



TACOMA ARTS COMMISSION

PROCEDURE TO PROPOSE A DONATION OF ARTWORK TO THE CITY OF TACOMA

THE TACOMA ARTS COMMISSION IS CHARGED WITH THE RESPONSIBILITY OF EVALUATING THE SUITABILITY OF A PROPOSED ARTWORK AND MAKING A RECOMMENDATION TO THE CITY COUNCIL AS TO WHETHER OR NOT TO ACCEPT IT AS A GIFT. IF ACCEPTED, THE DONATED WORK BECOMES THE RESPONSIBILITY OF THE CITY OF TACOMA, WHICH WILL INVENTORY, INSURE, MAINTAIN AND REPAIR IT.

DEFINITIONS

GIFTS ARE PERSONAL OR REAL PROPERTY THAT IS DONATED, DEvised OR BEQUEATHED, WITH OR WITHOUT RESTRICTIONS, TO THE CITY OF TACOMA. GIFTS CAN BE ACTUAL ARTWORK, PROPERTY FOR PLACEMENT OF ARTWORK OR FUNDS FOR THE ACQUISITION OF ARTWORK.

GIFT POLICY IS THE POLICY ACCEPTED BY THE CITY COUNCIL ON NOVEMBER 7, 2000 BY RESOLUTION 34963 THAT IDENTIFIES THE PROCEDURE AND CRITERIA FOR REVIEWING PROPOSED GIFTS OF ARTWORK TO THE CITY OF TACOMA.

ACCESSION POLICY IS THE POLICY ACCEPTED BY THE CITY COUNCIL ON NOVEMBER 7, 2000 BY RESOLUTION 34963 THAT DEFINES AN ORDERLY AND CONSISTENT PROCESS FOR REVIEWING ARTWORK FOR ACCEPTANCE INTO THE MUNICIPAL ART COLLECTION, ENSURING THAT THE COLLECTION IS COMPRISED OF ARTWORK OF THE HIGHEST QUALITY.

PROCESS

THE TACOMA ARTS COMMISSION WILL REVIEW ALL PROPOSED GIFTS ACCORDING TO THE GIFT POLICY, DEFINED ABOVE, AND WILL EVALUATE THE SUITABILITY OF PROPOSED GIFTS AND MAKE RECOMMENDATIONS TO THE TACOMA CITY COUNCIL IN ACCORDANCE WITH RCW 35.21.100 WHICH ALLOWS ACCEPTANCE OF DONATIONS TO A MUNICIPALITY.

IN ORDER TO PROVIDE THE TACOMA ARTS COMMISSION WITH THE INFORMATION NECESSARY TO EVALUATE THE PROPOSED ARTWORK IN ACCORDANCE WITH THE GIFT POLICY AND ACCESSION POLICY, THE POTENTIAL DONOR MUST COMPLETE THIS APPLICATION, WITH ATTACHMENTS AS OUTLINED, AND SUBMIT TO: CITY OF TACOMA, CEDD, AMY MCBRIDE, 747 MARKET STREET, ROOM #900, TACOMA, WA 98402-3793.

PRESENTATION TO THE TACOMA ARTS COMMISSION

IF APPLICABLE, THE DONOR WILL BE SCHEDULED TO PRESENT HIS/HER PROPOSAL TO THE TACOMA ARTS COMMISSION AT THE NEXT AVAILABLE MEETING. THE DONOR IS EXPECTED TO PRESENT THE ACTUAL ARTWORK, A MODEL OF THE ARTWORK, OR AT MINIMUM, SCALE DRAWINGS OF THE PROPOSED PIECE. IF IT IS NOT POSSIBLE TO BRING IN THE ACTUAL ARTWORK FOR REVIEW, A PHOTOGRAPH OF THE PIECE MAY SUFFICE.

THE TACOMA ARTS COMMISSION WILL REVIEW THE PROPOSAL, CONSIDER THE PRESENTATION AND MAKE A RECOMMENDATION AT THE SUBSEQUENT MEETING. IF THE PROPOSAL MATERIALS DO NOT GIVE THE TACOMA ARTS COMMISSION ENOUGH INFORMATION TO MAKE AN EDUCATED RECOMMENDATION, THEY MAY REQUEST THAT THE RECOMMENDATION BE POSTPONED UNTIL FURTHER INFORMATION IS PROVIDED.



TACOMA ARTS COMMISSION

GIFT PROPOSAL APPLICATION

PLEASE TYPE OR PRINT CLEARLY AND MAKE YOUR RESPONSES COMPLETE AND THOROUGH.

DATE _____

CONTACT PERSON _____ TITLE _____

ORGANIZATION NAME _____

ORGANIZATION ADDRESS _____
Address City State Zip

PHONE _____ FAX _____

EMAIL _____

WHY DO YOU WISH TO DONATE THIS ARTWORK TO THE CITY OF TACOMA? _____

PROPOSED ARTWORK

TITLE OF ARTWORK _____

ARTIST(S) NAME _____

YEAR COMPLETED _____ DIMENSIONS (HEIGHT X WIDTH X DEPTH) _____

MATERIALS _____

PHYSICAL DESCRIPTION OF THE PROPOSED PIECE _____

NARRATIVE DESCRIPTION OF THE PROPOSED PIECE (THE STORY, INTENTION OR SIGNIFICANCE) _____

IS THE PIECE ONE OF A KIND? _____

IS THE PIECE PART OF A LIMITED SERIES? _____ IF SO, AN EDITION OF HOW MANY? _____ /

IS THE PIECE COMPLETED? _____ IF NOT, WHAT IS THE ESTIMATED DATE OF COMPLETION? _____

WHAT IS THE CURRENT CONDITION OF THE PIECE? _____

PROPOSED SITE

DO YOU HAVE A SITE(S) IN MIND? _____

IF SO, WHAT IS THE ADDRESS? _____

WHO OWNS THE PROPERTY? _____

WHAT IS YOUR RATIONALE FOR DESIRING THIS SITE? (DESCRIBE ANY CONTEXT, HISTORICAL REASON, TERRAIN, ETC.) _____

IF APPLICABLE, HAVE YOU OBTAINED ANY NECESSARY PERMITS OR PERMISSIONS TO SITE THE PIECE IN THIS LOCATION? _____

IF NOT, ARE YOU AWARE OF WHAT PERMITS/PERMISSIONS WILL BE NECESSARY? _____

TECHNICAL SPECIFICATIONS

DESCRIBE HOW THE ARTWORK IS CONSTRUCTED/MADE. SUPPORT WITH ATTACHMENTS AS LISTED AT THE END OF THIS APPLICATION. _____

HOW IS THE ARTWORK TO BE PROPERLY INSTALLED? SUPPORT WITH ATTACHMENTS AS LISTED AT THE END OF THIS APPLICATION. _____

DOES THE PIECE REQUIRE PLUMBING, ELECTRICAL, OR OTHER UTILITY HOOKUPS? _____

IF SO, DESCRIBE AND SUPPORT WITH ATTACHMENTS AS LISTED AT THE END OF THIS APPLICATION. _____

WHAT IS THE EXPECTED LIFETIME AND STAYING POWER OF THE MATERIAL(S) USED IN CREATING THE ARTWORK? _____

WHAT MAINTENANCE WILL THIS PIECE REQUIRE AND HOW OFTEN? _____

PLEASE IDENTIFY ANY SPECIFIC MAINTENANCE PROCEDURES AND/OR EQUIPMENT, AND ASSOCIATED COSTS. _____

WHAT PRECAUTIONS HAVE BEEN TAKEN TO GUARD AGAINST VANDALISM? _____

WHAT STEPS HAVE BEEN TAKEN TO INSURE THAT THE PIECE WILL NOT BE A SAFETY HAZARD? _____

BUDGET

	COST
PROJECT MANAGEMENT FEES _____	\$ _____
ARTIST FEE (COST FOR ARTIST TO CREATE NEW WORK) _____	\$ _____
PURCHASE FEE (PURCHASE PRICE OF THE EXISTING ARTWORK) _____	\$ _____
PERMITS _____	\$ _____
STRUCTURAL ENGINEERING _____	\$ _____
SITE PREPARATION _____	\$ _____
INSURANCE FOR MOVING/SITTING THE PIECE (\$1,000,000 LIABILITY POLICY) _____	\$ _____
ELECTRICAL/PLUMBING/UTILITY HOOKUP _____	\$ _____
DELIVERY OF ARTWORK TO SITE _____	\$ _____
ARTWORK INSTALLATION _____	\$ _____
SIGNAGE _____	\$ _____
RECOGNITION (PROGRAMS, DEDICATIONS, DONOR PLAQUES) _____	\$ _____
OTHER _____	\$ _____
TOTAL EXPENSES	\$ _____

WHEN WAS THE PIECE LAST APPRAISED? _____

WHAT IS THE VALUE OF THE PIECE AS CURRENTLY APPRAISED? _____

TIMELINE

WHAT IS YOUR TIMELINE? IDENTIFY THE DIFFERENT STAGES, STEPS, AND DATE GOALS TO PREPARE THE PIECE FOR DONATION. _____

RESTRICTIONS

ARE THERE ANY COVENANTS, REQUIREMENTS OR RESTRICTIONS THAT COME WITH THE PIECE? _____

WHAT EXPECTATIONS DO YOU HAVE FOR THE CITY OF TACOMA IN ACCEPTING THIS PIECE? _____

COMMUNITY INVOLVEMENT

DO YOU HAVE SUPPORT FROM THE COMMUNITY IN CREATING THIS PIECE? _____

DO YOU HAVE THE SUPPORT OF THE SURROUNDING COMMUNITY FOR THE PROPOSED SITE? _____

PLEASE IDENTIFY WHO IN THE COMMUNITY HAS BEEN CONTACTED, HOW THE COMMUNITY WAS CONTACTED, AND WHAT THEIR RESPONSE WAS. _____

PLEASE ATTACH ANY LETTERS OF SUPPORT.

APPLICANT MUST SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION WITH THIS APPLICATION

- AN ARTISTIC RESUME AND/OR BIO OF THE ARTIST(S) WHO CREATED THE PROPOSED ARTWORK
- 5-10 IMAGES OF PAST WORK BY THE ARTIST OF THE PROPOSED ARTWORK. THESE CAN BE PHOTOGRAPHS, SLIDES, OR DIGITAL IMAGES
- 3-5 CLEAN AND CLEAR IMAGES OF THE PROPOSED ARTWORK
- SCALE DRAWING AND/OR MODEL(S) OF THE PROPOSED ARTWORK
- IF YOU HAVE A SITE IN MIND, PLEASE INCLUDE A PHOTOGRAPH AND DESCRIPTION OF THE SITE(S) AND INCLUDE A SCALED DRAWING OR DIGITAL RENDERING THAT SHOWS THE PROPOSED PIECE SITED IN THIS LOCATION
- A COPY OF A FORMAL APPRAISAL OF THE PROPOSED PIECE
- TECHNICAL SPECIFICATIONS THAT INDICATE THE CONSTRUCTION AND INSTALLATION DETAILS FOR THE PIECE.

IF APPLICABLE, DRAWINGS SHOULD BE REVIEWED AND APPROVED BY A STRUCTURAL ENGINEER

RETURN APPLICATION AND SUPPORTING DOCUMENTATION TO:

CITY OF TACOMA
TACOMA ARTS COMMISSION
CEDD
AMY MCBRIDE
747 MARKET STREET, ROOM 900
TACOMA, WA 98402-3793

FOR FURTHER INFORMATION, PLEASE CONTACT:

AMY MCBRIDE
TACOMA ARTS ADMINISTRATOR
253.591.5192
AMCBRIDE@CITYOFTACOMA.ORG