

CULTURAL COUNCIL OF GREATER JACKSONVILLE
GIFTS OF PUBLIC ART TO THE CITY OF JACKSONVILLE POLICY

Issue Date: TBD
Effective Date: TBD

This policy for gifts of public art to the City is based on the Art in Public Places (APP) Ordinance Code, Chapter 126 Part 9 which allows the *Cultural Council to develop and oversee policy implementation and administration of the public art program, which may include such things as acceptance of gifts*. All gifts of public art to the City in concert with the Mayor's Office will align with *the city-wide plan for the creation and placement of public art as developed and administered by the Cultural Council Greater Jacksonville (CCGJ)*. All proposed gifts of public art to the APP collection shall comply with a CCGJ gift policy including the endorsement of the City department that oversees the site where public art is to be located, and a review process that includes a professional appraisal and pre-conservation assessment prior to the Mayor's final acceptance of all such gifts to the City. This evaluation ensures that acceptance of such gifts follows public art standards to encompass art to which *the general public has open and easy access and which will enrich and give dimension to the public environment*. The gift policy applies to all gifts of permanent public art on city property. Loans or temporary public art are not included in the gift policy.

GIFTS ACCEPTANCE RESPONSIBILITIES

1. Donor makes the offer of a gift of public art. They are directed to CCGJ's Art in Public Places (CCGJ APP) program.
2. Donors are provided a Gift Proposal Application.
3. Donor submits Letter of Intent with Gift Proposal Application to the CCGJ APP for evaluation.
4. All gift proposals will be evaluated by CCGJ APP staff (and by a conservator and/or subject matter expert as needed) for feasibility within 60 days. The evaluation may require the assistance of the appropriate City Department liaison to be named to assist the CCGJ APP with the gift acceptance process. The evaluation will include identification of all costs and related funding sources associated with installation and maintenance that will be needed should the gift be accepted. The feasibility evaluation must include a resolution from the CCGJ Board of Directors.
5. CCGJ APP will make a recommendation to the Mayor's Office via the Mayor's Budget Review Committee (MBRC) process (including a copy of the information that was received from the donor). The CCGJ APP recommendation will be to accept or reject the artwork.
6. MBRC will either recommend to accept or reject the recommendation from CCGJ APP. Once the MBRC decision has been reached, a letter with the decision will be sent from the Mayor's office to the donor and a copy will be provided to CCGJ APP.
7. If the gift is accepted, CCGJ APP will work with City Department Liaison to process any MOU or contract/agreement that is needed as well as any Budget Transfers (BT) or Transfer Directive (TD) that may be needed for any installation and/or maintenance work that needs to be completed as identified by the CCGJ APP.

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8. CCGJ APP and the City Department Liaison will coordinate with the donor the gift acceptance logistics (e.g., delivery, installation, street closings, etc.)
9. Upon successful installation and submission of the proper updated (post installation) cataloguing forms to the CCGJ APP, the City will be provided with copies of all documents and notification from CCGJ APP that the gift is being added to the Collection along with any other necessary information (e.g., valuation information).
10. CCGJ APP will add the new gift to the collection inventory and CCGJ APP will update any websites and printed materials.
11. The City Department Liaison will notify all necessary departments of the additional item being added to the CCGJ APP Collections, such as Accounting and/or Risk Management.

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