

Tips for Applying to a Public Art Purchase or Commission Project

Information when applying to a project:

1. New Mexico Arts uses the CaFÉ electronic application and selection process online at <http://www.callforentry.org>. There is no application fee to apply for a project or to create an account on the system. All materials must be submitted according to the specifications outlined on the CaFÉ website. All artists must apply to AIPP projects via CaFÉ.
2. Read and re-read the project guidelines outlined in the prospectus. If you have questions call the coordinator listed at the end of the prospectus.
3. Try to visit the site if the building is constructed. If a web site is provided, research it for more information. Visit or research the community in which the project will take place (Primarily Commission but can apply to Purchase).
4. Always follow directions on what materials need to be submitted. Type all materials; the letter of interest, resume or curriculum vitae and image list should be composed in a Word document that excludes special characters (bullets, numbered lists) and formatting (tabs, centered text) before pasting the text into the fields on CaFÉ.
5. Information to include on your resume/curriculum vitae is relevant employment, exhibition record, fellowships, grants, publications, public and privately funded commissions, residencies, etc. A biography or an autobiography will not fulfill the requirement of a current resume.
6. Always submit professional quality digital images that clearly show your work. This is your initial opportunity to sell yourself to a committee. Your submission is only one of many they will be viewing. Presenting professional quality materials will increase your chances of being considered.

Local Selection Committee criteria while reviewing artwork:

1. Professional quality digital images of the artwork with no background distractions.
2. Professional presentation of the supporting submission materials.
3. Consistency such as media and/or style of artwork submitted.
4. Craftsmanship of the artwork is of the highest quality.
5. Originality of concept.
6. Appropriateness of artwork for public display.
7. The artist's professional qualifications. Artistic merit as evidenced by digital images and other supporting submission materials.
8. Appropriateness of submission to project intent and site – example: artist submits images of exterior work for site seeking exterior artwork.
9. Proven ability to undertake projects of the described scope. Artists who have never been selected for a commission project are encouraged to apply to smaller projects to gain experience in budgeting, time management, sub-contracting, etc.