

GUIDELINES FOR DONATIONS OF ARTWORK TO THE CITY OF ORLANDO

STATEMENT OF PURPOSE

The City of Orlando's Public Art Program strives to place Artwork in highly visible locations and choose Artwork that reflects the character of that community. Public Art not only aids in recreation and intellectual pursuits of a community, it also affects the economic growth of an area. A strong cultural environment can be a barometer to measure the health of a region. The purpose of the guidelines outlined below is to create an orderly and consistent process for reviewing Artwork for acceptance into the City of Orlando's Permanent Collection. Opinions of suitability can vary, but minimum standards of quality and provenance will ensure that the City's Permanent Collection maximizes its contribution to our community.

ARTWORK SELECTION CRITERIA

The selection criteria for donated Artwork and Public Art Projects accepted into the Permanent Collection are based on a standard set of guidelines, including:

- **Representation** – Does the Artwork represent a notion or idea valued by sectors of the community?
- **Historical** – Does the Artwork have historical value?
- **Impact** – Does the Artwork have emotional, inspirational or intellectual impact?
- **Budgetary** – The maintenance, installation, transportation and purchase price of the piece must be considered.
- **Safety** – Does the work meet safety standards?
- **Technicality** – Is the design technically feasible?
- **Creativity** – Is the design visionary and creative?
- **Quality** – Is the work of the highest quality?

POLICY

In order to apply the art selection criteria and manage the review of proposed donations of artwork, the following policies have been adopted. These donation procedures are intended to ensure that the interests of all concerned parties are represented including the Public Art Advisory Board (PAAB), the Public, the Artist(s), the arts community, City Council, and the City of Orlando. Artwork that is offered as a donation to the City will be evaluated for acceptance under these policies.

1. Artwork shall be of distinctive artistic merit and aesthetic quality and should enhance the diversity of the City of Orlando's Public Art Collection.

2. Artwork shall be evaluated for its physical and visual attributes. Its potential site, scale, material, form, and content must be appropriate for the Artwork's social and physical environment.
3. Artwork shall be reasonably durable in the context of theft, vandalism, weather, and excessive maintenance costs.
4. The Artwork's durability and permanency will be considered by assessing the extent to which the Artwork will retain its physical integrity, identity, and authenticity.
5. Because the acceptance of a donation implies the responsibility to preserve, protect, and display the Artwork for the public benefit, the place an Artwork would take within the City's Permanent Collection, and the City's ability to display it, will be taken into account.
6. To the greatest extent possible, Artwork will be acquired without restrictions as to its future use and disposition except those imposed by law (e.g., copyrights). Any residual rights retained by donors or artists must be clearly defined in written agreements with the City.
7. A condition of donation is that the Artwork will be accessioned into the City of Orlando's Permanent Collection as part of the donation agreement.
8. Each Artwork accepted and accessioned into the City of Orlando's Permanent Collection will be documented to the fullest extent possible, including the Donor's proof of title, the artist's last known address and, when available, photographs and other identification to establish creation and provenance.
9. For each Artwork accepted and accessioned into the City of Orlando's Permanent Collection, a written agreement transferring title to the Artwork and clearly defining the rights and responsibilities of all parties will be required. The artist's copyrights will be maintained in accordance with applicable laws.
10. In the case of interagency or inter local agreements, a copy of the agreement and signatures of all parties will be kept in the City of Orlando's Commission office. [I don't know what this means. If the donor is another government, just apply the policy, and delete this paragraph.]
11. All Artwork offered to be donated to the City of Orlando's Permanent Collection must be accompanied by an Artwork Donation Application, completed as much as is reasonably possible. By submitting an Application, Donors are agreeing to provide additional assistance to obtain more information that may be reasonably needed to evaluate the Application and to properly apply these policies.
12. Donation applications will be reviewed in accordance with the City of Orlando's outlined guidelines. All applications shall be submitted to the City of Orlando's Public Art Coordinator.

The Public Art Coordinator and staff will review the Application and make an initial determine whether the Artwork meets the criteria set forth in these policies. The Public Art Coordinator may seek additional information as part of this evaluation. All applications and Artwork that meet the threshold of acceptability under these policies shall be then presented to the Public Art Advisory Board (PAAB), together with the recommendation (whether in favor of acceptance or against acceptance) of the Public Art Coordinator. The PAAB shall then make its recommendation (whether in favor of acceptance or against acceptance) to the Orlando City Council and Mayor for final approval.



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ARTWORK DONATION APPLICATION

Use this form to submit proposals for Artwork donations. The City of Orlando and Public Art Program appreciate your interest in donating artwork for the enjoyment of your community. Please direct any questions, and complete and submit this application to Charles.beasley@cityoforlando.net

City of Orlando Public Art
Attention C. Keith Beasley, Public Art Coordinator
400 South Orange Avenue
Orlando, FL 32801

Please attach additional sheets if necessary. The City of Orlando reserves the right to request additional information in order to intelligently process a donation proposal.

DONOR INFORMATION

NAME

ORGANIZATION

PLEASE CHECK ONE (IF APPLICABLE):

☐ INDIVIDUAL(S) ☐ CORPORATION ☐ NONPROFIT ☐ OTHER (SPECIFY _____)

ADDRESS

EMAIL

PLEASE CHECK ONE

☐ DONATION OF ARTWORK TO BE COMMISSIONED

☐ 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 INFORMATION

NAME

NATIONALITY

BIRTH DATE

DEATH DATE

ADDRESS

EMAIL

TELEPHONE



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WEBSITE

GALLERY NAME

**GALLERY
ADDRESS**

TELEPHONE

EMAIL

DESCRIPTION OF DONATION

TITLE OF WORK

YEAR CREATED

ARTWORK TYPE

MEDIA

DIMENSIONS

**CURRENT
LOCATION OF
ARTWORK**

DESCRIPTION OF ARTWORK

DESCRIPTION OF FRAME, IF ANY

DESCRIPTION OF BASE OR PEDESTAL, IF ANY



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ARTWORK HISTORY

PROVENANCE/PAST OWNERS: LIST ALL PAST OWNERS AND PERIOD OF OWNERSHIP IF KNOWN

EXHIBITION HISTORY: LIST THE EXHIBITION HISTORY INCLUDING EXHIBITION TITLES, VENUES AND DATES

PUBLICATIONS AND REFERENCES: LIST ALL PUBLICATIONS ABOUT AND REFERENCES TO THE ARTWORK

COPYRIGHT OWNERSHIP AND ARTWORK VALUATION

**NAME OF CURRENT
COPYRIGHT OWNER**

ADDRESS

EMAIL

TELEPHONE

**IF THE DONOR IS THE CURRENT COPYRIGHT OWNER, DOES THE DONOR INTEND TO TRANSFER THE
COPYRIGHT TO THE CITY OF ORLANDO SHOULD THE DONATION BE ACCEPTED BY THE CITY?**

**ARTWORK VALUATION
(IF KNOWN)**

SOURCE

**DESCRIBE THE CURRENT
CONDITION OF THE
ARTWORK**

PLEASE NOTE ANY EXISTING BREAKS, TEARS, SCRATCHES, ABRASIONS, PAINT LOSSES, OTHER
INSECURITIES

**PLEASE PROVIDE RECOMMENDATIONS FOR ROUTINE MAINTENANCE OF ARTWORK. HAS THE ARTWORK
RECEIVED CONSERVATION TREATMENT?**

Other required materials, to be attached to Artwork Donation Application:



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- Artist's résumé and bio
- Digital, color images of Artwork for donation
- 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 DONATION REVIEW

**AUTHORIZED
SIGNATURE**

PRINT NAME

DATE

CITY OF ORLANDO STAFF

RECEIVED BY

DATE