



Public Art Donation Proposal

St. Thomas Public Library (STPL) welcomes and encourages contributions from individuals, organizations, foundations, and businesses. This includes the contribution of public art. As outlined in STPL's Fund Development and Gift Acceptance Policy, all offers to donate artwork will be reviewed by a committee comprised of four library staff members, at least two of whom are members of the St. Thomas Public Library management team.

Please complete this form if you would like your donation to be considered.

Step 1: Provide General Information

Date:
Donor Name(s):
Contact Person (if different from donor):
Organization/Foundation/Business (if applicable):
Address:

Phone Number:
Email Address:

Step 2: Provide Artwork Information

Artist:
Title of Artwork:
Date of Creation:
Media:
Height:
Width:
Depth:
Estimated value:

Step 3: Provide Support Materials

Support materials provide information to aid the review committee in the decision-making process.

Proposed donations will be assessed against the following criteria:

- Suitability of the piece(s) in complementing and avoiding duplication in STPL's collection
- Artistic merit of the piece(s)
- Condition of piece(s)
- Authenticity of the piece(s)
- Ethical and legal considerations regarding ownership of the piece(s)
 - All donations must be unencumbered, and the donor must have legal title to the work.
- Suitability of the piece(s) for display in library public spaces
- Availability of suitable space to display the piece(s)
- Technical requirements for installation
- Cost of installation
- Durability of piece(s)
- Requirements for ongoing maintenance of the piece(s)
- Susceptibility of the piece(s) to degradation
- Projected costs for ongoing maintenance, including insurance costs

1. Description of proposed donation

- In a document not exceeding two typed pages, please describe:
 - Background/history of artwork and artist
 - Rationale for donation
 - Installation requirements
 - Current condition of artwork

2. Project Budget

- The acquisition of artworks may require STPL to designate funds towards the installation and maintenance of these pieces. Any expenses associated with the donation and with the review process rest with the donor. If a tax receipt is requested, an appraisal of the artistic work, to determine its fair market value, will be required at the donor's expense.
- In the Project Budget document, please include:
 - Estimated cost associated with installing the artwork
 - Estimated cost of any ongoing maintenance, insurance, and any other long-term considerations

3. Artwork Documentation

- Please include:
 - Photographs of the artwork
 - A copy of the current professionally approved appraisal (if a tax receipt is requested).

4. Attestation

I/We understand that I/we must participate in the review process in accordance with St. Thomas Public Library's Fund Development and Gift Acceptance Policy and that the submission of a donation proposal does not necessarily mean that St. Thomas Public Library will accept my/our proposed donation. I/We understand that, if accepted, our donation of public art becomes the sole property of the St. Thomas Public Library. The Library reserves the right to dispose of public art donations at any time in any way it deems appropriate.

Signature:

Date:

Step 4: Submit Proposal

Proposals may be submitted via email or via mail to the following addresses:

Email:

info@stthomaspubliclibrary.ca

Mail:

St. Thomas Public Library
153 Curtis Street
St. Thomas, ON
N5P 3V7

By submitting this application, you are confirming that all the information provided is true and affirm that your submission meets the eligibility criteria.

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected in accordance with this act. Personal information will be used for the sole purpose of assessing and processing a proposal to donate public art to St. Thomas Public Library.