



G1. Gift proposal form

This form is used to help gather information about proposed donations of artwork to the University of Wollongong Art Collection (UOWAC)

Thank you for offering to donate your artwork/s to the University of Wollongong Art Collection (UOWAC). We are required to assess all donation offers prior to acceptance so in order to start this process, we would ask you to please answer the following questions and include any other information you think relevant. Attach the completed form along with scans or photos and return to:

art-collection@uow.edu.au.

Information you provide in this form will be used and stored by the UOW Art Collection unit and only made available to senior executives of the university if required.

SECTION 1 - Individual/Group donor contact details

This should be the potential Donor's details and not their agent

Have you previously donated to UOWAC?	
Would you be donating as an individual, unofficial group, formal group, Trust, business or other incorporated entity?	
If you are donating as a business or other incorporated entity please provide full business details including ABN	
Are you offering this as an unencumbered gift or under the Australian Government's Cultural Gifts Program (CGP)? <i>Please note: Due to the administration costs and time required for processing CGP submissions, we can only process gifts through this scheme which are likely to have a value over AU\$20,000</i>	
Will you transport the artwork/s to the UOW main campus in Wollongong?	

If you are donating as an individual or couple, please complete the following:

DONOR 1

Title (Dr, Ms. etc)		Suffix awards (eg. AO)	
First name		Surname	
Address (not PO Box)		Suburb/City	
State		Postcode	

Phone		email	
Your profession			
Do you have any formal links to UOW eg. <i>alumnus, former staff, Fellow</i>			
DONOR 2			
Title <i>(Dr, Ms. etc)</i>		Suffix awards <i>(eg. AO)</i>	
First name		Surname	
Address <i>(not PO Box)</i>		Suburb/City	
State		Postcode	
Phone		email	
Your profession			
Do you have any formal links to UOW eg. <i>alumnus, former staff, Fellow</i>			

SECTION 2 - Cultural Gift Program information

Only complete this section if you wish to donate through the Australian Government's Cultural Gift Program (CGP). See www.arts.gov.au/publications/cultural-gifts-program-guide

Under the CGP, two valuations are required. Are you prepared to cover the cost of one of these valuations? Note that this UOW policy for donations through the CGP and not a requirement of the CGP.	
<i>Only complete the following if you are an artist OR dealer donating your own work or previous sale stock through the CGP.</i>	
Are you the artist/creator of the artworks being donated or an art dealer?	
Have the artworks been transferred from trading stock to your personal collection? Yes/No	
For tax purposes, what is the date of transfer?	
Are you able to prove you have held the item in your personal collection for more than 12 months?	

SECTION 3 – Proposed Gift/s

Please provide the following information for each item you are proposing to donate

ITEM 1	
Title of Artwork Does it have any other names	
Artist/Maker name:	
Do you have additional information about the artist/s? Please attach. If you are an artist-donor, please also attach your CV.	
Year made:	
Medium:	
Size: H x W cm with frame H x W cm without frame	
Original or Edition number eg. <i>edition 3 of 10</i>	
Value: Please indicate your estimated value of the item and how you may have arrived at this figure eg. <i>Valuation undertaken in 2013 : \$</i>	
Provenance: When/where did you make/acquire work?	
If you bought it, do you remember where, and how much it cost? Do you have receipts?	
Were there any previous owners? Can you name and/or tell us anything about them?	
Where/when was the item used/exhibited? (write address if applicable)	
Write any interesting stories about its origin or use:	
Do you have any photographs, catalogues, advertisements, or newspaper articles relating to the item or its former owner?	

Can you provide evidence of your ownership/provenance of the work? If so, what?	
Condition: Is the artwork in excellent condition and at gallery exhibition standards? Yes/No	
If the artwork has any damage or deterioration, please describe	
Does the artwork require conservation now or in the next 5 years? If so, what?	
Significance: Please provide a brief description of the significance of the work.	

Indicate what you have attached:

<input type="checkbox"/> Images of the artwork front and back including any areas of damage as outlined above	<input type="checkbox"/> Additional and supporting information including copies of receipts, valuation certificates
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ITEM 2	
Title of Artwork Does it have any other names	
Artist/Maker name: Do you have additional information about the artist/s? Please attach. If you are an artist-donor, please also attach your CV.	
Year made:	
Medium:	
Size: H x W cm with frame H x W cm without frame	
Original or Edition number eg. <i>edition 3 of 10</i>	
Value: Please indicate your estimated value of the item and how you may have arrived at this figure eg. <i>Valuation undertaken in 2013 : \$</i>	

Provenance: When/where did you make/acquire work?	
If you bought it, do you remember where, and how much it cost? Do you have receipts?	
Were there any previous owners? Can you name and/or tell us anything about them?	
Where/when was the item used/exhibited? (write address if applicable)	
Write any interesting stories about its origin or use:	
Do you have any photographs, catalogues, advertisements, or newspaper articles relating to the item or its former owner?	
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Significance: Please provide a brief description of the significance of the work.	

Indicate what you have attached:

<input type="checkbox"/> Images of the artwork front and back including any areas of damage as outlined above	<input type="checkbox"/> Additional and supporting information including copies of receipts, valuation certificates
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ITEM 3	
Title of Artwork Does it have any other names	

Artist/Maker name:	
Do you have additional information about the artist/s? Please attach. If you are an artist-donor, please also attach your CV.	
Year made:	
Medium:	
Size: H x W cm with frame H x W cm without frame	
Original or Edition number eg. <i>edition 3 of 10</i>	
Value: Please indicate your estimated value of the item and how you may have arrived at this figure eg. <i>Valuation undertaken in 2013 : \$</i>	
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Significance: Please provide a brief description of the significance of the work.	

Indicate what you have attached:

<input type="checkbox"/> Images of the artwork front and back including any areas of damage as outlined above	<input type="checkbox"/> Additional and supporting information including copies of receipts, valuation certificates
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Add further items and attachments as necessary.

Please return form and attachments to: art-collection@uow.edu.au

Or by post to:

**The UOW Collection Manager
UOW Art Collection and Gallery
University of Wollongong
Northfields Ave
Wollongong. NSW 2522.**

If you have any questions or need help or assistance with this form, please phone: 0242215414