



## PUBLIC ART GIFTING POLICY

### I. PURPOSE

The purpose of this policy is to establish a program for the acceptance of gifts of public art in the City of Sandy Springs ("City"). This policy establishes guidelines to ensure a consistent decision-making process related to the acceptance, placement, display and long-term maintenance of public art in City- owned facilities.

The following elements have been considered in developing a public art policy for the City:

- A.** Establish a diverse collection of artworks for the City and its residents
- B.** Involve artists of diverse backgrounds
- C.** Provide opportunities for artist to advance their art forms with temporary and permanent public artworks
- D.** Consider economic development and cultural tourism as factors
- E.** Foster an understanding of public art and encourage public dialogue
- F.** Incorporate art and projects of the highest quality

### II. DEFINITIONS

"Public art" is defined as: artwork selected, commissioned, crafted or donated for location in the public domain. Artwork may be permanent or transitory, functional, integrated or discrete to the site. Public art is an essential building block to create engaging, imaginative spaces that foster shared interactions, celebrate unique stories, enliven public spaces and inspire us to look at the world from different perspectives.

"Donation" or "gift" shall mean any of the following: monetary (cash) contribution; endowment; personal property; real property; financial securities; equipment; in-kind goods or services; or any other asset the City accepts and for which the donor has received no goods or services in return, other than private acknowledgement of the donation or gift, if desired by the donor, notation of the gift on a City maintained record, which shall not be publicized but which is a public record, and the placement of a small plaque on the donated item, if desired by the donor. The terms "donations" and "gift" shall be synonymous in the context of this policy.

"Donor" shall mean an individual, group, organization or legal entity that or other legal entity that proposes or provides a donation or gift to the City.



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### III. GENERAL PRINCIPLES FOR ACCEPTANCE

- A. The City has no obligation to accept any donation proposed by a donor. Donations do not become the property of the City until accepted by the City consistent with this policy.
- B. All donations will be evaluated by Art Sandy Springs (ARTSS), which will make a written recommendation to the City regarding whether the donation is appropriate for the City. The City will then determine whether the donation is in the City's best interest and is consistent with the City's goals and applicable City laws, policies, ordinance and resolutions. Donors are encouraged to work with ARTSS in advance of formal submission for input related to the donation.
- C. The City shall determine whether an expenditure of City funds, either a direct outlay of City funds or the use of City sources and materials, is associated with or required by acceptance of the donation prior to acceptance.

### IV. PUBLIC ART PROGRAMS

The City has identified the following public art programs as official components for the implementation of art within public spaces:

- A. **Sculpture in the Park:** Sculpture in the Park will be implemented through a Memorandum of Understanding with ARTSS.
- B. **City Gallery:** City Gallery provides artist display opportunities within City Springs. Components of this program include:
  - 1. **Management:** The City Gallery Arts Committee, a committee appointed by the City, will oversee implementation of the City Gallery Public Art Program. The Committee will include at least three (3) members of the community and two (2) City staff members.
  - 2. **Program Guidelines:** The initial Program Guidelines will be established by the Committee and approved by Mayor and City Council. The Guidelines will be reviewed annually by the Committee, with recommendations for changes to be submitted to Mayor and City Council for approval. The Guidelines will be posted on the City's website where the public arts programs are highlighted.



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### V. DONATIONS

Requests to donate artwork to the City may be considered on a case-by-case basis where the City has established in advance, and publicized, a need, project or location in which an art donation may be included. Requests for consideration shall be made through the City's Recreation and Parks Department.

#### A. Criteria for Evaluation

Criteria for evaluating donations may include, but are not limited to:

1. Project Costs
2. Quality
3. Compatibility with site context in scale, material, form and content with the surroundings
4. Public liability
5. Duplication
6. Memorial gifts:
  - a. Person or event memorialized must be deemed significant enough to merit such an honor. The person so honored shall have been deceased for a minimum of five (5) years, and events shall have taken place at least five (5) years prior to consideration.
  - b. Represents broad community values.
  - c. Memorial has timeless qualities that will be meaningful to future generations.
  - d. Location under consideration is appropriate setting; in general, there should be some specific geographic justification for location of the memorial in specific site.

#### B. Procedures

Formal requests to donate artwork to the City of Sandy Springs are made through the Recreation and Parks Department.

The donor shall complete an Art Donation Agreement Application ("Donor Form") in the form attached hereto and submit it to the City's Recreation and Parks Department. Following a positive initial review by the Recreation and Parks Department, the City will contact ARTSS, which will evaluate the donation request to determine the appropriateness of the donation as measured by approval criteria and provide a written recommendation to the City. The City will then determine whether the donation is in the City's best interest and is consistent with the City's goals and applicable City laws, policies, ordinance and resolutions. The City will notify the donor, in writing, identifying any final conditions if approval is granted. The City will create and affix the donation



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plaque in accordance with City's Gifting Policy. The cost for the plaque will be reimbursed to the City.

### **C.** Ownership

Once a gift is accepted by the City, the City shall be the sole owner of the donated item and will have the right, in its sole and absolute discretion, to deaccession of any donated item without providing notice to or obtaining the consent of the donor.



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**ART DONATION AGREEMENT APPLICATION**

Thank you for your interest in donating to the City of Sandy Springs. Please direct any questions and complete and submit this application to: City of Sandy Springs Art Donation Program, 1 Galambos Way, Sandy Springs GA 30328 | 70.730.5600

Please attach additional sheets as needed. The City reserves the right to request additional information in order to process a donation proposal.

Donor Name: \_\_\_\_\_

Donor Organization (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Donation Description: \_\_\_\_\_

Donor Plaque: \_\_\_\_ YES \_\_\_\_ NO

Donor shall receive a plaque of a scale not to detract from the gift or context as determined by the City. The plaque must be connected to an architectural element (wall, pavement, etc.) and details (materials, font, etc.) determined by the City. No company logos, or brands shall be incorporated into permanent recognition. Inscription: 3 lines with 45 characters per line maximum, including spacing and punctuation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Donated gifts to the City of Sandy Springs are considered outright and unrestricted donations. The City of Sandy does not guarantee permanency of the accepted donation and associated signage. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Donation Acceptance and Management Guidelines. The donor understands and agrees with the conditions set forth in this policy.

\_\_\_\_\_ I have read and understand the donation policy

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_



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Mail or email completed form to:

City of Sandy Springs  
Attn: Recreation and Parks Department  
1 Galambos Way  
Sandy Springs, GA 30328

Email: [Recreation@sandyspringsga.gov](mailto:Recreation@sandyspringsga.gov)

### FOR OFFICE USE ONLY

Request Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Location for Donation:

\_\_\_\_\_

Installation Requirements:

\_\_\_\_\_

\_\_\_\_\_

Value of Donated Item \$ \_\_\_\_\_

Estimated Cost to Install \$ \_\_\_\_\_

Inscription Proof reviewed by donor on (date): \_\_\_\_\_

Date of Installation: \_\_\_\_\_