



324 East Pine Street  
Tarpon Springs, Florida 34689-5004  
(727) 938-3711  
[tarponarts.org/public-art](http://tarponarts.org/public-art)

**CITY OF TARPON SPRINGS PUBLIC ART COMMITTEE (TSPAC)  
PUBLIC ART PROPOSAL AND SCOPE  
FOR PROJECTS WITH COMPENSATION GREATER THAN \$1,000**

**Artist Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Please Print**

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Please provide a detailed overview of your proposed project and include these components:**

- Scope - detailed description of project with rendering / photo
- Plan - including site preparation, materials, installation process
- Compensation for project - include payment timetable
- Scheduling - proposed start date / completion
- Site - proposed installation site (Refer to GIS Map)
- Resume and five samples of work
- Three professional references with contact information including email and phone; description of project
- Provide a statement of how your project supports and is consistent with the Public Art Committee's Master Plan (See *Links Section* at <https://tarponarts.org/art/about-us/> to read Master Plan.
- Proof of insurance:
  - Workmen's Compensation & Employer's Liability Insurance: Statutory
  - General Liability: \$1,000,000 per occurrence
  - Auto Liability Insurance - at least as broad as found in Insurance Services Office (ISO) form CG0001.
  - City of Tarpon Springs additionally insured on all Policies

**Approval Process:**

- Your proposal will be reviewed by the TSPAC at the meeting following submission. Proposals to be submitted at least one week prior to meeting (the 2nd Wednesday of the month).
- If the proposal is approved by the TSPAC, it will be scheduled for review and approval by the City Manager and then scheduled for review at a Tarpon Springs Board of Commissioners Meeting.
- If approved, a formal contract will be provided to you for review and all required signatures.
- Upon contract completion, the art project will commence as per the contract agreement.
- For payment purposes, a W-9 and Vendor Application form must also be completed.

**Please note, incomplete project submissions will not be considered. Please turn in this completed form and project submission materials to Diane Wood, Tarpon Arts, Heritage Museum, 100 Beekman Lane, Tarpon Springs | (727) 942-5605 or [dwood@ctsfl.us](mailto:dwood@ctsfl.us).**

**Internal Use Only:** Form and materials received (Date) \_\_\_\_\_ Received by: \_\_\_\_\_