

Donation Guidelines

Public Art Donations for the City of Tucson

This form is to be completed by the person or entity requesting that a work of public art be donated to the City of Tucson. The following guidelines and application process are referenced in the City of Tucson's Administrative Directive #7.01-6, Public Art Gifts, Acquisition and Donations. The purpose of the administrative directive is to develop a protocol for donated and privately funded art projects on public property. The process for accepting donations, temporary works of art, and privately funded projects must adhere to the guidelines.

The City of Tucson will consider accepting donations of artwork into the City's public art collection and will consider siting privately funded projects on public property. The City will also consider accepting temporary works of art for display in City-owned facilities or on City-owned property. Any and all public art that is accepted into the City's public art collection or sited on public property outside the Selection Policy described in Section 701-4, regardless of funding source, shall follow this policy.

Review Process

1. Upon receipt of completed application materials, the request will be forwarded to the Public Art and Community Design Committee (PACD) to review and comment on the proposed artwork. *The PACD Committee meets virtually on the second Wednesday of every month, at 3:30 pm. PACD members need at least one month to review online materials, before proceeding to a vote.*
2. Arts Foundation will forward application materials to City's Risk Manager to conduct an evaluation of the public safety, insurance, and liability implications of the donated artwork.
3. Arts Foundation will present the comments and recommendation of the PACD to the appropriate city department for their review and comments.
4. The City Manager will review comments from the PACD, City Department, and Risk Manager to determine if the artwork will be accepted.
5. Artists will retain their exclusive copyrights as expressed in the City's public art contract.
6. The City Manager will respond to the PACD's recommendation with a letter of approval or denial.

Review Criteria

City's Risk Manager will conduct an evaluation of the public safety, insurance, and liability implications of the donated artwork. Arts Foundation for Tucson and Southern Arizona (AFTSA) Public Art and Community Design Committee (PACD) will review and comment on the proposed artwork, using, but not limited to, the following criteria:

Appropriateness of the artwork

Appropriateness of the artwork to other aspects of its surroundings.

Relationship of proposed artwork to existing artwork in the vicinity or future artwork proposed as part of an applicable Capital Improvement Project or other publicly funded project.

Appropriateness of the artwork location.

Appropriateness of the artwork scale to the proposed site.

Applicable neighborhood design guidelines.

Maintenance and Production Quality

Constructability of the proposed artwork.

Durability and craftsmanship in fabrication and production quality.

Maintenance, preservation and conservation implications.

The intended length of display of the artwork, whether permanent or temporary.

Application Materials

The online application will guide you through the requirements for submitting a complete request. Requests for review of artwork for donation or siting require all of the following information in order to proceed in the review process:

Design of the Proposed Artwork

1. Narrative: Statement of whether the artwork is being donated with ownership transferred to the City or installed temporarily with ownership not conveyed to the City.
2. Narrative: Value of the artwork.
3. Narrative or Attachment: Description or indication of proposed location.
4. Narrative: Description of how the artwork has been, will be produced including materials.
5. Narrative: Statement of maintenance responsibilities (privately maintained or requesting that City maintain).
6. Narrative: Description of how the artwork will be installed including materials and/or hardware.
7. Narrative: Maintenance and conservation recommendations (to be formalized through completion of the Artwork Maintenance Protocol).
8. Narrative: Anticipated annual maintenance cost if applicable.
9. Attachment: Site plan or photo of the site.
10. Attachment: Drawing and/or photo of the artwork with dimensions.
11. Attachment: Artwork material sample if applicable.
12. Attachment: Letter stating agreement with the project from neighborhood association if in a registered or formalized neighborhood.

How to Submit Request

Follow instructions in the Guidelines and refer to the subsequent section for more information on the required application materials. Only complete applications will proceed to the review process. Incomplete applications will delay the process. All application materials must be submitted electronically via the online system. Technical assistance is available to address accessibility requests.

Prepare Application

- Step 1. Carefully review the Guidelines and read through any linked resources to ensure a clear understanding of the requirements, eligibility, expectations and scope of the opportunity.
- Step 2. Prepare required application materials as directed.

Submit Request

- Step 3. Go to the online application form, Submittable: <https://artsfoundtucson.submittable.com/submit>
- Step 4. Refer to the correct listing for Public Art Donations for the City of Tucson.
- Step 5. Create a Submittable account. If you already have an account, just login.
Important: The email associated with the Submittable Account will be the Primary email address used for updates related to this request. Plan accordingly.
- Step 6. Complete all components of the application.
- Step 7. Upload all required attachments.
- Step 8. Click "Submit Application" to submit.

Notifications

- Step 9. A confirmation email will be sent to the email address associated with the Submittable Account.



Donation Form

Public Art Donations for the City of Tucson

The Submittable Form will guide you through the following questions.

Donor Profile (Primary Contact)

The following contact information pertains to the Primary Person responsible for the donation request. All communications will be directed to the Primary Contact.

Full Name*

Enter the name of the primary contact.

Mailing Address*

Country

Address

City

State, Province, or Region

Zip or Postal Code

Email*

Phone 1*

Design of the Proposed Artwork

Appropriateness of the artwork

Consider the following published criteria as you respond to the questions in this section.

Appropriateness of the artwork to other aspects of its surroundings.

Relationship of proposed artwork to existing artwork in the vicinity or future artwork proposed as part of an applicable Capital Improvement Project or other publicly funded project.

Appropriateness of the artwork location.

Appropriateness of the artwork scale to the proposed site.

The intended length of display of the artwork, whether permanent or temporary.

Applicable neighborhood design guidelines.

Artwork Title

Artist Name

First Name

Last Name

Donation Summary

Briefly describe the artwork donation in 100 words or less.

Artwork Type*

Asphalt Art

Community Art

Digital New Media

Festival

Integrated architectural or landscape architectural work

Memorial

Mosaic

Mural
Painting
Photography
Performance Based
Sculpture
Sound Art
Time Based
Water Feature
Other (Please describe below)

Artwork Dimensions*

Length x Width x Height

Artwork Value in US Dollars*

\$USD

Permanent or Temporary Donation*

Artwork is being donated with ownership transferred to the City of Tucson

Artwork is being installed temporarily with ownership **not** conveyed to the City of Tucson

Intended Length of Display*

Describe the intended length of display of the artwork, whether permanent or temporary.

Proposed Location*

Describe the proposed location for the artwork. Address any applicable neighborhood design guidelines.

Location Address*

Provide the address for the location of the artwork. Address, GPS coordinates or cross streets are acceptable.

City of Tucson Ward*

Ward 1

Ward 2

Ward 3

Ward 4

Ward 5

Ward 6

Community Collaborators*

List the names, titles, and affiliation of any representatives from the intended Ward and applicable Neighborhood Association, with whom you have met, or plan to meet with, to propose the donation. Include any funding partnerships and funding sources.

Maintenance and Production Quality

Consider the following published criteria as you respond to the questions in this section.

Constructability of the proposed artwork.

Durability and craftsmanship in fabrication and production quality.

Maintenance, preservation, and conservation implications.

Fabrication/Production*

Describe how the artwork has been or will be produced including materials. You may be asked to provide an actual sample of the material(s) being used for reference.

Installation*

Describe how the artwork will be installed. Include materials and/or hardware that will be used.

Maintenance Responsibility*

Who will care for, pay for and maintain the artwork while in custody of the City of Tucson?

The City of Tucson will care for, pay for, and maintain artwork.

A Private Entity will care for, pay for, and maintain artwork.

Maintenance and Conservation*

Specify maintenance responsibilities (privately maintained or requesting that City maintain). Describe maintenance and conservation recommendations (to be formalized through completion of the Artwork Maintenance Protocol).

Maintenance Cost*

\$ Estimate the annual cost for maintaining Artwork in US Dollars.

Artwork Attachments *

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Include an image of the artwork on its own, one image indicating dimensions, and a digital sample of the artwork material as applicable. The image may be a digital drawing, rendering, concept design, or photograph.

Site plan or photo of the site*

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Attach the site plan or photo of the site. Indicate proposed location on plan or photo.

Neighborhood Association Agreement

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf

Upload a letter stating agreement with the project from applicable neighborhood association if in a registered or formalized neighborhood.

Additional support materials (Optional)

Maintenance Protocol Form

Maintenance Form Guidelines

A maintenance protocol form is required for all artwork being considered for the Public Art Collection. In accordance with the City of Tucson Administrative Directives and the Pima County Artist Contracts, the Maintenance Form “shall reasonably identify the media and techniques used to produce the artwork, provide details on how the artwork was fabricated and installed, and provide details on how the artwork should be maintained, including frequency, and how graffiti is to be removed.” The Maintenance Form is a requirement for Artwork Commissioned under Capital Improvement Projects, as well as Donation requests.

Proposed or Final Maintenance Protocol Form

Indicate if this Maintenance Protocol Form is the proposed copy to be included with a donation request, or the final copy for the permanent record. Please note that a final copy will need to be filed in as a final step in accepting a work of art for the permanent collection.

Jurisdiction*

Indicate if the Maintenance Protocol Form is for a Donation Request or for a commissioned Artwork through the Percent for Art Project for the City of Tucson or Pima County.

Donation for City of Tucson

Percent for Art Project for City of Tucson

Percent for Art Project for Pima County

Primary Artist Name*

First Name

Last Name

Include the name of the Primary Artist.

Collaborating Artists

Include the name(s) of Artists that are part of the Commissioned Artist Team. (If applicable)

Collaborators

List the names of persons, groups, or firms involved. Specify if they are a community group, school children, architect, designer, landscape architect, or other.

Artwork Title*

Artwork Location*

Artwork Completion Date*

Artwork Completion Date

Indicate the date when Artwork was completed. For Donations, this may be an estimated date.

Artwork Dimensions*

List dimensions for every component. Attach copies of structural drawings in the required fields below.

Length x Width x Height

Artist Statement*

Describe the artwork subject matter, source of inspiration and artistic vision. Text from this statement may be used to inform online description of artwork.

Artwork Type*

Asphalt Art

Community Art

Digital New Media

Festival

Integrated architectural or landscape architectural work

Memorial
Mosaic
Mural
Painting
Photography
Performance Based
Sculpture
Sound Art
Time Based
Water Feature
Other (Please describe below)

Artwork Description*

Describe the Artwork in 4-sentences. Text will be used to inform the online description of the artwork.

Medium and Technique

Include brand names of materials in all instances. Provide Manufacturer's Produce Data Sheet if available.

Medium*

Briefly describe the materials used to create the artwork such as wood, metal, concrete, oil or acrylic paint, etc.

Principal Materials*

Describe in detail, the principal materials used in production or fabrication. Be specific. Include type of metal, brand name, source, manufacturer, etc.

Special Features*

Describe electrical components, water features, or specialty media. Include both the function and supplier.

Other Materials*

Include detailed information about specific screws, nails, glue, armatures, etc.

Patina*

Describe how final surface or patina was achieved.

Protective Coating*

Describe the protective coating, seal or anti-graffiti material uses.

Protective Coating Applications*

Describe the method used to apply the coating or seal.

Cleaning*

Describe method for cleaning of artwork; be specific as to product to use to safely clean the surface.

Production, Fabrication and Installation

Preliminary Renderings*

Describe the preliminary work methods used. For example: drawings, maquettes, etc. Will you retain these materials and if so, for how long?

Equipment*

Describe the equipment that was used in production or fabrication of the artwork.

Work Methods*

Describe final work methods in detail. For example: cast, welded, carved, modeled, assembled, etc.

Workplace*

Where was the work completed? For example: name of foundry, studio, fabricator, etc.

Work Installation*

Who installed the artwork? For example: self, name of contractor, fabricator, etc.

Site*

Describe artwork's current site in detail.

Site-Specific Details*

If the work is site-specific, or integrated into architectural forms, describe in detail the relationship of the work to the site. Include any significant physical aspects of the site which, if altered, would significantly alter the meaning and/or appearance of the artwork.

Installation Specs*

List special installation considerations. Viewing height, measured distance from relative objects, etc

Special Assembly*

If artwork is comprised of more than one piece requiring special assembly, supply documentation on how to install correctly by providing a photograph or sketch.

Relocation Considerations*

If in the future due to unforeseen circumstances, your artwork might need to be relocated, how could the artwork be safely uninstalled or removed for relocation?

Maintenance Protocol

Environmental Factors*

Describe existing environmental factors that may affect the condition of the artwork and any precautionary measures which should be taken. For example: Direct sunlight, extremes of temperature, rain/moisture, air pollutants, bicycle/vehicular/pedestrian traffic, animal interaction with the artwork and human interaction with artwork such as graffiti, climbing, etc.)

Integrity of Materials and Flexibility*

Describe in specific terms and, if necessary, with drawings or photographs, the physical qualities for which the commissioning jurisdiction should strive in order to maintain your intent. For example: Matte rather than glossy luster, colors, patinas, etc.) Specifically, what may be acceptable alteration in form, surface, texture, and/or coloration as related to natural aging of materials?

Lifespan*

Describe the known lifespan of art materials.

Maintenance Frequency*

Provide detailed instructions for preventive methods and frequency of maintenance for the artwork. For example: Dirt removal, maintenance of protective coatings, etc.

Long Term Maintenance*

Provide detailed instructions for methods and frequency of longer-term preventive measures. For example: Repainting, refinishing, reapplication of sealers, etc.

Annual Maintenance Time*

Estimate the time required to provide annual maintenance in hours and anticipated material costs at current rates.

Note: Labor for annual maintenance will be performed by City or County personnel unless artist recommends otherwise.

Supplemental Attachments*

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Attach any required supplemental documents referenced in the Maintenance Form.

Acknowledgment

The City of Tucson or Pima County, depending on the commissioning jurisdiction, owns and will maintain the artwork on an as-needed basis. In accordance with federal copyright regulations, every reasonable effort will be made to contact the artist in the event of damage or physical alteration to artwork. Professional conservators will be hired on an as needed basis.

Completion of this form assists the commissioning jurisdiction in properly maintaining and repairing artwork in future conditions.

Acknowledgement and Authorization*

As the primary Donor or Commissioned Artist, I have authority to acknowledge that information submitted through this form is truthful to the best of my knowledge.

Primary Artist or Donor Name*

First Name

Last Name

Enter the name of the principal party authorized to sign for the Artwork.

Percent for Art Commission: Primary Commissioned Artist

Donation: Primary Donor Contact

Mailing Address*

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Phone (1)*

Phone (2)*

Email (1)*

Email (2)*

Public Art Fixed Asset Form

Public Art Fixed Asset Guidelines

The Fixed Asset form fixes the valuation of a work of art and confirms acceptance into the Collection for the City of Tucson. The form allows staff to assess maintenance and repairs based on the valuation of a public artwork. This is one of the last steps as a public artwork enters the City's collection. Note for Donors: The valuation may be used by the City Manager to determine tax credits tied to the donation.

Artwork Type*

Asphalt Art
Community Art
Digital New Media
Festival
Integrated architectural or landscape architectural work
Memorial
Mosaic
Mural
Painting
Photography
Performance Based
Sculpture
Sound Art
Time Based
Water Feature
Other (Please describe below)

Artwork Title*

Artwork Medium*

Briefly describe the materials used to create the artwork such as wood, metal, concrete, oil or acrylic paint, etc.

Artist(s) Name(s)

The name of the artist or artists that created the artwork.

Edition Number of Signed Artwork*

The number assigned by the artist to the edition of the artwork purchased by the city.

Artwork Dimensions*

List dimensions for the overall artwork.

Length x Width x Height (Spatial dimensions) -OR-

Days, Minutes, Hours (Time-based measurements)

Clarify whether final artwork is framed or unframed.

Artwork Location*

Indicate the exact address and location of the artwork.

Acquisition Method*

Donation or Percent for Art

Indicate the method by which the artwork was acquired. For example, was the artwork commissioned through the City 1% for Art Program, through departmental discretion, or was the artwork a donation to the City's collection.

Amount of the Contract*

USD The total amount for the purchase, which includes the design, production, and installation of the artwork. If applicable, the amount should also include freight for shipping and/or framing the artwork.

Valuation Amount

USD In the case of donated artwork, the amount shall be the appraised market value of the artwork at the time it is donated to the city.

Additional Comments*

This area can be used for additional relevant information about the artwork.

Acknowledgement

The City of Tucson or Pima County, depending on the commissioning jurisdiction, owns and will maintain the artwork on an as-needed basis. In accordance with federal copyright regulations, every reasonable effort will be made to contact the artist in the event of damage or physical alteration to artwork. Professional conservators will be hired on an as needed basis.

Completion of this form assists the commissioning jurisdiction in properly maintaining and repairing artwork in future conditions.

Acknowledgment and Authorization*

As the primary Donor or the Commissioned Artist, I have authority to acknowledge that the information submitted through this form is truthful to the best of my knowledge.

Primary Donor or Artist Name*

First Name

Last Name

Enter the name of the principal party authorized to sign for the Artwork.

Percent for Art Commission: Primary Commissioned Artist

Donation: Primary Donor Contact

Mailing Address*

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Phone (1)*

Phone (2)*

Email (1)*

Email (2)*

Fixed Asset Authorization Form

Authorization and Acknowledgement

The Fixed Asset Authorization Form is to be completed via Submittable by Staff of the Arts Foundation. Once completed, the form will be processed through Adobe Sign, to acquire signatures from Arts Foundation representatives, the Primary Artist or Donor, and the City Manager to authorize acceptance of Artwork into the Collection for the City of Tucson.

Title of Artwork*

Date of Purchase or Receipt*

The date on which the City accepted a commissioned artwork or the date on which the City received the artwork as a donation.

Purchase Order Number

The Purchase Order Number used to purchase the artwork. (If applicable)

Responsible City Department*

The city department that commissioned or received the donation of artwork.

City of Tucson Contact Person*

The person to contact in the city department for further information on the artwork.

Fixed Asset Number

For Account Department use. The department will assign a Fixed Asset System number by which the artwork will be identified in the annual fixed asset inventory.

Arts Foundation Public Art Manager*

Arts Foundation Staff Confirming Procedural Compliance.
Include Name, Title, Email and Phone.

Arts Foundation Executive Director*

Arts Foundation Staff Confirming Procedural Compliance.
Include Name, Title, Email and Phone.

Primary Artist or Donor*

Artist or Donor confirming Artwork transfer to the City of Tucson.
Include Name, Title, Email and Phone.

City Manager*

City Manager authorizing acceptance of Artwork into the Collection for the City of Tucson.
Include Name, Title, Email and Phone.