

Annex 4: Submission Format for the Donation/Loan of Public Art

Depending on the scale and complexity of the proposed donation, the PAC through its Secretariat may request additional information to facilitate its review. Departments/Units may wish to consult the Secretariat prior to submission.

Please address the submission to **Karen Lim, email: karenlim@nus.edu.sg, Secretariat, Public Art Committee.**

Section 1: Departmental Details	
Name of Departments / Unit: _____	
Department Head:	
Name: _____	_____
	Signature
Primary Contact:	
Name: _____	
Designation: _____	
Email: _____	
Section 2: Budget Overview	
Funding Overview:	
<input type="checkbox"/> Total Initial Project Cost \$ _____	
Estimated Yearly Recurrent Costs:	
<input type="checkbox"/> Maintenance Cost \$ _____	
<input type="checkbox"/> Insurance \$ _____	
Funding Sources (Indicate type and amount):	
<input type="checkbox"/> Source 1: _____	\$ _____ (Secured / Seeking Approval)
<input type="checkbox"/> Source 2: _____	\$ _____ (Secured / Seeking Approval)
<input type="checkbox"/> Source 3: _____	\$ _____ (Secured / Seeking Approval)
<input type="checkbox"/> Source 4: _____	\$ _____ (Secured / Seeking Approval)
<input type="checkbox"/> Source 5: _____	\$ _____ (Secured / Seeking Approval)
Additional Funding Requested from Office of the President:	
<input type="checkbox"/> Amount \$ _____ (provide justification)	
Section 3: Background	

Name/Organisation of Donor/Lender: _____

Describe background to proposal, including, if any, Donor's/Lender's requirements.

Section 4: Significance of Artwork

Describe the content, subject or theme of the proposed artwork, and how it may fit into the criteria established by the Public Art guidelines.

Supporting Materials:

- Brief CV of Artist and images of important past projects completed by artist.

Section 5: Artwork Details

Complete the description details for artwork(s). Separately, provide images of artworks, showing differing views if necessary.

Artist Name:

Title:

Year of Completion:

Dimensions (Height, Width, Depth):

Medium (accurate description of all materials used by artist):

Condition of artwork (indicate if assessment was completed by a conservator):

Value (indicate if market or purchase value):

Installation requirements:

Maintenance requirements and Artist's intent:

Section 6: Proposed Site

Provide locations of proposed site and supporting architectural plans.

Public Art Committee's Review
Committee's Comments
Committee's Recommendations to Office of President
Artwork to be listed in the Registry of Public Artworks after completion: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending (please elaborate)
Date of Review:

Recorded by: <name>, <designation>