



Public Spaces for Art

Guidelines for Site Owners

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Section 1: Overview

What is the list of Public Spaces for Art for?

Public art is an approach toward art-making that is defined and shaped by artists working with and within the public domain. It can take various forms – from 2D murals to 3D installations or even ephemeral, non-physical manifestations (e.g. using sound or light) of an artist's creative process. As public art is highly visible and freely accessible to all, they present unique opportunities to engage communities and integrate art into the fabric of daily life.

To encourage artists to embrace the potential for art to exist beyond the walls of our museums and galleries, the National Arts Council (NAC) has developed a list of public spaces that have been pre-approved by site owners for the display of public art.

Artists looking for spaces to present works may submit an application and artwork proposal through NAC's Public Art Trust (PAT), to request for the desired site. The PAT will assess all proposals and contact the relevant site owners to facilitate the request for the site.

The list can be viewed on the Public Art Trust website at www.publicarttrust.sg.

What types of spaces can be included in the list?

The list includes a variety of indoor and outdoor spaces that are deemed suitable for public art, such as open lawns, walls, void decks, common walkways and thoroughfares.

Some considerations include:

- **Accessibility**: Whether the space can be easily reached or seen by the public, and/or whether it has high human traffic. At minimum, spaces should be open to the public either 24 hours a day or for the full duration of the site's operation (e.g. if located in a building).
- **Access to electricity**: To allow lighting for artworks to remain visible at night, and to enable art installations that are light-based or involve digital media (e.g. video, sound, projection, automation, etc.).

The current list is not exhaustive. NAC hopes to grow this over time as we continue to engage public and private land owners in identifying and unlocking more potential sites.

If you would like to consider making a site that you manage available for temporary public art, please write in to us at Public_Art_Trust@nac.gov.sg.

Who can offer to list spaces?

All private and public owners are welcome to offer their sites for inclusion in our list, provided that the spaces they own or legally manage are *publicly accessible* – that is, they are part of the pedestrian circulation space and no special passes are required for entry.

What information is required to include my site in the List of Public Spaces for Art?

You will need to provide the following information for NAC's consideration:

- Basic information about your organisation and contact details;
- A description of the proposed site; and
- 2 - 3 clear images of the site.

The Public Spaces Form for Site Owners can be downloaded from the Public Art Trust website (www.publicarttrust.sg). Please complete the Form and email it to us at Public_Art_Trust@nac.gov.sg.

What are my obligations if I offer my space?

Duration

All listed sites are meant for temporary artworks only. We recommend allowing a minimum display period of 1 month for each artwork so as to optimise its reach to public audiences. However, this is subject to the site's availability and agreement from the respective site owners. Site owners will have the final say on an artwork's duration of display.

Cost

Site owners are required to offer the use of their site for public art projects at no cost to the artists, although you may stipulate that the artists provide a refundable deposit for the use of a space.

Where possible, NAC also encourages site owners to waive standard fees for any use of utilities by artists during the course of their projects, or charge only a minimal fee.

While site owners are not expected to provide any financial support, NAC encourages site owners to consider providing additional funding to help enhance the outreach of the artwork presentation and better engage the community (e.g. for artists to conduct hands-on workshops or talks). These options can be discussed with the artists/applicants upon successful confirmation of the project.

Who can we contact if we have questions?

If you have any questions, or wish to discuss possible sites for inclusion in our list, please contact us at 6346 9400 or email Public_Art_Trust@nac.gov.sg.

Section 2: Assessment Process

How will applications for spaces be managed?

The following table indicates key dates for artists who intend to submit applications for the listed spaces.

For projects on/between	Apply by	Notified by
15 May – 14 Aug	15 Jan	15 Mar
15 Aug – 14 Nov	15 Apr	15 Jun
15 Nov – 14 Feb	15 Jul	15 Sep
15 Feb – 14 May	15 Oct	15 Dec

The dates above provide for an estimated 8 weeks of processing time for both NAC and the site owner to assess an application.

All applications will be reviewed by NAC and subsequently shared with the relevant site owners for their assessment and approval.

NAC will assess proposals and provide a recommendation for the site owner's consideration within 4 weeks of the relevant application deadline.

Following which, site owners will have approximately 4 weeks to make their own assessment of the proposed project. During this period, NAC will help to facilitate any follow up queries with the applicant.

Upon confirmation of approval from the site owner, NAC will proceed to facilitate discussions between the artist and site owner to execute the proposed project.

Applicants will be informed of the outcome of their application by NAC through a **Letter of Notification** sent according to the dates indicated above. Subsequently, NAC will hand over all follow up communications to the site owner to liaise directly with the applicant for the successful completion of the project.

All proposals submitted to NAC will be treated in the strictest confidence.

Section 3: If you approve an artwork proposal for a given space

What happens next?

Once NAC receives confirmation of approval and agreement from the site owner, we will proceed to inform the successful applicant and facilitate introductions between artist and site owner for their subsequent discussions on project execution.

What are artists expected to deliver?

Artists whose applications have been approved will be expected to fulfill the plans articulated in their artwork proposals. Changes to the initial proposal should be communicated to and mutually agreed upon in dialogue with the owner of the site to be used, with appropriate notice for the site owner's consideration.

All artists are required to return the site used to the owner in its original condition at the end of the agreed artwork display period.

What are my legal obligations?

Following preliminary discussions with the artist, site owners are advised to sign a written contract that clearly outlines commitments made by both parties concerning the proposed project.

This may include information about the completion and maintenance of the artwork, rights pertaining to marketing and promotional activities, artwork insurance, and public liability.

A sample contract is available on the PAT website. Please feel free to adapt this as necessary.