

SSF Utility Box Mural Project 2016

Frequently Asked Questions



WHEN WILL MY ENTRY BE REVIEWED?

Consideration will take place as submissions are received. Accepted applications will be officially confirmed at the regular monthly Cultural Arts Commission meetings.

HOW MANY ENTRIES CAN I SUBMIT? CAN I PARTICIPATE MORE THAN ONCE?

There is no entry limit. It is possible to participate more than once. We do endeavor to incorporate as many different artists as we can, but welcome the ongoing enthusiasm and interest of previous participants.

HOW WILL I BE NOTIFIED?

After your artwork is reviewed, you will be notified by email or letter if it was accepted.

WHAT HAPPENS, IF MY ART IS SELECTED?

1. You will be sent the location and photos of your designated utility box.
2. Next, we need to determine your availability for the actual painting of the utility box. Painting must occur during a consecutive (4) week period within a pre-established and mutually agreed upon timeframe. **To get started, we also require the submission of your completed and signed Volunteer Agreements for all parties involved with the project.**
3. A W-9 Taxpayer Identification Number & Certification Form must be completed by individual to whom the honorarium payment will be made.
4. Upon receiving the signed agreements for all the participants, we would schedule an orientation meeting. This meeting would occur approximately one month before your scheduled painting period. You must bring the original signed copy(s) of your agreement. **Please be aware that we cannot schedule the orientation or move forward on this project until all the signed agreements are submitted.**

WHAT HAPPENS AT THE ORIENTATION MEETING?

We will review the specifics of your box and location, safety and city policies. Your paints and supplies will be released. We also ask you bring either your California ID, or we will take your photograph. This is required to process your official **ID/Permit to Paint**. The ID will be prepared by the SSF Police Department. You will be contacted by PD for follow-up signatures, and when the finalized ID/Permits are ready to pick-up. You are then free to begin painting your mural project! **The ID/permits must be in your possession anytime you are working on the utility box.**

HOW LONG DOES THE PROCESSING TAKE?

It all depends on you. Our friendly staff make every effort to expedite the processing. But this depends on the timely receipt of all the agreements and other requirements.

WHAT IS THE PAINTING SCHEDULE?

Painting must occur during a consecutive (4) week period that is mutually agreed upon at the orientation meeting. You are free to paint anytime during daylight hours within that period.

CAN I CHOOSE THE UTILITY BOX?

The Commission and staff will assign your utility box location.

DO ALL MY ASSISTANTS HAVE TO ATTEND THE ORIENTATION MEETING?

Yes. Upon receiving the signed agreements from all participants, we would schedule an orientation meeting. This meeting will occur approximately a month before your scheduled painting period. All parties involved with the actual painting and handling of the utility box, including the artists, assistants, parents and other facilitators, are required to attend this meeting. Staff will work with you to find a convenient time for the meeting.

CAN I CHANGE MY ORIGINAL DESIGN?

Once the submitted image, including the color palette, has been approved, it cannot be changed. Minor design adjustments are allowed for variability in the utility box dimensions or its location.

CAN I CHANGE MY ASSISTANTS?

Once we have started processing the signed agreements, the assistants cannot be changed. An assistant is free to opt out of the project. However, another person cannot replace them.

WHERE CAN I FIND OUT MORE ABOUT SOUTH SAN FRANCISCO?

The [South San Francisco city website](#) is an excellent resource to start. You can check the online [History webpage](#) or visit the [SSF Historical Society Museum](#) at 80 Chestnut Avenue. Information can also be found on the [Parks & Recreation Department webpage](#) and at the [SSF Main Library](#) at 840 West Orange Avenue.