

COLORADO STATE UNIVERSITY PUBLIC ART PROPOSAL FORM

Include the following information in your proposal:

1. Contact information of:
 - a. Sponsoring Student(s), Faculty, Staff or University College/Unit/Organization
 - b. Artist(s)
 - c. Donor(s) (if applicable)
 - d. All contact information should include contact name, phone number, email and mailing address.
2. Artist’s qualifications (may include descriptions of similar art pieces and their locations; and any current or past affiliation with Colorado State University).
3. A written description of the physical art piece including medium and materials; dimensions (height by width, weight as appropriate); base or pedestal materials; and any inscription, artist signature, identification number, etc.
4. A graphic description of the art piece, including either photos or drawings (photographs submitted will be retained with this form).
5. A statement evaluating the appropriateness of the art piece to the Colorado State University community.
6. Description of the installation needs for the art piece, including proposal site(s) and location restrictions. Include photos of proposed site(s). Colorado State University will consider proposed sites, but makes the final decision as to the display location and will coordinate the installation.
7. Submit a budget narrative and maintenance plan that shall contain short-term and long-term maintenance. Include consideration of environmental impact of material, fitting into the sustainability goals of the University.
8. A note of acceptance that all costs associated with the purchase, restoration, engineering, shipping, travel, and transportation, site alterations, installation, maintenance, insurance, preservation and the inclusion of standard University commemorative plaque and other costs will be incurred by the donor/artist.
9. All proposals must sufficiently address evaluation criteria within the “University Public Art Collection – Procedures” for Colorado State University.

The signatures below indicate approval of the terms listed above.

_____ Date _____

University Planner or the Associate, CSU Facilities Management

_____ Date _____

Sponsor (Students, Faculty, Staff or University College/Department/Unit or Organization)

_____ Date _____

Artist

_____ Date _____

Donor (if applicable)