



CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD

**CAAPB**

Application for Addition  
of a New Artwork  
on the Minnesota Capitol Grounds

**Commented [JH1]:** 1. Update website to clarify where to submit application.

2. Add word count restrictions.

3. Clarify language (diversity, design expectations, etc).

UPDATED ~~NOVEMBER~~ FEBRUARY 2025

**Commented [JH2]:** Update

## Request for Addition of a New Commemorative Artwork to the Minnesota Capitol Grounds

### Commemorative Works on the Minnesota Capitol Grounds

Each commemorative artwork on the Capitol grounds is part of a collection that tells the story of Minnesota and its people. Principle I of the *2040 Comprehensive Plan for the Minnesota State Capitol Area*, approved in 2021 by the Capitol Area Architectural and Planning Board, sets out the vision, roles and policy for the Capitol Area, as articulated in the excerpt below:

*"[The Capitol area] is a place to honor individuals, groups and ideas that have shaped Minnesota and contributed to our place in the nation. This is a place to share our many stories and create new ones. The Capitol Mall is known as Minnesota's Front Yard, -where all are welcome."*

The intent of this Principle will guide the Capitol Area Architectural and Planning Board in all decisions about commemorative works on the Minnesota Capitol grounds.

### Minnesota Administrative Rules on Commemorative Works

Commemorative artwork proposals are reviewed in accordance with administrative rules for commemorative artwork on the Capitol grounds. The full text of these rules is found in [Minnesota Rules Chapter 2400.2703](#).

The rules define a "**Commemorative artwork**" as a monument, memorial, or other type of original piece in any style, expression, genre, or media that is the unique creative expression of an artist designed to memorialize cultural, social, and political aspects of Minnesota's history. A commemorative artwork expresses or reflects the collective memory of an individual person, group, or event. Commemorative artwork serves four primary functions:

- A. to memorialize and remember;
- B. to inform and inspire the viewer;
- C. to have lasting historic and cultural significance; and
- D. to accentuate and enhance the urban landscape.

Commemorative artwork may be event-based, temporary, or long-term.

### Completing the Application

This document details the required components of an application to the Capitol Area Architectural and Planning Board to request that it consider the addition of a new commemorative artwork on the Minnesota Capitol grounds. All parts of this application are to be completed as fully as possible.

Before completing this application, please submit an "[Early Inquiry and Consultation Form](#)" to CAAPB staff and meet to discuss elements of the application, how to complete them, and any questions.

If you have additional questions while completing the application, please contact CAAPB staff at [CAAPB.input@state.mn.us](mailto:CAAPB.input@state.mn.us) or 651.757.1500.

Once the application is complete with the information identified in Parts 1 to 4 on the following pages, submit it as a PDF or Word document by email to [CAAPB.input@state.mn.us](mailto:CAAPB.input@state.mn.us) or send by postal mail to CAAPB, [Freeman Building, 625 Robert St N, Saint Paul, MN 55155](#) ~~Administration Building, 50 Sherburne Ave., Saint Paul, MN 55155~~.

*Request for Addition of a New Commemorative Artwork to the Minnesota Capitol Grounds*

## Application Information

### Part I - Applicant Contact Information

- a. Full Name of the Applicant (may be an individual or an organization)
- b. First and last name of lead contact person for the application
- c. Email for lead contact person
- d. Phone Number for lead contact person
- e. Address for lead contact person

### Part 2 – Subject of the Artwork

What is the subject of the proposed commemorative artwork? (Please describe.)

#### 2A - Narrative

What is the subject of the proposed commemorative artwork? (Please explain in detail including the historical background. A list of any sources used may be provided in part 2B.) (800 word max.)

#### 2B – Bibliography or Sources

### Part 3 – Design Concept

What is the general concept for design of the proposed commemorative artwork? (Please describe.)

#### Part 3 – Development of Design Guidelines

What are the general guidelines for design of the proposed commemorative artwork? (800 word max.)

(CAAPB is interested in a verbal description of early ideas of the design of the proposed commemorative artwork and not fully developed design concepts. Design and siting for the proposed commemorative work will occur later in the process led by a Design Review Group, (M.R.2400.2703, Subpart 3, Item K, Subitem (1)) which will include the applicant)

**Commented [HJ3]:** Change this to ask for historical background of the subject.

**Commented [JH4]:** Remove/reword this section so applicants don't submit designs. Applicants won't be designing the CW.

*Request for Addition of a New Commemorative Artwork to the Minnesota Capitol Grounds*

Part 4 – Conditions and Criteria

How does the proposed artwork meet the Conditions and Criteria for the Addition of New Artwork? Please answer the following questions as fully as possible and attach the answers to the application form. Supporting materials for the answers, such as reports, data, or articles, may be included or cited with a URL link.

1. ~~How does the proposed commemorative artwork introduce a new element of the state's diverse history and people to the Capitol grounds?~~

1. How does the proposed commemoration introduce a new element of the state's varied history and people to the Capitol grounds relative to existing commemorative works? Describe the distinctiveness of the proposed commemoration compared to the existing works on the Capitol Grounds. (800 words max.)

**Commented [HJ5]:** Add: How does this artwork compare/add/complement the works already on the Capitol Grounds?

2. ~~How does the commemorative artwork activity impact the historic, architectural, and artistic integrity of the Capitol building and grounds?~~

2. How could the commemoration idea impact the historic, architectural, and artistic integrity of the Capitol building and grounds? (CAAPB is not interested in a specific design at this point just a general idea) (800 words max.)

**Commented [CT6]:** Reword so that it does not reinforce the idea of having a design in advance

3. ~~Has there has been documented and broad-based public support of the commemorative artwork activity?~~

3. Has there has been documented and broad-based public support of the commemoration of this subject? Please describe and provide supporting documents where necessary (800 words max.)

**Commented [HJ7]:** Reword this to ask applicant to provide supporting documents.

4. ~~Does the subject of the artwork have lasting statewide historic significance for Minnesotans?~~

4. How would the subject of commemoration of the subject embody lasting statewide historic significance for Minnesotans? (800 word max.)

**Commented [HJ8]:** Maybe ask "How does the subject..." so that they provide specifics.

5. ~~Is the artwork respectful of the diversity of Minnesotans?~~

5. How would the commemoration respect or enhance the story of diversity of Minnesotans? (800 word max.)

**Commented [CT9]:** Change to How does the proposal reflect the diversity of Minnesotans?

6. ~~Does viewing the artwork provide a rich experience to broaden the understanding of Minnesota's shared history, heritage, and culture?~~

6. How would the commemoration provide a rich experience to broaden the understanding of Minnesota's shared history, heritage, and culture? (800 word max.)

**Commented [HJ10]:** Change to "How does viewing..."

7. If the subject of the artwork is a specific person...

- Did the person live in Minnesota or in the geographical area now identified as Minnesota for at least five years during the person's lifetime? (Identify where and when the person lived in the Minnesota geography.)

*Request for Addition of a New Commemorative Artwork to the Minnesota Capitol Grounds*

- Is the person renowned and admired by Minnesotans? (Explain and provide information that demonstrates this.)
- Has the person been deceased for at least ten years? (Years lived)

**Part 5 – Funding**

Is funding available to pay for the proposed addition and any related site work around it? (Please describe the expected funding sources and fundraising strategy.)

