



## **CITY OF AUSTIN ARTWORK DONATION AND LOAN POLICY AND APPLICATION**

Adopted by City Council on March 21, 2013

First Revision Approved by City Council on December 11, 2014

Second Revision Approved by City Council on November 15, 2018

# ARTWORK DONATION AND LOAN POLICY

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## I. STATEMENT OF PURPOSE

The City of Austin is committed to building a collection of high-quality public art for the enjoyment and enrichment of citizens and visitors. That commitment includes providing a means by which individual citizens or organizations may propose artwork donations and loans to be included in the City's artwork collection. This policy outlines the process through which artwork proposals are reviewed and accepted or rejected by the City of Austin. The objectives of this policy are to

- Provide uniform procedures for the review and acceptance of donations and loans of works of art for the City of Austin;
- Establish consistent review criteria that strike an appropriate balance between high aesthetic standards and city business use;
- Maintain high artistic standards in works of art displayed by the City of Austin; and
- Encourage or facilitate recognition of the artistic community.

## II. DEFINITION OF TERMS

**Aesthetics:** Artistic merit of the work of art, including consideration of its artistic, social, and/or historical significance.

**Appraisal:** A professional, certified evaluation of an artwork—its authenticity, condition and provenance—to determine its monetary value.

**Art in Public Places (AIPP) Panel:** Seven-member panel of visual arts professionals appointed by Arts Commission to review AIPP projects and make recommendations to the Arts Commission regarding appropriations for art and placement of art.

**Arts Commission:** A board of arts professionals appointed by members of City Council in order to foster and assist the development of the arts in the city, the Arts Commission serves as an advisory body to the City Council in all arts-related matters, including long-range planning, allocations, and coordination with the comprehensive plan.

**Artwork (or Work of Art):** Original art in various mediums, including but not limited to any portable or permanently fixed sculpture, mural, painting, drawing, earthwork, mixed media work, or time-based work (moving images or sound-based art), created by a professional artist, artists, or collaborative team. The artwork or identifying plaque cannot contain advertising or promotional content relating to living persons or to organizations, institutions, or businesses currently operating. (A plaque accompanying the artwork, which provides the name of donor, artist, or artwork, shall not be considered advertising.)

**Collection Management Policy:** A policy to establish procedures governing selection, commission, acquisition, design, fabrication, installation, accession, maintenance, repair, long-term care and deaccession of the owned and loaned artworks of a City entity.

**Cultural Arts Division (CAD):** A division of the Economic Development Department of the City of Austin, CAD provides leadership and management for the City's cultural arts programs and for the development of arts and cultural industries as an economic development strategy on behalf of the City. CAD guides the Citywide Artwork Donation and Loan Review process.

**Department Review Committee (DRC):** A committee of relevant City department staff and/or external stakeholders identified by the Department Director or his/her designee who manages the City property upon which the artwork is proposed to be sited. This committee evaluates proposals of donations and loans based upon stated criteria, including Site, Installation, Maintenance, Financial, Liability, Timeliness, and Special Conditions.

**Donation:** An artwork or a series of artworks gifted to the City for long-term public display with intent to transfer title of ownership to the City.

**Gifts of State:** Items officially given from one country to another as a sign of goodwill.

**Impervious Cover:** A surface that blocks water from going into the soil (e.g., highways, streets, parking lots, sidewalks, large paved areas).

**Loan:** An artwork of which ownership is retained by the donor during period of display on City property. The maximum loan period of accepted artwork is 5 years. The loan agreement for accepted artwork may be extended at the end loan period by mutual agreement between the City and the Lender.

**Parks and Recreation Department (PARD):** City of Austin department that oversees City parkland and recreation facilities.

**Public Art Fund:** A fund designated by the Art in Public Places Ordinance for the purposes of new project construction, repairs, and conservation of artworks, and managed by the Cultural Arts Division.

**Professional Artist:** A person who has established a reputation of artistic achievement, as judged by peers and through a record of exhibitions, public commissions, sale of works, and/or educational attainment.

**Prominent Location:** An exterior location that is accessible to the public, enjoys high visibility, and is used or visited by a large number of visitors and/or city residents.

**Provenance:** The history of an artwork and its creation and ownership, which is used to help establish its authenticity. Documents used for provenance include sales receipts, auction and exhibition catalogs, gallery labels, letters from the artist, and statements from people who knew the artist or the circumstances of creation of the artwork.

**Roy C. and Ann Butler Hike and Bike Trail:** The 10-mile trail encircling Lady Bird Lake intended for non-motorized traffic. For the purposes of this policy, Butler Hike and Bike Trail shall also include bridges along the trail, including Crenshaw Pedestrian Bridge, Pfluger Pedestrian Bridge, First Street (Drake) Bridge, Congress Avenue (Ann Richards) Bridge, I-35 Bridge, and Longhorn Dam.

**Town Lake Park:** The parkland area bordered by Lady Bird Lake to the north, the First Street (Drake) Bridge to the east, Barton Springs Road to the south, and Lamar Boulevard to the west, as defined by *Approaches to Public Art for Town Lake Park*, a conceptual master plan for the development of the area.

**User Department:** The department within the City of Austin deemed responsible for long-term care and maintenance of artworks that are sited within its physical boundaries or determined by operations/business use.

**Working Group:** A body established by a board or commission and consisting of less than a quorum of the board, to which the board delegates a defined matter or matters for consideration and recommendation to the board. A **Working Group** is automatically dissolved after it reports its recommendations. The board may appoint a non-member or non-members to serve on a **Working Group**.

### III. GUIDELINES FOR ARTWORK DONATIONS

When artwork donations are proposed for placement with any City of Austin agency or department, such proposals shall be reviewed by entities that may include but are not limited to City employees, community stakeholders (individuals or groups), and a Working Group. The process outlined below assumes that the Donor has an application for artwork donation which includes drawings or photos and/or a maquette or model, or has a finished work of art to donate. Applications are accepted year round, and a minimum of two months is required between submission and the Arts Commission review.

#### **Review Process (Step-By-Step) for Permanent Artwork Donation:**

**STEP 1:** The Donor submits a completed Artwork Donation Application with required attachments to the Cultural Arts Division (CAD). CAD staff shall assemble the appropriate City Department Review Committee (DRC). It is recommended that the Donor discuss the proposal with CAD staff prior to completing the form, as this may be helpful and time-saving and will ensure that the application is complete.

**STEP 1a:** As part of the Artwork Donation Application, the Donor shall provide evidence of that a minimum of 10% funding for the total cost for creating, purchasing, and installing the artwork is secured.

**STEP 2:** The Donor or the Donor's representative will present the application to the AIPP Panel at a regular meeting of the AIPP Panel. The Panel will review the application based upon the **Review Criteria**. The purpose of this review is to determine the feasibility of the artwork. A User Department representative will attend the meeting. The Panel may approve the Artwork Donation Application, may approve the Artwork Donation Application with comments, or may decline to approve the Artwork Donation Application. The AIPP Panel's recommendation will go forward to the DRC.

Proposals for artworks that require extraordinary maintenance expense or interfere with department operation without the prior approval of the Director of the User Department responsible for the art after installation cannot be approved.

Proposals of artworks that are deemed unsafe cannot be approved.

**STEP 3:** The Donor or the Donor's representative will present the Artwork Donation Application to the DRC, which will also evaluate the application based upon the **Review Criteria**. The purpose of this review is also to determine the feasibility of the artwork.

The User Department has the discretion to present the Artwork Donation Application to any of its respective boards and commissions prior to Arts Commission action. Departments have the ability to conduct additional internal or external reviews or public presentations regarding the Artwork Donation Application. The City may postpone review and/or recommendations if a proposed site is currently involved in master planning.

**STEP 3a:** The recommendations from the AIPP Panel and the DRC will be forwarded by CAD staff to the User Department Director for User Department approval. If the proposed site for the artwork is in a Prominent Location (see II. Definition of Terms), the Artwork Donation Application, along with the recommendations from the AIPP Panel and the DRC, will be forwarded by CAD staff to the City Manager's Office for information.

**STEP 3b:** The Artwork Donation Application will be forwarded by CAD staff to the Arts Commission, along with the recommendations from the AIPP Panel and the DRC.

**STEP 4:** The Donor or the Donor's representative will present the Artwork Donation Application to the Arts Commission. A User Department representative will attend the meeting or provide comments in writing in advance of the meeting. The Arts Commission may vote to approve the Artwork Donation Application, approve the Artwork Donation Application with comments, may form a Working Group to review the Artwork Donation Application or may decline to approve the Artwork Donation Application.

**STEP 4a:** If the Arts Commission forms a Working Group, a Chair will be appointed for further review of the Artwork Donation Application. The Arts Commission Working Group shall consult with the DRC and the AIPP Panel and the appropriate boards, commissions, and other associations that may be needed for inclusion.

The Working Group shall not exceed the maximum number of commissioners allowed (including the commissioner serving as AIPP Panel liaison) and consist of no more than three members of the AIPP Panel, as outlined by the Board and Commission Ordinance. The Working Group can include other professional experts, community representatives, or City staff, as recommended by the DRC and appointed by the Arts Commission.

**STEP 4b:** The Working Group will review the recommendations from the AIPP Panel and the DRC and the Artwork Donation Application based upon the Review Criteria. The Working Group may recommend that the proposal be accepted, accepted with modifications, or declined.

**STEP 4c:** If the Working Group review results in a recommendation to accept the donation with modifications, the Donor will have the option to resubmit a modified proposal to the Working Group. Recommendations for modification must be clearly defined to ensure the changes meet Working Group expectations.

**STEP 4d:** The final recommendation of the Working Group is presented to the Arts Commission.

**STEP 5:** The Donor or the Donor's representative will be present when the final recommendation of the Working Group is presented at a regular monthly meeting of the Arts Commission. The Arts Commission may vote to approve the Artwork Donation Application, approve the Artwork Donation Application with comments, or may decline to approve the Artwork Donation Application.

**STEP 5a:** If the Artwork Donation Application is approved, the CAD staff will forward Arts Commission's recommendation to the User Department Director and the City Manager's Office for information. The City Manager will forward a memo to City Council regarding recommendations for accepted donations to be sited in a Prominent Location (see II. Definition of Terms).

**STEP 6:** The Donor will enter into an Agreement with the City of Austin for the Donation of Artwork that contains the terms of acceptance, once the artwork donation approval process has been successfully completed and the artwork is accepted. The agreement spelling out all requirements for the artwork shall be executed prior to the City's formal acceptance of the artwork.

**STEP 6a:** As part of the Agreement, the Donor will complete the installation of the donated artwork within 24 months from the date of Arts Commission approval. If the installation is not complete within this time frame, approval of the donation or loan is automatically rescinded. The Donor may request an extension from the Arts Commission before the 24 month window for installation of the artwork is closed. Once the deadline passes, the Donor may submit another application if interested. Donors are limited to two applications per artwork.

**Step 6b:** As part of the Agreement, the Donor will either provide maintenance and repairs at no cost to the City or contribute 2% of the total value of the artwork or \$5000 (whichever is less) to the City's Public Art Fund. If an appraisal is determined necessary by the City, obtaining an appraisal prior to execution of the agreement is the responsibility of the Donor. If the Donor is responsible for providing necessary and agreed-upon maintenance and repairs, and fails to do so, the City has the right to remove the artwork.

In general and except as provided herein, donations shall be accepted without restrictions or conditions. In cases where there are restrictions or conditions attached to the proposed donation, the Donor's conditions shall be considered by the User Department and City Law Department to ensure they are consistent with City policies. The agreement shall require

liability insurance and/or permits during installation and may require the Donor to provide engineer-sealed and as-built drawings.

All accepted artwork donations will be subject to the City of Austin Artwork Acquisitions and Deaccessioning Policy. All artworks shall be accessioned by the Cultural Arts Division and covered under the City's fine arts insurance policy for the stated value. It is the responsibility of the User Department to enter into a Routine Maintenance Agreement with the Donor or to perform ongoing routine maintenance of accepted artwork donations, to share any and all maintenance records with the Cultural Arts Division to ensure comprehensive record keeping, and to alert AIPP to any damage that would require repair or restoration.

Artwork acceptance governed by other City procedures is set forth under **Exceptions to this Policy**.

#### **IV. GUIDELINES FOR ARTWORK LOANS**

When artwork loans are proposed for placement with any City of Austin agency or department, such proposals shall be reviewed by entities that may include but are not limited to City employees, community stakeholders (individuals or groups), and a Working Group. The process outlined below assumes that the Lender has an application for artwork loan which includes drawings or photos and/or a maquette or model, or has a finished work of art to donate. Applications are accepted year round, and a minimum of two months is required between submission and the Arts Commission review.

##### **Review Process (Step-By-Step) for Temporary Artwork Loan:**

**STEP 1:** The Lender submits a completed Artwork Loan Application with required attachments to the Cultural Arts Division (CAD). CAD staff shall assemble the appropriate City Department Review Committee (DRC). It is recommended that the Lender discuss the proposal with CAD staff prior to completing the form, as this may be helpful and time-saving and will ensure that the application is complete.

**STEP 1a:** As part of the Artwork Loan Application, the Lender shall provide evidence of that either the artwork is complete or that a minimum of 10% funding for the total cost for creating, purchasing, and installing the artwork is secured.

**STEP 2:** The Lender or the Lender's representative will present the Artwork Loan Application to the Department Review Committee (DRC) (see II Definition of Terms), which will evaluate the application based upon the Review Criteria. The purpose of this review is also to determine the feasibility of the artwork.

The User Department has the discretion to present the Artwork Loan Application to any of its respective boards and commissions prior to Arts Commission action. Departments have the ability to conduct additional internal or external reviews or public presentations regarding the Artwork Loan Application. The City may postpone review and/or recommendations if a proposed site is currently involved in master planning.

**STEP 2a:** The recommendations from the DRC will be forwarded by CAD staff to the User Department Director for User Department approval. If the proposed site for the artwork is in a Prominent Location (see II. Definition of Terms), the Artwork Loan Application, along with the recommendations from the DRC, will be forwarded by CAD staff to the City Manager's Office for information.

**STEP 2b:** The Artwork Loan Application will be forwarded by CAD staff to the Arts Commission, along with the recommendations from the DRC.

**STEP 3:** The Lender or the Lender's representative will present the Artwork Loan Application to the Arts Commission. A User Department representative will attend the meeting or provide comments in writing in advance of the meeting. The Arts Commission may vote to approve the Artwork Loan Application, approve the Artwork Loan Application with comments, may form a Working Group to review the Artwork Loan Application or may decline to approve the Artwork Loan Application.

**STEP 3a:** If the Arts Commission forms a Working Group, a Chair will be appointed for further review of the Artwork Loan Application. The Arts Commission Working Group shall consult with the DRC and the AIPP Panel and the appropriate boards, commissions, and other associations that may be needed for inclusion.

The Working Group shall not exceed the maximum number of commissioners allowed (including the commissioner serving as AIPP Panel liaison) and consist of no more than three members of the AIPP Panel, as outlined by the Board and Commission Ordinance. The Working Group can include other professional experts, community representatives, or City staff, as recommended by the DRC and appointed by the Arts Commission.

**STEP 3b:** The Working Group will review the Artwork Loan Application based upon the Review Criteria and the recommendations from the DRC. The Working Group may recommend that the Artwork Loan Application be accepted, accepted with modifications, or declined.

**STEP 3c:** If the Working Group review results in a recommendation to accept the Loan with modifications, the Lender will have the option to resubmit a modified proposal to the Working Group. Recommendations for modification must be clearly defined to ensure the changes meet Working Group expectations.

**STEP 3d:** The final recommendation of the Working Group is presented to the Arts Commission.

**STEP 4:** The Lender or the Lender's representative will attend when the final recommendation of the Working Group is presented at a regular monthly meeting of the Arts Commission. The Arts Commission may vote to approve the Artwork Loan Application, approve the Artwork Loan Application with comments, or may decline to approve the Artwork Loan Application.

**STEP 4a:** If the Artwork Loan Application is approved, the CAD staff will forward Arts Commission's recommendation to the User Department Director and the City Manager's Office for information. The City Manager will forward a memo to City Council regarding recommendations for accepted Loans to be sited in a Prominent Location (see II. Definition of Terms).



**STEP 5:** The Lender will enter into an Agreement with the City of Austin for the Loan of Artwork that contains the terms of acceptance, once the artwork Loan approval process has been successfully completed and the artwork is accepted. The agreement spelling out all requirements for the artwork shall be executed prior to the City's formal acceptance of the artwork.

**STEP 5a:** As part of the Agreement, the Lender will complete the installation of the loaned artwork within the 9 months from the date of Arts Commission approval. If the installation is not completed within this time frame, approval of the loan is automatically rescinded. The Lender may request an extension from the Arts Commission before the 9 month window for installation of the artwork is closed. Once the deadline passes, the Lender may submit another application if interested. Lenders are limited to two applications per artwork.

**Step 5b:** As part of the Agreement, the Lender will provide maintenance and repairs of the loaned artwork at no cost to the City. If the Lender fails to provide necessary maintenance and/or repairs, the City has the right to remove the artwork.

In general and except as provided herein, Loans shall be accepted without restrictions or conditions. In cases where there are restrictions or conditions attached to the proposed Loan, the Lender's conditions shall be considered by the User Department and City Law Department to ensure they are consistent with City policies. The agreement shall require liability insurance and/or permits during installation and may require the Lender to provide engineer-sealed and as-built drawings.

All accepted artwork loans will be subject to the City of Austin Artwork Acquisitions and Deaccessioning Policy. All artworks shall be accessioned by the Cultural Arts Division and covered under the City's fine arts insurance policy for the stated value. It is the responsibility of the User Department to enter into a Routine Maintenance Agreement with the Lender or to perform ongoing routine maintenance of accepted artwork Loans, to share any and all maintenance records with the Cultural Arts Division to ensure comprehensive record keeping, and to alert AIPP to any damage that would require repair or restoration.

Artwork acceptance governed by other City procedures is set forth under Exceptions to this Policy.

## **V. Artwork Donations and Loans Review Criteria**

### 1. AESTHETICS

- a. Artistic merit of the work of art, including its artistic, social, and/or historical significance, as evidenced by the Artwork Donation Application or Artwork Loan Application (which includes a written description and drawings and/or maquette of the proposed artwork)
- b. Professional artist's qualifications, as evidenced by the Artwork Donation Application or Loan Application (which includes images of past work, resume, references, and published reviews)
- c. Compatibility of the work of art within the context of the proposed site and/or the mission of the User Department
- d. Warranty of originality (in the case of a pre-existing artwork; only original works or limited editions shall be considered)
- e. Provenance (in the case of a pre-existing artwork)

### 2. SITE

- a. Appropriateness to the proposed site with respect to its immediate and general physical environment (neighborhood) and audience
- b. Ecological impact (e.g., percentage of impervious cover or risk to tree root zones)
- c. Accessibility to the public, including persons with disabilities
- d. Text components (e.g., signage or plaques)

### 3. INSTALLATION

- a. Site requirements for installation (e.g., electricity, lighting, water, or other services)
- b. Method of installation
- c. Storage requirements, if any
- d. Safety standards

### 4. MAINTENANCE

- a. Structural integrity
- b. Durability of material
- c. Susceptibility of the artwork to accidental damage, theft, and/or vandalism and security needs

- d. Ability or capacity of User Department to provide necessary routine maintenance

#### 5. FINANCIAL

- a. All costs associated with fabrication and installation, including site preparation, long-term preservation (i.e., conservation and repair), illumination, plaque, and unveiling/dedication event, if any. The City and the Donor must enter into an agreement that outlines responsibility for maintenance and repairs. The Donor may either provide maintenance and repairs at no cost to the City or contribute 2% of the total value of the artwork or \$5000 (whichever is less) to the City's Public Art Fund. Obtaining an appraisal prior to execution of the agreement is the responsibility of the Donor, unless otherwise agreed upon by City and Donor. If the Donor is responsible for providing necessary and agreed-upon maintenance and repairs, and fails to do so, the City has the right to remove the artwork.
- b. Source of funding and timely availability of funds and resources to meet financial requirements
- c. Estimated amount of funding for annual, routine maintenance costs to the City **User Department**
- d. Statement of value of artwork for insurance purposes

#### 6. LIABILITY

- a. Susceptibility of the artwork both to normal wear and to vandalism
- b. Potential risk to the public
- c. Public access, in general, as well as compliance with ADA requirements
- d. Special insurance requirements, if any

#### 7. TIMELINESS

- a. Allowance of sufficient time for normal review process by the DRC, the Arts Commission and its **Working Group**, and other boards or community groups involved
- b. Timely and appropriate response to the Arts Commission and staff requests for additional materials or information

#### 8. SPECIAL CONDITIONS

- a. Any conditions of the gift imposed by the Donor
- b. Other conditions not listed here

## VI. EXCEPTIONS TO THIS POLICY

1. Only Gifts of State may be accepted by the City Council and/or City Manager without the benefit of this review, according to the City of Austin Purchasing Policy. The Cultural Arts Division and respective department property owner shall be notified of acceptance of such donation or loan (in order to document the work, accession it to the City's collection, and insure the work) and may be consulted to recommend appropriate siting, an annual maintenance program, etc.
2. Artworks acquired or borrowed as part of any City entity with an adopted Collection Management Policy (see II. Definition of Terms), AND managed by a visual arts professional on staff, OR managed through an outside contract with a professional visual arts contractor, do not require review under this policy. Artworks donated to such a facility for its collection shall follow the review process defined under the entity's adopted Collection Management Policy.
3. Artworks acquired or borrowed as part of the Public Works Department Neighborhood Partnering Program do not require review under this policy.
4. Temporary installations or short-term loans of artwork proposed through the City's Parks and Recreation Department for existing public event spaces in Austin's park system do not require review under the Artwork Donation and Loan Policy.
5. Objects or artifacts that fit the following descriptions may not be considered for donations or loans under this policy, except where recognized professional artists are employed in their creation and as determined acceptable by the AIPP Panel and the Arts Commission:
  - o Landscape elements designed as part of landscape architectural design
  - o Artwork that contains living material such as plant life, trees or water features.
  - o Objects that are not unique but are mass-produced of standard design
  - o Artifacts or objects remaining from a particular historical period
  - o Standard park amenities, such as benches, picnic tables, and lighting, as defined by the Parks and Recreation Department
  - o Dedication or commemorative plaques or markers
  - o Directional or functional elements, such as graphics, signage, and maps
  - o Artwork created by students enrolled in a City of Austin educational program
6. Donations or loans of artworks containing advertising or for promotional purposes relating to living persons or to organizations, institutions, persons, or businesses currently operating will not be accepted. A plaque

accompanying the artwork, which provides the name of donor, artist, or artwork, shall not be considered advertising.

7. Placement of artwork must adhere to City codes and ordinances. Proposals for donations or loans will not be accepted for City Hall (plaza, mezzanine, or interior) or other restricted areas, including sites in the process of master planning or sites where artworks would cause a negative environmental impact (e.g., flood plains, critical water quality zone, tree critical root zones).
8. Short term loans for locations along the Butler Hike and Bike Trail will be considered on a case-by-case basis and are reviewed quarterly.

## **VII. REVISIONS TO THE ARTWORK DONATION AND LOAN POLICY**

The Arts Commission may review and make revisions to this policy annually, and may seek input from the Art in Public Places Panel, as needed.

## ARTWORK DONATION APPLICATION (PERMANENT ARTWORK)

Use this form to submit proposals for permanent artwork donations. Thank you for your interest in donating artwork to the City of Austin.

Please direct any questions, and complete and submit this application to

Cultural Arts Division, City of Austin  
Ben White Building Suite 400  
PO Box 1088  
Austin, TX 78767  
(512) 974-7700  
culturalarts@austintexas.gov



Please attach additional sheets. The City reserves the right to request additional information in order to process a donation proposal.

DONOR			
Name(s)			
Organization (if applicable):			
<i>(Please check one: ___ Individual(s) ___ Corporation ___ Not-for-Profit ___ Other (specify: _____))</i>			
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
<i>(Please check one):</i> <input type="checkbox"/> Donation of artwork to be commissioned <input type="checkbox"/> Donation of existing artwork			
<b>Conflict of Interest: Disclose whether the donor has any active contracts with the City or is involved in any stage of negotiations for a City contract.</b>			
ARTIST			
Name	Alias (If applicable)		
Nationality	Birth Date	Death Date (If applicable)	
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			

<b>Artist Representation/Gallery Name</b> (If applicable)			
<b>Artist Representation/Gallery Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Country</b>
<b>Phone</b>	<b>Fax</b>	<b>Email</b>	
<b>Website</b>			
For donations of commissioned artwork, please explain the method used in the selection of the artist.			
<b>ARTWORK</b>			
<b>Title</b>			
<b>Artwork type</b> (e.g., painting, sculpture)		<b>Medium</b>	
<b>Description</b>			
<b>Creation Date</b>		<b>Dimensions and Weight</b>	
<b>Anticipated Life Expectancy of the Artwork</b>			
<b>Finishes applied to surface</b>			
<b>Construction technique(s)</b>			
<b>If this artwork is part of a series or group, what is the total number in the series or group?</b>			
<b>If this artwork is part of an edition, what is the edition number of this piece, and the total edition size?</b>			
<b>Describe frame, if any.</b>		<b>Describe base or pedestal, if any.</b>	

<b>Describe any accompanying accessories.</b>			
<b>Current location of artwork</b>			
<b>Proposed City-owned site for placement (if applicable)</b>			
<b>For memorials, describe the person or event to be commemorated, and explain why this person or event deserves special recognition.</b>			
<b>ARTWORK HISTORY</b>			
<b>Provenance/Past Owners: List all past owners and period of ownership for each.</b>			
<b>Exhibition History: List the exhibition history including exhibition titles, venues and dates for each.</b>			
<b>Publications and References: List all publications about and references to the artwork.</b>			
<b>COPYRIGHT OWNERSHIP</b>			
<b>Name of current copyright owner</b>			<b>Title</b>
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Country</b>
<b>Phone</b>	<b>Fax</b>	<b>Email</b>	
<b>If the donor is the current copyright owner, does the donor intend to transfer the copyright to the City of Austin should the donation be accepted by the City?</b>			
<b>ARTWORK VALUATION (if known)</b>			



Fair Market Value \$
How was this fair market value determined and by whom?
<b>CONDITION</b>
Describe the current condition of the artwork noting any existing breaks, tears, scratches, abrasions, paint losses, or other insecurities or defects in the artwork.
If the artwork has been conserved, describe the conservation treatment.
Provide recommendations for routine maintenance of artwork. Indicate whether these recommendations were provided by a conservator.
(Optional) Provide recommendations for security, installation, transportation and/or storage.
For donations of commissioned artwork, please outline the installation plan.
<b>OTHER REQUIRED MATERIALS</b>
Please submit the following materials along with this completed form. <ul style="list-style-type: none"> <li>• Artist's résumé and bio</li> <li>• Digital, color images of past artwork by artist</li> <li>• For commissioned artwork, color renderings or maquettes of proposed artwork</li> <li>• Maps or images of proposed site for artwork</li> <li>• Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security</li> <li>• For commissioned artwork, an itemized budget for design, fabrication, and installation</li> <li>• For commissioned artwork, a timeline for design, fabrication, and installation</li> </ul>

- **Exhibition catalogs, publications and/or references, if available**
- **Formal, written appraisal for any artwork with a fair market value of \$10,000 or more**
- **Condition report, if available**
- **Conservator’s report, if applicable**
- **Proof of authenticity, if available**
- **Any other information relevant to the artwork**

**DONOR’S AUTHORIZATION TO INITIATE A DONATION REVIEW AND ACCEPTANCE OF THE DONATION POLICY**

Authorized signature	Title
Print name	Date
<b>CITY OF AUSTIN STAFF ONLY</b>	
Received by	Date

## ARTWORK LOAN APPLICATION

Use this form to submit proposals for artwork loans. Loans are limited to five years, then may be renewed. Thank you for your interest in loaning artwork to the City of Austin.



Please direct any questions, and complete and submit this application to

Cultural Arts Division, City of Austin  
Ben White Building Suite 400  
PO Box 1088  
Austin, TX 78767  
(512) 974-7700  
culturalarts@austintexas.gov

Please attach additional sheets. The City reserves the right to request additional information in order to process a loan proposal.

LENDER			
Name(s)			
Organization (if applicable):			
<i>(Please check one: <input type="checkbox"/> Individual(s) <input type="checkbox"/> Corporation <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Other (specify: _____) )</i>			
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
<i>(Please check one):</i> <input type="checkbox"/> Loan of artwork to be commissioned <input type="checkbox"/> Loan of existing artwork			
<b>Conflict of Interest: Disclose whether the Lender has any active contracts with the City or is involved in any stage of negotiations for a City contract.</b>			
ARTIST			
Name		Alias (If applicable)	
Nationality		Birth Date	Death Date (If applicable)
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			
Artist Representation/Gallery Name (If applicable)			

<b>Artist Representation/Gallery Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Country</b>
<b>Phone</b>	<b>Fax</b>	<b>Email</b>	
<b>Website</b>			
For loans of commissioned artwork, please explain the method used in the selection of the artist.			
<b>ARTWORK</b>			
<b>Title</b>			
<b>Artwork type</b> (e.g., painting, sculpture)		<b>Medium</b>	
<b>Description</b>			
<b>Creation Date</b>		<b>Dimensions and Weight</b>	
<b>Anticipated Life Expectancy of the Artwork</b>			
<b>Finishes applied to surface</b>			
<b>Construction technique(s)</b>			
If this artwork is part of a series or group, what is the total number in the series or group?			
If this artwork is part of an edition, what is the edition number of this piece, and the total edition size?			
<b>Describe frame, if any.</b>		<b>Describe base or pedestal, if any.</b>	

<b>Describe any accompanying accessories.</b>			
<b>Current location of artwork</b>			
<b>Proposed City-owned site for placement (if applicable)</b>			
<b>For memorials, describe the person or event to be commemorated, and explain why this person or event deserves special recognition.</b>			
<b>ARTWORK HISTORY</b>			
<b>Provenance/Past Owners: List all past owners and period of ownership for each.</b>			
<b>Exhibition History: List the exhibition history including exhibition titles, venues and dates for each.</b>			
<b>Publications and References: List all publications about and references to the artwork.</b>			
<b>COPYRIGHT OWNERSHIP</b>			
<b>Name of current copyright owner</b>			<b>Title</b>
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Country</b>
<b>Phone</b>	<b>Fax</b>	<b>Email</b>	
<b>If the Lender is the current copyright owner, does the Lender intend to transfer the copyright to the City of Austin should the loan be accepted by the City?</b>			
<b>ARTWORK VALUATION (if known)</b>			

Fair Market Value \$
How was this fair market value determined and by whom?
<b>CONDITION</b>
Describe the current condition of the artwork noting any existing breaks, tears, scratches, abrasions, paint losses, or other insecurities or defects in the artwork.
If the artwork has been conserved, describe the conservation treatment.
Provide recommendations for routine maintenance of artwork. Indicate whether these recommendations were provided by a conservator.
(Optional) Provide recommendations for security, installation, transportation and/or storage.
For loans of commissioned artwork, please outline the installation plan.
<b>OTHER REQUIRED MATERIALS</b>
Please submit the following materials along with this completed form. <ul style="list-style-type: none"> <li>• Artist's résumé and bio</li> <li>• Digital, color images of past artwork by artist</li> <li>• For commissioned artwork, color renderings or maquettes of proposed artwork</li> <li>• Maps or images of proposed site for artwork</li> <li>• Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security</li> <li>• For commissioned artwork, an itemized budget for design, fabrication, and installation</li> <li>• For commissioned artwork, a timeline for design, fabrication, and installation</li> </ul>

- **Exhibition catalogs, publications and/or references, if available**
- **Formal, written appraisal for any artwork with a fair market value of \$10,000 or more**
- **Condition report, if available**
- **Conservator’s report, if applicable**
- **Proof of authenticity, if available**
- **Any other information relevant to the artwork**

**LENDER’S AUTHORIZATION TO INITIATE A LOAN REVIEW AND ACCEPTANCE OF THE LOAN POLICY**

Authorized signature	Title
Print name	Date
<b>CITY OF AUSTIN STAFF ONLY</b>	
Received by	Date