



**APPLICATION FOR SUBMISSION / DONATION OF ARTWORK**  
*TO THE VILLAGE OF PALMETTO BAY'S ART IN PUBLIC PLACE'S COLLECTION*

The Village of Palmetto Bay's Art in Public Places Program is designed to promote the general welfare by encouraging pride in the community, increasing property values, enhancing the quality of life through artistic opportunities, uniting the community through shared cultural experiences, and creating a cultural legacy for future generations through the collection and exhibition of high-quality art pieces that reflect diverse styles, chronicling history through the collection of artifacts, documents and memorabilia that will acknowledge the past and create programs and activities that will further these goals.

**No work of art shall become the property of the Village of Palmetto Bay by purchase, gift or otherwise, unless such work of art or the design of same, together with a statement of the proposed location of such work of art, shall first have been submitted to and approved by the Art in Public Places Advisory Board and the Village Council**

Should you have any questions regarding the application process, please contact the Art In Public Places Program Coordinator at (305) 259-1238.

**Additional Materials to be submitted with application:**

- A model, color photograph, or slide of the artwork. If proposed artwork is 3-dimensional, please submit photos in the round (views of front, back, left and right sides). If photo or slides are submitted, please identify photographer.
- If the proposed gift relates to a specific site, a site plan demonstrating the relationship of the work to the site and color photographs of the site must also be included.
- A report carefully detailing the proposed artwork's current condition
- The artist's most current resume, curriculum vitae and any other biographical information
- Written, certified documentation of the appraised value of artwork at time of proposed donation

**PART I: Donor Information**

Donor Name \_\_\_\_\_  
Donor Address \_\_\_\_\_  
Phone \_\_\_\_\_ Donor Fax \_\_\_\_\_  
Donor Email \_\_\_\_\_

**PART II: Artist Information (Please attach artist's resume)**

Artist Name (*please print*) \_\_\_\_\_  
Alias (*if appl.*) \_\_\_\_\_ Citizenship/Nationality \_\_\_\_\_  
Artist Address \_\_\_\_\_  
\_\_\_\_\_ Country \_\_\_\_\_  
Artist Phone \_\_\_\_\_ Artist Fax \_\_\_\_\_  
Artist Email \_\_\_\_\_ Artist Website \_\_\_\_\_  
Artist Birthplace \_\_\_\_\_ Artist Place of Death (*if appl.*) \_\_\_\_\_  
Artist Birth Date \_\_\_\_\_ Artist Death Date (*if appl.*) \_\_\_\_\_

What is the primary occupation of the artist? Artist \_\_\_\_\_  
Other (*please describe*) \_\_\_\_\_  
Artist Representation/Gallery Name (*if appl.*) \_\_\_\_\_  
Representative's Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_

Was the creation of the artwork a joint project between artists or sub-contracted to a fabricator? (*Circle one*) YES / NO

*If yes*, Collaborator/Fabricator/Designer/Architect Name \_\_\_\_\_  
Business Affiliation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_

**PART III: Artwork Information**

Title of artwork \_\_\_\_\_  
Date of artwork \_\_\_\_\_ Place made \_\_\_\_\_  
Current artwork location \_\_\_\_\_ Proposed site (*optional*) \_\_\_\_\_  
\_\_\_\_\_

Please specify the grouping/classification of the artwork to be donated: (*check one, if appl.*)

PART OF AN EDITION	Edition # / Total # of Editions ____ / ____
PART OF A COLLECTION	Total # in Collection _____
PART OF A SERIES	Total # in Series _____
PART OF A SET/GROUP	Total # in Set/Group _____
ONE OF A PAIR (2)	

Medium/Materials of Composition \_\_\_\_\_  
Finishes applied to surface (**if appl.**) \_\_\_\_\_  
Construction Technique \_\_\_\_\_

Item Classification: *(check what applies)*

ARTIFACT	MIXED MEDIA	PHOTOGRAPH
CONTAINER	MOSAIC	PRINT
COSTUME	MURAL	SCUPLTURE
DECORATIVE ART	MUSICAL INSTRUMENT	TEXTILE
DRAWING	NEON SIGN	UNKNOWN
FIBER ART	PAINTING	other_____

Subject/Theme of Artwork \_\_\_\_\_

Style and/or Influences of Artwork \_\_\_\_\_

Does the item have a:

base?            plaque?            frame?            mat?            glass covering?  
plexi-glass covering?

Dimensions of artwork alone *(without frame, mat, base, etc.)*:

Height\_\_\_\_\_ in. x Width\_\_\_\_\_ in. x Depth\_\_\_\_\_ in.

Dimensions of frame, mat, or base:

Height\_\_\_\_\_ in. x Width\_\_\_\_\_ in. x Depth\_\_\_\_\_ in.

Plaque Inscription and/or Identifying Marks: \_\_\_\_\_

#### **PART IV: Artwork History**

Provenance/Previous owners of the artwork: *(if appl.)*

Owner\_\_\_\_\_ Period of Ownership \_\_\_\_\_

Owner\_\_\_\_\_ Period of Ownership \_\_\_\_\_

Owner\_\_\_\_\_ Period of Ownership \_\_\_\_\_

*(Additional sheets may be attached as needed)*

Exhibition history of the artwork: *(Please attach catalogue copies/excerpts, if appl.)*

Exhibit Name \_\_\_\_\_

Exhibit Date \_\_\_\_\_ Exhibit Site \_\_\_\_\_

Exhibit Name \_\_\_\_\_

Exhibit Date \_\_\_\_\_ Exhibit Site \_\_\_\_\_

Exhibit Name \_\_\_\_\_

Exhibit Date \_\_\_\_\_ Exhibit Site \_\_\_\_\_

*(Additional sheets may be attached as needed)*

Citations or references in print to the artwork: *(if appl.)*

\_\_\_\_\_  
*(Please attach copies of any publications and include a photocopy of title page/bibliographical information.)*

**PART V: Value Information**

*Please attach copies of Current Written Appraisal and Bill of Sale, if applicable.*

Appraised value of artwork: \$ \_\_\_\_\_ Date of appraisal \_\_\_\_\_  
Evaluator's Name \_\_\_\_\_ Affiliation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**PART VI: Condition, Conservation and Maintenance**

*[Please indicate the condition of artwork by attaching a current condition report (include history of conservation and conservator's report, if appl.).]*

Is the artwork intended to reflect the impact of environmental wear, tear and aging?  
(Circle one) YES / NO

What is the intended life span of the artwork? (Circle one) TEMPORARY / PERMANENT

*If temporary, how long does the artist intend for the artwork to last?*

\_\_\_\_\_

What is the artist's intention with regards to the artwork over time? Please explain:

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

What are the specifications, regarding long-term care of the artwork? When and to what extent should the work be cleaned/conserved? *[Please indicate specifications regarding the regular maintenance, schedule of care (cleaning agents and procedure), and/or recommendations for the placement of artwork.]*

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

Was a conservator consulted in the fabrication of the work or in the development of a maintenance program? (Circle one) YES / NO

*If yes, Conservator Name* \_\_\_\_\_

Business Affiliation \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**PART VII: Ownership of Copyright**

Who is the current owner of the image copyright of the proposed gift?

Copyright Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

If you are the owner of the copyright, will copyright be transferred to the Village of Palmetto Bay, should the donation be accepted? *(Circle one)* YES / NO

Thank you for your interest in the Village's Art IN Public Places Collection.

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_

Please return all materials to:

**Art in Public Places Program  
Village of Palmetto Bay  
Planning and Zoning Division  
9705 E. Hibiscus Street  
Palmetto Bay, FL 33157**