

**State of Kansas
Capitol Preservation Committee**

**Request for Approval
of Commissioned or Donated Exhibit
or Artwork for Permanent Display**

NOTE: Submit the completed Request for Approval and all required attachments to the Chairperson, Capitol Preservation Committee, Attn: Executive Director, c/o Kansas State Historical Society, 6425 SW 6th Avenue, Topeka, KS 66615-1099.

DATE: _____

APPLICANT INFORMATION

Name of Person Making Request: _____

Address:

Organization: _____

Street or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____

Email: _____

SPONSOR INFORMATION

Name: _____

Street or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____

Email: _____

TYPE OF REQUEST:

- Commissioned Artwork
- Donated Artwork
- Permanent Exhibition
- Other (Please Specify)

Capitol Preservation Committee
Date: 11-13-14
Attachment: 4

Submission of a proposal does not guarantee approval or acceptance of the project. If a proposal is approved, all parties must comply with the complete guidelines of the Capitol Preservation Committee.

Please allow ample time for your request to make its way through the review process, as the period from initial proposal to dedication of the artwork, if accepted, may be several months. Also, no commissioned or donated artwork will be accepted without a prior, written agreement transferring ownership of the work to the State of Kansas.

Acceptance of your request may also require the approval of the Secretary of Administration, the Legislative Coordinating Council or both. Any permanent displays or monument proposed to be located on the State Capitol grounds must be authorized by the passage of a bill of the Legislature.

The Committee meets at least once, but no more than four times, per year.

Proposals should be submitted to:

Chairperson, Capitol Preservation Committee

Attn: Executive Director

c/o Kansas State Historical Society

6425 SW 6th Avenue

Topeka, KS 66615-1099

COMMISSIONED ARTWORK PROPOSAL

All proposals must include the proposed artist's résumé and contact information, copy of the proposed contract with the artist, a proposed project budget and artist plans before it will be considered. If additional space is needed, the general concept of the project, including the plans, project timeline and budget, can be presented on additional sheets, limited to two pages.

All commissioned artwork for exhibit in the Capitol must meet requirements contained within a written contract developed by the Secretary of Administration or Legislative Administrative Services or both.

SPONSOR INFORMATION

Name: _____

Street or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____

Email: _____

ARTIST INFORMATION

Name: _____

Street or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____

Email: _____

General concept of art project:
Timeline for completion and installation:
Budget:

Please identify placement of the artwork in the Capitol (up to three selections in order of choice):

1. _____

2. _____

3. _____

Artist plans or maquette included (required): Yes

Copy of proposed contract with artist: Yes No

Ownership granted to State of Kansas: Yes No

Copyright agreement: Yes No

Additional comments:

DONATED ARTWORK PROPOSAL

All works considered for acquisition by donation to the State of Kansas for exhibit in the Capitol must meet requirements contained within a written contract developed by the Secretary of Administration or Legislative Administrative Services or both.

All proposals must include the proposed artist's résumé and contact information, digital images of the artwork, a letter of intent by the donor as a gift to the State of Kansas and copies of all documentation relating to the acquisition of the artwork, its condition, value and exhibition history, are required before it can be considered.

DONOR INFORMATION

Name: _____
Street or P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____
Email: _____

SPONSOR INFORMATION (if applicable)

Name: _____
Street or P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____
Email: _____

ARTIST INFORMATION

Name: _____
Street or P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____
Email: _____

History of acquisition or purchase of the artwork (please include copies of invoices and/or proof of acquisition):

Please identify placement of the artwork in the Capitol (up to three selections in order of choice):

- 1. _____
- 2. _____
- 3. _____

Digital images of artwork submitted (300dpi): Yes No

Ownership granted to State of Kansas: Yes No

Copyright agreement: Yes No

Insurance Value: _____ Date Set: _____

Additional comments:

PERMANENT EXHIBITION PROPOSAL

Any foundation, group, or individual may submit a proposal to the Capitol Preservation Committee for review and approval for the permanent exhibition in the public areas of the Capitol.

OWNER INFORMATION

Name: _____

Street or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____

Email: _____

CREATOR INFORMATION

Name: _____

Street or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Ext. _____ Fax: (____) _____ Ext. _____

Email: _____

Please identify placement of the exhibition in the Capitol (up to three selections in order of choice):

1. _____

2. _____

3. _____

Digital images submitted (300dpi): Yes No

Insurance Value: _____ Date Set: _____

DO NOT WRITE BELOW THIS LINE – FOR COMMITTEE USE ONLY

Date Received: _____

Additional information requested on _____, 20____.

Additional information provided on _____, 20____.

Presented to the Committee on _____, 20____.

Committee action taken on _____, 20____, to:

Approve

Deny

Defer

Notify requesting party of the following:

Other Instructions: