

**A Canvas of Culture Year 2  
2025 Call to Artists  
Frequently Asked Questions**

**Q:** If I applied to last year's call, do I have to submit a new application or can I use last year's and update it?

**A:** Please submit a new application and email **Liza Quiñonez** at [liza.quinonez@boston.gov](mailto:liza.quinonez@boston.gov) to inform her that you applied to Year 1.

**Q:** For freelance artists, should they consider applying if they don't have much experience?

**A:** Yes, definitely! Share what you have worked on and your experience, even if limited. Opportunity Two is specifically designed for artists that may not have a lot of mural painting experience, but have digital design and fine art experience, not necessarily on a large scale.

**Q:** Does each team member need to apply through the site individually?

**A:** No, only the lead artist should apply. Each team member should not apply separately.

**Q:** Is the application basically just your artistic resume and samples of your work, and how you would approach the project? And then mock ups and specific designs come later, if you are selected as an artist?

**A:** Yes, yes, and yes!

**Q:** If you know that you'll be working with an artist team but you're unsure who the members will be, how can we submit a team resume for the artist description? We have many assistants and who we hire depends on availability.

**A:** Please submit the resume and previous projects for the lead artist(s) and note the team as to be determined.

**Q:** For artist description, can we submit an Artist's Deck?

**A:** Yes, along with a narrative description for each section in your application.

**Q:** If our team is an LLC, but one artist is applying as a lead with the LLC artist collective supporting is that okay?

**A:** Yes, you can apply through the lead artist with the LLC.

**Q:** Since we are not sharing a specific visual design, can we share design idea narratives?

**A:** Yes, you can share a narrative of the themes of your work and approach, but please do not share images of specific design ideas.

**Q:** What is the difference between the annotated image list and the samples images, just the description information?

**A:** Yes, your sample images are individual image files and the annotated image list is the document that describes the images that have been submitted.

**Q:** Can AI be used to generate conceptual mock ups for design?

**A:** We don't prohibit AI generated work completely, but do require transparency about how the image was created, prompts used, etc...

All collaborators should be credited in the images submitted. As much information and credit from AI or collaborators should be given.

**Q:** I'm a street artist from Columbia, can I apply if I'm not a US resident?

**A:** Yes, you can apply.

**Q:** Is flight cost included if we are in another country?

**A:** Any travel costs should be incorporated into your budget.

**Q:** If previous projects were completed in another country/currency, how should that be presented for the sample budget?

**A:** Please include those project budgets as proposed. We are looking at past experience establishing a budget and allocating project funds. Converting the currency to US dollar is recommended.

**Q:** Does the artist's connection to the city hold any priority over someone who isn't from the area?

**A:** Last year artists were selected from both Boston and outside of Boston. We are looking for artists with a wide range of connections to the city and communities.

**Q:** Do artists need to be based in Boston?

**A:** No, the call is open to all artists, but please share if you have a connection to the city or a specific community.

**Q:** Can we apply for both opportunities or do we have to select one or the other?

**A:** You can apply to both but, if selected, you will only be selected for one opportunity.

**Q:** If an artist plans on submitting for both opportunities, do they need to submit two separate applications or can they indicate they are interested in both opportunities?

**A:** Please only submit one application and indicate your interest in both.

**Q:** If applying for opportunity two (design-only), is it possible to work on more than one project or work with more than one school? Can you share how many schools or projects are planned for this year?

**A:** Each selected artist or artist team will be matched to one school/school site. There are currently 8-12 sites identified for Year Two projects.

**Q:** Does Opportunity Two mean that you may select one person's design, and then another applicant might be the one to paint it?

**A:** No, Opportunity Two is for design-only. The 2D design provided by a selected artist will be fabricated and installed through professional installation managed by MOAC with artist oversight.

**Q:** Will there be opportunities for collaboration between artists, or will all projects be granted to individual applicants/groups?

**A:** The opportunities will be granted and contracted to a specific artist or artist team.

**Q:** Can you explain more about how the collaborative piece would work with the Opportunity Two, design-only option? Does that mean we would plan to work from start to finish in collaboration with others?

**A:** Opportunity Two is design-only with consultation through the fabrication and installation process. Consultation could include graphic revisions to maintain design intent throughout the fabrication process.

**Q:** If a design-only project is to be installed as vinyl, does this mean we would not be painting on site?

**A:** Correct. Opportunity Two is design-only, with installation to be facilitated and contracted through MOAC.

**Q:** Are the sites only on school buildings?

**A:** Yes, for this round of Canvas of Culture the sites will be at Boston Public School buildings

**Q:** Is the new Josiah Quincy Upper School in Chinatown one of the sites for Year Two? I'm collaborating with other artists and community members on a project at JQUS (funded by a MoAC Neighborhood and Downtown Activation grant), and it will be helpful to know.

**A:** The **Josiah Quincy Upper School** has not been identified as a site for Year Two.

**Q:** Is there information on where the sites will be for the proposed murals?

**A:** All of the sites for Year Two are at Boston Public Schools that have recently undergone capital-funded improvements. Specific sites will be shared through the artist selection process.

**Q:** Is there a certain number of Design Only murals that will be funded?

**A:** That is currently being defined through the artist selection process.

**Q:** Every design is so specific to its site. How do we develop a design without a specific site?

**A:** This call is a request for qualifications and we are not accepting any specific designs as a part of this application. Please do not submit a site specific design for this project in your application, as that could lead to disqualification.

**Q:** Is being bilingual or having a translator important for the potential neighborhoods that Canvas of Culture will be working with this year?

**A:** You are welcome to provide that and we can work with you and the school to include that, if you would like to include that in your budget.

**Q:** How many artists are being selected for these sites for each option?

**A:** We are aiming at 8-12 sites, with some sites having more than one project at the same school.

**Q:** What is the size range for the murals?

**A:** We don't have exact site sizes, but walls will be at a range of scales to increase opportunities for artists with a wide range of experience and artistic approach.

**Q:** Would you recommend including direct creative participation in fabrication by students in the community engagement proposal or limit engagement to the design process and keep fabrication to the artist team only?

**A:** The artist or artist team will be responsible for the design, fabrication, and installation of Opportunity One projects. Any student engagement should be limited to the design development and in collaboration with school leadership.

**Q:** In which section of the application should we add examples of past community engagement?

**A:** Community Engagement experience and general approach should be included in the **School and Community Engagement Plan** section of the application.

**Q:** What strategies for engagement would you suggest if I live outside of the Boston area?

**A:** We suggest that you find methods for engaging with the local community through travel and virtual engagement sessions, etc...

**Q:** Will artists be able to be in contact with the school community during the design phase?

**A:** Yes. Engagement with the school community will be an important part of the design development process.

**Q:** Can part of the funding be used to implement your engagement activities?

**A:** Yes, that should be included in your budget and incorporated into your artist fee and expenses.

**Q:** Do you have any past community engagement examples that you can share?

**A:** Some artists have engaged with the community through artist talks or activities with students.

**Q:** What if you don't have a lot of experience running/leading a group when it comes to community engagement? Would there be any help to build that skill?

**A:** Support will be provided through MOAC working with each school to assemble community representatives and facilitating communication with the selected artist(s). Artists should design and develop their specific approach for engagement.

**Q:** Do the school engagement groups include students, school administrators, etc...?

**A:** For the schools, a robust engagement process and community is developed, including school administrators, staff, students, and the surrounding community.

**Q:** How is the scheduling of engagement planned?

**A:** Engagement will be scheduled through coordination between MOAC and BPS.

**Q:** Will installation costs be supported by MOAC? Or do we budget for that as well?

**A:** Materials and installation costs should be included in the budgets proposed for Opportunity One projects. Installation costs for Opportunity Two, design-only projects, are separate from the artist budget and will be managed by MOAC.

**Q:** If I am applying for the Design Only Opportunity Two, then the budget only needs to include the artist fee and not fabrication costs, correct?

**A:** It depends on your process as an artist and how your 2D work is created and documented for the design only file. The full-scale material fabrication and installation on site will be separate from the artist's budget, but any fabrication costs to create the high-resolution 2D image(s) should be included in the artist's budget.

**Q:** Would we provide two budgets? An example budget and another one that is specific to the school project?

**A:** Yes. Your application should include an example budget from a previous project and, if selected, a budget that is specific to the school site will be requested.

**Q:** For budgeting will we be held to a sample budget estimate?

**A:** No, you won't be held to the sample budget. The sample budget is to serve as an example of how you have allocated budget items on past projects and to understand your budget management style.

**Q:** What if we develop a budget and community engagement plan that is changed by weather or travel requirements?

**A:** Your project budgets would be inclusive of all expenses, including contingencies. The city can't provide additional funds for extenuating circumstances.

**Q:** In the form there is a request for a preliminary budget of project expenses and a reference to a document link that I cannot find on your website or the form.

**A:** The budget template can be found [here](#).

**Q:** I wanted to inquire about the artist fee cap of 20% as outlined in the project guidelines. I am working with a professional artist team and would like to provide rates based on the fees I have previously hired them at. Could you please advise if this approach aligns with the guidelines, or if there are any specific limitations or considerations I should take into account?

**A:** The 20% cap on artist fees is intended to ensure a balanced budget allocation for all aspects of the project. If your team's fees exceed this percentage, please provide a detailed justification and breakdown in your proposal to support any deviations from the standard fee structure.

**Q:** Can you explain further the diversity and inclusion plan we should present?

**A:** The Diversity and Inclusion Plan is the narrative where you can share your subcontracting plans, if you have any.

**Q:** Do you have a list of preferred providers in Boston that you like to contract with for materials, scaffolding, etc?

**A:** We do not have preferred vendors. The City of Boston has a public listing of vendors that can be found here: <https://www.boston.gov/departments/supplier-diversity>

**Q:** Would you want artists to document their projects during installations, including photography and video documentation?

**A:** Yes, you are welcome to include that in your project scope and budget.

**Q:** On the Canvas of Culture Call page posted on the City of Boston's website it says that we are limited to 250 words each for the narrative responses for the statement of interest and engagement examples/descriptions, but the submittable form allows for 500 words, which word limit/count should we follow?

**A:** Please limit your responses to 250 words

**Q:** Wondering if there are specific locations I should be considering when crafting my LOI and Initial Project Concept. I didn't see any in the final Canvas 2025 call document.

**A:** The project sites are not included in the RFQ and will be shared during the artist selection process.

**Q:** Are there any opportunities available for artists to focus solely on fabrication and installation, without being responsible for the design process

**A:** No

**Q:** If applying as a team through submittable how do we organize our answers to the demographic questions as well as the artist statement, etc?

**A:** The demographics will apply to the lead artist

**Q:** Do mural designs need to be approved before work begins, or is there flexibility in the creation process?

**A:** All mural designs will go through an approval process with BPS, MOAC, and The Boston Art Commission

**Q:** What is the city's plan for maintenance and preservation of the artwork, and will artists have any role in that process?

**A:** Artists will provide a maintenance report for their project. The City of Boston is responsible for the maintenance of the artwork, subject to BPS Facilities needs. Artists will be consulted on necessary repairs.

**Q:** Are there specific guidelines or requirements for working with BPS students and staff?

**A:** Yes, all artists will need to complete a CORI form.