



**cultivating  
the arts**

**SUBMISSION TO PERMANENT COLLECTION  
Donation  
SUBMISSION PACKAGE**

*Submission Closing Dates: April 1 and September 15*

Thank you for your interest regarding the Saskatchewan Arts Board’s Permanent Collection and the donation process. Through purchases and gifts, the Permanent Collection is able to fulfill its goal of celebrating contemporary Saskatchewan arts practices. The Permanent Collection consists of over 3,000 works including ceramics, drawings, mixed media, paintings, prints, photographs, sculpture, and textiles by more than 600 artists. Artwork from the Permanent Collection is frequently included in exhibitions throughout the province and country, is loaned to organizations, and is also rented to workplaces through the Saskatchewan Arts Board’s corporate Art Rental program.

The Saskatchewan Arts Board welcomes donations of works of art and archives that will enrich the collection. When you donate a work of art or an archive, it will be appraised, and you will receive a tax receipt for the fair market value of the work. If the donation is valued in excess of \$5,000 (CAD) and is at least three years old, it may be eligible for certification by the Cultural Property Export Review Board, making your donation exempt from capital gains tax. Should you wish to have the Saskatchewan Arts Board seek Canadian Cultural Property designation, please contact the Registrar prior to submitting this application package.

**FOR MORE INFORMATION OR TO DISCUSS THE SUBMISSION REQUIREMENTS,  
PLEASE CONTACT THE SASKATCHEWAN ARTS BOARD’S PERMANENT COLLECTION REGISTRAR  
BEFORE THE SUBMISSION CLOSING DATE.**

**Ward Schell**  
**(306) 787-4239 (Regina) or toll free 1-800-667-7526**  
**[wschell@saskartsboard.ca](mailto:wschell@saskartsboard.ca)**

**EMAIL OR MAIL ONE (1) COPY OF THE SUBMISSION TO:**  
**[wschell@saskartsboard.ca](mailto:wschell@saskartsboard.ca)**

or

**Permanent Collection  
ATTN: Registrar  
Saskatchewan Arts Board**

**1355 Broad Street  
Regina, SK  
S4R 7V1**

or

**201 Avenue B South  
Saskatoon, SK  
S7M 1M3**

The Saskatchewan Arts Board welcomes submissions of donations throughout the year. Submissions are reviewed bi-annually by the Curatorial Working Group. The Curatorial Working Group meets following the closing dates for submission (April 1 and September 15). The Saskatchewan Arts Board endeavours to respond to all submissions in writing, no later than sixty (60) days after the submission closing dates.

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## SUBMISSION TO PERMANENT COLLECTION

*Donation*

### PERMANENT COLLECTION INFORMATION

*Application Closing Dates: April 1 and September 15*

#### INTRODUCTION

The Saskatchewan Arts Board acquires objects and archives by Saskatchewan artists through purchases, donations, gifts or bequests and, on occasion, commissions to develop a provincial collection of the highest quality which will inform, enlighten and enhance the lives of present and future generations.

Anyone is able to suggest work to become part of the Permanent Collection either through purchase or donation/bequest. In order to maintain a fair and transparent acquisition practice, the Curatorial Working Group, based on staff recommendations, will, from time to time, develop a process for submissions. Anyone, including members of the Curatorial Working Group or the Saskatchewan Arts Board staff, can recommend that an artist, gallery, or individual make a submission for consideration, but these objects are still subject to consideration under the criteria detailed below. In addition, the Curatorial Working Group can authorize Collection staff members to access specific items available through unusual or time-sensitive opportunities, such as purchasing work from the estate of a recently deceased artist or from the sale of a complete, existing collection.

All acquisitions, whether by purchase, donation, gift, bequest, or commission, must be carefully considered in light of the Permanent Collection: Collections Management Guidelines and according to the following criteria: relevance, quality, condition, costs and provenance/source.

#### ARTIST ELIGIBILITY

1. Submissions are accepted from individual artists or from anyone legally entitled to donate a work of art.
2. In order to be eligible for consideration, individual artists' residency must correspond to one of the following categories of residency:

##### **Saskatchewan Artists**

- An artist who has a Saskatchewan address as their primary place of living.

##### **Expatriate Artists**

- An artist who was previously a Saskatchewan resident but no longer has a Saskatchewan address.

##### **Non-Saskatchewan Artists**

- An artist who does not and has never lived in Saskatchewan, but whose work has a resonance of Saskatchewan.
- An artist who resided in Saskatchewan without qualifying as a Saskatchewan artist (above) but who has compiled a body of work during his/her stay in Saskatchewan.

#### ELIGIBLE ARTWORKS

The Curatorial Working Group will consider all forms of visual arts and crafts. In addition to works of art, submissions of archives or other records related to visual art and craft will also be considered.

#### ADJUDICATION

All proposed donations are carefully considered by the Curatorial Working Group, which is comprised of members of the Arts Board staff and Board of Directors, complemented by outside public professionals (artists and curators). All acquisitions are carefully considered according to the following criteria:

1. Relevance
  - Is the acquisition of the artwork consistent with the goals of the Permanent Collection as outlined in the Collections Management Guidelines?
  - Does the object or archive complement and strengthen the works already in the Collection?

*(Adjudication continued...)*

- Will the significance of the acquisition be enhanced by its association with related works already in the Collection?
  - Will the work be used and borrowed by other institutions?
2. Quality
    - Is the acquisition a good example of the artist's work?
    - Does it augment the Permanent Collection qualitatively, or does it simply increase the size of the Collection?
    - Is the work authentic?
  3. Condition
    - Is the work in good condition?
    - Has it been restored in the past? What, if any, remedial action might be necessary?
    - Is the work likely to be a conservation problem for the Saskatchewan Arts Board in the future?
    - Can the Saskatchewan Arts Board adequately care for and house the object or archive?
  4. Costs
    - Is the donation eligible for certification by the Canadian Cultural Export Review Board?
    - Will there be extraordinary costs related to the transportation, framing, care or maintenance associated with the acquisition?
  5. Provenance/Source
    - Can the donor produce a clear, credible and detailed provenance?
    - Are there any restrictions attached to the use of the work?
    - Does the donor have clear title enabling the gift of the work to the Saskatchewan Arts Board?

A work cannot be accepted if there are any questions as to legal title or authenticity, or if it is of such a nature that it cannot be properly cared for by the Saskatchewan Arts Board.

No work is to be acquired only as an investment; that is, with the intent to dispose of it for profit at a later date.

No donation will be accepted if it is on the condition that a specific appraised value is obtained or that a specific tax credit is received.

The final acceptance or rejection of a work of art rests with the Saskatchewan Arts Board in compliance with its Collections Management Guidelines.

## NOTIFICATION

The Registrar will confirm receipt of the submission package via e-mail within two weeks of the submission closing date.

The Arts Board will endeavour to notify in writing all applicants of the Curatorial Working Group's decision within sixty (60) days after the submission closing date.

## CONFIDENTIALITY OF INFORMATION

The personal and confidential information that is provided in a submission is collected, used and disclosed in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection and Electronic Documents Act*. This information is required to process the application. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of the Saskatchewan Arts Board and the Curatorial Working Group. The Saskatchewan Arts Board will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.



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**SUBMISSION TO PERMANENT COLLECTION**  
*Donation*  
**SUBMISSION REQUIREMENTS CHECKLIST**

Include the following:	
<input type="checkbox"/>	<b>SUBMISSION FORM</b> (page 5) – <i>Completed and signed</i>
<input type="checkbox"/>	<p><b>LETTER OF INTENT</b> (maximum 2 pages)</p> <p><b>Refer to the Adjudication Criteria (pages 2-3) when completing the Letter of Intent.</b></p> <p>Enclose a letter with the following (if appropriate):</p> <ul style="list-style-type: none"> <li>• A description of the artwork(s) and your personal history with those artwork(s).</li> <li>• Any other points you would like the Curatorial Working Group to consider including any restrictions or conditions associated with the donation.</li> </ul>
<input type="checkbox"/>	<p><b>VISUAL REPRESENTATIONS</b></p> <p>If you require assistance, please contact Saskatchewan Arts Board's Registrar (contact information found on page 1).</p> <ul style="list-style-type: none"> <li>• All images should be in jpeg format or printed out in hard copy.</li> <li>• If submitting digital files, please include a number at the beginning of the file name that corresponds to the item number found in <u>Part 2: Description of Artwork for Purchase Consideration</u>. Otherwise, file names should clearly identify the work.</li> <li>• Each object should be photographed separately.</li> <li>• Submit a maximum of two (2) images per object.</li> </ul>



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<b>SUBMISSION TO PERMANENT COLLECTION</b> <i>Donation</i> <b>SUBMISSION FORM</b>
--

**DO NOT staple, hole punch or clip submissions or support materials, place any items in page protectors, folders or binders, or place post-it notes on the submission form and accompanying documents.**

***All applications and support material are scanned and provided to the jury electronically.***

<b>PART 1: DONOR'S INFORMATION</b>	
<i>Should you require any assistance while completing this form, please do not hesitate to contact the Saskatchewan Arts Board's Registrar.</i>	
<b>Legal Name:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	<b>E-mail:</b>
<b>APPLICANT'S INFORMATION</b> <i>(if different than above)</i>	
<b>Legal Name:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	<b>E-mail:</b>
<b>I am authorized to make this application on the donor's behalf:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Relationship to the donor:</b>	

PART 2: DESCRIPTION OF ARTWORK FOR DONATION CONSIDERATION

ITEM 1

- Please provide as much information as possible.
- If submitting digital image files, please include a number at the beginning of the file name that corresponds to the item number above.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

Framed

Not framed

Not applicable

**Has the work ever been damaged or repaired?**

Yes

No

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**

Yes

No

**How did you acquire the work?**

**Do you have the original bill of sale?**

Yes

No

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**

Yes

No

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

Yes

No

Don't Know

ITEM 2

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

**Framed**

**Not framed**

**Not applicable**

**Has the work ever been damaged or repaired?**       **Yes**       **No**

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**       **Yes**       **No**

**How did you acquire the work?**

**Do you have the original bill of sale?**       **Yes**       **No**

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**       **Yes**       **No**

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

**Yes**

**No**

**Don't Know**

ITEM 3

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

**Framed**

**Not framed**

**Not applicable**

**Has the work ever been damaged or repaired?**

**Yes**

**No**

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**

**Yes**

**No**

**How did you acquire the work?**

**Do you have the original bill of sale?**

**Yes**

**No**

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**

**Yes**

**No**

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

**Yes**

**No**

**Don't Know**



ITEM 4

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

**Framed**

**Not framed**

**Not applicable**

**Has the work ever been damaged or repaired?**

**Yes**

**No**

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**

**Yes**

**No**

**How did you acquire the work?**

**Do you have the original bill of sale?**

**Yes**

**No**

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**

**Yes**

**No**

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

**Yes**

**No**

**Don't Know**

ITEM 5

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

**Framed**

**Not framed**

**Not applicable**

**Has the work ever been damaged or repaired?**       **Yes**       **No**

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**       **Yes**       **No**

**How did you acquire the work?**

**Do you have the original bill of sale?**       **Yes**       **No**

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**       **Yes**       **No**

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

**Yes**

**No**

**Don't Know**

ITEM 6

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

**Framed**

**Not framed**

**Not applicable**

**Has the work ever been damaged or repaired?**       **Yes**       **No**

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**       **Yes**       **No**

**How did you acquire the work?**

**Do you have the original bill of sale?**       **Yes**       **No**

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**       **Yes**       **No**

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

**Yes**

**No**

**Don't Know**

ITEM 7

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

**Framed**

**Not framed**

**Not applicable**

**Has the work ever been damaged or repaired?**

**Yes**

**No**

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**

**Yes**

**No**

**How did you acquire the work?**

**Do you have the original bill of sale?**

**Yes**

**No**

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**

**Yes**

**No**

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

**Yes**

**No**

**Don't Know**

**ITEM 8**

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

Framed

Not framed

Not applicable

**Has the work ever been damaged or repaired?**

Yes

No

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**

Yes

No

**How did you acquire the work?**

**Do you have the original bill of sale?**

Yes

No

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**

Yes

No

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

Yes

No

Don't Know

ITEM 9

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

**Artist name:**

**Title of work:**

**Date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

**Framed**

**Not framed**

**Not applicable**

**Has the work ever been damaged or repaired?**       **Yes**       **No**

**If yes, please describe the damage and/or repair:**

**Has this work been exposed to cigarette smoke?**       **Yes**       **No**

**How did you acquire the work?**

**Do you have the original bill of sale?**       **Yes**       **No**

**If yes, please indicate the price: \$ \_\_\_\_\_**

**Has the work been appraised in the last five (5) years?**       **Yes**       **No**

**If yes, please indicate the value: \$ \_\_\_\_\_**

**Do you wish to have the SAB seek Canadian Cultural Property designation for this work?**

**Yes**

**No**

**Don't Know**

ITEM 10

- Please provide as much information as possible.
- The number included in the file name(s) must correspond to the item number.

Artist name:

Title of work:

Date:

Edition Number:

Materials:

Dimensions (H x W x D) cm:

Please check the appropriate box:

Framed

Not framed

Not applicable

Has the work ever been damaged or repaired?

Yes

No

If yes, please describe the damage and/or repair:

Has this work been exposed to cigarette smoke?

Yes

No

How did you acquire the work?

Do you have the original bill of sale?

Yes

No

If yes, please indicate the price: \$ \_\_\_\_\_

Has the work been appraised in the last five (5) years?

Yes

No

If yes, please indicate the value: \$ \_\_\_\_\_

Do you wish to have the SAB seek Canadian Cultural Property designation for this work?

Yes

No

Don't Know

PART 3: DECLARATION

I, the undersigned:

- **Certify:**
  - I have read and understand the eligibility criteria for this submission, and I am in compliance with those criteria.
  - I am the rightful owner of the property described herein and I have clear deed and title to such property.
- **Agree:**
  - To donate the said property with the knowledge of the Saskatchewan Arts Board's donation policy and procedures.
  - To donate the said property to the Saskatchewan Arts Board without restraint or limiting condition of any kind.
- **Understand:**
  - Officials from the Saskatchewan Arts Board may request additional information beyond that included in the application.
  - This application may not be successful, and the artwork proposed may not be selected to become part of the Permanent Collection.
  - Certification of this donation by the Cultural Property Export Review Board is not guaranteed.
- **Authorize the Saskatchewan Arts Board to contact me to request more information regarding any matter related to this application.**
- **Authorize the Saskatchewan Arts Board to publicly release my name, community, artwork description.**
- **Declare that the statements and information contained on this form and in this application are accurate and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (*print clearly*)

\_\_\_\_\_  
Date