permanent location either as an integral part of the structure, attached to the structure or detached within or outside of the structure.

B. Art Advisory Committee (AAC)

The HSFCA shall appoint an AAC for each building selected as a project site. The same committee may act for a group of buildings which are geographically, administratively and functionally related.

1. Composition. The AAC shall be chaired by the agency representative. Facility users and community representatives will be appointed to serve on the AAC by the HSFCA. Composition should include individuals knowledgeable in the arts and be representative of the regular users of the facility. The project architect and staff representatives of the comptroller, and/or other state departments responsible for the building's construction, and of the APP Program shall serve ex—officio as resource personnel. The HSFCA may also appoint artists or other experts to serve as technical and artistic advisors.

2. Responsibilities. The AAC shall be responsible for making recommendations pertinent to the development and design of the work of art including the location, medium, and character of the work of art and the selection of the artist.

The AAC shall assist the HSFCA by lending it and the selected artists their deeper and more direct knowledge and understanding of the attitudes, needs, and aspirations of the people working in the buildings, visiting them, passing near them, or living in their neighborhoods and communities, by actively participating in every phase of the discussion and the development of the work of art.
When a decision is reached, a contract will be negotiated with the selected artist(s). Should none of the designs be selected the committee will start the selection process over.

3. **Open Competition.** Artists will submit preliminary project proposals in addition to portfolio materials. Finalists will be selected and invited to develop definitive proposals for which they will be paid a design fee. The selection will then proceed according to the same guidelines as the limited competition.

4. **Other Forms of Competitions.** Special projects may suggest other selection methods.

**E. Notification of Artists**

A bulletin describing the placement, concept, scope, and budget of each applicable project will be distributed to registered artists. Statewide press releases will direct other artists to contact the HSFCA for copies of the bulletin and Visual Artist Profile (VAP) forms for those who have not previously registered.

**F. Application by Artists**

All artists who wish to be considered for commissioned works of art projects must register with the APP Program by submitting a portfolio consisting of a completed VAP and visual materials. Registration may take place at any time. VAP forms may be obtained from the HSFCA office or via the World Wide Web (internet).

The bulletin announcing upcoming projects will include a simple form to be returned to the HSFCA by all interested artists. This application will assure that the artist is considered for selection and his work viewed. Artists may submit additional slides to supplement the ones already deposited in the slide bank if they wish, marking them clearly and enclosing a stamped self-addressed envelope if they want the slides returned.

**G. Selection of the Artist**

"The State has recognized its responsibility to foster culture and the arts and its interest in the viable development of her artists and craftsmen..." In response to this statement in the preamble to Act 298, the HSFCA recommends generally the commissioning of local artists, except for the commissioning of outstanding out-of-state artists for civic reasons in the Hawaii State Capitol District and for educational reasons on campuses of the University of Hawaii with art departments.

1. **Local Artists.** For the purpose of commissions for works of art, artists are considered "Local" if they were born in Hawaii and were educated in Hawaii's elementary and secondary schools, regardless whether they reside in Hawaii or elsewhere; if they obtained a major part of their artistic training and development in Hawaii; or if they are Hawaii residents.
4. the conditions under which payments on account of the cost of the project will be made;

5. the general conditions, applicable for all commissioned art projects; and

6. the special conditions, which describe the formation and role of the AAC for permanently located commissions; the artists' obligation to obtain information and viewpoints from the AAC; the stages, when the artists will submit their works—in-progress first to the AAC for review, discussion and recommendations, and then for approval to the Board; conditions for completion and acceptance of the work; the role of the artist in the dedication ceremony; and other conditions of technical nature.

J. Process of Approvals

The HSFCA, at the general and annual meetings of the Board, shall review submittals by artists of work in progress and approve them upon consideration of the recommendations thereon by the AAC and APP staff at the following phases:

1. **Conceptual Phase.** For which the artists shall prepare a written description of the work of art, as envisioned by them, having given careful consideration to the desires and views of the AAC, and submit them to the HSFCA accompanied by site plans drawn to scale, noting the proposed location of the works of art and site conditions which may affect them. They shall submit the description to the AAC for review and discussion, and to the HSFCA, together with a favorable recommendation by the AAC for acceptance.

   Difference between the views of the AAC and the concept of the artists shall be reconciled with the assistance of the staff of the HSFCA. If they remain irreconcilable, the HSFCA may accept the submittal, make payment therefore, and terminate the agreement.

2. **Design Phase.** For which, after approval of the Conceptual Phase, the artists shall prepare Preliminary Design studies in the form of drawings or three—dimensional presentations showing the intended form, recommended materials and colors and a site plan, indicating the location of the site and existing or proposed environmental factors which may affect the work of art, and present them to the AAC for review and discussion and to the HSFCA, together with a favorable recommendation by the AAC for adoption.

After acceptance of the submitted preliminary design studies, the artists shall prepare Final Design presentations composed of scale drawings and/or models, installation plans and outline specifications of the works of art, showing their location(s), foundation(s) or other means of support(s), size(s), form(s), structure, material(s), color(s), and finish(es).
2. determine whether and when payments shall be due;

3. request that the artist shall obtain technical consultation services, if justified by circumstances;

4. subject the art project to final inspection, require remedial action where warranted, and prepare a certification of inspection and recommendation for acceptance of the completed work; and

5. assist the artist and the AAC in the preparations for the dedication ceremony for the work of art.

M. Dedication of Project

The dedication of the work of art shall consist of its formal transfer from the jurisdiction of the HSFCA to the department which is responsible for the building providing the location of the work.

As determined by the AAC, dedications can be undertaken in more ceremonious manners, consisting usually of the following:

1. Opening of Ceremony. The chairmen of the art advisory committees serve as masters (mistresses) of ceremony, greet the participants, recognize special guests, make opening remarks and introduce the dedication functionaries.

2. Blessing of the Work of Art. A religious or other personality of spiritual, moral and intellectual reputation speaks on the significance of the work of art to the community and the communities’ relationship to it.

3. Unveiling of Work. If the work of art is concealed by a shroud or the shroud is symbolized, such as by a lei strung across or around the work, an actual unveiling, or the loosening of the lei’s ribbons will take place. It will be undertaken by the chairman (woman) of the AAC, the artist(s), a representative of the department administering the building where the work of art is located and of the HSFCA or the comptroller, or by the artist and one or several of the building’s users. Entertainment by choral singers, bands or other performances often precede, intersperse, and follow the ceremonies.

4. Artists’ Role. The artists have the opportunity to recognize the assistance they obtained from the AAC, collaborators and from others, and convey to the audience the meaning the work of art has to them.

5. Transfer of Jurisdiction. A representative of the HSFCA and/or the comptroller may transmits to the representative of the department head a letter transferring jurisdiction over the work of art to the receiving department. This is usually accompanied by brief statements.
C. **Artist:** A practitioner in the visual arts, who is both generally recognized by critics and peers as a professional and is committed to producing high quality works of art on a regular basis. Indicators of professionalism include but are not limited to proportion of income earned from art sales or art related activities, frequent or consistent exhibitions, purchase of works by museums and other public institutions. The project architect or a member of the project architect’s firm will generally not be considered an eligible artist for consideration unless specifically solicited by the art advisory committee.

D. **Board:** The governing body of the HSFCA whose commissioners are appointed by the Governor of the State of Hawaii.

E. **Capital Improvement Program (CIP):** The annual program for state—financed public improvement projects.

F. **Chairman:** The commissioner appointed by the Governor of the State of Hawaii to serve as Chairman of the Board of the State Foundation on Culture and the Arts.

G. **Client Agency:** The department or agency which will occupy a state building eligible to receive a commissioned work of art project or relocatable works of art.

H. **Commissioner:** Any of the nine members of the governing body of the HSFCA appointed by the Governor of the State of Hawaii.

I. **Comptroller:** The State Comptroller, head of the Department of Accounting and General Services.

J. **Consultant:** A person who gives professional advice or services useful to the APP Program.

K. **Eligible Building:** Any state building.

L. **Executive Director:** The person employed by the HSFCA Board to manage its activities.

M. **Expenditure Ceiling:** The maximum authorized amount of Special funds which may be expended for works of art projects during a fiscal year.

N. **Project Architect:** Any firm, individual, joint venture, or team of firms or individuals contracted by the state to provide design services related to an eligible building.