

# call to artists

PUBLIC ART  
RICHMOND



*Hidden Stories of the Bioverse*, Andrea Hoff collaboration w/ Dixon Elementary School, 2024

The City of Richmond Public Art Program seeks artists with socially-oriented and civic-minded practices for three opportunities in 2025-2026. Professional artists are invited to imagine innovative ways in which art can act as a catalyst to foster individual creative expression, build community and address topics of relevance working within communities.

**Opportunity A:** \$12,000 | Brighthouse Elementary School

**Opportunity B:** \$12,000 | P.A.I.N.T & Richmond Public Library

**Opportunity C:** \$14,000 | F.A. Tomsett Elementary School

**Eligibility:** Artists residing in British Columbia

**Deadline:** February 20, 2025

**Duration:** Spring/Fall 2025 – Spring/Fall 2026

## Engaging Artists in Community Program

### Request for Proposals (RFP)

January 2025

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## BACKGROUND

The Engaging Artists in Community (EAC) Program supports artists with socially-oriented practices and encourages the development of a wide variety of collaborative practices. Community-based artworks can express a shared goal or theme and/or provoke dialogue on ideas related to cultural identity, social history or the environment. Artist projects can leave a physical or social legacy for the community and/or may include a community event to present the final work.

Projects will engage participants by providing them with a greater sense of self, identity, community and place through learning and experience of art-making experiences. The work must also be accessible for people living with disabilities and appeal to a diverse and local audience. Artists will also demonstrate the capacity to undertake and complete their proposed work within an approved timeframe.

## PREVIOUS EAC PROJECTS

Applicants are encouraged to view previously commissioned projects here:

[richmond.ca/culture/howartworks/publicart/artist-calls](http://richmond.ca/culture/howartworks/publicart/artist-calls)

## ARTIST ELIGIBILITY

Open to professional artists and artist teams residing in British Columbia. City of Richmond employees, Richmond Public Art Advisory Committee members and artists who are currently contracted by the Richmond Public Art Program are not eligible to apply.

## SELECTION PROCESS

Selection panels consisting of a combination of artists, art professionals and community representatives will convene for each of the three opportunities. The selection panels will engage in a two-stage selection process to review all artist submissions. During the second stage, shortlisted artists or artist teams will be invited to an interview with the selection panel and will receive a \$250 honorarium. At the conclusion of the process, the panels will recommend one artist or artist team for each opportunity. Subject to approval by Council, each artist or artist team will be required to enter into a contract with the City of Richmond.

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## ARTIST SELECTION CRITERIA

- Artistic merit and clarity of the artist's Statement of Intent in response to the Partner Profile goals and objectives. The proposal should demonstrate artistic quality, innovation and creativity.
- Demonstration of artistic quality, innovation and creativity in applicant's previous work and experience.
- Community impact of work to connect diverse and multi-generational audiences with artists in creative dialogue, participation and awareness.
- Artist's capacity to work with community members, other design professionals and project stakeholders.
- Appropriateness of the proposal to the Public Art Program Policy goals: [richmond.ca/ shared/assets/Public Art Program Policy 8703 32088.pdf](http://richmond.ca/shared/assets/Public%20Art%20Program%20Policy%208703%2032088.pdf)

## SUBMISSION REQUIREMENTS

Email all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca)

- **INFORMATION FORM:** Please complete the information form attached to the end of this document.
- **STATEMENT OF INTENT:** One page (300 words max.), describing proposed approach to the project, relevant experience and skillsets, and how the proposal responds to the specific aims of the project opportunity.
- **ARTIST CV:** One page maximum. Teams should include one page for each member.
- **WORK SAMPLES:** Up to ten (10) examples of previous work. Please include artist name(s), title, year, location and medium information as captions on the bottom of each image page. If submitting digital video, please include link to YouTube, Vimeo or similar online platform. **Please do not submit digital video files.**
- **REFERENCES:** Three references who can speak to your abilities and accomplishments. Only provide contact name, title, phone number and email. References will only be contacted if applicant is shortlisted.

## ACCESSIBILITY SUPPORT

The City of Richmond strives to create artist opportunities that are inclusive and accessible to individuals of all abilities. If you are living with a disability and require assistance in completing the written application, please contact [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca) or Tel: 604-204-8671.

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## SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to these guidelines and submission requirements (above) or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Support images and concept sketches are best formatted to landscape format.
3. Artist submission PDF file must be 5 MB or smaller.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae.
5. All documents must be sent by email to: [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca). Please include name and project when naming your file, e.g. Jane\_Smith\_EngagingArtistsCommunity\_RFP

## ADDITIONAL INFORMATION

1. The selected artist may be required to show proof of WCB coverage and up to \$2,000,000 general liability insurance.
2. Please be advised that all commissioned artists from this program will be required to complete Police Information Checks with the Richmond RCMP and Richmond School District 38, if applicable.
3. Please be advised that the City and the selection panel are not obligated to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
4. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.
5. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

## QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

Email: [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca)

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Figure 1. Brighthouse Elementary School.

## COMMUNITY PARTNER

The Richmond School District's mission is to cultivate a safe, accepting and engaged community that inspires a passion for lifelong learning. The values that guide its work to achieve the mission are: collaboration, creativity, curiosity, resilience, respect and equity for all.

Arts education plays a key role in the development of social-emotional competencies that enable young people to interact productively with others, build and express a healthy sense of self and community, and work effectively toward their goals. Art is valuable because it allows young learners to process their world and engage in critical sensory input.

Brighthouse Elementary School is located at 6800 Azure Road and is a five-minute walk to Minoru Park. The school has a population of 730 students. Sixty staff members serve a diverse population with many recent immigrants.

## COMMUNITY PARTNER PROFILE

### Brighthouse Elementary School

### Artist Opportunity

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## ARTIST OPPORTUNITY

The commissioned artist project will engage approximately 40 young learners in grades 1 & 2 (ages 6-7) and 5 & 6 (ages 11-12) on the topic of Richmond's native and introduced flora and fauna.

Artists with socially-engaged, multidisciplinary art practices including environmental art, storytelling, visual arts, digital media arts (to name a few) are invited to submit an expression of interest for this artist opportunity. Experience teaching or working with young learners would be an asset.

This project will offer students an opportunity to:

- lead a place-based art experience with culturally diverse students on the topic and theme of native and introduced flora and fauna;
- encourage and offer opportunities to express their voice, feelings and emotions, while creating a safe and inclusive space; and
- create a legacy work that encapsulates the collaborative process of creating and learning between the commissioned artist, participants, and the larger community.

The commissioned artist will have access to:

- Indoor and outdoor learning environments such as multipurpose classrooms, outdoor learning space, shared community park and Minoru Park.
- General office and art supplies including white board, flip chart paper, pocket chart, scissors, rulers pencils, markers, pencil crayons, crayons, glue sticks, paint, paint brushes, oil pastels, chalk and modeling clay.
- Space for temporary storage of artist materials and equipment.
- If required, a work space within the school with access to WIFI.
- Richmond Parks Services staff, who are subject matter experts on native and introduced flora and fauna in the area.

## RICHMOND PARKS SERVICES

Richmond Parks Services is renowned for its high quality parks, trails, natural areas and vibrant urban realm. Preservation of wildlife habitat, the natural environment, and Richmond's natural and cultural heritage are cornerstones of parks and trails design and programming. The department provides pathways and amenities within urban settings that link people to each other, their community, and their natural environment while fostering healthy lifestyles.



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## ARTIST SCOPE OF WORK

- The expectation is for the commissioned artist or artist team to create and produce individual and collaborative creative expressions that will result in a final legacy work and celebratory event/presentation to engage the larger community.
- The commissioned artist or artist team will complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, creation, production, final community celebratory event/presentation, and a final legacy work to be installed and/or presented at Brighthouse Elementary school.
- The commissioned project will engage approximately 40 young learners (two classes). The artist may work with each class individually or as one group depending on the preference of the commissioned artist. Students with diverse needs will be supported by staff and teaching assistants.
- The implementation, project schedule, format and structure of the engagement sessions with young learners will be coordinated working with the participating project teachers at Brighthouse Elementary School.
- The commissioned artist/artist team will also create and maintain a project website blog to document the project.

## LOCATION

The commissioned artist or artist team may work indoors and outdoors at Brighthouse Elementary, 6800 Azure Rd. Off-site activation or fieldwork may also be possible.

Please refer to Figures 2 to 7 for additional photos of activity spaces and off-site locations available to the artist for indoor/outdoor project activation.

## BUDGET

The project budget for this opportunity is \$12,000 and is inclusive of artist engagement work, art materials for engagement activities, administration, artist fees, photography documentation, artist insurance and applicable taxes, excluding GST.

Subject to the nature of the artist project and availability, there may be additional in-kind materials and resources provided by Brighthouse Elementary School / Richmond School District for implementation, installation or presentation of the project.

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## ADDITIONAL RESOURCES

- Richmond School District | [sd38.bc.ca](https://sd38.bc.ca)
- F.A. Brighthouse Elementary | [brighthouse.sd38.bc.ca](https://brighthouse.sd38.bc.ca)
- City of Richmond Public Art Program | [richmond.ca/publicart](https://richmond.ca/publicart)
- City of Richmond Parks Services | [richmond.ca/parks-recreation](https://richmond.ca/parks-recreation)

## PROJECT TIMELINE

The selected artist must complete all work by June 2026.

<b>Deadline to Apply:</b>	February 20, 2025
<b>Finalist Notifications:</b>	March 2025
<b>2<sup>nd</sup> Stage Interviews:</b>	April 2, 2025, 5:00-7:00 p.m.*
<b>Project Start:</b>	September 2025
<b>Completion:</b>	June 2026

\*Artists applying for this opportunity are kindly asked to ensure they will be available for the second stage interview dates/times.



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Figure 2 & 3 Brighthouse Elementary multipurpose gathering spaces



Figure 4 & 5 Brighthouse Elementary outdoor activation spaces and community park.



Figure 6 & 7 Minoru Park Lakes District.

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Figure 1. P.A.I.N.T & Pride Week at Cambie Community Centre.

## COMMUNITY PARTNERS

**People for Acceptance and Inclusion, Not just Tolerance (P.A.I.N.T.)** is a weekly 2SLGBTQIA+ youth drop-in program run by the Cambie Community Centre located at 12800 Cambie Road. The main goal of the program is to create a safe space where 2SLGBTQIA+ youth, ages 13-18 can find support and resources to help express themselves, connect with peers and feel comfortable and accepted within their community. The program leaders empower their youth to thrive and be who they are every day.

**P.A.I.N.T** meets every Wednesday at Cambie Community Centre from 3:30–5:30pm. Programmed activities include arts and crafts and 2SLGBTQIA+ community members sometimes stop by to provide further resources and information.

**Richmond Public Library** has been proudly serving the Richmond community since 1976 as an essential source of information and learning. The library is focused on championing intellectual freedom and freedom of expression, reducing and removing barriers to improve accessibility, and strengthening social and economic sustainability. With four locations across Richmond, its mission is to create opportunities to learn, connect and belong with a vision to inspire curiosity, transform lives and empower everyone.

## COMMUNITY PARTNER PROFILE

**P.A.I.N.T & Cambie  
Community Centre |  
Richmond Public  
Library**

## Artist Opportunity

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## ARTIST ELIGIBILITY

This artist opportunity is open specifically to artists or artist teams who identify as part of the 2SLGBTQIA+ umbrella.

## ARTIST OPPORTUNITY

Artists with socially-engaged interdisciplinary practices incorporating digital mixed media, performance, sound, storytelling, installation art and/or visual arts are encouraged to apply.

This project will offer 2SLGBTQIA+ youth ages 13-18 an opportunity to:

- amplify their voices and participate in a collaborative art experience with the commissioned artist and community,
- foster allyship and develop safe and inclusive spaces within our city for queer youth,
- use creative forms of expression as a catalyst to connect with diverse youth, and
- create opportunities to learn, connect and build relationships with the larger 2SLGBTQIA+ community.

The following guiding questions may be explored in the artist project:

- *How can art foster spaces of deeper inclusion and belonging?*
- *How do we use art to activate and unite different communities?*

The commissioned artist will be supported by Richmond Public Library staff and the Cambie Community Centre Youth Development Coordinator.

Additional resources available to the artist include:

- Indoor/outdoor gathering spaces.
- Temporary storage space for artist materials and equipment.
- Basic office supplies, including photocopying and printing services.
- Digitization stations, Cricut Maker 3, 3D printers, musical instruments, podcasting equipment, laptops and printers (available through the Brighthouse Library).

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## ARTIST SCOPE OF WORK

- The expectation is for the commissioned artist or artist team to create and produce individual and collaborative creative expressions that will result in a final legacy work and celebratory event/presentation to engage the larger community.
- The commissioned artist will complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, production and presentation of a final legacy work.
- The commissioned artist will participate and present work for Richmond Culture Days (October 2025) and Richmond Pride Week (August 2025 and/or 2026).
- The artist will create and maintain an artist blog website to communicate and document the process and work created during the project.

## LOCATION

The commissioned artist or artist team will work from the Cambie Community Centre, 12800 Cambie Road and the Richmond Public Library Cambie Branch, 11590 Cambie Road.

Please refer to Figures 2 to 6 for additional photos of activity spaces and off-site locations available to the artist for indoor/outdoor project activation.

## BUDGET

The project budget for this opportunity is \$12,000 and is inclusive of community engagement work, production/material expenses, administration, artist fees, photography documentation, artist insurance and applicable taxes, excluding GST.

## PROJECT TIMELINE

<b>Deadline to Apply:</b>	February 20, 2025
<b>Finalist Notifications:</b>	March 2025
<b>2<sup>nd</sup> Stage Interviews:</b>	April 1, 2025, 5:00-7:00 p.m.*
<b>Project Start:</b>	August 2025
<b>Completion:</b>	August 2026

\*Artists applying for this opportunity are kindly asked to ensure they will be available to attend the second stage interview date and time.



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Figure 2 & 3 Cambie Community Centre Games Room



Figure 4 & 5 Cambie Library Dream Room and Cambie Community Centre Board Room



Figure 6 Cambie Community Gathering Space, King George Park

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Figure 1. F.A Tomsett Elementary School

## COMMUNITY PARTNER

The Richmond School District's mission is to cultivate a safe, accepting and engaged community that inspires a passion for lifelong learning. The values that guide its work to achieve its mission are: collaboration, creativity, curiosity, resilience, respect and equity for all.

Arts education plays a key role in the development of social-emotional competencies that enable young people to interact productively with others, build and express a healthy sense of self and community, and work effectively toward their goals. Art is valuable because it allows young learners to process their world and engage in critical sensory input.

**F.A. Tomsett Elementary School** is located at 9671 Odlin Road. The current student population from kindergarten to Grade 7 is 487 students, with a staff of more than 60 dedicated educators and support staff. The catchment area is comprised of established and new neighbourhoods, including single-family homes and multiple family urban housing with places nearby to work, shop and play.

## COMMUNITY PARTNER PROFILE

**F.A. Tomsett Elementary School**

**Artist Opportunity**

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## ARTIST OPPORTUNITY

Artists or artist teams with socially-engaged, multidisciplinary and/or interdisciplinary artist practices in visual, design and/or performing arts (including but not limited to) storytelling, performance-based art forms, communication design, walking practices, sound-based practices, environmental art, therapeutic and installation art, digital mixed-media and photography are invited to submit a proposal for this opportunity.

The following guiding question may be explored in the artist project:

- *How can art raise awareness and encourage the use of active transportation options by students, families and the larger community?*

The artist project will offer young learners, ages 5–9, (K to Grade 5) an opportunity to:

- foster community belonging, connectedness and identity, especially among newcomer students and their families;
- participate in a place-based art experience with culturally diverse students on the topic and theme of active transportation;
- express their voices and emotions on climate change action and impacts within a safe and inclusive space for creative expression;
- create a legacy artwork that encapsulates the collaborative process of creating and learning between the commissioned artist, young learners, and the larger community; and
- learn how different groups in the community can collaborate with a common goal in mind.

## RICHMOND TRANSPORTATION SERVICES

Encouraging active transportation (walking, cycling, and rolling) as a healthy and convenient transportation choice is an integral part of the City's community and transportation planning and plays an essential role in Richmond's Community Energy and Emissions Plan 2050.

Establishing comfortable community routes, awareness of the various types of walking and cycling facilities near schools, and an avenue for feedback on enhancements from a user's perspective, is an important piece of making connections whole.



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Artists will be supported by City staff, teaching staff and volunteers, and have access to:

- Indoor and outdoor spaces for hands-on art making and community engagement work.
- An on-site secure storage area.
- General office supplies, including photocopying and printing equipment.
- Office meeting/work space, if required.
- City of Richmond Transportation staff subject matter experts

## ARTIST SCOPE OF WORK

- The expectation is for the commissioned artist or artist team to create and produce individual and collaborative creative expressions that will result in a final legacy work and celebratory event/presentation to engage the larger community.
- The artist or artist team will complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, production and presentation work.
- The commissioned project will engage approximately 75 young learners (three classes). The artist may work with each class individually or as one group depending on the preference of the commissioned artist. Students with diverse needs will be supported by staff and teaching assistants.
- The commissioned artist will present the final legacy work as part of a school event in June 2026.
- The artist or artist team will also create and maintain a project artist blog to communicate and document the process and work created during the artist project.

## LOCATION

The commissioned artist or artist team will be based at Tomsett Elementary, 9671 Odlin Road.

Please refer to Figures 2 to 8 for additional images of maps, activity spaces and locations available to the artist for indoor/outdoor project activation.

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## BUDGET

The project budget for this opportunity is \$14,000 and is inclusive of community engagement work, art materials for engagement activities, administration, artist fees, photography documentation, artist insurance and applicable taxes, excluding GST.

Subject to the nature of the artist project and availability, additional in-kind materials and resources for implementation, installation or presentation of the project may be available and contributed by Tomsett Elementary School.

## ADDITIONAL RESOURCES

- [Tomsett Elementary School](#)
- [City of Richmond Public Art Program](#)
- [Richmond School District 38 Catchment Areas](#)
- [City of Richmond Cycling Routes and Maps](#)
- [City of Richmond Community Energy & Emissions Plan 2050](#)
- [Alexandra Neighbourhood Public Art Plan](#)

## PROJECT TIMELINE

The selected artist must complete all work by June 2026

<b>Deadline to Apply:</b>	February 20, 2025;
<b>Finalist Notifications:</b>	February 2025
<b>Stage 2 Interview:</b>	April 3, 2025, 5:00-7:00 p.m.*
<b>Project Start:</b>	Fall 2025
<b>Completion:</b>	June 2026

\*Artists applying for this opportunity are kindly asked to ensure they are available to attend the second stage interview date and time.

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Figure 2, 3 and 4 Busy school pick-up & drop-off zone



Figure 5 & 6 Alexandra Park w/ Alexandra District Energy Utility Facility.



Figure 7 & 8 Alexandra Greenway | Pergola Garden, Nicolas Croft/Michaela MacLeod, 2022 | Current, Andrea Sirois, 2013.

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## Attach one (1) copy of this form as the first page of the submission.

Please indicate which opportunity you are applying for:

Brighthouse Elementary     Cambie CC/Richmond Library     Tomsett Elementary

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
(One website or blog only)

**Incomplete submissions will not be accepted. Emailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.**

**Optional: Do you self-identify as a member of an equity-seeking and/or underrepresented community?**

(examples: Indigenous, person of colour, 2SLGBTQIA+, mixed ability, newcomer, Deaf, hard of hearing, living with a disability, etc.) If so, please specify:

**If applicable, please indicate additional members of your artist team:**

**Please let us know how you found out about this opportunity:**

Would you like to receive direct e-mails from the Richmond Public Art Program?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit applications by email to: [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca)

### Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the EOI as required. All submissions to this EOI become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.