

**CULTURAL COUNCIL OF GREATER JACKSONVILLE  
GIFTS OF PUBLIC ARTWORK TO THE CITY  
POLICY**

**Adopted by the CCGJ Board on \_\_\_\_\_, 2020**

This policy for gifts of public art to the City is based on the Art in Public Places (APP) Ordinance Code, Chapter 126 Part 9 which allows the *Cultural Council to develop and oversee policy implementation and administration of the public art program, which may include such things as acceptance of gifts*. All gifts of public art to the City in concert with the Mayor's Office will align with the *the city-wide plan for the creation and placement of public art as developed and administered by the Cultural Council Greater Jacksonville (CCGJ)*. All proposed gifts of public art to the APP collection shall comply with a CCGJ gift policy including the endorsement of the City department that oversees the site where public art is to be located, and a review process that includes a professional appraisal and pre-conservation assessment prior to the Mayor's final acceptance of all such gifts to the City. This evaluation ensures that acceptance of such gifts follows public art standards to encompass art to which *the general public has open and easy access and which will enrich and give dimension to the public environment*. The gift policy applies to all gifts of permanent public art on city property. Loans or temporary public art are not included in the gift policy. *All gifts, grants, and award of monies shall be deposited in the Art in Public Places Trust Fund. This Policy may be amended by the CCGJ.*

**ACCEPTANCE OF GIFTS OF ARTWORK PROCESS**

1. Donor makes the offer of a gift of public artwork. They are directed to CCGJ's Art in Public Places (CCGJ APP) program.
2. Donors are provided a pre-proposal package from CCGJ.
3. Donor submits Letter of Intent with Gift Proposal Package to the CCGJ APP for evaluation.
4. All gift proposals will be evaluated by CCGJ APP staff (and by a conservator and/or subject matter experts as needed) for feasibility within 60 days. The evaluation may require the assistance of the appropriate City Department liaison to be named to assist the CCGJ APP with the gift acceptance process. The evaluation will include any costs associated with installation and maintenance that will be needed should the gift be accepted. The feasibility evaluation must include a resolution from the APP Committee.
5. CCGJ APP will make a recommendation to the Cultural Council, then the Cultural Council shall make a recommendation to the Mayor's Office via the Mayor's Budget Review Committee (MBRC) process (including a copy of the information that was received from the donor). The CCGJ APP and subsequent Cultural Council recommendation will be to accept or reject the artwork.
6. MBRC will recommend to either accept or reject the recommendation from CCGJ. Once the MBRC decision has been reached, a letter with the decision will be sent from CCGJ to the donor and a copy will be provided to the Mayor's Office and CCGJ APP.
7. If the gift is accepted, CCGJ APP will work with City Department Liaison to process any MOU, Bill of Sale or contract/agreement that is needed as well as any Budget Transfers (BT) or Transfer Directive (TD) that may be needed for any installation and/or maintenance work that needs to be completed as identified by the CCGJ APP.
8. CCGJ APP and the City Department Liaison will coordinate with the donor the gift acceptance logistics (e.g., delivery, installation, street closings, etc.)

9. Upon successful installation and submission of the proper updated (post installation) cataloguing forms to the CCGJ APP, the City will be provided with copies of all documents and notification from CCGJ APP that the gift is being added to the Collection along with any other necessary information (e.g., valuation information).
10. CCGJ APP will add the new gift to the collection inventory and CCGJ APP will update any websites and printed materials.
11. The City Department Liaison will notify all necessary departments of the additional item being added to the CCGJ APP Collections, such as Accounting and/or Risk Management.

## **PROPOSAL PACKAGE**

- **Proposal**

- Letter of Intent
- Artist information (bio, artist residence, contact information, resume, 3 examples of past work)
- Information confirming whether the artist/donor is a current vendor of the City of Jacksonville
- At least three electronic images from various perspectives (in a Powerpoint presentation or in jpeg format) of the proposed donation
  - if the artwork already exists, provide images that view the artwork from every angle
  - if the artwork is in the planning stages, provide as complete a representation as possible
- Information on the methods of fabrication and how the artwork is/will/should be installed
- The artwork's maintenance and conservation needs to include whether the artwork has a federal, state, or local historic designation to include, documentation from the COJ Planning and Development Department, Historic Division, if a designation exists and the full impact of that designation on accepting the artwork
- A timeline of when art is available and if artist has location preference
- Proposal Catalogue Form and Project description and timeline (describe the significance of the artwork including the placement and location at the proposed site)
- Artwork value and source of information
- A signed statement that the City of Jacksonville can decommission to a third party or return the artwork to the donor at any time following the acceptance

## **Criteria and Review of Potential Gifts**

Once MBRC has approved the acceptance of the gift, the City Department liaison assigned to the gift will determine the process for the gift with respect to the site, safety, infrastructure needs such as pedestals, lighting, landscaping, etc. and make arrangements for and oversee the delivery and the installation of the gift in conjunction with CCGJ/APP staff. Works of art accepted on the basis of maquettes or drawings will be subject to a thorough review process, including approval of drawings and inspection by a structural engineer under the oversight of the City Department lead prior to and during fabrication and installation. The artwork may not deviate from the proposal approved by MBRC unless they approve such change in writing. All requirements must be met prior to initiating the fabrication or installation. The donor or representative is required to attend any meetings when the gift proposal may be an agenda item up for discussion.