



ART IN PUBLIC PLACES
DONATION PROCEDURE CHECKLIST
FOR EXISTING OR PROPOSED ARTWORK

Thank you for your interest in donating to the City of Fort Collins.

Please contact Ellen Martin, APP Coordinator (970-416-2789), early in the process to discuss your proposed donation. Staff will work with the Donor to outline the goals and potential location of the project and help guide you through our donation process. Every donation is a unique experience.

The Art in Public Places (APP) program uses a process that connects the artist to a project team to develop the concept for art for a specific site. This model also works well in the donation process. Before you select an artist or possible location, please contact APP staff to discuss options for this process. Visit our website for more information on the program: www.fcgov.com/artspublic.

Many gifts are offered to the City for inclusion in the public art collection; however, not all gifts can be accepted. Following the donation procedure does not guarantee that your piece will be accepted. Donations of artwork to the City to be placed in a public area are subject to approval by the APP Board and, depending on the value of the work, the City Council. The City looks to acquire works of art that will further the objectives of the APP Program, which include all the criteria set forth in this donation procedure and involve artwork selection, site selection, artist criteria and installation processes. Any donated artwork accepted by the City becomes subject to our standard deaccession policy.

Eligibility

Anyone may submit donation proposals to the Art in Public Places Board.

Sequence for Donation

1. **Donor contacts APP staff coordinator, Ellen Martin (970) 416-2789 to discuss the potential of a donation of art to the City and the goals for the gift.**
2. APP staff will work with Donor to develop the process for this donation.
3. Donor submits donation form.
4. APP coordinator will work with the staff of the City department/facility proposed as the destination for the artwork.
5. Once the project is developed, the Donor will make a presentation to the APP Board with a maquette, a rendering of the proposed work, or images of existing work. In addition, submitted materials must include 8 images (minimum 6 works) of completed works by the artist, as well as the artist's resume and description of the project. The donor must present a funding explanation, timetable, site placement proposals (if applicable), installation and maintenance plan.
6. The APP Board will take a vote to approve or deny the proposal. The donor will be contacted regarding the Board's decision.
7. Final acceptance of donated artwork along with responsibilities of ownership and maintenance are subject to approval by the Fort Collins City Council.
8. A contract with the City of Fort Collins may be required if installation requires any construction or the donation raises any unique issues.

Materials to be submitted

1. APP donation form.
2. Funding explanation and/or fundraising plan.
3. Site proposals (if applicable).

Additional materials to be submitted if an artist has already been selected

1. Maquette, images of completed artworks or artist's concept visually depicted.
2. Non-returnable digital images with a minimum of (8) completed works, representing a body of the artist's artwork similar to the proposal.
3. Written description of the project.
4. Artist's resume and references.
5. Proposed timeline for project.
6. Installation plan/needs.
7. Maintenance plan and costs.

Selection Criteria

1. Artistic excellence and technical competence in the medium selected.
2. Relevancy to the Fort Collins community or environment in which it will be placed.
3. Creation of a balanced inventory of Art in Public Places to ensure a variety of style, design, media, and cultural diversity throughout the community.
4. Suitability of the work of art to the site, including form, content, scale and materials.
5. Evaluation of the proposed materials in regard to structural and surface integrity, protection against theft, vandalism, and weather.
6. Safety and maintenance considerations.

Placement Criteria

1. Relationship of artwork to the physical dimensions, social dynamics, local character and surrounding context of the site, existing or planned.
2. Visibility and accessibility of the site to the general public, including access by persons with disabilities.
3. Public safety.
4. Interior and exterior vehicular and pedestrian traffic patterns.
5. Site design includes landscaping, drainage, grading, lighting and seating considerations.
6. Relationship of proposed artwork to existing art works within the site vicinity.
7. Environmental impact such as noise, light and odor.
8. Impact on adjacent property owners (views, etc.).
9. Impact on operational functions (snow plowing, etc.) of the City.
10. Possibility of vandalism.
11. Cost of development/installation.
12. Compatibility of the design and location with the historical character of the site.

**Please contact Ellen Martin if you have further questions:
(970) 416-2789 or emartin@fcgov.com**



www.fcgov.com/artspublic