



CITY OF HUNTINGTON

MAYOR’S COUNCIL ON THE ARTS

PUBLIC ART PROJECT: CONCEPT PAPER

Adopted 7/13/16; Amended 6/2/25

Prior to submitting a formal application for a public art project on City-owned or controlled property, you must submit a concept paper for the project for review by the Public Art Policy Subcommittee. The purpose of the concept paper is to begin a dialogue and receive guidance in advance of making a full application. At a minimum this concept paper must contain 1) a description of the project, 2) its purpose, 3) number and dimensions of works of art and 4) the requested sites(s) and why they were chosen. You must submit this form cover sheet with your concept paper.

Please refer to the map of designated sites and read the Public Art Policy before proceeding.

1. List the name, contact person, address, phone number and email of the individual or organization submitting this application:

Contact name (please print): _____

Sponsoring organization, if any: _____

Address: _____

Phone: _____ Email: _____

2. Please list name of project below. Attach your approved concept paper.

3. Concept paper is attached? ☐ YES ☐ NO

If no, please complete and submit your concept paper, which is the first step for public art work.

Submitted this ____ day of ____, 20__.

Signature

Please mail or email to:
Amy Gwinn | Administrative Assistant
800 5th Ave | Huntington, WV 25701
GwinnA@huntingtonwv.gov

PUBLIC ART POLICY SUBCOMMITTEE SECTION:		
Ready to apply as described:	YES	NO
Revisions recommended:	YES	NO
Described project tabled:	YES	NO