Call to Artists

Public Art Project for the Town of Sandwich

Sponsored by Glass Town Cultural District Steering Committee

Call to Artists

Introduction

The Town of Sandwich, through the Glass Town Cultural District Steering Committee, invites artists and artist teams to propose a temporary, three-year public artwork that reflects the town's rich history and creative spirit. This project will honor the upcoming America 250 celebration, adding a vibrant new layer to our historic downtown and cultural district. We are seeking a work that is both rooted in place and forward-looking, celebrating the community while engaging residents and visitors alike.

Call released: Monday, November 3, 2025
Deadline for responses: Monday, December 8, 2025
Budget: $9,500 (includes artist stipend, materials, installation, and maintenance during the three-year period)

About the Glass Town Cultural District

The Glass Town Cultural District is a two mile, walkable designation in and around the historic downtown district of Sandwich, Massachusetts.

The Glass Town Cultural District Steering Committee serves as a town advocate for culture-based economic development and to position Sandwich as a place where culture-based businesses thrive. As such, the Steering Committee works to create a sustainable economic base while preserving the rich, historic heritage of this quintessential seaside village, through organization and promotion of its unique cultural and creative assets in order to encourage year-round visitors.

Project Context

The sculpture will be installed on the grassy front lawn of the Sandwich Public Library at 142 Main Street. This prominent location is visible from both Main Street and the Library's driveway and entrances, ensuring that visitors of all ages—whether arriving on foot, by bike, or by car—can enjoy the artwork.

As a gathering place for learning, connection, and civic engagement, the Library embodies the nation's enduring commitment to freedom, curiosity, and knowledge and it offers an ideal setting to commemorate America 250. The artwork should be accessible and welcoming to all, enhance the surrounding space, and be constructed of durable materials. Above all, it should bring a sense of whimsy, fun, and engagement to the landscape.

Design Goals and Community Values

Historic: Sandwich is the oldest town on Cape Cod incorporated in 1635. It is important that the art compliments its surroundings, including the Library and Sandwich Village. Art that embodies the spirit of Sandwich and America will be weighted more favorably.

Engaging: Art that sparks curiosity and invites interaction (though not necessarily literal interaction or engagement) through playful spirit, storytelling elements, or ability to inspire conversation or leave a lasting impression for residents and visitors will be weighted more favorably.

Accessible: While the art should be visually striking and thought-provoking, pieces that are approachable, appeal to a wide audience, and can be enjoyed up close or from a distance will be weighted more favorably.

Project Timeline

The Town anticipates that this project will take approximately seven months to complete. The following is the anticipated Call to Artists timeline and a proposed project timeline.

Call Timeline

November 3, 2025	Call available by noon EST
Early to Mid-November 2025	Site visits and information sessions scheduled
December 8, 2025	Deadline to respond to Call, midnight EST
January 2026	Interviews with artists/teams; specific date and time TBD
Friday, January 30, 2026	Artist/team contract executed

Proposed Project Timeline

Early Spring 2026	Artist/team design phase, including obtaining approval from the Historic District Commission and working with Town Staff to develop installation plan and permitting
Spring 2026	Artist fabrication
Early Summer 2026	Public art installation; open to the public
Wednesday, July 1, 2026	Public art dedication (part of the Town of Sandwich America 250 Celebration)

Budget

The total project budget is $9,500. This includes the artist/team fee, fabrication, installation, documentation, and all costs associated with the project, including maintenance during the three-year period. A preliminary itemized budget is required to apply but is subject to change until the Glass Town Cultural District approves the artist/teams final design.

Who Should Apply/Eligibility

This Call to Artists is open to all artists, artisans, architects, landscape architects or teams with experience in public art or site responsive design. Artists do not need to be residents of Sandwich; however, they must be able to travel to Sandwich, MA for meetings, site visits, installation, and maintenance as required.

Project Site

The Town has identified a site for the artwork. This site is based on the preliminary landscape and architectural design; sites are subject to change as the design is further developed. Interested parties may request a site visit.

See Appendix A for images

Artist Responsibilities

The selected artist /team is responsible for:

- Conducting site and community research as needed
- Incorporating design feedback from the Glass Town Cultural District Steering Committee
- Creating a detailed design of the proposed artwork and associated plans (such as engineering, site details, or fabrication) to be presented for final approval from the Glass Town Cultural District Steering Committee.
- Fabrication of the completed work, documentation, as well as management and oversight of all implementation and installation in coordination with the Town of Sandwich public officers.
- Creating a maintenance plan and appropriate documentation, including final recommendations for conservation.

Glass Town Cultural District

This project is commissioned by the Town of Sandwich via the Glass Town Cultural District Steering Committee, which must vote to formally approve the project. The artist/team may be required to meet with the Glass Town Cultural District Steering Committee, as well as the Town of Sandwich Select Board and appropriate Town officials at certain phases of the project. The artist/team is expected to be collaborative and open to community input; however, the Glass Town Cultural District has sole approval over each phase of the public art project and final acceptance of the temporary artwork.

Selection Criteria

Artist/team selection will be determined by a Selection Committee composed of representatives from the Glass Town Cultural District Steering Committee representing the District.
The Selection Committee will review proposals using the following criteria:

- Response to the goals and community values described in this Call to Artists
- Experience to complete this project
- Knowledge of materials and their durability in similar sites and with similar lifespans
- Past work that shows a strong, original, artistic vision
- Experience working with multiple stakeholders

How to Respond

To respond to this Call to Artists, please prepare your application materials and submit your written proposal as a PDF by email to: dcostagliola@sandwichmass.org

Please note we are not requesting design work at this time and you will be asked to communicate your artistic concept through a written proposal only. Your proposal must include the following:

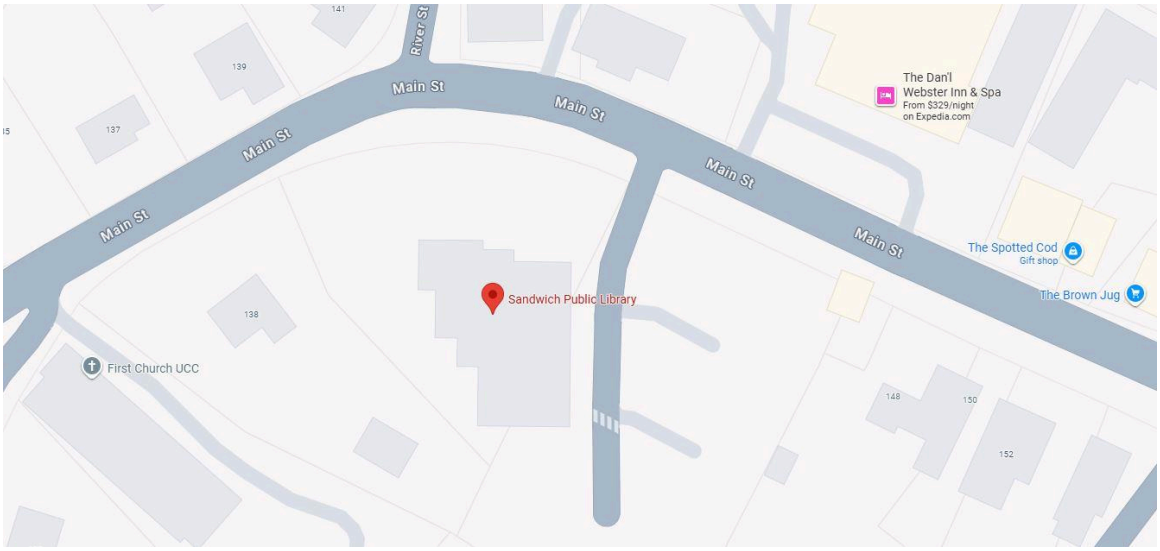
- Artist/Team Description: Provide background of each member of your team, including bios, resumes CVs etc., or other information that best highlights the strength of the applicant.
- Statement of Interest (500 words or fewer): Narrative describing the artist's interest in this project, connecting this project to the artist's past and future work.
- Initial Project Concept (500 words or fewer): Narrative describing the initial artistic concept for this artwork.
- Relevant Work Samples: Up to five relevant work samples and a numbered, annotated image list with details (if applicable).
- References: Please include contact information for up to three references for the artist/team.
- Itemized Budget: Please provide an initial itemized budget of your project expenses using the template provided in Appendix B. If price is based on time spent, please provide your hourly rate.

Contact

Please contact Diane Costagliola, Director of the Sandwich Public Library and Town Liaison to the Glass Town Cultural District Steering Committee, with questions:
dcostagliola@sandwichmass.org

Appendix A

Sandwich Public Library
142 Main Street



Appendix B: Budget Template

Please itemize your project expenses using the template below or something similar. The Glass Town Cultural District Steering Committee requires that total project costs will be less than or equal to $9,500.

Budget Item	***Dollar Amount***
Design, including models, schematics, etc.	
Fabrication costs	
Materials/supplies	
Engineering	
Installation, including specialty equipment (lifts, cranes, etc.)	
Insurance	
Administration	
Documentation	
Artists Fee (20% cap)	
Other expenses	
Total Project Cost:	**$9,500.00**

Explanation of any other expenses:

Appendix C: Insurance Requirements

The Town of Sandwich requires insurance coverage in place for contractors to protect the Town and the contractor. The Contractor shall maintain during the term of the Contract, at his expense, all insurance required by the applicable laws of the Commonwealth of Massachusetts and insurance required in this section. Insurance will be issued by licensed insurance companies and evidence of insurance requirements will be provided on Accord Form 25 Insurance Certificates after being awarded the contract. Renewal certificates will be delivered 30 days prior to the expiration of the preceding policy. These requirements shall not be construed to limit liability of the Contractor or its insurers.

The amounts and types of insurance required may be modified by the Town if it is determined they do not provide adequate coverage. The minimum insurance requirements are:

- Commercial General Liability for Bodily Injury and Property Damage, on an Occurrence Form, naming the Town of Sandwich as Additional Insured, including Premises/Operations, Products/Completed Operation Liability, Contractual, Broad Form Property Damage, and Personal/Advertising Injury for one million ($1,000,000) per occurrence and two million ($2,000,000) annual aggregate limit per project per location.
- Workmen's Compensation Insurance as required under General Laws c.152 (the Workman's Compensation law) and including employer's liability limits of one million ($1,000,000) per accident and per employee for the disease. This type of insurance is not required if the contractor will only use volunteers or casual employees in the contract and will hold the Town harmless for any personal injuries.
- Automotive liability insurance to cover artist while traveling and transporting materials to and from the site, if required the Town will mandate an automotive liability coverage for $250,000/accident for property damage, $250,000/per person, $500,000/accident for bodily injury for any vehicle used in performance of Contract including but not limited to personal transportation.

The Town's general conditions for Insurance are:

- The Town of Sandwich will be named as Additional Insured on all policies except Workers' Compensation and Employer's Liability
- Above insurance shall be primary and noncontributory over any such insurance available to the Town of Sandwich, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverage listed above in favor of the Town of Sandwich.

All policies will be endorsed to provide thirty days written notice to the certificate holder, the Town of Sandwich, in the event of cancellation, non-renewal or material changes in coverage.