ATTACHMENT C:
ACQUISITION APPLICATION - FINAL VERSION

APPLICATION FOR REVIEW AND CONSIDERATION OF ACQUISITION OF ART BY THE CITY OF NEWPORT BEACH

Name of Applicant (print): _____

Address: _____

Telephone: _____ Email: _____

Name, title or description of the Art:

_____

The Art is generally comprised of the following type and quantity (limit 20)**:**

_____ medium (oils, watercolors, pencil, pastel, mixed media, sculptural material, etc.)

_____ two-dimensional art (image sizes and framed sizes)

_____ three-dimensional art (please include size, weight, indoor/outdoor)

I request that the City consider:

- ☐ Accepting the Art as a donation to the City (see application requirements in Section A)
- ☐ Accepting the Art as a loan to the City (see the application requirements for Section A)
- ☐ Purchasing the Art (see application requirements in Section B)
- ☐ Commissioning the Art (see application requirements in Section C)

SECTION A. ARTWORK AS DONATION OR LOAN

Please include the following information with your application:

- Credited artist name, biography, resume, and artist statement (if applying as the artist)
- Artwork dimensions, weight, and materials used to create the piece
- Assessment by a licensed art appraiser on the value of the artwork and current state of the piece
- If applying as a loan to the City, requested time period for loan of artwork
- If damaged or in need of restoration, include a detailed description of the damage and provide restoration costs from a professional art restorer or as recommended by the artist
- Annual maintenance requirements and estimated costs from a professional art cleaner or as recommended by the artist
- Artwork installation requirements (i.e. custom base or rig)
- Please indicate in your application if you will be able to arrange transportation of the piece to the City upon acceptance

SECTION B. ARTWORK FOR PURCHASE

Please include the following information with your application:

- Credited artist name, biography, resume, and artist statement (if selling as the artist)

- Artwork dimensions, weight, and materials used to create the piece
- Proposed selling price of the artwork
- Assessment by a licensed art appraiser on the value of the artwork and current state of the piece
- If damaged or in need of restoration, include photos, a detailed description of the damage and provide restoration costs from a professional art restorer or as recommended by the artist
- Annual maintenance requirements and estimated costs from a professional art cleaner or as recommended by the artist
- Artwork installation requirements (i.e. custom base or rig)
- Please indicate in your application if you will be able to arrange transportation of the piece to the City upon acceptance

SECTION C. COMMISSIONED ARTWORK

Please include the following information with your application:

- Proposal for commissioned artwork
- Artist resume, statement, and biography
- Artwork dimensions, weight, and materials to create the piece
- Cost of materials
- Annual maintenance and repair costs. Include potential long-term restoration requirements
- Timeline for the creation of the piece
- Provide (3) references from clients who purchased/commissioned artwork
- Scale drawing(s) and/or scale model(s) of proposed artwork
- Provide color, texture, and material samples of proposed artwork
- Architectural renderings of the proposed site location
- Artwork installation requirements (i.e. custom base or rig)
- Provide a transportation plan to bring the artwork to City property

☐ **I have included an attachment setting forth additional details of my request.**

Please include up to 25 photographs or digital reproductions of the Art. If you would like these materials returned, please include a stamped self-addressed envelope. This application is subject to City Council Policy I-11. By signing below, you agree to the terms and conditions of City Council Policy I-11.

Signature: _____ **Date:** _____

Send applications and materials to: The Newport Beach Cultural Arts Division, 1000 Avocado Avenue, Newport Beach, CA 92660, Attn Central Library Gallery Exhibition. Alternatively, submit electronically to arts@newportbeachca.gov. Applications may be submitted at any time. No fees are required to apply. All applications will be reviewed by the Newport Beach City Arts Commission for consideration of acceptance. Recommendations for acquisition by the City Arts Commission will undergo a final review by the Newport Beach City Council.

For questions, please call 949-717-3802 or email arts@newportbeachca.gov.

For Office Use Only

Date Received: _____ Date Notified: _____ ❑ Accepted ❑Rejected ❑Future