

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:

Total Initial Project Cost \$ _____

Estimated Yearly Recurrent Costs:

Maintenance Cost \$ _____

Insurance \$ _____

Funding Sources (Indicate type, and amount):

Source 1: _____ \$ _____ (Secured / Seeking Approval)
 Source 2: _____ \$ _____ (Secured / Seeking Approval)
 Source 3: _____ \$ _____ (Secured / Seeking Approval)
 Source 4: _____ \$ _____ (Secured / Seeking Approval)
 Source 5: _____ \$ _____ (Secured / Seeking Approval)

Additional Funding Requested from Office of the President:

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	
<p>Artwork to be listed in the Registry of Public Artworks after completion:</p> <ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No<input type="checkbox"/> Pending (please elaborate)	
Date of Review:	

Recorded by: <name>, <designation>