



CASP DONATION OF ARTWORK TO THE CITY OF PALO ALTO PUBLIC ART COLLECTION

According to the [Cubberley Artist Studio Program Guidelines](#), all CASP artists are expected to donate one of his/her artworks in their first (4-year) residency term to the City's Public Art Program. Artists are asked to select three to five potential donations of high quality work that best typifies your style, aesthetics and content interest. The donation is subject to the approval of the Public Art Commission and, upon acceptance, will be deemed a gift made under terms and conditions established by City. The donation of artworks is reported to City Council and the artworks are displayed throughout City facilities and added to the Public Art Program's online searchable database. The visibility of these works helps communicate the high quality of the CASP artists and amazing original work generated through the CASP residencies.

HOW IT WORKS:

Step 1: Public Art Program staff will schedule a studio visit to review a selection of artworks the Artist offers for donation to the City collection. The artwork offered for donation should ideally be created during the Artist's residence at CASP and represent the Artist's focus and style of work during that period. The artworks should be appropriate for display in public spaces. All donated artworks should be installation ready.

Step 2: After the studio visit the Artist will provide a digital image and information about the offered artwork(s). Information should include the title, medium, dimensions, year, value, any specific maintenance requirements, and a brief statement about each artwork.

Step 3: Staff presents this information and visuals for the offered donations to the Public Art Commission for their formal approval and acceptance of the donation into the City's Public Art Collection.

Step 4: Once the donation is approved by the PAC, staff follows up with the Artist with the paperwork (including a Deed of Gift, Acknowledgment Letter and care instructions) to finalize the transfer of ownership and accession the artwork into the City collection. All donations are reported to City Council.

Step 5: Staff coordinates the transfer of the artwork, loads images and information on the online database, and coordinates a City location to display the new artworks.

QUESTIONS: Please contact the Public Art Program office at (650) 329-2227 for further information.