

## Exhibit 2

### Oak Park Area Arts Council Scope of Services 2019

The Oak Park Area Arts Council (OPAAC) respectfully submits this 2019 Scope of Services to the Village of Oak Park. OPAAC is deeply grateful for the government's support of the arts as demonstrated by the Village of Oak Park.

#### **A. SCOPE OF SERVICES**

##### **1. ArtsFunds Grants - \$34,900.00**

One of the major programs of the OPAAC is ArtsFunds. The purpose of this regranting program is the following:

- To assist established and emerging 501c3 organizations in long-rang planning, board and staff development, artistic or financial development, marketing or other priority areas;
- To strengthen the organization's contribution to the local economy.
- To be able to provide financial support to eligible organizations through general operating or special project support. This all aligns with the OPAAC mission and goals:

Mission:

*Because we believe art is intrinsic to the quality of life in our communities, the Oak Park Area Arts Council celebrates supports and promotes artists and arts organizations. By raising funds for the arts, and advocating for policies that promote the arts, we enhance the social, economic, and cultural foundations of our communities.*

Goals:

1. Work with artists, arts organizations, and arts-related businesses on ways to reach their goals and create awareness.
2. Foster communication and cooperation among arts organizations.
3. Raise money from the private and public sectors in support of the arts.
4. Provide grants
5. Provide financial and other support for youth arts programs.
6. Communicate the importance of the arts as a vehicle for economic development and incorporate public art into new developments.
7. Encourage all aspects of community diversity through the arts.
8. Coordinate all public art programs for the village.

OPAAC received 30 grant applications in January of 2018. The applications were reviewed by a professional group of skilled grant reviewers. The online application is easy to use and eliminates paper waste due to making copies. The panel reads and completes preliminary scoring of each application. An all-day review session is held in early March. Applicants are invited to attend and hear feedback on their application. OPAAC has a partnership with Community Bank of Oak Park River Forest (CBOPRF) for the *Best in Class Awards*. This award salutes three organizations that are selected based on significant growth over the past year. This year Pleasant Home Foundation, Pro Musica Youth Chorus and Wonder Works Children's Museum were honored for exemplifying: *"In Their Own Words: Stories Well Told."* Each organization received a \$1,000.00 award from CBOPRF.

The OPAAC has partnered with the Community Foundation of Oak Park & River Forest on a new initiative that was launched on August 30, 2018. Through participation in the OPRF Community Foundation's capacity building program for nonprofits, 7 local arts and culture organizations expressed an interest in exploring possible partnerships and collaborations to expand their organizational capacity and programs and increase their social impact.

The proposed approach for doing this: Engage a consultant (Mission + Strategy) to conduct a comprehensive assessment of the individual organizations that are interested in exploring possible partnerships to provide

- Information for determining meaningful and strategic collaborative options
- Baseline information for evaluating the impact of the resulting partnerships

At the end of the assessment, each organization will directly receive a short summary report with themes, trends, analysis and identification of potential partner opportunities.

M+S will then facilitate a two-hour group meeting of all participating organizations to discuss potential partnership structures and back office opportunities. In this facilitated discussion, participating organizations can explore the possibility of partnership, how to create criteria for partnerships, and how to begin the negotiation to create a meaningful collaboration across organizations. Funding was secured by the Community Foundation from the Forefront Mission Sustainability Initiative and the OPAAC, on behalf of the local nonprofits secured funding from the Arts Work Fund of the Chicago Community Trust.

#### Community Awareness/ e-ART newsletter.

OPAAC creates and distributes e-ART every two weeks. It is well received by the community with 900 subscribers. This listing runs the latest arts events and happening in the community. e-

ART includes employment and audition opportunities, calls to artists and exhibition opportunities. This is a great tool for arts organizations and artists to help publicize their special events and concerts.

Public Art Programs – OPAAC will be responsible for the management and execution of the following duties to encourage and maintain Public Art throughout the community:

**3.1 Hold meetings on a monthly basis, or as needed, to discuss matters related to the fostering and dissemination of public art throughout the Village, and to consider applications for the placement of both acquired and privately-owned art on Village property.**

The OPAAC Board meets and receives updates on public art at every board meeting. The entire OPAAC Board discusses all public art matters. Members of the sub-committee also served as jurors for the Oak Park Sculpture Walk. The committee met with Oak Park Arts District to listen to their ideas on ways to improve the vitality of the district and what they wanted for their district. Out of that meeting, came a discussion to have new street light banners created for the district. There are now 34 hand painted original banner posters in the district. OPAAC Executive Director also served as a judge for the selection.

Two sculptures were placed in the Oak Park Arts District last fall and spring of 2018. Plaques were ordered and placed on all village owned public art sculptures.

**3.2 Recommend to the Village President and Board of Trustees as part of the OPAAC Annual Budget Submission an annual designation of funds to the Public Art Acquisition and Maintenance Fund for the acquisition of new public art and the repair and maintenance of the existing public art collection together with a supporting acquisition and maintenance plan and cost analysis.**

\$100,000 is the 2019 recommended funding level, no change from 2018.

**3.3 Maintain a detailed inventory and record of all existing public art in the Village, including site drawings, photographs, designs, explanations of the piece, the artist's name and year of creation, appraisals, artists waivers, evidence of ownership and purchase price, whenever applicable and/or feasible.**

The OPAAC has inventoried all of the sculptures and murals in the Village. Photos, artist name, year of creation, artist's value (not appraised) are what is presently available at this time.

**3.4 Inspect the condition of existing public artworks on at least a tri-annual basis and to communicate maintenance problems and/or suggested solutions to owner, artist or other person or entity designated as responsible for the artwork, or to recommend removal if maintenance efforts are unsuccessful in the case of privately-owned artwork.**

The OPAAC will conduct inspections on a tri-annual basis of all village owned sculptures. to be sure that all the artwork is in good shape. If any repairs are needed the OPAAC will contact the artist to get analysis on needed work.

### **3.5 Provide public education on existing public artworks throughout the Village.**

The OPAAC website is being upgraded. There will be more information on the VOP public art programs as well as sculpture walk and mini murals applications. There are pictures of all 120 mini murals and their locations. Pictures of all the Oak Park permanent sculptures and their location are also on the OPAAC website.

### **3.6 Administer the Annual Oak Park Sculpture Walk featuring works of art produced by local and national professional artists which will be displayed within the Village of Oak Park between the months of June through September. Management services include artist outreach, judging, installation and removal, and event marketing.**

OPAAC coordinated the 7<sup>th</sup> Annual Oak Park Sculpture Walk. The South Town Business District, South Oak Park Ave. Van Buren to Lexington is the home of the walk. The OPAAC managed all aspects of the walk including artist outreach, judging of the art by review panel, installation of sculptures and the removal of the art. There were twelve sculptures in the show. Six were installed on the south side of the Eisenhower Expressway and six more sculptures were on the north side of the expressway. Merchants in the district have been very supportive and welcoming, the same holds true for residents. Mesh banners were hung on the bridge over the expressway. Lawn signs were placed in planters and the grass along the walk. For the second year, OPAAC used the free app, *Otocast*. The app allows a guest to see the location, a picture of the sculpture and listen to the artist speak about their work. The app also connects the user with sculpture walks all over the USA. The Arts Council worked closely with VOP Public Works Department on site selection and installation. There was an opening night reception held in the Southtown District at Avenue Ale House on May 17th. The OPAAC printed a bookmark that was distributed throughout the village at the Visit Oak Park center and to merchants in the Southtown Businesses District. Info on the *Otocast* app and the sculpture walk was printed on the bookmark. Social media, local media, VOP channel 6 TV, FYI newsletter, VOP and OPAAC websites, Chamber of Commerce, Wednesday Journal and Oak Leaves have all been used to promote the sculpture walk.

**3.7 Approve and monitor the installation of all public art sponsored by not for profit organizations located on Village owned property.**

None have been submitted at this time.

**3.8 Work with local developers to advise, review, and approve the installation of public arts elements in accordance with the Village of Oak Park's Planned Development Ordinance.**

OPAAC's Executive Director has met and worked with developers from District House, Lexington Homes, Albion, Turano's and Community Builders. Although Emerson House has an artistic element already on their garage, they are very interested in a mural adjacent to their building or possibly a sculpture. Community Builders have met with OPAAC Executive Director to review their plans for artists live work spaces and public art on their building.

**3.9 Administer the Mini Mural Program for the Village. Artists will be selected to paint murals at such locations in the Village as are designated by the Mini Mural Jury and approved by the Village Manager. The Arts council will recruit artist applicants and facilitate the selection of the artist and the installation of the art. The Arts Council will coordinate with appropriate Village staff with regard to the technical requirements for the installation/application of the murals.**

Mini Murals were selected in 2 rounds of judging in May & June. Artists were selected by two different groups of judges. The murals will continue to enliven the Union Pacific Railroad retaining walls. OPAAC hopes to turn the mini murals into a walking tour attracting visitors to the village. Twenty murals were painted this summer. Two new locations were selected to receive murals, South Blvd and Scoville and South Blvd. and Euclid. There were 76 applications received this year. The applications for 2019 will be available online in late January.

**3.10 Assist arts organizations and artists to find office, retail, and studio or gallery space.**

OPAAC runs information on e-ART when either an artist is seeking work space or when a landlord contacts the Arts Council about space they would like to rent. The OPAAC manages three "gallery spaces" to showcase artist work. The galleries are in Village Hall of Oak Park, Oak Park Township's Senior Services Dining Room and the lobby of Forest Park National Bank. Shows go up for a two-month period

**3.11 Host a technical workshop on grant writing that contributes to the professional development of area arts businesses and arts related not for profits.**

OPAAC hosts two annual grant info workshops to assist and advise interested arts organizations on applying for the ArtsFunds grant programs. Last December, OPAAC offered an excellent grant writing workshop. Dr. Rekha Rajan, Professor at Concordia University Chicago, facilitated the 3- hour seminar. She also brought copies of her latest book to give to all participants. OPAAC is planning to offer another grant writing workshop this fall for all interested grant applicants.

**3.12 Run the “Off the Wall” program, a summer art employment program which recruits area youth who work with professional artists to install murals in the Village.**

The 13<sup>th</sup> year of the Off the Wall program is now completed. There were 18 apprentices working with master artist Carolyn Elaine. Several apprentices were employed for their first job. OPAAC selected the North Ave. Business District as a location. OPAAC worked closely with Judith Alexander, President of the North Avenue Business District, to identify a suitable space for the mural. Wonder Works, Children’s Museum was selected and received a wonderful 450 sq. ft mural on the Elmwood side of the museum. The program received major coverage this summer with excellent segments on channel 5, channel 7, articles in the Wednesday Journal and Tribune - Oak Leaves.