
CITY ART COLLECTION

City of Los Angeles
Department of
Cultural Affairs

APPLICATION TO SUBMIT ARTWORK

ABOUT THE COLLECTION

The City of Los Angeles' City Art Collection is one of the City's most valuable assets and aims for the highest standards of quality. Containing more than 2,000 artworks acquired through gifts, purchases, and long-term loans, the collection has grown to include paintings, prints, sculpture; furniture; limited edition prints, and photographs that reflect the diversity of culture within Los Angeles. The City is able to make a portion of the collection available to city officials, employees, and non-profit organizations as well as outside arts and cultural institutions with proper exhibition facilities and fine arts insurance. The City Art Collection must be treated with care to ensure its longevity so that the City may continue to offer this asset to future generations.

MISSION

The mission of the City Art Collection is (1) to promote understanding, awareness and enrichment of the visual arts for City officials, employees, residents and visitors through public access to works of art (2) to improve the effectiveness of government by creating a high-quality work environment for employees and (3) to document and preserve the artistic heritage of the City of Los Angeles.

AUTHORITY

Article XV, Sec. 165 of the City Charter states that "No work of art shall become the property of the City of Los Angeles by purchase, gift or otherwise, unless such work of art or the design of same, together with a statement of the proposed location of such work of art, shall first have been submitted to and approved by the Board of Cultural Affairs Commissioners..."

Further, Sec. 22.113, Div. 22, Ch. 7, Art, Section History authorizes the Cultural Affairs Department to "procure paintings, documents and records as, in the opinion of the City Council, may be of historic or artistic value, and to properly supervise and preserve the same in a manner to prevent deterioration."

ACCEPTANCE POLICY & PROCEDURES

Once the application is completed, the application and artwork are subject to the conceptual and final approval of the Cultural Affairs Commission and the Public Art Committee. If the artwork's valuation is \$50,000 or more, an additional approval from the City Council is required. Should you have any questions regarding the application process, please contact the Department of Cultural Affairs, Public Art Division at (213) 202.5544, fax (213) 202.5515.



DEPARTMENT OF CULTURAL AFFAIRS
City of Los Angeles

MATERIALS CHECKLIST

A model, color photograph, or slide of the artwork.

If proposed artwork is 3-dimensional, please submit photos in the round (views of front, back, left and right sides). If photo or slides are submitted, please identify photographer.

If the proposed gift relates to a specific site, a site plan demonstrating the relationship of the work to the site and color photographs of the site must also be included.

A report carefully detailing the proposed artwork's current condition

The artist's most current resume, curriculum vitae and any other biographical information

Written, certified documentation of the appraised value of artwork at time of proposed donation

1. DONOR INFORMATION (please type or print clearly)

Donor's Name

Street Address

City

State

Zip

Country

Phone

Fax

Email

Credit Line

2. ARTIST INFORMATION (please attach artist's resume)

Artist's Name

Alias (if applicable)

Citizenship/Nationality

Street Address

City

State

Zip

Country

Phone

Fax

Email

Website

Birthplace

Place of Death (if applicable)

Birth Date

Death Date (if applicable)

Artist's Primary Occupation:

Artist

Other

(if other, please describe)

Artist Representation/Gallery Name (if applicable)

Street Address

City

State

Zip

Country

Phone

Fax

Email

Website

Was the creation of the artwork a joint project between artists or sub-contracted to a fabricator?

Yes No

If YES, Collaborator/Fabricator/Designer/Architect Name

Business Affiliation

Street Address

City

State

Zip

Country

Phone

Fax

Email

Website

3. ARTWORK INFORMATION

Title of Artwork

Date of Artwork

Place Made

Current Artwork Location

Proposed Site (optional)

Artwork Classification (check one, if applicable)

Part of an Edition: Edition #/ Total # in Edition ____ / ____

Part of a Collection: Total # in Collection ____

Part of a Series: Total # in Series ____

Part of a Set/Group: Total # in Set/Group ____

One of a Pair (2)

Item Classification (check all applicable)

Artifact Mixed Media Photograph

Container Mosaic Print

Costume Mural Sculpture

Decorative Art Musical Instrument Textile

Drawing Neon Sign Unknown

Fiber Art Painting

Other _____

Subject/Theme of Artwork

Style and/or Influences of Artwork

Medium/Materials of Composition

Finishes Applied to Surface (if applicable)

Construction Technique

Plaque Inscription

Identifying Marks

Item Details & Dimensions (check all applicable)

Base Plaque Frame

Mat Glass Covering

Plexi-Glass Covering

_____ height x _____ width x _____ depth (inches)
Dimensions of Artwork Alone

_____ height x _____ width x _____ depth (inches)
Dimensions of Frame, Mat, or Base

4. ARTWORK HISTORY

Provenance/Previous Ownership

Additional sheets may be attached as needed.

Period of Current Ownership	Current Owner of Artwork
Period of Ownership	Owner's Name
Period of Ownership	Owner's Name
Period of Ownership	Owner's Name
Period of Ownership	Owner's Name

Exhibition History

Please attach catalogue copies/excerpts, if applicable. Additional sheets may be attached as needed.

Exhibit Date	Exhibit Name	Exhibit Site
Exhibit Date	Exhibit Name	Exhibit Site
Exhibit Date	Exhibit Name	Exhibit Site
Exhibit Date	Exhibit Name	Exhibit Site
Exhibit Date	Exhibit Name	Exhibit Site

Citations or Print References

Please attach copies of any publications and include a photocopy of title page/bibliographical information. Additional sheets may be attached as needed.

Publication Date	Publication Name	Article Title (if applicable)
Publication Date	Publication Name	Article Title
Publication Date	Publication Name	Article Title
Publication Date	Publication Name	Article Title
Publication Date	Publication Name	Article Title

5. VALUE INFORMATION

Please attach copies of Current Written Appraisal and Bill of Sale, if applicable. Gifts with a value of more than \$50,000 also require City Council acceptance, in accordance with Section 5.111.2 of the Los Angeles Administrative Code.

Appraised Value of Artwork

Date of Appraisal

Appraiser's Name

Affiliation

Appraiser's Address

City

State

Zip

Country

Phone

Fax

6. CONDITION, CONSERVATION AND MAINTENANCE

Please indicate the condition of artwork by attaching a current condition report (include history of conservation and conservator's report, if applicable).

Is the artwork intended to reflect the impact of environmental wear, tear and aging?

Yes No

What is the intended life span of the artwork?

Temporary Intended Lifespan of Artwork _____

Permanent

What is the artist's intention with regards to the artwork over time? Please explain.

What are the specifications, regarding long-term care of the artwork? When and to what extent should the work be cleaned/ conserved? Please indicate specifications regarding the regular maintenance, schedule of care (cleaning agents and procedure), and/or recommendations for the placement of artwork.

Was a conservator consulted in the fabrication
of the work or in the development of a maintenance program?

Yes No

If YES, Conservator Name

Business Affiliation

Street Address

City

State

Zip

Country

Phone

Fax

Email

Website

7. OWNERSHIP OF COPYRIGHT

Current Copyright Owner's Name

Street Address

City

State

Zip

Country

Phone

Fax

Will copyright be transferred to the City of Los Angeles,
should the donation be accepted?

Yes No

8. SIGNATURE

Thank you for your interest in the City Art Collection.

Signature of Donor

Date

***For DCA Staff Use Only**

COMPLETED APPLICATION RECEIVED BY
DEPARTMENT OF CULTURAL AFFAIRS, PUBLIC ART DIVISION:

Signature

Date