



**CITY OF SAN ANGELO PUBLIC ART COMMISSION
ARTWORK DONATION AND LOAN POLICY AND APPLICATION**

Adopted by City Council on January 21, 2025

ARTWORK DONATION AND LOAN POLICY

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I. STATEMENT OF PURPOSE

The City of San Angelo is committed to building a meaningful collection of high-quality public art for the enjoyment of all and for the enhancement of public spaces. 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 San Angelo. 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 San Angelo;
- Establish consistent review criteria that strike an appropriate balance between high aesthetic standards and functionality for public display, considering First Amendment rights;
- Maintain high artistic standards in works of art displayed by the City of San Angelo; and
- Encourage or facilitate recognition of the artistic community.

II. DEFINITION OF TERMS

Aesthetics: Artistic merits 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.

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.)

City of San Angelo: The entity established under the laws of incorporation and known as the City of San Angelo.

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.

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.

Maquette. A scale model of proposed public artwork.

Parks and Recreation Department (PARD): The City of San Angelo department that oversees City parkland and recreation facilities. The PARD guides the Citywide Artwork Donation and Loan Review process.

Public Art Commission: A board of arts professionals appointed by members of City Council to foster and assist the development of the arts in the city, the Public Art 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.

Professional Artist: A person who has established a reputation for 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 many 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.

San Angelo Area Foundation: A local foundation overseeing the investment of private funds, some of which are currently dedicated to the maintenance of public art.

Subcommittee: A body established by the Public Art Commission 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 **Subcommittee** automatically dissolves after it reports its recommendations. The board may appoint a non-member or non-members to serve on a **Subcommittee**.

User Department: A representative of the City department that oversees the public property where art is proposed to be placed and maintained. Oftentimes, this is a department director or superintendent.

III. GUIDELINES FOR ARTWORK DONATIONS

When artwork donations are proposed for placement with any City of San Angelo agency or department, such proposals shall be reviewed and considered by entities that may include but are not limited to City employees, community stakeholders (individuals or groups), the Public Art Commission, subcommittees and City Council. 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 Public Art Commission review.

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

STEP 1 (Application and initial staff review): The Donor submits a completed Artwork Donation Application with required attachments to the Parks and Recreation Department (PARD). PARD staff shall review the application. It is recommended that the Donor discuss the proposal with PARD staff prior to completing the form, as this may be helpful and timesaving and will ensure that the application is complete. For consideration of the application, it is advantageous for the applicant to show evidence that a minimum of 10% of the funding needed for the project has been secured.

STEP 2 (Initial Public Art Commission review): The Donor or the Donor's representative will present the application to the Public Art Commission at a scheduled meeting of the Commission. The Commission will conduct an initial review of the application based upon the **Review Criteria**. The purpose of this review is to determine the feasibility of the artwork and proposed location. The Commission may recommend approval of the Artwork Donation Application, may recommend approval of the Artwork Donation Application with comments, may form a Subcommittee to review the Artwork Donation Application or may decline to recommend approval of the Artwork Donation Application.

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 Public Art Commission, will be forwarded by PARD staff to the City Manager's Office for information.

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.

As a courtesy, and if applicable, a copy of the application will be provided to the proposed User Department Director for their information prior to the initial review meeting with the Public Art Commission.

STEP 3 (User department and their board's review, if applicable): Should the artwork be proposed for City property other than Parks and Recreation Department property, the Parks and Recreation Department will provide a copy of the application, along with the Public Art Commission's initial recommendation, to the City User Department representative. This representative has the discretion to present the Artwork Donation Application to any of its respective boards and commissions prior to Public Art Commission final recommendation. Departments can 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 Artwork Donation Application will be forwarded by PARD staff to the Public Art Commission, along with the recommendations from the other department's advisory board.

STEP 4 (Public Art Commission additional review, if required): The Donor or the Donor's representative will present the Artwork Donation Application to the Public Art Commission at a following scheduled meeting. A User Department representative will attend the meeting or provide comments in writing in advance of the meeting, if applicable. The Public Art Commission may vote to approve the Artwork Donation Application, approve the Artwork Donation Application with comments, may form a Subcommittee to review the Artwork Donation Application or may decline to approve the Artwork Donation Application.

STEP 4a: If the Public Art Commission forms a Subcommittee, a Chair will be appointed for further review of the Artwork Donation Application. The Public Art Commission Subcommittee shall consult with PARD staff and the appropriate boards, commissions, and other associations that may be needed for inclusion.

The Subcommittee shall not exceed the maximum number of commissioners allowed, as outlined by the Board and Commission Ordinance. The Subcommittee can include other professional experts, community representatives, or City staff, as recommended and requested by the Public Art Commission.

STEP 4b: The Subcommittee will review the recommendations from the Commission, relevant boards, and the Artwork Donation Application based upon the Review Criteria. The Subcommittee may recommend that the proposal be accepted, accepted with modifications, or declined.

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

STEP 4d: The final recommendation of the Subcommittee will be presented to the Public Art Commission.

STEP 5 (Public Art Commission review and recommendation, if required): The Donor or the Donor's representative will be present when the final recommendation of the Subcommittee is presented at a scheduled meeting of the Public Art Commission. The Public Art 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 PARD staff will forward Public Art Commission's recommendation to the User Department Director and the City Manager's Office for information. The PARD Director 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 (Agreement): With approval of the City Council, the Donor will enter into an Agreement with the City of San Angelo 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 Public Art Commission approval. If the installation is not completed within this time frame, approval of the donation is automatically rescinded. The Donor may request an extension from the Public Art 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 San Angelo Area Foundation (SAAF) endowment established for the maintenance of public art. 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 Attorney 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 San Angelo Artwork Acquisitions and Deaccessioning Policy. All artworks shall be accessioned by the PARD 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 all maintenance records with the PARD to ensure comprehensive record keeping, and to alert the PARD 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 San Angelo agency or department, such proposals shall be reviewed and considered by entities that may include but are not limited to City employees, community stakeholders (individuals or groups), the Public Art Commission, subcommittees and City Council. 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 loan. Applications are accepted year-round, and a minimum of two months is required between submission and the Public Art Commission review.

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

STEP 1 (Application and initial staff review): The Lender submits a completed Artwork Loan Application with required attachments to the Parks and Recreation Department (PARD). PARD staff shall review the application. It is recommended that the Lender discuss the proposal with PARD staff prior to completing the form, as this may be helpful and time-consuming and will ensure that the application is complete. For consideration of the application, it is advantageous for the applicant to show evidence that a minimum of 10% of the funding needed for the project has been secured.

STEP 2 (Initial Public Art Commission review): The Lender or the Lender's representative will present the Artwork Loan Application to the Public Art Commission at a scheduled meeting of the Commission. The Commission will conduct an initial review of the application based upon the **Review Criteria**. The purpose of this review is to determine the feasibility of the artwork and proposed location. The Commission may recommend approval of the Artwork Loan Application, may recommend approval of the Artwork Loan Application with comments, may form a Subcommittee to review the Artwork Donation Application or may decline to recommend approval of the Artwork Loan Application.

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 Public Art Commission, will be forwarded by PARD staff to the City Manager's Office for information.

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 for artworks that are deemed unsafe cannot be approved.

As a courtesy, and if applicable, a copy of the application will be provided to the proposed User Department Director for their information prior to the initial review meeting with the Public Art Commission.

STEP 3 (User department and their board's review, if applicable): Should the loaned artwork be proposed for City property other than Parks and Recreation Department property, Parks and Recreation Department will provide a copy of the application, along with the Public Art Commission's initial recommendation, to the City User Department representative. This representative has the discretion to present the Artwork Loan Application to any of its respective boards and commissions prior to Public Art Commission final recommendation. Departments can 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 Artwork Loan Application will be forwarded by PARD staff to the Public Art Commission, along with the recommendations from the other department's advisory board.

STEP 4 (Public Art Commission additional review, if required): The Lender or the Lender's representative will present the Artwork Loan Application to the Public Art Commission at a following scheduled meeting. A User Department representative will attend the meeting or provide comments in writing in advance of the meeting, if applicable. The Public Art Commission may vote to approve the Artwork Loan Application, approve the Artwork Loan Application with comments, may form a Subcommittee to review the Artwork Loan Application or may decline to approve the Artwork Loan Application.

STEP 4a: If the Public Art Commission forms a Subcommittee, a Chair will be appointed for further review of the Artwork Loan Application. The Public Art Commission Subcommittee shall consult with PARD staff and the appropriate boards, commissions, and other associations that may be needed for inclusion.

The Subcommittee shall not exceed the maximum number of commissioners allowed, as outlined by the Board and Commission Ordinance. The Subcommittee can include other professional experts, community representatives, or City staff, as recommended and requested by the Public Art Commission.

STEP 4b: The Subcommittee will review the recommendations from the Commission, relevant boards, and the Artwork Loan Application based upon the Review Criteria. The Subcommittee may recommend that the proposal be accepted, accepted with modifications, or declined.

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

STEP 4d: The final recommendation of the Subcommittee will be presented to the Public Art Commission.

STEP 5 (Public Art Commission review and recommendation, if required): The Lender or the Lender's representative will be present when the final recommendation of the Subcommittee is presented at a scheduled meeting of the Public Art Commission. The Public Art 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 5a: If the Artwork Loan Application is approved, the PARD staff will forward Public Art Commission's recommendation to the User Department Director and the City Manager's Office for information. The PARD Director 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 6 (Agreement): With approval of the City Council, the Lender will enter into an Agreement with the City of San Angelo 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. The length of the loan of the art shall be determined on a case-by-case basis.

STEP 6a: As part of the Agreement, the Lender will complete the installation of the loaned artwork within 9 months from the date of Public Art 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 Public Art 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 6b: 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 Attorney 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 San Angelo Artwork Acquisitions and Deaccessioning Policy. All artworks shall be accessioned by the Parks and Recreation Department 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 all maintenance records with the Parks and Recreation Department 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 pre-existing artwork; only original works or limited editions shall be considered)
- e. Provenance (in the case of pre-existing artwork)

2. Site:

- a. Appropriateness to the proposed site with respect to its immediate and general physical environment (neighborhood) and audience
- b. Use of available space considering size, height, lighting and placement.
- c. Ecological impact (e.g., percentage of impervious cover or risk to tree root zones)
- d. Accessibility to the public, including people with disabilities
- e. 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, including access to the site, equipment required and impact on the property.
- c. Storage requirements, if any

- d. Safety standards

4. First Amendment to the U. S. Constitution considerations:

- a. Obscenity, fighting words and incitement of violence can be regulated
- b. Obscenity, when taken as a whole appeal to the prurient interest in sex, portray sexual conduct in a patently offensive way, and when taken does not have serious literary, artistic, political or scientific value. Looks at an average person applying contemporary community standards
- c. Fighting words or incitement of violence, art is intended to lead viewers towards violence, not just objectionable to viewers
- d. Art critical of matters of public concern or that involves a public figure is protected speech

5. 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 the User Department to provide necessary routine maintenance

6. 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 San Angelo Area Foundation (SAAF) endowment established for the maintenance of public art. 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

7. 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

8. Timeliness:

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

9. Special Conditions:

- a. Any conditions of the gift imposed by the Donor
- b. Proof of ownership to the art or reproduction of the art

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 San Angelo Purchasing Policy. The Parks and Recreation Department 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 ensure 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. Temporary installations or short-term loans of artwork proposed through the City's Parks and Recreation Department for public events in San Angelo's park system do not require review under the Artwork Donation and Loan Policy. Such short-term loans of artwork may only be displayed for the duration of the event.
4. 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 Public Art Commission:
 - Landscape elements designed as part of landscape architectural design
 - Artwork that contains living material such as plant life, trees or water features.
 - Objects that are not unique but are mass-produced of standard design
 - Artifacts or objects remaining from a particular historical period

- Standard park amenities, such as benches, picnic tables, and lighting, as defined by the Parks and Recreation Department
- Dedication or commemorative plaques or markers
- Directional or functional elements, such as graphics, signage, and maps
- Artwork created by students enrolled in a City of San Angelo educational program

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.

5. 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).
6. Short-term loans for locations along the Red Arroyo 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 Public Art Commission may review and revise this policy annually, with final approval of the City Council.

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 San Angelo.

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

Parks and Recreation Department,
702 S. Chadbourne
San Angelo, TX 76903
(325) 657-4279
Public.arts@cosatx.us



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

DONOR			
Name(s)			
Organization (if applicable):			
(Please check one: Individual(s) Corporation Not-for-Profit Other (specify: _____))			
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
(Please check one): <input type="checkbox"/> Donation of artwork to be commissioned <input type="checkbox"/> Donation of existing artwork			
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.			
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)			
Artist Representation/Gallery Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			
For donations of commissioned artwork, please explain the method used in the selection of the artist.			
ARTWORK			
Title			
Artwork type (e.g., painting, sculpture)		Medium	
Description			
Creation Date		Dimensions and Weight	
Anticipated Life Expectancy of the Artwork			
Finishes applied to surface			
Construction technique(s)			
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?			
Describe frame, if any.		Describe base or pedestal, if any.	

Describe any accompanying accessories.

Current location of artwork

Proposed City-owned site for placement (if applicable)

For memorials, describe the person or event to be commemorated, and explain why this person or event deserves special recognition.

ARTWORK HISTORY

Provenance/Past Owners: List all past owners and period of ownership for each.

Exhibition History: List the exhibition history including exhibition titles, venues and dates for each.

Publications and References: List all publications about and references to the artwork.

COPYRIGHT OWNERSHIP

Name of current copyright owner

Title

Address

City

State

Zip Code

Country

Phone

Fax

Email

If the donor is the current copyright owner, does the donor intend to transfer the copyright to the City of San Angelo should the donation be accepted by the City?

ARTWORK VALUATION (if known)

Fair Market Value \$

How was this fair market value determined and by whom?

CONDITION

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.

OTHER REQUIRED MATERIALS

Please submit the following materials along with this completed form.

- Artist's résumé and bio
- Digital, color images of past artwork by artist
- For commissioned artwork, color renderings or maquettes of proposed artwork
- Maps or images of proposed site for artwork
- Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security
- For commissioned artwork, an itemized budget for design, fabrication, and installation
- For commissioned artwork, a timeline for design, fabrication, and installation

- 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
CITY OF SAN ANGELO STAFF ONLY	
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 San Angelo.

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

Parks and Recreation Department,
702 S. Chadbourne
San Angelo, TX 76903
(325) 657-4279
Public.arts@cosatx.us



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

LENDER			
Name(s)			
Organization (if applicable):			
(Please check one: Individual(s) Corporation Not-for-Profit Other (specify: _____))			
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
(Please check one): <input type="checkbox"/> Loan of artwork to be commissioned <input type="checkbox"/> Loan of existing artwork			
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.			
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)			

Artist Representation/Gallery Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			
For loans of commissioned artwork, please explain the method used in the selection of the artist.			
ARTWORK			
Title			
Artwork type (e.g., painting, sculpture)		Medium	
Description			
Creation Date		Dimensions and Weight	
Anticipated Life Expectancy of the Artwork			
Finishes applied to surface			
Construction technique(s)			
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?			
Describe frame, if any.		Describe base or pedestal, if any.	

Describe any accompanying accessories.

Current location of artwork

Proposed City-owned site for placement (if applicable)

For memorials, describe the person or event to be commemorated, and explain why this person or event deserves special recognition.

ARTWORK HISTORY

Provenance/Past Owners: List all past owners and period of ownership for each.

Exhibition History: List the exhibition history including exhibition titles, venues and dates for each.

Publications and References: List all publications about and references to the artwork.

COPYRIGHT OWNERSHIP

Name of current copyright owner

Title

Address

City

State

Zip Code

Country

Phone

Fax

Email

If the Lender is the current copyright owner, does the Lender intend to transfer the copyright to the City of San Angelo should the loan be accepted by the City?

ARTWORK VALUATION (if known)

Fair Market Value \$

How was this fair market value determined and by whom?

CONDITION

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.

OTHER REQUIRED MATERIALS

Please submit the following materials along with this completed form.

- Artist's résumé and bio
- Digital, color images of past artwork by artist
- For commissioned artwork, color renderings or maquettes of proposed artwork
- Maps or images of proposed site for artwork
- Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security
- For commissioned artwork, an itemized budget for design, fabrication, and installation
- For commissioned artwork, a timeline for design, fabrication, and installation

- 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

CITY OF SAN ANGELO STAFF ONLY

Received by	Date
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