



# METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

## Artwork Donation Checklist/Worksheet

In order for Metro to evaluate your donation, you will be required to provide the following information at least six (6) months prior to the anticipated donation acceptance date:

\*\*\*This sheet is intended to help you gather information about your donation only. Please submit all required information via the online form on our web site. \*\*\*\*

Donor Name/Donor Organization	
Donor Address/City/State/Zip	
Phone Number	
Email Address	
Describe the purpose and intent for offering artwork to Metro Nashville:	
Artist's Name	
Artist's Birthplace/Date (if known)	
Artist's Current Address (if living)	
Artist's web site or gallery representation	
Artwork or project title	
Is the Artwork existing or to be commissioned?	
Medium of Artwork	
Dimensions and weight of Artwork	
Date artwork was created	

Existing Artwork inscriptions/signature (if any)	
Current owner of Artwork	
Current location of Artwork	
Current Artwork condition	
What is your timeline for this potential donation or commission? When do you anticipate installation, if approved?	
Value of Artwork or Budget if new commission	
Is the Artwork fully funded or are you still fundraising for it?	
Describe any installation, site design/construction, maintenance expense this donation would require from Metro.	
Describe proposed site for Artwork and any foundation requirements	
Artist's Resume	File upload
Example of artist's previous work, if this will be a new commission	File upload
Provide photographs of artwork, if it already exists, or renderings/design plans for new commissions.	File upload
Provide photographs or drawings of proposed site for Artwork	File upload
Fundraising plan and budget	File upload
Any other photos or documents that may be helpful to Metro in evaluating this donation.	File upload

The following items are not required for initial review of your donation, but may be requested upon further review. If you have any of this information or documents regarding your donation, please upload them to the online portal.

Drawings of the proposed site with the Donated Artwork to scale	
Electrical, plumbing, or other utility requirements	

of Donated Artwork	
Stamped structural engineered drawings of site and artwork, if commissioning a new site	
An estimate of any site costs to Metro arising from the donation of the artwork (including such items as surveys, soil condition reports, site preparation costs)	
Fabrication budget, if artwork is being commissioned, and fundraising report and plan if not fully funded	
Installation schedule	
Contact information for who is installing the work and the manner in which the installation will be accomplished, including transportation of the artwork to the site	
Proof of insurance sufficient to meet the requirements of Metro	
Any required permits	
Any additional information required or requested by Metro	

If you have any questions regarding this process, please email Caroline Vincent, Director of Public Art at [caroline.vincent@nashville.gov](mailto:caroline.vincent@nashville.gov) or 615-880-2377.