



CAL POLY

Robert E. Kennedy Library

APPLICATION PACKAGE

Library Entrance Mural

Robert E. Kennedy Library

California Polytechnic State University

Directions:

1. Download PDF template form to computer
2. Complete fillable sections
3. “Save As” using your FirstnameLastname.pdf (eg., JaneSmith.pdf)
4. Email entire contents of checklist in PDF format by deadline (March 20, 2025, 9:00PM PDT) to:
lib-artcollection@calpoly.edu
5. An emailed return receipt will be sent within 24 hours of submission of application

CHECKLIST FOR PROPOSAL PACKAGE

Section 1: Cover sheet	<input type="checkbox"/>
Section 2: Project Approach	<input type="checkbox"/>
Section 3: Travel Budget	<input type="checkbox"/>
Section 4: Maintenance Plan	<input type="checkbox"/>
Section 5: Attachments	<input type="checkbox"/>
Graphic renderings	<input type="checkbox"/>
Resume/CV	<input type="checkbox"/>
Portfolio	<input type="checkbox"/>
CSLB License (if applicable)	<input type="checkbox"/>



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SECTION 1: COVER SHEET

Name

Title of proposed artwork

Email address

Telephone number

Artist website (if applicable)

Mailing address



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SECTION 2: PROJECT APPROACH

A written narrative description of the Artist's approach to the project, which should address the following areas:

1. Artist Statement

Describe your practice and perspectives as an artist

2. Approach to the theme

Describe the approach to your proposed mural design



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3. Artwork specifications

Please include medium, dimensions, and materials to be used (include details about their durability)

4. Equipment required to realize project

This section is informational for Cal Poly staff to coordinate this information with Facilities Management. All equipment needed to realize mural is at the expense of the Artist(s) and should be factored into the awarded Artist Fee.

5. Confirmation of availability

Please confirm your ability to design and install the mural as outlined in the RFP timeline, as well as your availability to return to Cal Poly for an opening reception and artist talk



SECTION 3: TRAVEL BUDGET

This travel budget should list estimated costs for travel and accommodations according to the [Cal Poly Vendor Travel Reimbursement Policy](#). Please detail below the timeframe (i.e. number of days) on which this budget is calculated.

	Cost
Travel (Mileage or Airfare)	
Local Accommodations	
Meals	
Parking	
Total:	

Travel Budget Narrative:



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SECTION 4: MAINTENANCE PLAN

Detail a plan for the recommended maintenance of the mural.

Include activities such as annual inspections, cleaning, reapplication of coating, and estimated costs. Please also note how you expect maintenance will be provided (such as by the Artist, a contracted conservator, or Cal Poly staff, for example).

SECTION 5: ATTACHMENTS

Please attach the following documents:

1. Renderings of proposed artwork
2. Portfolio of past work relevant to this proposal (or link to website)
3. Resume/CV
4. Proof of Artist's CSLB license