

Annex 3: Submission Format for the Commissioning of Public Art

Depending on the scale and complexity of the proposed project, 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 **Ling Jia Le**, email: **jiale01@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: Commission Brief	

Describe background, context, objective of commission, and other specific instructions to curator/artist.
Section 4: Artwork Concept
Describe curator's/artist's concepts, themes, research approaches and proposed pre-production stakeholder engagements. Supporting Materials: <input type="checkbox"/> Brief CV of Artist and images of relevant past projects completed by artist.
Section 5: Artwork Physical Description
Describe appearance, dimensions, medium, dimensions, and proposed methods of production. Supporting Materials: <input type="checkbox"/> Drawings, images, 3D rendering or marquette (optional) of proposed work. <input type="checkbox"/> Maintenance requirements of proposed work including artist's intent.
Section 6: Proposed Site
Describe significance of proposed site. Supporting Materials: <input type="checkbox"/> Drawings, plans, images/photographs of proposed site (if applicable).

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>