**Commission Acquisition**

**Contact and Organisation Details**

Before you start Please complete all sections of this form. Questions marked with an asterisk are mandatory.

If you require the application form in an alternative format please email [programmes@artfund.org](mailto:programmes@artfund.org).

If you experience any technical errors, please contact the team at [museums@artfund.org](mailto:museums@artfund.org)

Please note that this form is for both small and large commission grants. These programmes are administered differently. More information on the difference between the programmes and tips for submitting an application can be found in our Guidance for Applicants document.

We encourage you to get in touch with the Programmes team to discuss your application prior to submission.

If you have not already done so, please contact Robert Dingle, Programme Partnerships Manager, at rdingle@artfund.org.

Information requested is for the purposes of administering, monitoring and evaluating grants. Our privacy notice is available online at the following link.

<https://www.artfund.org/pages/privacy-and-cookies>

Please ensure you have any relevant consent from third parties before you share any personal data with us.

**Application Heading**

**This is how your application will be described in our correspondence with you \***

**Where did you hear about this opportunity? \***

**Your Contact Details**

**Title \***

**First name \***

**Surname\***

**Job title \***

**Email \***

**Do you have a National Art Pass?**

**Curator responsible for collection**

**Name \***

**Job title \***

**Email \***

**External positions held**

**Do they have a National Art Pass?**

**Organisation Details**

**Organisation Name: \***

**Name of Primary Venue: \***

**Please give us the name of the organisation you would like us to pay: \***

**Does your organisation own the permanent collection: \***

**Accreditation status: \***

**Please provide details if not Accredited or provisionally Accredited:**

**Are any of the collections Designated or Recognised:**

**Visitors per annum: \***

**Opening times and admissions: \***

**Joint Applications**

**Are you applying in partnership with another organization? \***

**Partner organisation name:**

**Partner organisation’s governing body:**

**Legal name of partner organisation, to include reference to charity pr company numbers as applicable:**

**If you are applying in partnership with more than one other organisiation please provide further details including their governing body and legal name:**

**Other Contacts**

Please give the details of someone we can contact about this application in your absence.

**Title**

**First name**

**Surname**

**Job title**

**Email**

**Telephone**

Please give the details of the relevant press contact within your orgainsation

**Title**

**First name**

**Surname**

**Job title**

**Email**

**Telephone**

Please give the details of the relevant marketing contact within your orgainsation

**Title**

**First name**

**Surname**

**Job title**

**Email**

**Telephone**

**Catalogue information**

Please give catalogue information and provide full details of the work, object or collection's provenance and condition in this section.

A collection can consist of group(s) of any number of untitled works/objects, named and attributed individual works, or a combination of both. We consider groups of works/objects larger than 20 to be a collection.

Information given about artists is used for monitoring purposes so we can consider the types of work and artists that we are supporting through our grant giving.

Details of the work including the price paid, title and name of artist will be published as part of the catalogue information given in print and online

**Work of art**

Title of work/collection **\***

Image caption **\***

**Artist Details**

**Artist type \***

**Artist first name \***

**Artist surname \***

**Artist birth year type\***

**Artist birth year \***

**Artist death year type\***

**Artist death year\***

**Artist nationality \***

**Artist Gender identity: (delete as appropriate) \***

**Additional Artists**If more than one artist will be involved in the production of the work please provide details

**Work Details**

**Anticipated year of completion \***

**Period of the work** (please select: 17th Century, 18th Century, 19th Century, 20th Century (until 1980), Ancient Art and Antiques, Contemporary Art (from 1980), Medieval, Renaissance**) \***

**Type of work \*** (please select: Acrylic, Aluminum, Aquatint, Brass, Bronze, Chalk, Charcoal, Collage, Copper, Cottan, Crayon, Drawing, Earthenware, Enamel, Etching, Engraving, Gilded, Gilt, Glass, Gold, Gouache, Ink, Iron, Ivory, Lead, Leather, Linen, Lithograph, Mahogony, Marbel, Oak, Oil, Other, Paper, Pastel, Pencil, Plaster, Porcelain, Print, Silk, Silver, Steel, Stone, Stoneware, Tempera, Vellum, Video, Walnut, Watercolor, Wood)

**Primary material/medium of the work \***

**Additional detail**e.g. oil on canvas or charcoal on paper

**If the work will exist in more than one version please state how many there will be in the edition? \***

**Which version/number do you propose to purchase? \***

**If the work is being produced in an edition, what is the cost of each edition? \***

**Geographical area of work or object: (delete as appropriate) \***

**Dimensions**

Please complete the dimensions relevant to the work or object

**Height (cm) \***

**Width (cm) \***

**Depth (cm) \***

**Circumference (cm)**

**Weight (kg)**

**Duration (min,sec) \***

**Additional information:** Approximate size of each photograph, not including mounts and frames

**Provenance**

**Do you have full details of the object's provenance?**

**Please give details of works by the artist held in other UK collections.**

**Preparatory material**

**Have you, or someone appointed by you, viewed any concept material for the work/s? \***

**If so, please give details**.

**Please give details of any potential conservation issues you have identified with the work/s. Please also include how you intend to care for the work after it has been acquired. \***

**The following questions are most relevant if you're applying for a grant towards a public realm commission. However, we would ask all applicants to complete this section.**

**Risk assessment**This is to ensure you’re able to identify and reduce any perceived risks posed to your project, including both immediate and longer-term risks (i.e. risks associated with production and installation, as well as public engagement and ongoing maintenance)

**Has a risk assessment been carried out?**

* If yes, please upload a copy
* If no, please explain why a risk assessment has not been complete

**Licenses and permissions**Commissioning artwork in the public realm sometimes relies on third party consent being given to the commissioning organisation. This can mean certain licenses or permissions need to be granted, particularly if the site is owned by a private party or local authority. To ensure the necessary approvals are in place please confirm:

**Who owns the location on which the commission will be sited?**

**Do you have the necessary licenses or permissions to use the site?**

* If yes, please upload a copy
* If no, please provide more information about attaining permission/s

**Maintenance strategy**Maintenance and conservation of commissions are vital to ensure that public access can be guaranteed. Please confirm:

**What is the life expectancy of the commission?**

**Life Expectancy and Decommissioning**We have supported commissions with a range of differing life expectancies. This is important in terms of defining the roles and responsibilities of those involved in the ongoing care for the work.

**Who is responsible for maintaining the artwork and over what period of time?**

* Please upload a maintenance plan.

**Public consultation**In certain instances when commissioning artwork in the public realm a public consultation period is necessary prior to the delivery of the project. This might involve conversations with local audience and communities, stakeholders and funders.

**Please provide information about what public consultation has/will take place during the research and development phase of the project.**

**Who is responsible for the end process for decommissioning the work? and who owns the work after that point?**

**Insurance**Please clarify the following:

**Who is insuring the artwork?**

**What type of insurance is necessary to ensure public accessibility and safety?**

**Who is the insured party?**

**Cost of Work**

This section relates to the cost of the individual work(s) rather than the amount requested from Art Fund.

**Total cost of work (£):\***

**Has a museum discount been negotiated? \***

**If a museum discount has been negotiated, please give the price before discount (£):**

**Is your organization able to reclaim VAT?**

**If VAT is included in the total cost payable, please state the amount (£):**

**If there are any additional charges, such as Artist Resale Right or import tax, please detail this here:**

**Budget Assessment**

We want our funding to go as far as possible, so expect applicants to ensure the costs involved in commissioning are realistic and reasonable. Therefore, we require all applicants to provide us with an independent assessment of their budget.

The assessment should be completed by:

* a specialist in the field who is familiar with market values, for example an auction house, dealer or past commissioner.
* someone with trade experience who does not deal in work by the artist that you are commissioning.

The assessment should include:

* a commentary on the production budget.
* reference the total cost of the commission in relation to other works made and/or sold by the artist.

The assessment must be submitted with the application as a supporting document in the form of an email or letter.

**Name of person providing independent budget assessment:**

**Professional position and name of organization:**

**Supporting document:**

**Financial details for grant application**

**Total cost of works: \***

**Amount Requested from the Art Fund: \***

**Budget summary**

**Artist fee (please provide a cost for the artist fee, along with information that clarifies if there is a separate commission and acquisition fee or if the work is being gifted):**

**Artist travel & subsistence:**

**Production & fabrication:**

**Display & installation:**

**Consultation:**

**Ongoing maintenance:**

**Contingency:**

**Please attach a full budget breakdown**

**Other Funding**

**Please explore the possibility of applying to all appropriate sources of public funding for which you may be eligible before applying to Art Fund.**

**If you decide not to apply to the relevant public funding bodies, or are given advice that your application is unlikely to qualify, please provide the reasons for this below. If you have made an unsuccessful application, please also detail this below**

**If you have more than one source of funding please provide details for each.**

**Funding Source**

**Type of Funding**

**Name of organization:**

**Amount Requested:**

**Is this funding secured**

**Total Funding Package**

**Reasons for lack of other funding**

**Funding towards activity, exhibition or touring programmes**  
**If you have received, or are applying for funding from other sources to support an activity programme or tour associated with this acquisition, please detail this (including the amount) here**

**Please attach a full budget breakdown**

**Vendor Details**

Vendor details are required and it is standard practice for Art Fund to publish the name of vendors as part of the catalogue information given in print and online.

**Vendor Name \***

**Is the vendor based in the UK?**

**Does the vendor wish to remain confidential?**

**If so, please state the reason for confidentiality:**

**Case for Acquisition**

Please consider this section carefully as it forms the supporting statement for why this acquisition is important to your museum or gallery and the broader significance within the artist's body of work, and local or national contexts.

There are no word limits for these sections, however please be concise where possible.

**The artist and work \* (up to 450 words)**

**Artist statement \* (up to 450 words)**

**Your collection and collecting policy \* (up to 450 words)**

**Impact and Future Plans**

**Impact**

For over 110 years we have supported museums and galleries, and helped them to buy and display great works of art for everyone to enjoy.

In this section please describe how you think the acquisition will impact a) your organisation and b) your visitors and audiences.

**a) Your organisation \* (up to 450 words)**

**b) Your visitors and audiences \* (up to 450 words)**

**Future Plans**

Demonstrating the public benefit of our grant giving activity is an important part of what we do.

Please help us develop our programme and demonstrate support for the sector by completing the following section which will help us evaluate our grant giving.

If successfully awarded a grant, we will ask you to reflect on the responses below one year after the acquisition has taken place.

It is therefore important that you identify activities which are deliverable and audiences the acquisition will likely benefit within the context of your organisation.

For more information about Art Fund evaluation process, please refer to our guidance note.

**Beneficiaries and audiences**

Please identify the key groups that you think will this acquisition will engage or benefit. These may be new audiences or existing staff, volunteers or visitors.

You may select as many as you wish, however you will be asked to re-visit these as part of the evaluation process. Please select 'other' and provide detail in the text box if there is a group or audience you would like to include that is not listed

**Activities and impact**

Please identify the activities and possible outcomes that may result from the acquisition. As above, you may select as many as you like but will be asked to re-visit these as part of the evaluation process. Please select 'other' and provide detail in

As above, you may select as many as you like but will be asked to re-visit these as part of the evaluation process. Please select 'other' and provide detail if there is an activity or possible outcome you would like to include that is not listed.

**Detailed examples**

Please give three examples of how you plan to use and display the work(s) in order to maximise this impact. Refer if possible to one immediate and one long term example.

The drop down options link to the check-box headings. If your intended activity or outcome was not listed above, you can detail this below.

**First example (up to 250 words)**

**Second example (up to 250 words)**

**Third example (up to 250 words)**

**Supporting documentation**

**Images**

**Please upload images in support of your application.**

**Image caption**

To add additional images first click on the 'add another' button to create a new section, then choose and upload your image.

**Supporting documents**

Please upload any additional documents to support your application. If these are not available at the time of a given submission deadline, please contact us so that we can consider the timescales for receiving the documents ahead of a decision being made.

To add additional materials click on the 'add another' button to create a new section, then choose and upload your file.

- A copy of the project brief / artist(s) brief and commission plan

- Copies of the artists proposals and any illustrative material available

- Risk Assessment

- licenses or permissions

- Images of similar works realised by the artist

- If you are working with an artist that has commercial representation, we would ask for you to define the role of the commercial gallery to better understand their involvement in the commission.

- Evidence the project is realistically costed, this could include; an independent valuation, evidence of tender and procurement processes, a list of recent prices previously achieved for works by the artist, a budget for the production of new works by the artist of a similar scope, or other independent advice you may have received.

- Timeline for commission

**Terms and Conditions**

Our Terms and Conditions can be found here

Terms and Conditions

**Have you read and understood the Terms and Conditions?**

**Can you confirm that the Director of your organisation is aware of this application and agrees to abide with the Terms and Conditions?**