



**GUAM COUNCIL ON THE ARTS & HUMANITIES AGENCY**

***Kahan I Kutturán Guahan***

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**Request for Proposal 17-3621-004: Artist Application**

To produce various types of art for the display in the  
**Guam Congress/Guam Legislature Building**

Carefully review the program guidelines and instructions before filling out the application form. Incomplete and illegible forms may invalidate your applications. All applications must be typed or computer generated. Please double-check all information to ensure that it is correct and ensure that all required documents and materials are submitted with the application.

A.	Applicant/Organization Name:	
	SSN or TIN:	
	Mailing Address:	
	Government of Guam Vendor Number:	
	City:	Guam
		Zip Code:
B.	Are you a permanent resident of Guam?	
	How long have you resided in the Territory of Guam?	
	Are you a registered member of CAHA?	
	Do you pay taxes in Guam?	
C.	Contact Person:	Phone:
	Email Address:	Title:
D.	Authorizing Official:	
E.	Project Title:	
F.	Art Type/ Discipline Applying for:	<input type="checkbox"/> Fine Art <input type="checkbox"/> Photography <input type="checkbox"/> Illustrations <input type="checkbox"/> Craft/Historic Reproduction
		<input type="checkbox"/> Other (Please Describe):
G.	Artist(s) Involved (Name and contact number):	

**PROJECT DESCRIPTION/ CONCEPT**

PROJECT DESCRIPTION/ CONCEPT: 1. Describe the proposed artistic project and its purpose. Specifically what medium will be used and what type of art do you plan to produce? Where will the work occur? How is project to be accomplished? By whom? How long will it take you to produce your work? Indicate title(s) of artwork and dimension of each piece. Please attach sketches of your concept.

<b>GCAHA USE ONLY:</b>	Date Received:
Application Number:	Project Type:
Application DOA Vendor Number:	
Applicant Status:	Type of Activity:
Applicant Institution:	Applicant Discipline:
Panel:	Award Date:
Project Discipline:	Progress Report Due:
International Activity:	GR: PR:

**Project Description/ Concept *continued***

**Project Description/ Concept *continued***

**Art Background and History**

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2. Provide a synopsis of your history as an artist to include familiarity with the types of medium you work with. Information and samples/ photos of your work and history; work should be included in your portfolio. Feel free to attach a separate sheet if more space is needed.

**Ability to produce art of the size and scope required for the commission**

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3. Please provide a detailed narrative on your ability and capability to fulfill the requirements of the artist specifications, including your ability to meet the project schedule. This should include but not limited to your experience in fulfilling commissioned works of art in the past, current commissions, and studio space. Provide any other pertinent information that would demonstrate your ability to fulfill a commission of this magnitude. Feel free to attach a separate sheet if more space is needed.

**Detailed Budget Breakdown – Artist Cost Proposal to Produce Artwork**

**Detailed Budget breakdown**

4. Provide a detailed budget breakdown of costs to produce artwork. Feel free to attach a separate sheet if more space is needed.

**Organizations**

As verification of legal status, organizations must submit a copy of their business license or a copy of the organization’s articles of incorporation. Person signing the application must be duly authorized.

**Legal Assurances**

In the event that a contract is awarded as a result of this application, *the following terms and conditions shall be complied with* as signified by the applicant’s signature. This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The **contract** cannot be assigned to a different project or **transferred** *without prior written approval* of GCAHA.
2. The **Contractor/ Artist** shall submit to GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA representative. If applicable, the grantee is requested to provide free admission to projects/events for review.
3. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The **Contractor/ Artist** shall be responsible for the safe keeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the **Contractor/ Artist’s** files for a period of three (3) years after completion of the project.

**Authorizing Signature**

I, the undersigned, do certify that the information contained within this application including all attachments and supporting materials is correct and true to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**CHECKLIST**

**INDIVIDUALS (Did you include the following?)**

- 1. Professional Resume/ Biography
- 2. At least three (3) and no more than ten (10) samples of relevant artwork (i.e., photographs, prints, CD-Rom containing digital images)
- 3. Four (4) professional references – letters of recommendations from individuals who are familiar with your artwork produced in the past five (5) years OR a list of four (4) professional references of individuals who are familiar with your artwork produced in the past five (5) years to include their contact numbers and email addresses.
- 4. Conceptual Presentation – sample representation/ sketches of proposed concept and other pertinent information: type(s) of medium used ; proposed timeline for completion; location of where the commissioned will be produced and titles of work to be produced and dimension of pieces
- 5. Detailed Budget Breakdown - Artist cost proposal to produce artwork

**\*All samples submitted as part of this RFP will become property of CAHA and/or the Guam Legislature and will not be returned to the artist.**