

NEW YORK CITY HOUSING AUTHORITY

Formal Proposal Requirements

Development name:

Proposed Physical Installation Location:

Thank you for completing a preliminary proposal for your Physical Installation. Please provide the below information, which must be submitted to NYCHA before the Property Manager can approve and the TA President can support the design.

1. The resume of the artist if applicable and a description of the sponsoring organization, if any, including name, address, email address, and telephone number of a contact person.
2. Images/photos of up to five (5) of the artist or installer's (if applicable) previous artworks.
3. A list of all anticipated project participants.
4. How many days will it take to install? What hours and days of the week will the group work on the display or installation? Groups need permission from the property manager to work during NYCHA non-business hours.
5. Are there any press or community events associated with the installation?
6. When will the installation be completed? Is that flexible?
7. What is the projected level of difficulty in executing the work, including any anticipated complexities or difficulties?

