

Enriching Lives



LOS ANGELES COUNTY ARTS COMMISSION PROCESS FOR APPROVING GIFTS OR LOANS OF CIVIC ART

INTRODUCTION

Prior to acceptance of any gift or loan of civic art, the Arts Commission and the recipient department must review and approve the gift. The main role of the Arts Commission is to ensure that all gifts or loans of civic art are of high quality, are appropriate for their site and audience, and that funds are secured so that the artwork will be adequately maintained. Additionally, the Arts Commission will use its expertise to evaluate the legal instrument of conveyance or loan that addresses title of the artwork and defines the rights and responsibilities of all parties.

ARTS COMMISSION ROLE

The Arts Commission will receive a staff report along with a copy of submitted materials. If needed, Commissioners may hear a summary presentation by the donor before taking action. The Arts Commission may approve, reject or refer the proposed gift or loan back to staff for further evaluation.

CIVIC ART PROGRAM STAFF ROLE

Civic Art Program staff will respond to all donor inquiries and educate donors on the requirements, especially financial commitments, and processes for approval of gifts or loans of existing or proposed civic art. Staff will assist donors in assessing whether the donation is feasible.

If the donation seems feasible and the donor's interest strong, staff will meet with the donor and review in detail the required submittals and explain the Arts Commission's approval process.

After meeting the donor, staff will work with the recipient department to:

- determine that the gift or loan is compatible with the department's site or facility;
- assess whether the gift or loan is likely to be approved by the department;
- provide technical assistance in negotiating the terms of the legal instrument of conveyance or loan; and
- provide guidance on establishment of a maintenance fund for the donated or loaned civic art.

A report summarizing the proposed gift or loan will be prepared by staff and, using the criteria below, staff will recommend that the Arts Commission approve, reject or refer the proposed gift or loan back to staff for further evaluation. Staff will also include the gifted or loaned artwork on the Civic Art Program web page so that the public may learn more about it.

CRITERIA FOR EVALUATING GIFT

The following criteria will be used in evaluating existing or proposed artwork by Civic Art Program staff when preparing its report to the Arts Commission and by the Arts Commission when determining whether to approve, reject or refer the proposed gift or loan:

Existing Artwork

- The artwork is of high quality.
- The artwork fits the proposed location in terms of the physical setting and audience.
- Artwork will have a plaque consistent with Civic Art Program standards.
- The donor has committed to cover all costs associated with delivery and installation of the artwork.
- The donor and the recipient department have established a maintenance fund to cover all routine and future maintenance costs.
- The legal agreement between the donor and the recipient department adequately addresses issues of ownership or loan, copyright, liabilities, maintenance, and deaccessioning.

Proposed Artwork

- The artwork is of high quality and well designed.
- The artist's qualifications demonstrate the experience and skill necessary to complete a project of this scale and scope.
- Proposal is sufficiently detailed so that it can be fully evaluated.
- The artwork is appropriate for the proposed site in terms of the physical setting and potential audience.
- The scale, form, context, and design of the artwork are appropriate for the setting (local design standards may be taken into consideration).
- Informational and other plaques have been included and are consistent with Civic Art Program standards.
- The donor has identified all costs associated with design, fabrication, permits, bonding, insurance, transportation, and installation of the artwork and has identified sources for funding.
- The donor and the recipient department have evaluated routine and future maintenance and conservation requirements of the artwork and determined an amount that will cover all these costs.
- The legal agreement between the donor and the recipient department adequately addresses issues of ownership, copyright, liabilities, maintenance, and deaccessioning.

REQUIRED DONOR SUBMITTALS

The following should be submitted to the Civic Art Program:

Existing Artwork

- ✓ **Donor Information:** Donor name, address, phone, fax, and email. If the donor is an organization or a committee, provide information on all board or committee members and a copy of the organization's non-profit status forms, if applicable.
- ✓ **Artist/Designer Biography:** Summary of the artist or designer's qualifications.

- ✓ **Description:** Written description of the artwork: the concept behind the work; the relationship of the artwork to the site and the anticipated audience; materials to be used in the fabrication and installation of the artwork; and the size, color and texture of each artwork element; and the schedule for completion of the artwork.
- ✓ **Photograph:** A photograph of the artwork with enough detail so that the work can be fully evaluated.
- ✓ **Costs:** Detailed budget listing all costs associated with delivery and installation.
- ✓ **Maintenance Fund:** Amount of maintenance fund and any conditions of the fund.
- ✓ **Agreement with Recipient Department:** Legal agreement between the donor and the recipient department.

Proposed Artwork

- ✓ **Donor Information:** Donor name, address, phone, fax, and email. If the donor is an organization or a committee, provide information on all board or committee members and a copy of the organization's non-profit status forms, if applicable.
- ✓ **Artist/Designer Resume:** Resume of the artist or designer listing education, employment, exhibitions, reviews, and commissions, etc.
- ✓ **Examples of Artist/Designer Past Work:** Slides or digital images of completed work by the artist or designer.
- ✓ **Description:** Written description of the proposed artwork gift summarizing: the concept behind the work; the relationship of the artwork to the site and the anticipated audience; materials to be used in the fabrication and installation of the artwork; and the size, color and texture of each artwork element; and the schedule for completion of the artwork. If the artwork is a memorial honoring an individual or event, include background information on the individual or event.
- ✓ **Visual Representation:** A visual representation (computer generated or hand-drawn rendering) of the artwork showing detailed and overall views. A maquette, model, photograph and/or map showing the artwork in context.
- ✓ **Budget:** Detailed budget listing all costs associated with the gift and identification of sources for funding.
- ✓ **Conservator Report:** Report from an art conservator summarizing the materials to be used and discussing anticipated routine maintenance and long-term conservation requirements. The art conservator should be a professional member of The American Institute for Conservation (AIC).
- ✓ **Maintenance Fund:** Amount of maintenance fund and any conditions of the fund.
- ✓ **Agreement with Recipient Department:** Legal agreement between the donor and the recipient department.

SEQUENCE OF APPROVALS

The sequence for approval of gifts or loans of civic artwork to the County is:

- Civic Art Program staff prepares report and makes recommendation to the Arts Commission
- Approval by Arts Commission
- Approval by Recipient Department
- Approval by the Board of Supervisors (not needed for loans)