

Public Art Donation Proposal Form



Proposals may be submitted via email or mail.

MAILING ADDRESS: Carson City Arts & Culture
841 N. Roop Street
Carson City, NV 89701

Email: afreeman@carson.org
Phone: 775-283-7867
Web: carson.org

Carson City is committed to building a collection of high-quality public art for the enjoyment of citizens and visitors. In addition to commissioned artworks, the City will consider donations of public artworks. All donated artworks must align with the Arts & Culture Strategic Plan and be accepted by the City.

Please fill out this proposal form if you would like your donation to be considered. Contact Anna Freeman at afreeman@carson.org or at 775-283-7867 with any questions about this form.

Part 1: Required Information

1. Donor:
2. Contact Person (if different than donor):
3. Phone:
4. Email:
5. Artist:
6. Title:
7. Media:
8. Dimensions:
9. Value:

10. Artwork Documentation: Please include photographs (or drawings/maquettes if applicable)
11. Description of the Proposed Donation
12. Background/History of the Artwork
13. Significance of the Artwork to the City
14. Site Preparation/Installation Requirements
15. Current Condition of Artwork
16. Project Budget—The acquisition of donated artwork may require the City to designate funds toward the installation and/or maintenance of the piece. Does the donor wish to contribute funds or in-kind support dedicated to the installation, care and preservation of the piece?
17. Any additional relevant information regarding the art, artist, desired location, etc.

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Part 2: Ownership, Licensing and Release

1. The Donor represents that he or she owns the work and the copyright to the work. If this is not the case, Donor must attach additional information explaining who owns the work and who owns the copyright to the work. Donor hereby grants to Carson City a perpetual, non-exclusive, non-transferrable license to use the Work in the course of Carson City business and to otherwise display, copy, make use and sell the Work (collectively, “use” the Work). Carson City may use the Work in general advertising materials and point of sale displays, and advertising and other promotional materials and purposes on City’s website, social media and with other partners and outlets. Carson City may further use the Work for purposes of promoting Carson City and/or tourism to Carson City. The foregoing are examples of the use that may be made by Carson City of the Work, and do not limit Carson City’s use of the Work under this Agreement. The license granted to Carson City includes the use of the Work by government entities affiliated with Carson City, including, but not limited to, the Carson City Culture and Tourism Authority and the Carson City Library.

2. Upon donation of the work, Donor acknowledges that Carson City will own the work. Carson City may use and maintain the work in its discretion. If the work is damaged, or for any other reason, Carson City may also destroy the work, in its sole discretion. Donor hereby releases and forever discharges Carson City and its successors, assigns, agents, representatives, officials and employees from any and all civil claims, liabilities, obligations, demands or actions which the Donor has now, or may have in the future, for damages, costs, interest, fees or compensation of any kind in any way related to the use of, damage to, or destruction of the work by Carson City.

I understand that donations are subject to a review process by Carson City.

Signature of Donor: _____ Date: _____

FOR CARSON CITY USE ONLY:	YES	NO	N/A	DATE
Submitted to the Carson City Cultural Commission for review and recommendation to the City Manager.				
Presented to the City Manager for final approval or recommendation to the Board of Supervisors.				
Presented to the Board of Supervisors for approval if: (1) the public art donation will require permanent installation or construction on City property; or (2) donation is valued over \$9,999.				
Contract or agreement between the Donor and City executed.				