

Donation enquiry form

Thank you for your interest in donating an artwork or artefact to the City of Melbourne.

Before submitting an enquiry, please consider the below information:

1. Donations of outdoor works of art, sculptures and memorials must meet the criteria outlined in the Public Art Framework, the Plaques and Memorials Policy, the Collection Management Policy, and/or other relevant Council policies or guidelines. Donations of works of art for indoor display must meet conditions and guidelines outlined in the Collections Management Policy and/or other relevant Council policies or guidelines.
2. Note that in certain circumstances, (e.g. donations of high monetary value), the Program Manager, Art and Heritage Collection and the Director, Creative Melbourne may recommend donation offers be referred to the Melbourne Art Trust (MAT) for consideration. The Melbourne Art Trust applies the same criteria for assessing donation offers as is outlined in the Collection Management Policy. Donation offers accepted by the Melbourne Art Trust are eligible for valuation overseen by the Australian Taxation Office Philanthropy Program, thereby granting the donor a tax deduction. Melbourne Art Trust acquisitions remain its property but are wholly managed by the City of Melbourne Art and Heritage Collection in line with the Collection Management Policy.
3. Approvals of donations will be determined based on provenance, quality of item, existing Collection holdings and relevance to collection guidelines and priorities. All donations must be unconditional, which means it is a voluntary transfer of both possession and title of the material with no restrictions or conditions on its display or use. This is best practice in collection management, as an item's meaning and utility may change over time in ways that cannot be predicted.
4. Objects will preferably be in good condition. A conservator may be consulted if there are reservations about the condition of the object.
5. Objects and works of art collected should be appropriate and relevant for the City of Melbourne's display, research and interpretative activities.
6. Objects and works of art collected may be displayed in the public access environment of Council owned buildings, parks and public precincts or be made available for loan or to tour.
7. All proposed donations must be approved by the Program Manager, Art and Heritage Collection and the Director, Creative Melbourne before the item is accepted into the collection. Decisions are final and due to the high number of enquiries received, once you are notified of the decision, we are unable to engage in further correspondence regarding the decision.
8. If an object or work of art is accepted for donation, the donor will be required to complete and sign relevant donation documentation.

To have your donation considered, please email the following information/this form to citycollection@melbourne.vic.gov.au

A member of the Art and Heritage Collection team will respond to you within 2 weeks. Please note we cannot offer authentication or valuation services for your object.

Please include all your details and as much information about the item as you can so that we can respond to your enquiry. If you run out of space on this form, please include additional information in your email.

Your details

Name: _____
Contact email: _____
Contact phone: _____

The object (artwork/artefact/photograph/etc)

- Ownership (please advise if you are the sole owner/there are co-owners): _____

- Artist/maker name: _____
- Title of artwork (if applicable): _____

Description

- Medium/Materials: _____
- Year object was made: _____
- Dimensions (cm): _____

Provenance

- How did the artwork/artefact come into your/your family's possession? _____

- Do you know the history of the artwork/artefact prior to it being in your possession? _____

Photos

In your return email please include up to 3 detailed and clear photographs of the work. Details such as signatures and inscriptions would be helpful if they are present.

[illegible]

Collection statement: The personal information requested on this form is being collected by City of Melbourne for the sole purpose of recording information relevant to your offer of donation.