

Name
Address
Telephone, email
Website

Date

Project Name

Dear _____,

A Letter of Intent should be accomplished in a single page of paragraph form.

Why this project? Fully describe why you are interested in this project and how you relate to it. Include your connection to the location, and how you think this project will benefit it.

Why should you be the selected artist? Explain relevant past experience and how this has prepared you for a project of this type. If this project type is a new avenue for you, explain why you feel you are capable of successfully executing this project, and how your past experience will translate well.

What type of art do you create? You may include details about your artistic style and what influences your work.

Have you worked collaboratively? Should this project require collaboration with the community, describe your past experience and success with collaborative projects.

Are you an artist team? If you are applying as a team, this letter should clearly describe the contribution of each collaborator.

***Do not include proposal ideas unless the Call to Artists requests them.** Most Tempe Public Art projects call to artists through a Request for Qualifications (RFQ), which provides testimony that the artist has the ability to design and craft the type of project outlined. Proposals are created after the artist has been selected.