



SFCA Commissioned Works of Art

How to Request a Commissioned Work of Art (CWA)

The State Foundation on Culture and the Arts (SFCA) assists Hawai'i state government sites with commissioning site-specific permanent works of art. The SFCA provides public funds through the SFCA Works of Art Special Fund and there is no cost to the site. Learn more about CWA in the SFCA Art in Public Places Collection on the SFCA website: sfca.hawaii.gov/art-in-public-places-program/art-in-public-places-program-commissioned-works-of-art.

The process, from initial request to final artwork installation, can take up to five years. Please note that Hawai'i state government sites are not required to work with the SFCA and can commission their own works of art at their own expense.

Making a formal request

CWA are initiated by executive level leadership for a state government department or agency, such as a Department Director, State Librarian of the Hawai'i State Public Library System, or Department of Education District Superintendent.

A formal request on letterhead or via email is sent by the executive level leadership to the SFCA Executive Director. This formal request should include:

- Location or locations in order of priority (for example, a list of public libraries, in order of priority by highest to lowest).
- Point of contact for the site. If requesting for more than one site, point of contact for each site.
- Description of the proposed site(s). For example, public elementary school in a rural Neighbor Island community.
- Business address for site(s).

An SFCA Art in Public Places Project Manager will follow up with each site for additional information. Following those conversations, the SFCA Art in Public Places Project Manager let the site know that it is time to form an Art Advisory Committee.

Mail:

Karen Ewald, Executive Director
State Foundation on Culture and the Arts
250 South Hotel Street, Second Floor
Honolulu, HI 96813

Email:

Karen.A.Ewald@hawaii.gov

Forming an Art Advisory Committee (AAC)

Decisions about the CWA desired outcomes, artist selection, design approval, and dedication ceremony are made by an Art Advisory Committee (AAC). Committee members are nominated by the executive level leadership for the site. The SFCA recommends that the committee be made up of stakeholders. For example, a school site AAC may include at least one teacher and one student. The AAC is expected to meet several times during the project development, concept phase, design phase, and dedication ceremony planning.

The SFCA Board of Commissioners will review and approve the AAC.

Project Phases

1. Project development

The project will begin with an AAC orientation meeting to establish expectations. This will be followed by a project development meeting. Desired outcomes, wants, and needs will be established, including the type of artwork and artwork characteristics (for example, a glass mosaic mural in an abstract design inspired by the history of the site).

When the desired outcomes have been established, the SFCA will post a call for artists Request for Qualifications (RFQ) to provide the AAC with qualified artists. The AAC will interview and select the artist for the project.

2. Concept phase

In the concept phase, the artist will present their initial design for the artwork to the AAC. The committee will approve or disapprove the design. The approved design will then be presented to the SFCA Board of Commissioners for approval.

3. Design phase

The artist will present a scale model of the final design to the AAC for approval. The approved design will then be presented to the SFCA Board of Commissioners for approval.

At this point the AAC will not be involved until the dedication ceremony is being planned.

4. Mobilization phase

In the mobilization phase, the artist will create the full project scope and final budget. This includes the artist sourcing vendors and estimated costs. The SFCA Board of Commissioners will review any necessary increases in cost.

5. Construction phase

In the construction phase, the artist begins creating the final artwork. SFCA staff will review and approve the artwork completion in phases.

6. Installation phase

The installation phase includes site preparation and artwork installation, overseen by the artist.

7. Artwork dedication ceremony

In preparation for the artwork dedication, the AAC's final meeting will be to discuss the dedication ceremony.

Artwork Maintenance and Responsibilities

After the dedication, responsibility for the artwork is transferred from the state to the site. The site is responsible for basic maintenance (following instructions provided by the artist).

Additional conservation work can be provided by SFCA staff for deep cleaning, surface repair, and other specialized maintenance.

The artist retains copyright/original Intellectual Property rights.

The SFCA retains image and reproduction rights.

The site cannot make alterations to the artwork. This includes relocation of the artwork.

Examples of SFCA Commissioned Works of Art

- ["The Ahupua'a / Laulima" at the Honolulu International Airport](#), tempered art glass panels by Carol Bennett
- ["Mānaiaakalani" at the Nānākuli Public Library](#) (O'ahu), stainless steel and glass sculpture by Scott Fitzel
- ["Ke Kanu Nei I Ka Ulu Hala" at Kea'au Elementary School](#) (Hawai'i Island), bronze sculpture by Viliami Toluta'u
- ["E Huli I Ka 'Ike \(Look for the Knowledge\)" at Kealapu'u Public Conversion Charter School](#) (Moloka'i), bronze sculpture by S. Kazu Kauinana
- ["Hina and Her Family Return" at Castle High School](#) (O'ahu), stone mosaic mural by Solomon Enos