# General Application for the Acceptance, Commission, or Installation of Permanent Public Art at the University of Virginia

*The Committee is primarily an advocate for the artist’s vision while considering social, historical, cultural, and political issues in the selection and placement of the artwork. The following approval process is intended to guide and protect both the artist and the University of Virginia. The Committee’s charge covers all outdoor areas on the University grounds.*

*This form must be completed and received by the Committee to allow for adequate review. There will be numerous steps in the review process and sponsors should take that timeline into account.*

# *The Committee on Public Art will act within 60 working days of receiving a proposal. An additional 10 working days are allowed for the Provost’s approval. Approval is not automatic. The Committee does not provide funding.*

**PHASE 1: INITIAL PROPOSAL**

1. **Title, Description & Justification of Artwork**
2. Title of proposed work:
3. Description of the artwork to include photographs or drawings, dimensions, weight, and the type of material(s). Photographs or other documentation of similar completed work should be submitted to the committee.
4. Please briefly address why this work of art will contribute to Grounds.
5. **Proposed Location of the Artwork**
6. Primary location:
7. Justification for the primary site. Please consider social, health, safety, historical, cultural and political issues in the selection and placement of the artwork. Submit a drawing or digital image of the site showing placement of the proposed work.
8. Alternate location:
9. Justification for alternate site. Please consider social, health, safety, historical, cultural and political issues in the selection and placement of the artwork. Submit a drawing or digital image of the site showing placement of the proposed work.
10. **Confirm Budget for Artwork, Design, Installation, Project Management, Liability, etc.**
11. Describe confirmed funding amounts and possible fundraising needs.
12. Identify fiscal administrator.
13. **Undertake Initial Engagement**
14. Have you received buy-in/approval from surrounding stakeholders?
	* Please list stakeholders and methods of communication.
	* Were there any concerns/considerations?
15. Have you spoken with the Office of the Architect for proposed locations?
	* Were there any concerns/considerations?
16. Have you spoken with Facilities Management Zone Supervisor for proposed locations?
	* Were there any concerns/considerations?
17. Has the Procurement Office seen and approved the contract with the proposed artist, gallery representative, or donor?
18. **Present Completed Application to Public Art Committee**
19. Person(s)/Unit(s) submitting this application – including email address(es):

Date of submission:

**PHASE 2: DESIGN AND REVIEW**

1. If approved by the Public Art Committee, contact the Office of the Architect to coordinate the next phase of work, focused on design and review.
2. The Office of the Architect and FM staff will support the assessment of the design and engineering requirements for the artwork, such as lighting, pedestal, foundation, security, access, liability, and other considerations such as budgeting.
3. The University may procure related design/engineering and cost estimating services for the installation of the artwork through term contracts or other procurement methods.
4. The artwork and related design will then need to be approved by the following entities:
* Arboretum & Landscape Committee
* University Building Official
* BOV Buildings & Grounds Committee
* Art & Architecture Review Board in Richmond
* Others as needed

**PHASE 3: INSTALLATION**

1. If approved by all review entities, the following general steps may proceed. The schedule and scope will vary depending on the complexity of the installation.
2. The sponsor may procure the artwork.
3. University to confirm construction schedule and budget.
4. University to procure construction services.
5. University to commence installation.