



CITY OF YPSILANTI
ARTS COMMISSION MEETING
Thursday, September 8, 2022 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. CALL TO ORDER

II. ROLL CALL

Commissioner McAtee
Commissioner Seagraves
Commissioner Thompson (C)
Commissioner Settles
Commissioner Wolfe

III. AGENDA APPROVAL

IV. APPROVAL OF MINUTES

A. [8-11-22 Arts Commission Action Minutes](#)

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V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE

VI. NEW BUSINESS

5 - 8

A. Arts Commission Information Packet for Artists
[Arts Commission Packet draft](#)

VII. OLD BUSINESS

9 - 24

A. Arts Commission Policies and Guidelines
[Sept - Guidelines, Art Commission](#)
[Draft of Evaluation Definitions and Rubric](#)

VIII. UPDATES

A. Arts/Events around Ypsilanti

IX. AUDIENCE PARTICIPATION/COMMISSION RESPONSE

X. PROPOSED BUSINESS

XI. NEXT MEETING DATE October 13, 2022

XII. ADJOURNMENT



**ACTION MINUTES
CITY OF YPSILANTI
ARTS COMMISSION MEETING
Thursday, August 11, 2022 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER (7:02pm)

II. ROLL CALL

Present: Commissioner Thompson, Commissioner Settles, Commissioner McAtee, Commissioner Wolfe, Commissioner Seagraves

III. AGENDA APPROVAL

Commissioner Wolfe moved, seconded by Commissioner McAtee to approve the agenda. On a voice vote, the motion carried, and the agenda was approved as submitted. Yes - 5; No- 0;

IV. APPROVAL OF MINUTES

July 14, 2022 Minutes

Commissioner Wolfe moved, seconded by Commissioner McAtee to approve the minutes. On a voice vote, the motion carried, and the minutes were approved as submitted. Yes - 5; No- 0;

V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE - None.

VI. NEW BUSINESS

A. Call for Art - Ypsi Arts Commission Guidelines

VII. OLD BUSINESS

A. Arts Commission Policies and Guidelines

B. Poet Laureate Update/Discussion

VIII. UPDATES

A. Arts/Events around Ypsilanti

IX. AUDIENCE PARTICIPATION/COMMISSION RESPONSE -none

X. PROPOSED BUSINESS

XI. NEXT MEETING DATE Sept 8th, 2022

XII. ADJOURNMENT

Commissioner McAtee moved, seconded by Commissioner Wolfe to adjourn at 7:57pm. On a voice vote, the motion carried. Yes - 5; No- 0;

**City of Ypsilanti
Ypsilanti Arts Commission
Public Art Packet**

Start Here - Who, what, where, and why?	1
How to use this packet	1
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What to expect when I submit my proposal	2
How Ypsi Arts Commission meetings work	2
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Moving forward with your project	2
Mutual obligations and other fine print	2
The Big Day	2
The Future	2

I. Start Here - *Who, what, where, and why?*

- WHO: This packet is for artists and art-project organizers of any kind.
- WHAT: Any art project seeking city support or partnership; any art project or installation intended to go on City property; any art project which would require City resources, permits, or other permissions.
- WHERE: Inside the [City of Ypsilanti](#). This usually means City parks, sidewalks, streets, and other public spaces owned and operated by the City of Ypsilanti.
- WHY: The Ypsi Arts Commission is here to encourage public art by making it easier to access City support. This packet will give you everything you need to know about how to submit your proposal, what the Arts Commission is looking for when they review your proposal, and what happens afterward.

II. How to use this packet

A. Everything you need for a successful submission

This packet was put together to make sure you have everything you need for a successful proposal submission. In here, you'll find suggestions for what to include in your presentation, all the criteria the Arts Commission will use to evaluate your submission, and what to expect after you make your proposal.

Regardless, you should start by checking out the [Special Events and Reservations](#) page and the [Permit Center](#) to see if anything there meets your needs. There are easy application forms if you're just looking to rent a City facility or need a sound permit, even if it's for an artsy event.

B. What will I actually need to submit?

Bottom line? Your pitch is your submission. **Come tell us what you want to do.** You should expect that your proposal will be made in person before the Arts Commission (though accommodations like a remote presentation over Zoom may be available). You're encouraged to bring printouts or visual aids for the Commissioners, which could include photos, sketches, maps, diagrams, slide decks, scale models, posterboards or anything similar to **help the Commission understand your vision.** We're going to ask questions back, and the more your project asks of the city, the more questions we're likely to ask in return.

C. How will my submission be evaluated?

The Arts Commission uses a standard rubric to evaluate public art proposals. It's based on national standards for public art, equitable opportunity, and community impact (Appendix B).

The Arts Commission evaluation rubric awards points for various qualities in a proposal. It does not prefer any kind or medium of art- beyond the basics of the [Public Art Policy](#), your proposal will be evaluated on criteria assessing the overall thoroughness of your plan; how it advances or supports the pride, diversity, and/or heritage of Ypsilanti; and the educational and/or cultural values driving its creation.

The Commission wants to see that you've put time and effort into planning your project, that you have a clear vision for the project's entire lifecycle, and that you've thought about potential obstacles and how to overcome them. The more thorough your proposal is and the better it addresses these topics, the better.

III. What to expect when I submit my proposal

A. How Ypsi Arts Commission meetings work

The Ypsilanti Arts Commission usually meets on the second Thursday of every month to discuss current business, consider new proposals, and generally advance and promote the arts in Ypsilanti. As a City commission, it meets in City Hall and has a meeting agenda prepared by the City Clerk. All previous agendas are posted [here](#).

If your proposal is ready for the Arts Commission to consider, you should email the [City Clerk](#) and ask to be added to agenda for the next Commission meeting.

B. How will the Commission evaluate my submission?

Each submission is evaluated on its own merits according to a standard rubric. The criteria are based in national standards and support the local City values of Pride, Diversity, and Heritage. A full copy of the evaluation rubric is in [Appendix B].

The Commissioners will each evaluate the proposal individually, assigning scores for each section based on various metrics in the rubric. If the average across the Commissioners for any section of the rubric is less than [50%] of the available points, the Commission will suggest that additional attention be given to that section of the proposal and invite you to resubmit your proposal once those concerns are addressed.

C. What happens next?

If your proposal passes the rubric and the Commissioners have no additional concerns or suggestions, they may resolve to recommend your proposal to either the City Council or City Manager, as appropriate, for funding or other consideration. Depending on the Council's agenda, it may be between 1 and 4 weeks before they can consider the recommendation resolution.

The Arts Commission does not control any funding and cannot guarantee that City Council or the City Manager will either approve a recommended project or fully fund an approved project. Your point of contact and any official agreements will likely be with whichever department your project works with most closely (such as City Parks, the Library, or DPW, for example).

If your proposal does not pass the rubric or the Commissioners do have additional concerns or suggestions, you will be invited to return with an updated proposal. The Arts Commission does not expect to reject proposals outright- we will always offer suggestions on how to succeed.

IV. Appendix A

- A. Definitions [from *McAtee* document]
- B. Arts Commission Guidelines [from *Seagraves* document]
- C. Evaluation Checklist and Rubric [from *McAtee* document]
- D. Sample Agenda [from City of Ypsi website]

City of Ypsilanti
**Ypsilanti Arts Commission
Guidelines**

A. Overview

The Ypsilanti City council added a chapter to the City Code of Ordinances, Chapter 79: Art, recognizing art and culture as a municipal responsibility by adopting Ordinance Number 1342 on October 1st, 2019. The ordinance formed the Ypsilanti Art Commission, which held its first meeting on June 25th, 2020. Bylaws were adopted on September 19, 2020. The ordinance directs the Commission to disseminate guidelines (Sec. 79.02.3.A) to support, select and determine locations for art and events:

Promulgate guidelines, subject to the approval of City Council, to support art in the City of Ypsilanti and provide procedures for soliciting and selecting public art and artistic events and for determining suitable locations for events and the display of art within the City.

The guidelines and procedures are established in this document (referred to herein as, the “Guidelines”). Also outlined are the Commission’s goals and values in its support of art in the City of Ypsilanti, as are the strategies, criteria and procedures for soliciting, selecting and determining locations for art, programs and events.¹

B. Ordinance

The Ordinance outlined objectives for the Art Commission (Sec. 79.02.2). Specific sections of the Ordinance are included in the Guidelines to recognize them as primary directives for the Commission. They provide a basis for the rest of the Guidelines.

a. Pride, Diversity, Heritage

From Ordinance Sec. 79.00.2:

The City of Ypsilanti is a diverse community as reflected in the City Logo, Pride, Diversity, Heritage. The policy of the City of Ypsilanti is to celebrate Pride, Diversity and Heritage and the Ypsilanti Art Commission is charged to recognize this policy and promote the policy in the work and selections of the Commission.

b. The Arts

From Ordinance Sec. 79.02.3.A:

¹ Other city guidelines were referenced to prepare these Guidelines, including [The Arts Commission, Toledo](#); [Minneapolis Arts Commission](#)

The YAC shall promote art in the City of Ypsilanti and promote the City policy of Pride, Diversity and Heritage. To educate the public why the arts, culture and creative industries are important to the City of Ypsilanti and to cultivate a community culture and environment that embraces and nurtures artistic and creative assets. To promote and further diversity, equity and inclusion of all of Ypsilanti in the arts.

C. Background

The Guidelines integrate with the Council's strategic directions, policies, and planning documents. This holistic approach to local planning requires that the Guidelines reference those policies and equally that those documents and policies are amended to reference it (or any future art/culture plan).²

These documents include:

- [Shape Ypsilanti Master Plan \(PDF\)](#)
- [Parks and Recreation Master Plan](#)
- [Non-Motorized Transportation Plan Update](#)
- Public Art Policy, City of Ypsilanti (Community & Economic Development Division; October, 2021)
- also including the [Washtenaw County Cultural Master Plan](#) (2009) and its [Ypsilanti Master Plan](#)

D. Definitions

Art Interfaces with the City and Public Space:

These are artworks in public space and on City property. A project would implement art, a performance, event or installation in these physical spaces. These include: City commissioning of artwork; donations to the City of extant art; and the selection of a site or location for future artwork.

Examples:

- 1) A member of the Local Arts Community proposes painting a mural on City Property.
- 2) A group of residents propose an art project in a City Park.
- 3) A City Government Project includes an artist design element with a capital project.
- 4) The Commission selected a public space as a site for an art installation.

Call for Art:

² [Making it Your Own](#): A Public Art Policy and Planning Template Arts North West

An official opportunity to competitively select artists who submit their interest in the project. It would include a formal solicitation that states the requirements of participation and the regulations. For example, the City releasing a Request for Proposals to commission artwork or art installation. Any procedures and criteria in a solicitation released by the City would supersede these Guidelines, but consistency with them is important. An example **Call-For-Art** is included in the Appendix.

City Government Projects:

A City of Ypsilanti Department or Unit infrastructure improvement with an artistic element. Or, a City Department or Unit project that will include commissioning artwork from an artist. These may be part of a capital improvement project, modifications of existing City property, or improvements to infrastructure.

Community Programs:

Local public programs or Events organized in partnership with the City and with local groups, individuals, & non-profit organizations, or local public programs and Events organized by the City and Commission. These can also be art and artist resources for art education and support for artists.

Examples:

- 1) An artist proposes a participatory arts program for city residents.
- 2) A Local Arts Community group proposes a City sponsored event.
- 3) A Partnership with the City is offered to start an online art program.
- 4) The City publishes (online) how-to guides for creating murals.
- 5) An artist leads an arts education program in a public park.
- 6) The Commission proposes a voluntary program to promote busking in Ypsilanti.

event:

A gathering at a specific place and time where some thing or things happen on a specific schedule. Examples may include (but are not limited to) such things as a dance or musical performance in the park, a coordinated tour of galleries and vendors around town, the festivities surrounding the opening or striking of a performance.

Local Arts Community:

Residents of the area who participate in or otherwise contribute to arts events in the area. This is an intentionally-broad definition, but in this context would apply most strongly to residents of the City of Ypsilanti who actively engage other City residents in the Arts within the City of Ypsilanti. Geographical steps away from the City of Ypsilanti would constitute progressively weaker definitions of 'local'.

Partnerships in the Arts:

Cooperative arrangements and projects administered between the City/Commission and the local entities. The entity could be local groups, individuals, non-profit organizations, or a member of the Local Arts Community.

proposal:

A project or request offered for consideration of the Commission as a Meeting Agenda item to deliver an outcome under the bounds of the Arts Ordinance. Common project types are defined in this section (i.e. Art Interfaces with the City and Public Space, Community Programs, Partnerships and City Government Projects). Some projects and Commission business may be undefined in these Guidelines, but still be considered necessary to advance the Directives and the Goals and Values herein related to the Local Arts Community. The terms “proposal” & “project” are used interchangeably.

E. Values & Goals³

The Commission upholds the following values as the keystone ideals to apply across aligning goals. They inform the procedures and outcomes in fulfilling the Commissioner's directives.

1. Conserve the artistic culture that has flourished in the city—recognized as a diverse, independent, and working class.
 - a. Reduce barriers faced by existing cultural and art programs, especially any resulting from the City.
 - b. Produce and disseminate resources that can be shared to give any creative endeavor momentum, i.e. city information for grantwriters; arts planning.
 - c. Programs initiated by the Commission will not compete with what exists or can otherwise be completed in the local arts community.
2. Prioritize the role of artists to advance their work, livelihood and well-being.
 - a. Promote local artists, their work, and their craft.
 - b. Assist, directly or indirectly, in commissioning artists in public artwork opportunities.
 - c. Give civic authority to local artists in order to address the needs of the creative community.
3. Foster a creative culture of belonging, diversity, equity, inclusion and justice.
 - a. Decentralize opportunities to participate in the arts.
 - b. Invest in community art and participation in the arts that provide relevance and representation.⁴
 - c. Engage culture through community based art that is embedded and connected locally.⁵

F. Procedures & Proposals

³ Other city art commission's goals referenced: [Boulder Arts Commission](#); Maryland State Arts Council - Strategic Plan

⁴ [Neighbourhood Arts Network - Equity Tool Kit](#)

⁵ [USDAC - Standing for Cultural Democracy](#)

When proposals for art come before the Commission it is necessary to reach decisions consistently as established within these Guidelines. This section outlines procedures for the Commission to follow when considering proposals.

Proposal Intake:

Artists and residents who present an idea or offer an art proposal to the City will be referred to the Art Commission. City Staff will often be the first contact for proposals from residents & any potential City Government Projects. Additionally, a Commission may initiate a proposal or refer a community proposal they've been made aware of to the Commission. Assembling information about the proposal will allow the Commission to evaluate the proposal at a public meeting following these Guidelines and its criteria. Here are some basic questions needed answered:

- What is being proposed and offered?
- Who is proposing it?
- Is the individual or organization submitting a proposal a resident of the City of Ypsilanti or based in the City of Ypsilanti?
- How will it be implemented?
- Is the proposal intended to be held or placed on City property? (e.g. a city park, city street, public space, etc.)
- What do you need from the City?
- Proposed projects might provide a mock-up of final art (if an artist is involved with the project at this stage) or images of a donated work

Additional items for *Community Programs & Partnerships in the Arts*:

- How will the program work in partnership with the City?
- An artist connected with the program may provide examples of their work

Proposals:

A proposal before the Commission will generally fall into two types of projects (see Definitions section for *Community Programs, Partnerships and Art Interfaces with the City and Public Space*). Each may be an item that is proposed to the Commission by the community, or it may be initiated by the Commission. It is recognized that a project, over the course of its implementation, may have multiple stages or features multiple aspects that overlap and not fit neatly into these definitions.

Procedures:

This section contains guidance for how the Commission should proceed in dealing with proposals and selecting art projects. Step-by-step procedures are listed in the next section.

- Any Commission Member, themselves or through a subcommittee, may make a motion for a proposal; be it to select a site for art, initiate a program, approve a partnership or approve a call for art in the City (following rules in the Bylaws)
- Any proposals received by the City through Proposal Intake follow these procedures
- For long-term or community-based projects, the Commission may elect to form a separate subcommittee including stakeholders to serve in its planning

- Public input is an important consideration and is relevant to the decision making process, especially for long-term, impactful projects
- The annual plan is the prime mechanism for projects, community programs, or selecting locations for art that do not have an immediate timeline for completion
- Approving a Call for Art or forming a Partnership may be necessary to complete a project at a site that was selected for artwork
- An ongoing Partnership will likely produce new Community Programs, which may need to be reviewed separately
- Programs or events without a partner may require roles for City staff and volunteers

The following section outlines procedural steps for different kinds of projects (as described in the Definitions section):

Projects that are *Art Interfaces with the City and Public Space:*

1. The City will assemble project intake for the proposal(s)
2. The Commission is provided the proposal information during a public meeting
3. An evaluation of the proposal using the pertinent criteria (Section G) is reviewed at a public meeting
 - a. Evaluation of the proposal may include critique of art or design
4. If there isn't an artist connected to the project at this stage, a forthcoming Call for Art may be necessary
 - a. Establishing a call for art through the City would then result in competing proposals to review with a renewed process beginning at project intake
5. An approved outcome is referred to City Council

Projects that are *Community Programs and Partnerships in the Arts:*

1. The City will assemble project intake for the Program or Partnership
2. An evaluation of the Program or Partnership using the pertinent criteria (Section G) is reviewed at a public meeting
 - a. Evaluation of the program may include critique of art or design, or the track-record of past programmatic success
 - b. Implementing Programs and Partnerships will be important vehicles to put forth the Goals and Values of the Commission—and that should be the primary consideration during evaluation
3. An approved outcome is referred to City Council

G. Criteria and Evaluation

Each proposal will require an evaluation against agreed upon criteria to determine an outcome. Overall criteria are evaluated and additional criteria for different types of proposals are also outlined.

Overall criteria:

- Does the outcome align with the Commission's Values and further its Goals?
- Will it fit the directives of the arts Ordinance & celebrate the City policy of Pride, Diversity and Heritage?
- Would the Public Art Policy (Community & Economic Development Division; October, 2021), City Ordinances or other regulations not be at issue?
- Is it identified as a need or design in an established City plan or project (see Background section)?
- Will the Local Arts Community be involved or represented?
- Is the integrity of the project assured (see questions in Evaluation Checklist & Rubric)?

Additional criteria for *Art Interfaces with the City and Public Space*:

- Is the location/artwork accessible?
- Does the site/art hold cultural significance to the community?
- Will the design/space add creativity to city infrastructure?

Additional criteria for *Community Programs and Partnerships in the Arts*:

- Does the program feature art education and/or promote the Local Arts Community?
- Will the program/partnership renew cultural participation?⁶
- Does the program/partnership cultivate a sense of community?

An **Evaluation Checklist & Rubric** are included in the Appendix, to assist the Commission in their review and to reach conclusions. The Checklist is intended to be used for evaluating single projects and the Rubric for scoring Calls for Art with multiple entries. Some of the criteria above are addressed with more specificity in Appendix.

H. Engagement

An important aspect of the Commission's role in the City of Ypsilanti is to promote the arts and educate the public, as is directly established in the Ordinance.

(reserved for future versions)

⁶ [USDAC - Standing for Cultural Democracy](#)

Appendix A

Evaluation Checklist

Yes	No	Evaluation Criteria
<input type="checkbox"/>	<input type="checkbox"/>	1. Does the outcome align with the Commission's Values and further its Goals?
<input type="checkbox"/>	<input type="checkbox"/>	2. Will the proposal demonstrably embrace, uphold, or otherwise conform to the directives in the City of Ypsilanti arts Ordinance & the City of Ypsilanti city policy of Pride, Diversity, and Heritage?
<input type="checkbox"/>	<input type="checkbox"/>	3. Would the Public Art Policy (Community & Economic Development Division; October, 2021), City Ordinances or other regulations not be at issue?
<input type="checkbox"/>	<input type="checkbox"/>	4. Will the Local Arts Community be involved or represented?
<input type="checkbox"/>	<input type="checkbox"/>	5. Is the integrity of the project assured? Does the proposal have a specific, measurable goal? Is the technical feasibility for completion considered and a cost evaluation?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is the integrity of the project assured? Is the individual or organization able to achieve the <u>Anchor Standards of the National Core Arts Standards</u> ?
<input type="checkbox"/>	<input type="checkbox"/>	7. Is it identified as a need or design in an established City plan or project (see those listed in the <i>Background</i> section)?

Additional criteria for *Art Interfaces with the City and Public Space* proposals

- | | | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the location/artwork accessible? Is the proposal for consideration to be freely and openly accessible to the public? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the site/art hold cultural significance to the community? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the design/space add creativity to city infrastructure? |

Additional criteria for *Community Programs and Partnerships in the Arts*

- | | | |
|--------------------------|--------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the program feature art education and/or promote the Local Arts Community? |
|--------------------------|--------------------------|---------------------------------------------------------------------------------|

City of Ypsilanti, **Ypsilanti Art Commission Guidelines**

Will the program/partnership renew cultural participation?

Does the program/partnership cultivate a sense of community?

Comments: Clarify any criteria as it relates to this proposal & provide more detail on any answered "No".

Draft

Appendix B

Evaluation Rubric

This draft draws heavily from the [Grants guidelines from the National Endowment for the Arts](#) and the [National Coalition for Core Arts Standards](#).

RUBRIC (100 points):

A: LOCAL ART (20 points):

1) Is the proposal a City Government Project and being referred to the Arts Commission from another City body or local civic institution? (e.g. the City Council, City Manager, the DDA, or another City Commission)

YES (+5) or NO

2) Is the individual or organization submitting a proposal for consideration a resident of the City of Ypsilanti or based in the City of Ypsilanti?

YES (+5) or NO

3) Is the individual or organization submitting a proposal for consideration currently or historically a known member of the local Arts Community? Of the City of Ypsilanti, Washtenaw County, or Southeastern Michigan?

YES (up to +5) or NO, with details

4) Will the proposal *feature* or *focus* on Artists from the Local Arts Community?

YES (up to +10) or NO. If **NO**, will it *include* Artists from the Local Arts Community? (+5)

B: EVENTS & INSTALLATIONS (20 points):

5) Is the proposal for consideration intended to be held or placed on City property? (e.g. a city park, city street, public space, etc.)

YES (+7) or NO

6) Is the proposal for consideration to be freely and openly accessible to the public?

YES (up to +7) or NO

7) Does the proposal for consideration relate to a City Plan, cultural plan or will it be integrated with city infrastructure?

YES (up to +6) or NO. If **YES**, with descriptions

C: COMPLETENESS (30 points):

8) Does the proposal have a specific, measurable goal? Is the proposal presented clearly and unambiguously?

YES (up to +9) or NO

9) Is the individual or organization submitting a proposal for consideration reasonably qualified or able to deliver on the proposal? Have they been involved in previous events where experience could be gained and expertise built?

YES (+5) or NO, with details

10) Has the individual or organization included a completed technical evaluation of the proposal? This could include such things as exact physical descriptions and locations, procedural steps toward fulfillment, or feasibility assessments.

YES (up to +8) or NO, with details

11) Has the individual or organization included a completed cost evaluation of the proposal? This could include such things as consumable materials, venue and equipment rental, storage fees, and labor.

YES (up to +8) or NO, with details. If **YES**, are they specifically asking for City funding?

D: STANDARDS (25 points):

12) Will the proposal demonstrably embrace, uphold, or otherwise conform to the Values and Goals of the Arts Commission and the City of Ypsilanti, most specifically in upholding the Pride, Diversity, and Heritage of the City of Ypsilanti?

(c.f. Ypsilanti Arts Commission Guidelines, City of Ypsilanti Guidelines)

YES (+10) or NO

13) Is the individual or organization able to achieve, at minimum, Anchor Standards #1 - #6 of the National Core Arts Standards?

YES (+10) or NO, with descriptions

14) Is the individual or organization able to satisfy all Anchor Standards of the National Core Arts Standards?

YES (up to +5) or NO, with descriptions

ADD SECTION TOTALS:

_____ / 20 | A : LOCAL ART
+ _____ / 25 | B : EVENTS & INSTALLATIONS
+ _____ / 30 | C : COMPLETENESS
+ _____ / 25 | D : STANDARDS
_____ / **100 | TOTAL RUBRIC SCORE**

Draft

Draft of Evaluation Definitions and Rubric

This draft is intended to accompany the Guidelines for the Arts Commission, drafted by Commissioner Seagraves (c. March 2022)

This draft draws heavily from the [Grants guidelines from the National Endowment for the Arts](#) and the [National Coalition for Core Arts Standards](#).

DEFINITIONS:

Subject: A project, question, inquiry, or similar, raised for consideration by a member of the public to the Arts Commission and considered as a Meeting Agenda Item. The Arts Commission can only properly consider a project, question, inquiry, or similar if it is a planned Meeting Agenda item. If a Commissioner so wishes, they may encourage any persons raising a potential new Subject during a Public Comments section of an Arts Commission Meeting to submit it for future consideration as a Meeting Agenda item for the Arts Committee.

Artist: A creator of art.

Art: Any artifact or action created with intent as an expression of values and skill, and subject to interpretation by others.

Event: A gathering at a specific place and time where some thing or things happen on a specific schedule. Examples may include (but are not limited to) such things as a dance or musical performance in the park, a coordinated tour of galleries and vendors around town, the festivities surrounding the opening or striking of a performance.

Installation: A sculpture, painting, or artifact created and legally placed for viewing or interaction.

Local Arts Community: Residents of the area who participate in or otherwise contribute to arts events in the area. This is an intentionally-broad definition, but in this context would apply most strongly to residents of the City of Ypsilanti who actively engage other City residents in the Arts within the City of Ypsilanti. Geographical steps away from the City of Ypsilanti would constitute progressively weaker definitions of 'local'.

RUBRIC (100 points):

YES/NO: COMMUNITY STANDARDS

Will the Subject demonstrably embrace, uphold, or otherwise conform to the Values and Goals of the Arts Commission and the City of Ypsilanti, most specifically in upholding the Pride, Diversity, and Heritage of the City of Ypsilanti?

(c.f. Ypsilanti Arts Commission Guidelines [Appendix A], City of Ypsilanti Guidelines [Link to City Guidelines])

A NO EVALUATION FROM A COMMISSIONER MUST BE ACCOMPANIED BY AN EXPLANATION AND A CITATION OF WHICH STANDARDS ARE NOT MET.

IF MORE THAN ½ OF THE COMMISSION VOTES NO ON THIS COMMUNITY STANDARDS EVALUATION, THE PROPOSAL CANNOT BE ADVANCED REGARDLESS OF RUBRIC SCORE. IF FEWER THAN ½ OF THE COMMISSION VOTES NO ON THIS COMMUNITY STANDARDS EVALUATION AND THE PROPOSAL OTHERWISE PASSES THE RUBRIC AND GAINS APPROVAL, ANY NO VOTE PLUS THAT COMMISSIONER'S ACCOMPANYING EXPLANATION WILL BE ATTACHED TO ANY RECOMMENDATION TO THE CITY COUNCIL OR CITY MANAGER.

A: LOCAL ART (30 points):

1) Is the Subject being referred to the Arts Commission from another City body or local civic institution? (e.g. the City Council, City Manager, the DDA, or another City Commission)

YES (+5) or NO

2) Can the Subject be categorized generally into an [Artistic Discipline as described by the National Endowment for the Arts](#)?

YES (+5) or NO

3) Is the individual or organization submitting a Subject for consideration a resident of the City of Ypsilanti or based in the City of Ypsilanti?

YES (+5) or NO

4) Is the individual or organization submitting a Subject for consideration currently or historically a known member of the local Arts Community? Of the City of Ypsilanti, Washtenaw County, or Southeastern Michigan?

YES (up to +5) or NO, with details

5) Is the individual or organization submitting a Subject for consideration reasonably qualified or able to deliver on the proposal? Have they been involved in previous events where experience could be gained and expertise built?

YES (+5) or NO, with details

6) Will the Subject *feature* or *focus on* Artists from the Local Arts Community?
YES (up to +10) or NO. If **NO**, will it *include* Artists from the Local Arts Community? **(+5)**

B: EVENTS & INSTALLATIONS (20 points):

7) Is the Subject for consideration intended to be held or placed on City property? (e.g. a city park, city street, public space, etc.)

YES (+7) or NO

8) Is the Subject for consideration to be freely and openly accessibly to the public?

YES (up to +7) or NO

9) Does the Subject for consideration include an access/crowd control plan?

YES (up to +6) or NO. If **YES**, with descriptions

C: COMPLETENESS (25 points):

10) Does the Subject have a specific, measurable goal? Is the Subject presented clearly and unambiguously?

YES (up to +9) or NO

11) Has the individual or organization included a completed *technical* evaluation of the Subject? This could include such things as exact physical descriptions and locations, procedural steps toward fulfillment, or feasibility assessments.

YES (up to +8) or NO, with details

12) Has the individual or organization included a completed *cost* evaluation of the Subject? This could include such things as consumable materials, venue and equipment rental, storage fees, and labor.

YES (up to +8) or NO, with details. If **YES**, are they specifically asking for City funding?

D: ARTISTIC STANDARDS (25 points):

13) Is the individual or organization able to show they can achieve, at minimum, [Anchor Standards #1 - #6 of the National Core Arts Standards?](#)

#1. Generate and conceptualize artistic ideas and work. **(3 points)**

#2. Organize and develop artistic ideas and work. **(3 points)**

#3. Refine and complete artistic work. **(3 points)**

#4. Select, analyze and interpret artistic work for presentation. **(3 points)**

#5. Develop and refine artistic techniques and work for presentation. (3 points)

#6. Convey meaning through the presentation of artistic work. (3 points)

YES (+18) or NO, with descriptions

14) Is the individual or organization able to help educate the community by satisfying all additional [Anchor Standards of the National Core Arts Standards](#) and by actively engaging the community in applying these principles?

#7. Perceive and analyze artistic work.

#8. Interpret intent and meaning in artistic work.

#9. Apply criteria to evaluate artistic work.

#10. Synthesize and relate knowledge and personal experiences to make art.

#11. Relate artistic ideas and works with societal, cultural and historical context to deepen understanding.

YES (up to +7) or NO, with descriptions

COMMUNITY STANDARDS:

YES _____

NO AND EXPLANATION:

ADD SECTION TOTALS:

_____ / 30 | A : LOCAL ART

+ _____ / 20 | B : EVENTS & INSTALLATIONS

+ _____ / 25 | C : COMPLETENESS

+ _____ / 25 | D : ARTISTIC STANDARDS

_____ / 100 | TOTAL RUBRIC SCORE