



# PUBLIC ART DONATION HANDBOOK

## OVERVIEW AND GUIDELINES OF THE 2023 PROCEDURAL UPDATES

ARTS FOUNDATION FOR TUCSON AND SOUTHERN ARIZONA

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## Public Art Donation Guidelines

### Guidelines, Forms and Procedures for Public Art Donations

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 (City) 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.

## Who is involved in the Public Art Donation Process?

**Applicant:** The Applicant is the main point of for the Donation. Staff from the Arts Foundation and the City will communicate directly with the Applicant throughout the donation process. The Applicant may be a community member, stakeholder or Artist who is managing the overall development of the proposed Donation from start to finish.

**Artist:** The Artist is the person or team responsible for artwork design, creation and installation.

**Local Community:** Proposals must be reviewed and supported by community members residing or working within the area neighboring the site where the artwork will be located. There are options to gain support from individuals or community stakeholder groups.

**Arts Foundation:** Staff from the Arts Foundation will conduct a technical review of proposals to determine completion and compliance with the City Policy. Staff will identify and provide contact information for the correct representatives at the applicable Ward Office and City Department. Staff will facilitate the reviews and approvals of the complete proposal. The Board of the Arts Foundation reviews Donation Proposals approved by PACD, to certify compliance throughout the process.

**City Department:** Depending on the location of the proposed artwork, staff from the City Department with oversight of the proposed artwork location will review the proposal for potential conflicts with upcoming plans for the area and determine which permits, if any, are needed for artwork installation in the designated area.

**Risk Management:** The City's Department of Risk Management will review the artwork for safety, insurance and liability implications of the artwork.

**Public Art and Community Design (PACD) Committee:** The Public Art and Community Design (PACD) Committee is a standing committee of the Arts Foundation composed of 21 voting members that participate in the development and implementation of the Public Art Plan and promote the Public Art Program. Proposals will be evaluated by the PACD committee based on the published criteria. Applicant and artist will have an opportunity to answer any questions during the scheduled Public Meeting. PACD will deliberate and offer a recommendation to the City Manager on whether to approve the proposed donation.

**City Council Ward Representative:** The City Council Member and Ward Office with jurisdiction over the site location of the artwork will review proposed donation and offer feedback.

**City Manager:** The City Manager reviews the final artwork proposal.

### Donation Proposal Review Criteria

The City of Tucson’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.	Based on Artwork Design, Maintenance Protocol, Community Support, Assessments from the City Department, and Risk Management.
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.	Based on feedback from Community Neighborhood Association (as applicable), and letters of support from Community Stakeholders.
Applicable neighborhood design guidelines.	

#### Maintenance and Production Quality

Constructability of the proposed artwork.	Based on Artwork Design, Maintenance Protocol, and Assessments from City Department, and Risk Management.
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.	

### Potential Costs of Public Art Donation Proposal

Often, planning a public artwork has many unexpected or unforeseen costs. Knowing about them and planning at the beginning of your project helps you create a realistic budget for your project. Along with the creation and installation of the artwork, these are costs you will likely need to consider for your proposed Donation. All costs associated with the creation and installation of the Artwork are the responsibility of the Applicant.

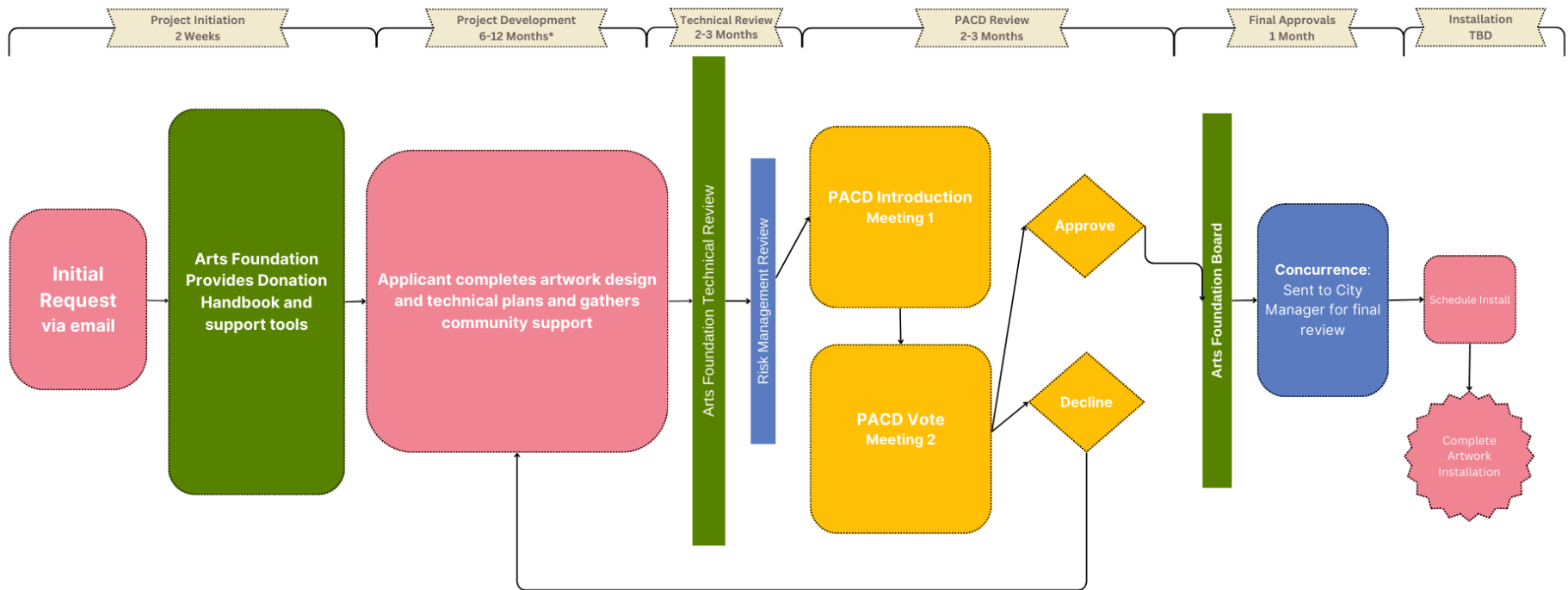
**Permits** – Permits vary based on the details of the proposed Donation and designated location. The City Department can assist with determining the required permits for the proposal.

**Engineering Drawings** – All three dimensional Artworks and structures require stamped drawings from a structural engineer, outlining the details of the structure as well as the ability to withstand various conditions like windloads, etc.

**Insurance** – All work conducted on City property, such as installing a donated artwork, requires insurance. Ensuring that you have the correct insurance coverage before you begin any work on site protects you, the Artist and the City from potential risks in case of an accident.

**Site Related Installation Costs** – All costs associated with Site preparation for the intended location of the artwork is the responsibility for the Applicant. Such examples may include adjustments to electrical access, moving irrigation, installing lights, etc. As applicable, the designated City Department will determine any related costs and provide estimates for required site preparation

Process Flow Chart



Donation Process Color Coding:

- Applicant and Artist actions are highlighted in **Pink**
- Arts Foundation actions are highlighted in **Green**
- City of Tucson actions are highlighted in **Blue**
- PACD actions are highlighted in **Yellow**

## Public Art Process Checklist

### Project Initiation:

1. **Applicant and Artist** complete the Initial Request via email. Contact [abby@artsfoundtucson.org](mailto:abby@artsfoundtucson.org) or [publicart@artsfoundtucson.org](mailto:publicart@artsfoundtucson.org) with a basic overview of the project and location.
2. Arts Foundation staff provides Applicant with the Donation Handbook and instructions on how to schedule a 15 minute consultation to review all program requirements. The Handbook includes Donation Guidelines, complete with Timeline Estimates, and customized Forms.
3. Arts Foundation staff sends courtesy notification of the forthcoming Donation Proposal to the appropriate offices of the respective City Council Ward, City Department, City Manager and Mayor.

### Project Development: (estimated 6-12 months\*)

4. **Applicant and Artist** complete provided forms. Applicant will need to gather community support and connect with appropriate City Departments to determine preparatory documents, such as permits or neighborhood design specifications. All materials are to be completed and returned to the Arts Foundation via email at one time. **Materials submitted individually throughout the Project Development phase will not be accepted.** Email complete packet to [abby@artsfoundtucson.org](mailto:abby@artsfoundtucson.org) or [PublicArt@ArtsFoundTucson.org](mailto:PublicArt@ArtsFoundTucson.org)

5. 01 Public Art Donation Proposal

*This form provides details of the artwork that is proposed and who will participate in the creation and installation of the artwork. A final artwork design must be included. This will be the information shown to community members and stakeholders, as well as the Ward office and City Department to review as you gain support for your project.*

6. 02 Maintenance Protocol

*The Maintenance Protocol provides information about the materials that will be used, production and installation methods, as well as outlining the plan and estimated cost for future maintenance of the artwork.*

7. Community Support Documentation

Applicant may select to complete either 03 Community Support Petition or 04 Community Stakeholder Review, but is not required to complete both. If 03 Community Support Petition is selected, review and signature from the Local Neighborhood Association is still required.

- 03 Community Support Petition

*This form is used to show support from a minimum of 25 local community members who have reviewed the Donation Proposal and support the final artwork design.*

- 04 Community Stakeholder Review

*This form is used to document a minimum of 3 stakeholder groups who have reviewed the Donation Proposal and support the final artwork design. "Community Stakeholders" are any local group, formal or informal, who are local users of the proposed artwork location. If the artwork is in an area with an active Neighborhood Association, they are required to be one of the approving stakeholder groups.*

8. 05 Ward Office Review

*This form is used to show that the local Ward Office has reviewed the Donation Proposal and final artwork design. They are able to leave comments and feedback on the form as well.*

9. 06 City Departmental Review

*This form is used to demonstrate that the correct City Department has reviewed the Donation Proposal and final artwork design. They are able to provide comment on the artwork or the location proposal, and can also confirm the required permits for installation, which will be documented on the form.*

10. Additional Documents to be provided by **Applicant and Artist**.

- Proof of Insurance
- Stamped Engineering documents (required for all three dimensional proposals)
- Copy of permit applications/approvals (varied, based on proposal and location)

Technical/Risk Review: (2-3 Months)

- Arts Foundation performs Technical Review of proposal materials for completion and compliance.
- City of Tucson Risk Management performs Risk Review of all proposal materials.

Public Art and Community Design (PACD) Committee review: (2-3 Months)

- First Meeting: Arts Foundation will present proposed project and provide application materials for review during the first meeting.
- Second Meeting:
  - **Applicant and Artist** attend meeting to present Public Art Proposal and answer questions from PACD Committee Members.
  - PACD Committee Members vote to approve or decline Public Art Proposal.

Final Approvals: (1 Month)

- Arts Foundation Board of Directors votes to confirm Donation Process was followed correctly.
- City Council member from Ward Office reviews all proposal materials and summary of approvals for evaluation and approval of the project.
- City Manager reviews all proposal materials and summary of approvals, for a final evaluation and approval of the project.

Installation: (TBD\*)

- Arts Foundation issues a Notice To Proceed to Applicant.  
*No installation can begin until Notice To Proceed is provided.*
- **Applicant and Artist** schedule installation with City Department.
- **Artist** completes artwork installation.
- **Applicant and Artist** notify Arts Foundation staff of completion and provide photos of the installed artwork.
- Arts Foundation staff completes Fixed Asset Form and documents the artwork as a new addition to the City's Public Art Collection.

*\*Applicant and Artist timelines are an estimate. The Applicant and Artist determine the amount of time required to complete those stages.*



# Proposal – Public Art Donations for City of Tucson

**Artwork Proposal Details**  
*To be completed by Applicant*

<b>1. Date</b>	
<b>2. Artwork Title</b>	
<b>3. Artist Name</b>	
<b>4. Donation Summary</b> <i>Describe the artwork subject matter, source of inspiration and artistic vision.</i>	
<b>5. Proposed Artwork Location</b> <i>Provide the address, GPS coordinates or cross streets</i>	
<b>6. Artwork Type</b> <i>(Select at least one)</i>	<input type="radio"/> Asphalt Art <input type="radio"/> Community Arts <input type="radio"/> Digital New Media <input type="radio"/> Festival <input type="radio"/> Integrated architectural/landscape work <input type="radio"/> Memorial <input type="radio"/> Mosaic <input type="radio"/> Mural <input type="radio"/> Painting <input type="radio"/> Photography <input type="radio"/> Performance Based <input type="radio"/> Sculpture <input type="radio"/> Sound Art <input type="radio"/> Time Based <input type="radio"/> Water Feature <input type="radio"/> Other (please describe below) <input type="radio"/> _____
<b>7. Overall artwork dimensions</b> <i>Height x Length x Width</i>	
<b>8. Medium</b> <i>Briefly describe the materials used to create the artwork, such as wood, metal, concrete, oil or acrylic paint, etc.</i>	

<p><b>9. Permanent or Temporary</b>  <i>Select One</i></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Permanent – Artwork is being donated with ownership transferred to the City of Tucson</li> <li><input type="radio"/> Temporary – Artwork is being installed temporarily with ownership not conveyed to the City of Tucson</li> </ul>
<p><b>10. City of Tucson Ward</b>  <i>Select the City Ward that will have jurisdiction over the project</i></p>	
<p><b>11. Pima County District</b>  <i>Identify the County District that the artwork will be placed in.</i></p>	
<p><b>12. Community Collaborations</b>  <i>Briefly describe any community support or collaboration in the creation of this artwork.</i></p>	
<p><b>13. Artwork Value in US Dollars</b>  <i>The Artwork Value is used to establish value as an asset to the City of Tucson.</i></p>	
<p><b>14. Artwork Funding</b>  <b>(For Arts Foundation record keeping purposes only)</b>  <i>Please list the amounts and sources of funding for the donated artwork</i></p>	
<p><b>15. Was the artist paid or compensated for their labor, design and time?</b>  <b>(For Arts Foundation record keeping purposes only)</b>  <i>Select one</i></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input type="radio"/> No</li> <li><input type="radio"/> Unknown</li> </ul>
<p><b>16. Brief Fabrication/Production Summary</b>  <i>Provide a short overview of how the artwork will be created, including production location, and if there will be volunteers or artist employees assisting with installation.</i></p>	
<p><b>17. Brief Maintenance and Conservation</b>  <i>Briefly describe the expected ongoing maintenance for the artwork and recommended conservation methods</i></p>	

### Final Artwork Design

A Final Artwork Design must include a representation of what the completed artwork will look like upon installation. This may be a detailed photo, drawing, or digital rendering showing the imagery, colors that will be used, and the placement of the artwork in the proposed location. If the artwork is three dimensional, please include images from multiple angles.

# Maintenance Protocol – Public Art Donations for the City of Tucson

As stated in the City of Tucson and Pima County public art contracts, the artist shall provide a maintenance protocol that “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.”

*Please complete this form and use it to support the Proposal when gaining community support.*

## Artwork Information

1. Today's Date	
2. Artist(s)	
3. Collaborators <i>List the names of persons, groups, or firms involved. Specify if they are a community group, school children, architect, designer, landscape architect, or other.</i>	
4. Artwork Title	
5. Location	
6. Date artwork completed	
7. Art Form <i>Sculpture, wall relief, mural, etc.</i>	
8. Artwork Dimensions <i>List dimensions for every component. Include copies of structural drawings.</i>	

## 9. ARTIST STATEMENT

*Describe the artwork subject matter, source of inspiration and artistic vision.*

## 10. 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. Use additional sheets if necessary.

11. Describe the principal materials used in production or fabrication. <i>Be specific. Include type of metal, brand name, source, manufacturer, etc.</i>	
12. Describe electrical components, water features, or specialty media. <i>Include both the function and supplier.</i>	
13. Other materials <i>Screws, nails, glue, armatures, etc.</i>	
14. Describe how final surface or patina was achieved.	
15. Describe the protective coating or seal or anti-graffiti materials used, and methods used to apply it.	
16. Describe method for cleaning of artwork; be specific as to products used to safely clean the surface.	

**Production/Fabrication and Installation**

17. Preliminary work methods used, (i.e. drawings, maquettes, etc.). <i>Will the Artist retain these materials and if so, for how long?</i>	
18. What equipment was used in artwork production or fabrication?	
19. Describe final work methods in detail. <i>(For example: cast, welded, carved, modeled, assembled, etc.)</i>	
20. Where was the work completed? <i>(Name of foundry, studio, fabricator, etc.)</i>	
21. Who installed the artwork? <i>(Self, name of contractor, fabricator, volunteers, etc.)</i>	
22. Describe artwork's current site in detail.	

23. If the work is site-specific, or integrated into architectural forms, describe in detail the particular 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.

24. List special installation considerations.

*Viewing height, measured distance from relative objects, etc.*

25. 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.

*Include all measurements and dimensions necessary for proper installation.*

**RELOCATION CONSIDERATIONS**

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

**MAINTENANCE PROTOCOL**

27. Describe existing environmental factors that may affect the condition of the artwork and any precautionary measures which should be taken.

*(e.g., 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.)*

28. 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.

*e.g., 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?*

29. Describe the known lifespan of art materials used.

30. Provide detailed instructions for preventive methods and frequency of maintenance for the artwork.

*Dirt removal, maintenance of protective coatings, etc.*

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

32. 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/County personnel unless artist recommends otherwise.	(Time in hours) \$ (materials)
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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**

Artist/Applicant Full Name	
Address	
Phone Number (s)	
E-mail Address(es)	
Artist/ Applicant Signature	
Date Signed	

**TO BE COMPLETE BY ARTS FOUNDATION FOR TUCSON AND SOUTHERN ARIZONA**

Government Jurisdiction				
Arts Foundation Project Manager				
Contract Amount (if applicable)				
Condition of artwork upon city/county acceptance	Excellent	Good	Fair	Poor
Signature <i>Arts Foundation for Tucson and Southern Arizona Representative</i>				
Date				

## Community Support Petition Form Public Art Donations for City of Tucson

*To be completed by the Arts Foundation*

### Project Details

Project Title	
Location	
Artist/Artist Team	
Applicant	
Arts Foundation Contact	

*To be completed by the applicant*

### Summary of Public Art Proposal

A brief description of the proposed artwork and its connection to the local community. Please provide completed Proposal and Maintenance Protocol for community members to review before signing.



Community Support Signature List

Who can sign this petition?

Applicant must gather a minimum of 25 signatures from community members within a one-mile radius of the artwork location. For residential areas, this includes residents or neighborhood members. For commercial or industrial areas, this includes frequent visitors to the area, those who work within the one-mile radius, or those who have a connection to the location.

*\*Applicant may request approval from the Arts Foundation to use a digital platform to gather community signatures.*

Signer affirms:

By signing here, you are confirming that you are part of the community surrounding this artwork. Your signature affirms that you support of the final design for the proposed Public Art Donation and that you believe this artwork will be an asset to your community and a benefit to the City of Tucson as a whole.

Please provide your name, phone number and email address along with the signature and date.

	Date	Signature	Name (Print)	Email	Phone Number	Connection to Location
1						
2						
3						
4						
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# Community Stakeholder Review Public Art Donations for City of Tucson

*To be completed by Community Stakeholder Representative*

## Comments:

**1. Name of Group or Organization:**

**Comments on proposed Public Artwork (optional)**

## Recommendation:

I have reviewed the completed Public Art Donation Proposal and affirm my support for the project:

**Acknowledgement and Support for proposed Public Art Donation**

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Community Stakeholder Review Public Art Donations for City of Tucson

*To be completed by Community Stakeholder Representative*

## Comments:

**2. Name of Group or Organization:**

**Comments on proposed Public Artwork (optional)**

## Recommendation:

I have reviewed the completed Public Art Donation Proposal and affirm my support for the project:

**Acknowledgement and Support for proposed Public Art Donation**

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Community Stakeholder Review Public Art Donations for City of Tucson

*To be completed by Community Stakeholder Representative*

## Comments:

**3. Name of Group or Organization:**

**Comments on proposed Public Artwork (optional)**

## Recommendation:

I have reviewed the completed Public Art Donation Proposal and affirm my support for the project:

**Acknowledgement and Support for proposed Public Art Donation**

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Ward Review – Public Art Donations for City of Tucson

*To be completed by the Arts Foundation*

To: Council Member \_\_\_\_\_ – Ward \_  
 From: Applicant Name, Title  
 Re: Review for Public Art Donation Proposal

### Project Details

Project Title	
Location	
Artist/Artist Team	
Applicant	
Arts Foundation Contact	

*To be completed by Applicant*

### Summary of Public Art Proposal

A brief description of the proposed artwork, the proposed location and its connection to the local community. Please additionally provide the completed Proposal and Maintenance Protocol for review.

### Summary of Community Support:

Summarize the community feedback you've gathered regarding this project. Please additionally provide any relevant forms, documents or proof of support for review.

*To be completed by Council Member/Ward Office*

Comments:

<b>Comments on proposed Public Artwork (optional)</b>

Recommendation:

I have reviewed the proposed Public Art Donation and make the following recommendation:

<input type="checkbox"/>	<b>Support of proposed Public Art Donation.</b>
<input type="checkbox"/>	<b>Withheld support of proposed Public Art Donation</b>

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# City Department Review – Public Art Donations for City of Tucson

*To be completed by Arts Foundation*

To: City Department  
 Contact name, Position  
 From: Applicant Name, Title  
 Re: Review for Public Art Donation Proposal

## Project Details

Project Title	
Location	
Artist/Artist Team	
Applicant	
Arts Foundation Contact	

*To be completed by Applicant*

### Summary of Public Art Proposal

A brief description of the proposed artwork and its connection to the local community. Please additionally provide completed Proposal and Maintenance Protocol for review.

### Summary of Community Support:

Summarize the community feedback related to the project.

### Engineering Documents and Installation Details:

Please attach stamped structural engineering documents, if applicable.



**Maintenance Responsibility**

*To be completed by Applicant*

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

	<p><b>The City of Tucson will care for, pay for, and maintain artwork.</b></p>
	<p><b>A Private Entity will care for, pay for, and maintain artwork.</b>          Please list name and contact information for Private Entity here:</p> <p>Organization Name: _____</p> <p>Contact Person: _____</p> <p>Email: _____ Phone: _____</p>

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

	<p><b>Yes</b>          Please list name and contact information for entity assuming responsibility for plant care:</p> <p>Organization Name: _____</p> <p>Contact Person: _____</p> <p>Email: _____ Phone: _____</p>
	<p><b>No</b></p>

**Permits:**

Installation of artwork may require permits, that vary based on location of artwork, size of artwork, and installation method. Please confirm with the City Department which permits will be required for the specific artwork that you are proposing.

Permit Name	Date Applied

*To be completed by City Department*

Comments:

<b>Comments on proposed Public Artwork (optional)</b>

Recommendation:

I have reviewed the proposed Public Art Donation and make the following recommendation:

<input type="checkbox"/>	<b>Support of proposed Public Art Donation.</b>
<input type="checkbox"/>	<b>Support of proposed Public Art Donation with the recommended changes listed below.</b>
<input type="checkbox"/>	<b>Withheld support of proposed Public Art Donation</b>

<b>Recommended Changes Required</b>

\_\_\_\_\_

Print Name and Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date