***Intent to Donate Art***

***Art & Aesthetics Committee UU Sunnyhill***

**PROCEDURE:**

**STEP 1**

The donor may meet with the Art & Aesthetics (A&A) Committee at one of their scheduled meetings and discuss their proposed donation. The donor shall submit a *Letter of Intention* (attached) stating that they wish to donate artwork to UU Sunnyhill using the attached form.

**STEP 2**

The A&A Committee will schedule a review of the offer and notify the prospective donor in writing of the date and time for the review meeting.

**STEP 3**

Upon review, the A&A Committee may accept or decline to accept the artwork. The Committee will then prepare a written donation agreement. The Committee will make a recommendation to the Board regarding acceptance or non-acceptance of the artwork.

**STEP 4**

If installation is required, the donor shall secure any required engineering, permits, insurance and funding. The donor and the installer shall work with the appropriate Sunnyhill personnel to ensure compatibility with existing infrastructure. The A&A Committee reserves the right to make all final decisions on maintenance, relocation, or removal of the artwork.

**STEP 5**

If the donation is deemed to be of significant value, the item must be appraised by the donor before acceptance along with applicable paperwork.

/attachment

***Letter of Intention to Donate Art***

***Art & Aesthetics Committee UU Sunnyhill***

**Donor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Artist if not donor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donor Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donor Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person (if not donor):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donor Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Location in Sunnyhill:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Artist Resume:** Please attach information about the artist.

**Description of the Artwork:** Pleaseinclude the media, dimensions, visual documentation including color photos and/or electronic files. If the artwork is not a finished piece, describe how/when the work will be completed.

**If a Site Installation:** Briefly discuss the timeframe, cost involved, and site preparation requirements. Provide a map, sketch, and/or a Photoshop image of its relationship to placement within Sunnyhill.