

JOHNSON COUNTY PARK AND RECREATION DISTRICT

ART DONATION REVIEW POLICY

Selection and placement of a work of public art may occur through a donation to the Johnson County Park and Recreation District (JCPRD).

It is recognized that donations are presented to JCPRD in a variety of forms and that each proposal is unique.

A Donor Procedure Checklist is available by visiting JCPRD's website at www.JCPRD.com.

In the first instance, all donations are offered to the JCPRD Public Art Committee (PAC). The PAC will review all donations and may refuse the donation or forward the donation proposal to the JCPRD staff for legal and technical review and, if JCPRD staff review is affirmative, to the Public Art Committee for an arts content review and recommendation prior to full acceptance by the JCPRD Board.

It is the responsibility of the donor to provide sufficient detail to allow for thorough (i) artwork review, (ii) site selection and site review, (iii) artist qualifications review and (iv) installation procedures review. If the donation is in completed and easily manageable form, arrangements should be made to deliver the piece(s) to a designated site for viewing by the review groups. The PAC may recommend a site for the donated artwork if none was suggested in the proposal or if the suggested site is unacceptable in the site review process.

The donation proposal will be evaluated under the criteria listed in this document. The review may also allow for receiving public comment on review criteria. The PAC may recommend to the donor amendments to the artwork. The Donor may make such amendments as part of the review process.

Upon completion of the review, the donation proposal is voted on by the PAC and if in the affirmative, it is sent on to the JCPRD Board with (i) a recommendation from the PAC to accept the donation (ii) a legal contract between JCPRD and the Donor will be executed. A Budget Plan, if necessary, should accompany this contract.

Any fundraising, if necessary, should not begin until after the JCPRD Board has voted to accept the donation.

If the donation proposal is accepted by vote of the JCPRD Board, an appointed staff liaison will work with the donor and/or artist to monitor the progress and to help ensure timely and faithful execution of the proposal. The liaison will also facilitate communication regarding the proposal's progress to the contact person listed on any donated art proposal, to the JCPRD Board, and to the media.

It is recognized that donation proposals are presented in a variety of ways and this may affect the estimated timetable.

The process will normally end with a dedication and recognition of all whose efforts contributed significantly to the project.

Please note that JCPRD shall have sole discretion on matters related to display, relocation, storage and deaccession of donated artwork. JCPRD shall have sole discretion whether to insure donated artwork from theft, damage or destruction. JCPRD shall have the sole discretion to determine whether artwork which has been damaged or destroyed shall be replaced, rehabilitated, or repaired. JCPRD reserves the right to sell art pieces with all proceeds restricted to the support of the JCPRD Public Art Program.

Materials and Information required to be submitted with proposal should include:

1. Donation Form
 2. Information Package that allows full understanding of the nature of the artwork including:
 - artwork description
 - conceptual drawings
 - artist's renderings
 - technical construction drawings (as appropriate, to allow evaluation)
 - sample material(s)
 - site plan to scale
 - Representational illustrations or photographs of the artwork or scale model of the completed work on its proposed site.
 3. Budget Plan to include funding plan, anticipated installation costs.
 4. Recommended detailed maintenance plan and long-term maintenance costs including materials and frequency.
 5. Expected life span.
 6. Description of the Installation Procedures.
 7. The artist's curriculum vita and portfolio that includes slides, photographs and, if available, independent reviews of past work.
- Any other pertinent materials that will assist JCPRD in the evaluation of the donation.