



**CITY OF ESCONDIDO DONATION FORM - PUBLIC ART**

Required for all proposed donations or temporary loans of public artwork.

Completed forms should be emailed to [CityManager@escondido.gov](mailto:CityManager@escondido.gov)

Date:	Name of Donor:
Donor Phone Number:	Donor Email:
Donor Address:	Donation Type:
Employer Identification Number (required for non-profits):	
Name of artist:	Title of artwork:
Value of Donation:	Proposed site location(s) improvements:
Proposed date of installation:	
Biography of artist:	
Description of artwork including purpose, meaning, or intention of its creation by the artist:	
If artwork is not new, report of artwork's condition:	
If the artwork is being loaned to the City for temporary display: <ul style="list-style-type: none"> <li>• Is the artwork insured? (attach evidence of insurance)</li> <li>• Any conditions related to the display and the duration of the loan</li> </ul>	
Maintenance and installation requirements, including a cost estimate for installation:	



<p>Any conditions related to involvement of or approval from the artist or their designated foundation for any future use of the artwork's image or likeness (e.g., reproduction, promotional materials, or digital representation):</p>
<p>Any conditions related to the City photographing or videoing the imagery of the artwork:</p>
<p>Potential immediate costs or obligations for acquisition or installation: <i>Describe any upfront costs or obligations the City would incur to obtain or install the donation.</i></p>
<p>Estimated ongoing maintenance or replacement costs: <i>Identify any recurring expenses the City would be responsible for maintaining, repairing, or replacing the donated item over time.</i></p>
<p>Longterm obligations for the City, including anticipated annual ownership costs: <i>Explain any other long-term responsibilities the City would take on and provide an estimate of the yearly costs associated with owning the item.</i></p>
<p>Intended Use:</p>
<p>Additional Comments:</p>
<p>Please attach the following to this form:</p> <ul style="list-style-type: none"><li>- Resume of artist</li><li>- Digital images of the artwork</li><li>- Technical drawing(s) of the artwork including dimensions</li><li>- Statement of appraised value of art</li><li>- For donations, certification of intellectual property rights to the work of art or any requirements for waiver or transfer of such rights to the City</li><li>- For temporary loans, evidence of insurance</li></ul>



I am donating the cash, real, or personal property described above to the City of Escondido with the understanding that the donated asset will become the unconditional property of the City and that the City will determine its use. In the case of loans of public artwork, the above will not apply and the property will retain its original ownership. In the case of real or personal property, the City reserves the right to determine the retention, location, and other considerations relating to the donated asset's use or disposition. Determination of value, for tax purposes, is solely the responsibility of the donor.

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**Date**

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**Donor's Signature**

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**TO BE COMPLETED BY CITY STAFF**

**Donation Classification (check all that apply)**

- Unrestricted
- Designated (by donor)
- Requires City expenditures to accept (i.e., installation, site improvements, staff support.)
- Requires long-term City obligations (i.e., maintenance, replacement, insurance, staff / vendor support.)

**Economic Development Review**

- The application form is complete, and all required supporting documentation is attached
- Donation is in the best interest of the City
- Donation complies with applicable City laws, policies, ordinances, and resolutions
- Anticipated costs to accept the donation have been reviewed and are acceptable
- Long- term ownership, obligations, and maintenance costs have been reviewed and are acceptable
- City can maintain, support, or supplement the donation as required
- All potential liabilities have been reviewed and are acceptable
- For nonprofit donors: organization is in good standing with the IRS/California Attorney General's Office
- Additional requirements identified (i.e., permits, studies)
- Applicant notified of additional requirements (if applicable)
- Applicant accepted additional requirements (if applicable)
- Any donor- imposed restrictions have been reviewed and are acceptable to the City
- The Department can operationally comply with the restriction(s)
- Required cross-department reviews have been completed (if applicable)
- The Department consulted with Finance prior to acceptance

**PAC Aesthetic Review**

- Merit of the proposed artwork has been confirmed
- Donation is compatible with existing public art and proposed site
- Donation is in alignment with the Public Art Strategic Plan and/or other guiding policy documents
- Selected site is available
- Maintenance and installation requirements and anticipated costs have been reviewed and are acceptable
- Condition of the artwork has been evaluated and is acceptable
- All potential liabilities have been reviewed and are acceptable
- Any donor- imposed restrictions have been reviewed and are acceptable to the City
- Any other considerations identified by the PAC or City staff have been reviewed and are acceptable

**Required Documentation Completed**

- City Attorney's Office approved the MOU/Artist Agreement prior to sending to donor for signature
- MOU signed by donor



Artist Rights Waiver form signed (for gifts only)

**Approved / Denied**

<b>Date</b>	<b>City Manager Signature</b> (greater than \$5,000 and less than \$200,000)
<b>Date Approved by Council</b> - Attach Staff Report and Resolution (donations greater than \$200,000, or any donation that the City Manager recommends for Council review due to the nature of the proposal)	

**Finance Department**

Date Recorded: \_\_\_\_\_ Account Number: \_\_\_\_\_

Capital Asset #: \_\_\_\_\_

**NOTE: The City of Escondido cannot guarantee future funding for repair, maintenance, use or replacement of donated items.**