

St. Cloud Arts Commission

PROCEDURE TO PROPOSE A DONATION OF ARTWORK TO THE CITY OF ST. CLOUD

The St. Cloud 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 St. Cloud, 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 St. Cloud for actual artwork, property for placement of artwork or funds for the acquisition of artwork.

PROCESS

The St. Cloud Arts Commission will review all proposed gifts according to the Gift Policy and will evaluate the suitability of proposed gifts and make recommendations to the St. Cloud City Council.

In order to provide the St. Cloud 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 outlines, and submit to: City of St. Cloud, St. Cloud Arts Commission, 400 Second Street South, St. Cloud, MN 56301.

PRESENTATION TO THE ST. CLOUD ARTS COMMISSION

If applicable, the donor will be scheduled to present his/her proposal to the St. Cloud 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 be used.

The St. Cloud 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 St. Cloud Arts Commission enough information to make an educated recommendation, they may request that the recommendation be postponed until further information is provided.

**ST. CLOUD 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 St. Cloud?

PROPOSED ARTWORK

Title of Artwork:

Artist(s) Name:

Year Completed:

Dimensions (HxWxD):

Materials:

Physical Description of the Proposed Piece(s):

Narrative Description of the Proposed Piece(s) – the Story, Intention, Significance:

Is this piece one of a kind?

Is this piece part of a limited series?

If yes, 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 this 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(s) Fee(Cost for Artist(s) to Create New Work):	\$
Purchase Fee (Purchase Price of the Existing Artwork):	\$
Permits:	\$
Structural Engineering:	\$
Site Preparation:	\$
Insurance for moving/siting the piece:	\$
Electrical/Plumbing/Utility Hookup:	\$
Delivery of Artwork to Site:	\$
Artwork Installation:	\$
Signage:	\$
Recognition:	\$
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 St. Cloud 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.
- 3-5 clean and clear images of the proposed artwork.
- Scale drawing and/or model(s) of the proposed artwork (if applicable).
- If you have a site in mind, please include a photography and description of the site(s) and include a scaled drawing or digital rendering that illustrates the proposed piece sited in this location.
- A copy of a formal appraisal of the proposed piece, or an estimate of value
- Technical specification 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 St. Cloud
St. Cloud Arts Commission
400 Second Street South
St. Cloud, MN 56301

For further information, please contact the Arts Commission office at:
Phone: 320.650.3148
Email: jennifer.penzkover@ci.stcloud.mn.us