



THE CITY OF SAN DIEGO

APPLICATION FOR AN INCOMING LOAN OF ARTWORK

Thank you for your interest in lending artwork to the City of San Diego. Please complete and submit this application to the City of San Diego Commission for Arts and Culture, ATTN: Civic Art Collection, 1200 Third Avenue, Suite 924, San Diego, CA 92101. Contact City staff at (619) 236-6800 for assistance. Additional sheets may be attached as needed. The City reserves the right to request additional information in order to process a loan proposal.

LENDER

Name(s)

Address

City

State

Zip Code

Country

Phone

Fax

Email

Credit Line - Provide the lender's name as it should appear in labels, publications and publicity.

Conflict of Interest - Disclose whether the lender has any active contracts with the City or is involved in any stage of negotiations for a City contract.

CITY DEPARTMENT (If applicable)

Primary Contact

Address

Phone

Fax

Email

LOAN PERIOD

Proposed dates

(Optional) Proposed City-owned site for placement

Description of installation plan with a timeline

Is the lender willing to provide evidence of fine arts insurance if the City approves the loan?

NOTE: If the City approves the loan, the lender may be required to meet the City's insurance requirements for commercial general liability, auto liability and worker's compensation.

ARTIST

Name		Alias (If applicable)	
Nationality		Birth Date	Death Date (If applicable)
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			
Artist Representation/Gallery Name (If applicable)			
Artist Rep/Gallery Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			

Please explain the method for the selection of the artist.

ARTWORK

Title	
Artwork type (e.g. painting, sculpture, etc.)	Medium
Description	
Period/Date	Dimensions and weight
Finishes applied to surface	
Construction technique(s)	
If this artwork is part of an edition, what is the edition number and the total number of the edition?	
If this artwork is part of a series, what is the total number in the series?	
If this artwork is part of a pair or a group, what is the total number in the pair or group?	
If this artwork is part of an edition, what is the edition number and the total number of the edition?	

If this artwork is part of a series, what is the total number in the series?	
Describe frame, if any.	Describe base or pedestal, if any.
Describe any accompanying accessories.	
Current location of artwork	
ARTWORK HISTORY	
List the exhibition history including exhibition titles, venues and dates for each.	
List all publications about and references to the artwork.	
COPYRIGHT	
Does the lender have the authority to give the City of San Diego a non-exclusive, irrevocable, royalty-free license to reproduce artworks for non-commercial purposes?	
If not, will the lender assist the City of San Diego in obtaining a non-exclusive, irrevocable, royalty-free license to reproduce artworks for non-commercial purposes?	
ARTWORK VALUATION	
Fair Market Value \$	
How was this fair market value determined and by whom?	
CONDITION	
Describe the current condition of the artwork noting any existing breaks, tears, scratches, abrasions, paint losses, or other insecurities or defects in the artwork.	
If the artwork has been conserved, describe the conservation treatment.	
(Optional) Provide recommendations for routine maintenance of artwork. Indicate whether these recommendations were provided by a conservator.	

(Optional) Provide recommendations for security, installation, transportation and/or storage.

OTHER REQUIRED MATERIALS

- Artist's résumé and bio
- Digital, color images of the artwork(s)
- (Optional) Images of proposed site for artwork(s)
- Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security.
- Exhibition catalogs, publications and/or references, if available
- Formal, written appraisal for any artwork with a fair market value of \$10,000 or more
- Condition report, if available
- Proof of authenticity, if available
- Any other information relevant to the artwork

ADDITIONAL COMMENTS (OPTIONAL)

AUTHORIZATION TO INITIATE REVIEW OF A PROPOSED INCOMING LOAN

Authorized signature	Title
Print name	Date
COMMISSION STAFF ONLY	
Received by	Date