

Arts Foundation for Tucson and Southern Arizona

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 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 7.01-4, regardless of funding source, shall follow this policy.

Review Process

1. Upon receipt of completed application materials through Submittable, 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 3:30pm. 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. The City Manager will review comments from 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 public safety, insurance, and liability implications of the donated artwork. Arts Foundation for Tucson and Southern Arizona 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 submitted through our online portal in order to proceed in the review process:

- Artist Statement
- Artwork Description
- Design of proposed artwork, including dimensions
- Information outlining any community collaborations related to the artwork
- Material and Technique information, including specific application methods, brand names, types of patina or protective coatings on the artwork.
- Fabrication and installation methods
- Description of the proposed location for the artwork
- Maintenance recommendations and costs
- Attachment: Artwork Images – can be design rendering or completed artwork
- Attachment: Site plan or photo of site
- Attachment: Neighborhood Association Agreement
- Statement of whether the artwork is being donated with ownership transferred to the City or installed temporarily with ownership not conveyed to the City.

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. Find the appropriate listing for Public Art Donation 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.



Public Art Donation Intake Form and Maintenance Protocol

Project Name*

Enter the name of the project. This may be the same as the Artwork Title.

Donor Profile

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

1. Full Name*
Enter the name of the primary contact for the project.
2. Mailing Address*
Country
Address
3. Address Line 2
City
State, Province, or Region
Zip or Postal Code
4. Email 1*
Email 2
5. Phone 1*
Phone 2

Design of the Proposed 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 scale to the proposed site.
- The intended length of display of the artwork, whether permanent or temporary.
- Applicable neighborhood design guidelines.

6. Artwork Title*
7. Artist Name*
8. Donation Summary*
Briefly describe the artwork donation in 100 words or less.
9. 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)

10. Overall Artwork Dimensions*

Length x Width x Height

11. Permanent or Temporary Donation*

Select One.

- Permanent- Artwork is being donated with ownership transferred to the City of Tucson
- Temporary- Artwork is being installed temporarily with ownership not conveyed to the City of Tucson

12. Proposed Location Address*

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

13. City of Tucson Ward*

Select the City Ward that will have jurisdiction over the project.

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6

14. Pima County District*

Identify the Pima County District where the art will be located.

- District 1
- District 2
- District 3
- District 4
- District 5

15. Community Collaborations*

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.

16. Artwork Value in US Dollars. *

17. Artwork Funding*

Please list the amounts and sources of funding for the donated artwork.

18. Was the artist paid or compensated for the labor, design and time?*

Yes

No

Unknown

19. Brief Fabrication/ Production Summary*

Provide a short overview of maintenance responsibilities. Specify whether maintenance of the artwork will be paid for and cared for by a private entity (such as the donor) or if you are requesting that the City of Tucson pay for care for the maintenance of the artwork. Include a brief description of maintenance and conservation recommendations. A more thorough maintenance strategy will be addressed in further in the application.

20. Brief Maintenance and Conservation Summary*

Short overview of maintenance responsibilities (privately maintained or requesting that the City maintain). Briefly describe maintenance and conservation recommendations (more detailed questions further in application).

Maintenance Protocol and Installation Information for the Proposed Artwork

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.

A maintenance protocol form is required for artwork being considered for the Public Art Collection. In accordance with the City of Tucson Administrative Directives, 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.

21. Artwork Completion Date*

This may be an estimated date.

22. Artwork Dimensions*

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

Length x Width x Height (Spatial Dimensions) -OR- Days, Minutes, Hours (Time-based measurements)

23. 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.

24. 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 Product Data Sheet if available.

25. Medium*

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

26. Principal Materials*

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

27. Installation.*

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

28. Special Features*

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

29. Other Materials*

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

30. Patina*

Describe how the final surface or patina was/will be achieved.

31. Protective Coating*

Describe the protective coating, seal or anti-graffiti materials used.

32. Protective Coating Applications*

Describe the method used to apply the coating or seal.

33. Cleaning*

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

Production Fabrication and Installation

34. Preliminary Renderings*

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

35. Equipment*

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

36. Work Methods*

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

37. Workplace*

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

38. Work Installation*

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

39. Site*

Describe the artwork's installation site in detail. Please address any applicable neighborhood design guidelines.

40. 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.

41. Installation Specs*

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

42. 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 a sketch.

43. 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

44. 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 in temperature, rain/moisture, air pollutants, bicycle/vehicular pedestrian traffic, animal interaction with the artwork and human interaction with artwork such as graffiti, climbing, etc.*

45. Integrity of Materials and Flexibility*

Describe in specific terms and, if necessary, with drawings and 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 the natural aging of materials.

46. Lifespan*

Describe the known lifespan of art materials

47. Maintenance Frequency*

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

48. Long Term Maintenance*

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

49. 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 personnel unless artist recommends otherwise.*

50. 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.

-Are there living features included in the design that will require ongoing upkeep (i.e. plants?)

51. Maintenance Cost*

Estimate the annual cost for maintaining Artwork in US Dollars.

Support Documents

Upload required documents in the fields below.

52. Artwork*

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.

53. 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.

54. 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.

55. **Additional Support Materials (optional)**

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

You may use this section to upload optional support materials.

56. **Acknowledgement and Authorization**

Select the option that best represents the artwork proposed in this application. Completion of this form assists the commissioning jurisdiction in properly maintaining and repairing artwork in future conditions.

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

- The City of Tucson 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.

- The City of Tucson is temporarily responsible for the artwork for the timeframe specified above 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 the artwork. Professional conservators will be hired on an as needed basis.

- The City of Tucson is temporarily responsible for the artwork, for the timeframe specified above, but is not responsible for maintenance. There is an outside entity that assumes the care of the artwork in the event of damage or physical alteration to the artwork.