



**SUBMISSION TO PERMANENT COLLECTION**  
*Donation*  
**SUBMISSION PACKAGE**  
*Deadlines: April 1 and September 15*

Thank you for your interest in donating to the SK Arts Permanent Collection. Donations help us fulfill our goals of preserving art by contemporary artists in Saskatchewan and ensuring the public has access to it. The Permanent Collection contains more than 3,000 works, including ceramics, drawings, mixed media, paintings, prints, photographs, sculpture and textiles, by more than 750 artists. This artwork is included in exhibitions throughout the province and country, loaned to organizations, and rented to workplaces through our Art Rental Program.

Donations are reviewed by the Curatorial Working Group which considers your submission in relation to quality, condition, relevance to the goals of the collection and the works already in it. We welcome donations of artwork and craft that will enrich the collection. When you donate art, it is appraised, and you will receive a tax receipt for its fair market value. If the donation is valued at more than \$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. If you want us to seek Canadian Cultural Property designation for your donation, please contact the Registrar before submitting this submission.

**For more information about the submission process and the suitability of work for the Permanent Collection, please see SK Arts' website and review the *General Submission Information and Helpful Hints* document, and/or contact:**

**Julia Krueger**  
**Registrar**  
**(306) 519-7831 (Regina) or toll-free 1-800-667-7526 (in Canada)**  
[jkrueger@sk-arts.ca](mailto:jkrueger@sk-arts.ca)

**EMAIL THE SUBMISSION TO:**  
[acquisitions@sk-arts.ca](mailto:acquisitions@sk-arts.ca)

We welcome donation submissions throughout the year. They are reviewed semi-annually by the Curatorial Working Group following the submission deadlines (April 1 and September 15). We aim to communicate decisions within 60 days of the deadlines.

The personal and confidential information provided 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 submission. Personal and confidential information disclosed in the submission will only be shared, as necessary, with employees of SK Arts and the Curatorial Working Group. SK Arts 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:

**SUBMISSION FORM** (*starting on page 3*) – Completed and signed

If you need assistance, please contact SK Arts staff (contact information is on page 1). For best results, please complete the form using Adobe Acrobat Reader DC. Completing the form in a browser or in preview mode may lead to information loss.

**VISUAL REPRESENTATIONS**

- All images should be in JPEG format.
- Please include a number at the beginning of the file name that corresponds to the item number found in Part 4: Description of Artwork for Donation Consideration. File names should clearly identify the work.
- Each object should be photographed separately.
- Submit a maximum of two images per object.



**SUBMISSION TO PERMANENT COLLECTION**  
*Donation*  
**SUBMISSION FORM**

Submission forms and support material are provided to the Curatorial Working Group electronically.

PART 1: DONOR INFORMATION
<b>Legal Name:</b>
<b>Preferred Name (if different than above):</b>
<b>Mailing Address:</b>
<b>Phone (please indicate cell, home, office, etc.):</b>
<b>E-mail:</b>
<b>Website:</b>
PART 2: DONATION STATEMENT <i>(optional)</i>
<b>What is your personal history with these artworks, and why would you like to donate them to the SK Arts Permanent Collection? (max 200 words)</b>

PART 3: APPLICANT'S INFORMATION *(if different than above)*

**Legal Name:**

**Mailing Address:**

**Phone:**

**E-mail:**

**I am authorized to make this submission on the donor's behalf:**     **Yes**     **No**

**Relationship to the donor:**

PART 4: DESCRIPTION OF ARTWORK FOR DONATION CONSIDERATION

ITEM 1

- Please provide as much information as possible.
- For 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 years?

Yes

No

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

I give SK Arts permission to contact the artist regarding the donation and registration of this work:

Yes

No

Do you wish to have SK Arts 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 years?**                       Yes                       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes                       No

**Do you wish to have SK Arts 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 years?**       Yes       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes

No

**Do you wish to have SK Arts 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 years?**       Yes       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes

No

**Do you wish to have SK Arts 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 years?**                       Yes                       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes                       No

**Do you wish to have SK Arts 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 years?**                       Yes                       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes                       No

**Do you wish to have SK Arts 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 years?**                       Yes                       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes                       No

**Do you wish to have SK Arts 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 years?**                       Yes                       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes                       No

**Do you wish to have SK Arts 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 years?**                       Yes                       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes                       No

**Do you wish to have SK Arts 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 years?**                       Yes                       No

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

**I give SK Arts permission to contact the artist regarding the donation and registration of this work:**

Yes                       No

**Do you wish to have SK Arts seek Canadian Cultural Property designation for this work?**

Yes                       No                       Don't Know

**PART 5: 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 SK Arts' donation policy and procedures.
  - To donate the said property to SK Arts without restraint or limiting condition of any kind.
- **Understand:**
  - Officials from SK Arts may request additional information beyond that included in the submission.
  - This submission 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 SK Arts to contact me to request more information regarding any matter related to this submission.**
- **Authorize SK Arts to publicly release my name, community and artwork description.**
- **Declare that the statements and information contained on this form and in this submission are accurate and complete.**

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Date**