



# MUNICIPAL ART COLLECTION GIFT PROPOSAL APPLICATION

PLEASE TYPE OR PRINT CLEARLY AND MAKE YOUR RESPONSES COMPLETE AND THROUGH.

---

DATE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_  
ORGANIZATION IF APPLICABLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ CELL \_\_\_\_\_  
EMAIL \_\_\_\_\_

---

TELL US WHY YOU WISH TO DONATE THIS ARTWORK TO THE CITY OF HOMER? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## PROPOSED ARTWORK

TITLE OF ARTWORK \_\_\_\_\_  
ARTIST(S) NAME \_\_\_\_\_  
YEAR COMPLETED \_\_\_\_\_ DIMENSIONS \_\_\_\_\_  
MATERIALS USED TO CREATE ARTWORK \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PHYSICAL DESCRIPTION OF THE PROPOSED PIECE--

\_\_\_\_\_  
\_\_\_\_\_

## NARRATIVE DESCRIPTION OF THE PROPOSED ARTWORK - TELL US THE STORY BEHIND THE PIECE OR SIGNIFICANCE -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

IS THE PROPOSED PIECE ONE OF A KIND? \_\_\_\_\_ IS THE PIECE PART OF A SERIES, LIMITED OR OTHERWISE? \_\_\_\_\_  
IF SO, AN EDITION OF HOW MANY? \_\_\_\_\_ IS THE PIECE COMPLETED? \_\_\_\_\_ IF NOT WHEN IS THE  
EXPECTED COMPLETION DATE? \_\_\_\_\_  
WHAT IS THE CURRENT CONDITION OF THE PIECE? \_\_\_\_\_

---

---

**PROPOSED SITE OR LOCATION**

DO YOU HAVE A SITE(S) IN MIND FOR THE PLACEMENT OF THE ARTWORK? IF SO WHERE? \_\_\_\_\_

---

IS THIS A CITY OWNED PROPERTY IF NOT WHO OWNS THE PROPERTY? \_\_\_\_\_

---

WHAT IS THE RATIONALE FOR SELECTING THIS/THESE LOCATION(S)? \_\_\_\_\_

---

ARE YOU AWARE OF ANY PERMITS OR PERMISSIONS THAT MAY BE REQUIRED? \_\_\_\_\_

---

---

**TECHNICAL SPECIFICATIONS**

DESCRIBE HOW THE ARTWORK IS CONSTRUCTED OR MADE. PLEASE INCLUDE ANY DOCUMENTATION AT THE END OF  
THIS APPLICATION. \_\_\_\_\_

---

HOW IS THE ARTWORK TO BE PROPERLY INSTALLED? \_\_\_\_\_

---

DOES THE PIECE REQUIRE ELECTRICITY, PLUMBING OR OTHER UTILITY HOOKUPS? \_\_\_\_\_

---

WHO WILL BE INSTALLING THE ARTWORK? \_\_\_\_\_

---

WHAT IS THE EXPECTED LIFETIME AND STAYING POWER OF THE MATERIALS USED IN CREATING THE PIECE? \_\_\_\_\_

---

---

WHAT MAINTENANCE IS REQUIRED AND HOW OFTEN? \_\_\_\_\_

---

---

PLEASE IDENTIFY ANY SPECIFIC MAINTENANCE PROCEDURES AND OR EQUIPMENT AND THE ASSOCIATED COSTS: \_\_\_\_\_

---

---

WHAT PRECAUTIONS HAVE BEEN TAKEN TO GUARD AGAINST VANDALISM IF ANY? \_\_\_\_\_

---

---

WHAT STEPS HAVE BEEN TAKEN TO ASSURE THIS PIECE WILL NOT PRESENT A SAFETY HAZARD? \_\_\_\_\_

---

---

---

**BUDGET**

PROJECT MANAGEMENT FEES	\$ _____	INSURANCE	\$ _____
ARTIST'S FEES	\$ _____	UTILITY HOOKUP	\$ _____
PURCHASE PRICE	\$ _____	DELIVERY	\$ _____
PERMITS	\$ _____	INSTALLATION	\$ _____
STRUCTURAL ENGINEERING	\$ _____	SIGNAGE	\$ _____
SITE PREPARATION	\$ _____	RECOGNITION	\$ _____
OTHER COSTS NOT LISTED	\$ _____	DESCRIPTION	_____

DATE PIECE WAS LAST APPRAISED? \_\_\_\_\_

WHAT IS THE VALUE OF THE PIECE OR ESTIMATED MARKET VALUE IF NO APPRAISAL WAS DONE? \_\_\_\_\_

---

**TIMELINE**

WHAT IS THE TIMELINE FOR THE COMPLETION OR INSTALLATION OF THE PIECE? IDENTIFY THE DIFFERENT STAGES AND DATE GOALS TO PREPARE THE PIECE FOR DONATION \_\_\_\_\_

---

---

---

---

---

**RESTRICTIONS**

**ARE THERE ANY KNOWN COVENANTS, REQUIREMENTS OR RESTRICTIONS THAT COME WITH THE PIECE? \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
**WHAT EXPECTATIONS DO YOU HAVE FOR THE CITY OF HOMER IN ACCEPTING THIS ARTWORK? \_\_\_\_\_**

---

**COMMUNITY INVOLVEMENT**

**WAS THERE ANY COMMUNITY OR USER INVOLVEMENT IN SELECTING THE RECOMMENDED LOCATION? \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
**PLEASE INCLUDE ANY LETTER(S) OF SUPPORT FOR THE PROJECT OR PROPOSED DONATION.**

---

**APPLICANT MUST SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION WITH THIS APPLICATION.**

\_\_\_\_\_ **AN RESUME OR BIO FROM THE ARTIST WHO CREATED OR WILL CREATE THE ARTWORK.**

\_\_\_\_\_ **FIVE TO TEN IMAGES OF PAST WORK FROM THE ARTIST. THESE CAN BE PHOTOGRAPHS.**

\_\_\_\_\_ **THREE TO FIVE CLEAR IMAGES OF THE PROPOSED ARTWORK**

\_\_\_\_\_ **SCALE DRAWING/MODEL OF THE PROPOSED ARTWORK**

\_\_\_\_\_ **IF YOU HAVE A SITE(S) IN MIND PLEASE INCLUDE PHOTO AND DESCRIPTION OF THE SITE(S) AND A SCALED DRAWING OF THE PROPOSED ARTWORK IN THE RECOMMENDED LOCATION.**

\_\_\_\_\_ **A COPY OF A FORMAL APPRAISAL IF AVAILABLE**

\_\_\_\_\_ **TECHNICAL SPECIFICATIONS, MAINTENANCE MANUAL OR DRAWINGS/RECOMMENDATION FROM STRUCTURAL ENGINEER.**

APPLICATIONS ARE TO BE SUBMITTED TO:

THE CITY OF HOMER

CITY CLERKS OFFICE

491 E. PIONEER AVENUE

HOMER, AK 99603

OR YOU MAY SUBMIT VIA FAX AT 907-235-3143 TO SUBMIT VIA EMAIL PLEASE SEND TO [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us)

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE CLERK'S OFFICE AT 235-3130.