

Annex 4: Submission Format for the Donation/Loan of Public Art

Depending on the scale and complexity of the proposed donation, 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: Background	

Name/Organisation of Donor/Lender: _____

Describe background to proposal, including, if any, Donor's/Lender's requirements.

Section 4: Significance of Artwork

Describe the content, subject or theme of the proposed artwork, and how it may fit into the criteria established by the Public Art guidelines.

Supporting Materials:

- ☐ Brief CV of Artist and images of important past projects completed by artist.

Section 5: Artwork Details

Complete the description details for artwork(s). Separately, provide images of artworks, showing differing views if necessary.

Artist Name:

Title:

Year of Completion:

Dimensions (Height, Width, Depth):

Medium (accurate description of all materials used by artist):

Condition of artwork (indicate if assessment was completed by a conservator):

Value (indicate if market or purchase value):

Installation requirements:

Maintenance requirements and Artist's intent:

Section 6: Proposed Site

Provide locations of proposed site and supporting architectural plans.

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> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Pending (please elaborate)</p>
Date of Review:

Recorded by: <name>, <designation>