

Public Art Donation Proposal

The City of Guelph recognizes that art in Public Spaces is a valuable asset that enhances the quality of life for its citizens and visitors. In addition to artwork commissioned through the Public Art Program, the City will consider artwork acquired through donation for the City's collection of Public Art.

As outlined in the City's Public Art Policy, all offers of gifts, donations and bequests of artwork will be reviewed by the Public Art Advisory Committee prior to any acquisition, designation or installation as Public Art.

Please complete this form if you would like your donation to be considered and submit to culture@guelph.ca.

Step 1: General Information

Date:

Donor Nameⁱ:

Contact Person (if different from donor):

Organization/Business (if applicable):

Address:

City:

Province:

Postal Code:

Phone:

Email:

Step 2: Artwork Information

Artist Name:

Title of Artwork:

Date of Creation:

Media:

Height:

Width:

Depth:

Estimated Value of Artwork^{iv}:

In order of preference, please list the suggested location(s) for the artworkⁱⁱ:

- 1.
- 2.
- 3.

Step 3: Support Materials

The following support materials will provide information and details to aid the City's council-appointed Public Art Advisory Committee and the inter-departmental Public Art planning team in the decision making process.

Donations will be evaluated using the following criteria:

- Suitability of work in complementing and avoiding duplication in the City's collection
- Artistic merit and condition of artwork
- Appropriateness of subject matter and site availability/suitability/compatibility
- Financial implications and technical installation requirements
- Durability and maintenance requirements, susceptibility of work to degradation, wear or vandalism, and public safety
- Documented evidence that the work has been legally and ethically acquired with the absence of conditions

1. Description of Proposed Donation (not to exceed 2 typed pages) **including:**

- a. Background/History of artwork and artist
- b. Rationale for donation and significance of artwork to City of Guelph
- c. Site preparation/installation requirements
- d. Current condition of artwork

2. Project Budget

The acquisition of gifts, donations and bequests of artworks requires the City of Guelph to designate funds toward the installation and maintenance of these pieces.ⁱⁱⁱ All expenses related to the donation and review process rest with the donor.

- a. Estimated cost associated with the installation of artwork
- b. Estimated cost of ongoing maintenance, insurance and other long-term issues

3. Artwork Documentation

Please include photographs (or drawings/maquettes if applicable) of the artwork and a copy of the current professionally approved appraisal^{iv} (for existing works of art only).

4. Additional Information for donations of work not yet created

- Description of the process used to select the artist/artwork, including a Call for Artists if selection has been/will be through competition
 - Brief statement from the artist(s) about the proposed artwork and theme
 - Project timeline
 - Artist resume and any additional supporting material, including information pertaining to the artist's copyright and moral rights to the work
 - Detailed budget including all projected costs for the project, funds committed to date and proposed source(s) of funds
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I/we understand that I/we must participate in the review process in accordance with the City's Public Art Donation Process and that the submission of a donation proposal does not necessarily mean that the City of Guelph will accept my/our proposed donation.^v

Signature of donor

Date

Step 4: Submit Your Proposal

Proposals may be submitted via email or mail to the following address:

culture@guelph.ca

ServiceGuelph - City Hall
Attn: Culture, Tourism and Community Investment
1 Carden Street, First Floor
Guelph, ON N1H 3A1
Hours of operations are Monday – Friday, 8:30 a.m. – 4:30 p.m.

By submitting this application, you are confirming that all the information provided is true and affirm that your submission meets the eligibility criteria.

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act and in accordance with MFIPPA. Personal information on this form will be used for the purpose of assessing and processing your application to the Artists in Residence Program.

If you have questions about this collection; use, and disclosure of this information, contact the City of Guelph's Program Manager Information Privacy and Elections at 519-822-1260 x 2349 or privacy@guelph.ca.

ⁱ All donations must be unencumbered and the donor must have legal title of the artist work.

ⁱⁱ Locations for donated artistic works will be subject to the Public Art Operational Plan.

ⁱⁱⁱ As demands on civic funds are significant, donors are encouraged to contribute funds or in-kind support dedicated to the installation, care and preservation of donated artwork.

^{iv} If a tax receipt is requested, an appraisal of the artistic work, to determine its fair market value, will be required at the donor's expense.

^v The City may decline to consider or accept any gift, bequest or donation of art at its sole discretion.