



CITY OF HOMER GIFT OR DONATION PROPOSAL APPLICATION

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

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

TELL US WHY YOU WISH TO DONATE THIS ARTWORK OR ITEM 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 DONATED ITEM

NARRATIVE DESCRIPTION OF THE DONATED ITEM OR ARTWORK - TELL US THE STORY BEHIND THE PIECE OR SIGNIFICANCE FOR YOUR DESIRE TO DONATE THE ARTWORK OR ITEM TO THE CITY.

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 LOCATION(S) IN MIND FOR THE PLACEMENT OF THE ARTWORK OR ITEM YOU ARE DONATING? 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 ITEM BEING DONATED?_____

WHAT EXPECTATIONS DO YOU HAVE FROM 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.

_____ **A 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 OR ITEM BEING DONATED**

_____ **SCALE DRAWING/MODEL OF THE PROPOSED ARTWORK OR ITEM TO BE DONATED**

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