



## **Capitol Complex Advisory Committee Project Application**

The mission of the Capitol Complex Advisory Committee (CCAC) is to evaluate and make recommendations to the State Building Commission (SBC) regarding the loan, purchase, donation, placement and maintenance of works of art, interpretive exhibits or displays and memorials located within the capitol building and capitol complex, and to ensure the preservation of the historic character and architectural integrity of the capitol building and the capitol complex. The State Building Commission is the final governing authority over all matters reviewed by this board. The goals of the review process are to articulate a standard that exemplifies the enduring cultural and historical values the State capitol and capitol complex represent to the citizenry of Wyoming.

### **What Will be Considered for Review?**

The CCAC will evaluate and consider proposals for the following:

- Donated art, monuments, and interpretive exhibits or displays
- Loaned art, monuments, and interpretive exhibits or displays
- Plans to restore, redecorate, and/or reconstruct space within the public areas of the capitol and capitol complex (Excludes the 2<sup>nd</sup> and 3<sup>rd</sup> floors, and legislative space of the capitol building)

### **Who Can Submit a Proposal?**

Any individual, group or organization may submit a proposal to the CCAC for consideration.

Special consideration should be given to all major restoration, redecoration, reconstruction, construction and rehabilitation projects proposed within the Capitol Complex. The SBC will coordinate with the appropriate capitol construction organization for submittal of materials to the CCAC for review prior to and during the planning phases.

## **Review Process**

All applications will be received and compiled by the Division of Cultural Resources within the Wyoming Department of State Parks and Cultural Resources. The Cultural Resources Division Administrator will provide a list of proposals and all associated applicant documentation to the CCAC for review. The CCAC will make and forward recommendations regarding the approval or denial of proposals to the SBC, based on a simple majority vote. The CCAC may request follow-up information from the applicant and/or make suggestions for changes to the proposal prior to forwarding the proposal to the SBC. Upon receipt of CCAC recommendations, the proposal will be reviewed by the SBC and the SBC will make any final decisions on the proposal.

The CCAC shall meet at least once per year or more frequently as necessary to fulfill the committee's obligations. The Division of Cultural Resources will provide administrative support for the work of the committee including administering all policies and procedures established by the committee, coordinating committee meetings, coordinating communication between parties making proposals or recommendations for art, monuments and exhibits/displays and providing all other administrative support as required.

## **Acceptance Procedures**

- Only artwork and objects in good physical condition, unless the artwork is judged to have such outstanding value as to outweigh its condition, will be considered. Artwork and objects in poor physical condition will only be considered if they can be conserved to an acceptable level of stabilization.
- Only artwork and objects having clear title, which may include copyright when applicable, will be considered.
- A small, tasteful recognition of the donor will be selected by the SBC to be displayed on or near the artwork or object.
- If the SBC accepts the donation, the donor will be required to agree to the following conditions of acceptance listed in the section below.

## **Conditions of Acceptance**

- Donors will be required to fill out a donation form relinquishing ownership to the State of Wyoming and the artwork or object will become the property of the State of Wyoming and will be managed and maintained by the Wyoming State Museum, in coordination with the SBC. Donations should be considered unconditional gifts to the State of Wyoming.
- No restrictions or conditions may be placed on the acceptance of the artwork or object, including the display of the donation.
- Artists donating artwork will be requested to complete a copyright release and restriction information form for the Wyoming State Museum. With or without full copyright transfer, the Wyoming State Museum retains the right to

reproduce images of the donation for educational, catalog, or publicity purposes.

- Artists donating artwork will be asked to fill out a form waiving rights of attribution authorizing the Wyoming State Museum to make modification(s) deemed necessary for the conservation, preservation, or stabilization of the donation.
- All donated artwork will be inventoried by the State Museum and secured through the Capitol artwork security system and insured through the State of Wyoming's Risk Management Division within the Department of Administration and Information.

### **Loans of Artwork or Object**

- Individuals may loan a piece of artwork or objects, under the same criteria listed above, to the SBC for a period of not less than one year.
- The duration of the loan period will be stipulated on the loan form. Indefinite loans will not be accepted.
- All loaned artwork or objects will be inventoried by the State Museum and secured through the Capitol artwork security system and insured through the State of Wyoming's Risk Management Division within the Department of Administration and Information.
- No restrictions or conditions may be placed on the acceptance of the loaned artwork or objects.
- Loaned artwork or objects will be released back into the custody of the lender at the end of the loan period.
- A small, tasteful recognition of the donor will be selected by the SBC to be displayed on or near the artwork or object.

The Wyoming State Museum and the SBC will not be involved in the private purchase of loaned pieces under the program. It will be the responsibility of the lender to complete the purchase transaction after the loan period has ended.

### **General Criteria for Consideration**

In reviewing and evaluating applications the CCAC will place emphasis on the following:

- Aesthetic considerations of art, monuments or exhibits/displays (high quality, appropriateness, style, scale, material, form and content),
- Recognition of the desire to preserve the historic nature and view shed of the capitol and capitol complex,
- The permanence and durability of art, monuments or exhibit/displays,
- The proper function and use of public areas,

- The susceptibility of art, monuments or exhibits/displays to vandalism and the ongoing cost of maintenance,
- Recognition that approving art, monuments or exhibits/displays may set precedent in considering future requests,
- The adequacy of funding for proposed art, monuments or exhibits/displays including installation, framing or base, lighting maintenance, etc.,
- Recognition of the events and persons significant in the State's history,
- The necessity of providing proper placement of all art, monuments or exhibits/displays,
- The extent to which the proposal embodies the essential natural beauty of the State or of the industry and life ways of Wyoming citizens.

**Please Submit Applications to the following:**

Capitol Complex Advisory Committee  
 c/o Sara Needles, Cultural Resources Division Administrator  
 2301 Central Avenue  
 Cheyenne, WY 82002  
 (307) 777-7498

**Written Application**

All applicants must submit a narrative of no more than three pages in length, which responds to the following:

**Art, Monuments, and Interpretive Exhibits or Displays**

For a Donation or Loan of art, monuments, and interpretive exhibits or displays, the applicant must at a minimum address the following:

**Project Description**

1. **Purpose and Need.** Narrative should state the purpose and need of the project, both in terms of the building or site in question and the complex as a whole.
2. **Description of Proposed Work.** Indicate which of the following is proposed:
  - **Donated art** – an object of art to which the State has been given title on a permanent basis for placement in the public areas of the Capitol, on the Capitol grounds or Capitol complex.

- ***Loaned art*** – an object of art, to which the State has not been given title, displayed in the public areas of the Capitol, on the Capitol grounds or Capitol complex and is returned to the owner at the end of the use period agreed upon by the State and the person or organization loaning the object of art.

Indicate if the proposal is an object of art, a memorial, an interpretive exhibit or any combination thereof and discuss the form and materials.

- ***Objects of art*** are all forms of original creation of visual art.
- A ***Memorial*** is a commemorative monument that recognizes one or more persons or one or more events of historical significance to the State of Wyoming.
- An ***Interpretive Exhibit*** is a display that engages the viewer by telling a story that increases understanding and attempts to answer questions. An interpretive exhibit ideally blends images, words, sounds and artifacts that entertain, educate and enlighten.
- Form and Materials, e.g.,  
***Painting*** of all media, including portable and permanently affixed works, such as murals;  
***Busts***  
***Sculpture*** which may be in the round, relief, mobile, fountain, kinetic, electronic, etc., in any combination of materials;  
***Other visual media*** including, but not limited to prints, drawings, stained glass, flags, calligraphy, mosaics, photography, film/video, clay, fiber and textiles; and wood, metals, plastics, or other materials or combination of materials, or crafts or artifacts.

### 3. **Statement of Appropriateness**

- Address how the proposed work is appropriate for the Capitol Complex and its components.
- Address the compatibility of the proposal in terms of scale, materials, and design with relevant existing components.
- Describe how the project is appropriate and compatible in terms of scale, size, location, design, materials, and architectural presence with the existing buildings in the Complex.
- Describe how any new landscape elements are similarly compatible with the Complex.
- Address aesthetic considerations including quality, style, scale, content and appropriate use of public space.

- Describe how the proposal commemorates events that have made a significant contribution to the history of Wyoming.
  - Describe how the proposal recognizes persons significant to the heritage of Wyoming;
4. **Broader Project Implications.** Note how the project would involve other considerations for the Capitol Complex, such as the installation of art related to new construction, changes to public space use or circulation, patterns of use, and so on.

5. **Required Supplemental Materials**

- A photograph, digital image, sketch or architectural rendering of the proposal.
- An estimate of required maintenance, potential for vandalism, and, if applicable the effect of direct sunlight, interior lighting, variations in temperature and humidity on the object of art.
- If applicable, a description of proposed landscaping and a plan for funding the installation (framing, illumination, base and/or identification plaque).
- If proposal is site specific, please explain in detail.  
\* Site requests will be taken into consideration but placement cannot be guaranteed.
- A statement from the artist outlining fair market value for the object of art if it is a newly developed piece - otherwise, a valuation from a reputable art dealer/organization.

**Consider and address the following as appropriate:**

- The work of art captures or represents a broad pattern of history in Wyoming, such as sheep and stock raising, creation of community, homesteading, energy-related industries, and other major themes in Wyoming history.
- The work of art captures or represents groups of individuals, by occupation or other definition, which have made significant contributions to Wyoming history.
- The work of art honors an individual who has made significant contributions to Wyoming history or has been recognized nationally for excellence, influence, or accomplishments.
- The work of art represents a significant event in the history of Wyoming.

- The work of art represents one of the major symbols of the state, such as those that appear on the Seal of Wyoming.
- The work of art represents the natural beauty and/or natural history of Wyoming.
- The work of art represents or conveys an overarching ideal of the residents of Wyoming, such as the equality state, personal liberty

### **Major Restoration, Redecoration, Reconstruction, Construction and Rehabilitation**

**For proposed major restoration, redecoration, reconstruction, construction and rehabilitation the applicant must at a minimum address the following:**

#### **Project description**

1. **Purpose and Need.** Narrative should state the purpose and need of the project, both in terms of the building or site in question and the complex as a whole.
2. **Description of Proposed Work.** Include extent of a project within an existing building, broad categories of work, and note public areas that would be altered by the project. Describe the condition of any materials proposed for replacement.
3. **Statement of Appropriateness.**
  - Address how the proposed work is appropriate for the Capitol Complex and its components.
  - Address the compatibility of new elements in terms of scale, materials, and design with relevant existing components.
  - State how restorative or repair work corrects problems or alterations that maintain the original or historic character of the building or complex.
  - Describe how new construction is appropriate and compatible in terms of scale, size, location, design, materials, and architectural presence with the existing buildings in the Complex.
  - Describe how new landscape elements are similarly compatible with the Complex.
  - Describe documentation to be used for restoration projects.
4. **Timetable.** Describe the timeline for design and construction of the project.

5. **Broader Project Implications.** Note how the project would involve other considerations for the Capitol Complex, such as the installation of art related to new construction, changes to public space use or circulation, patterns of use, and so on.

**Consider and address the following as appropriate:**

- Appropriateness for the Capitol Complex in terms of design presence – the relative formality and dignity expected in the state Capitol Complex.
- Compatibility in scale, size, location, design, and materials to existing components of the Capitol Complex – buildings and major landscape features.
- Recognizing that the Capitol complex has evolved over time to meet needs and express important ideals of the State of Wyoming, the proposed work captures the needs and spirit of the times and modern design norms, yet still would be a compatible addition.
- New buildings relate to and defer to the Capitol Building in appropriate ways; new buildings do not crowd or overshadow the Capitol Building.
- Additions to existing buildings are compatible in scale and all design parameters.
- Landscape features relate to overall general nature of the Capitol Complex – lawns surrounding buildings, the planting of trees, and public character of the open spaces.
- Landscape projects maintain or improve public use of space and are sustainable.
- Street furniture components – benches, light fixtures, trash receptacles, and fences – are appropriate for a civic and public place.
- Redecoration and interior restoration projects are appropriate for the architectural presence and function of interior spaces, do not introduce incompatible elements, and are based on documentation, if they are restorations.
- Redecoration and interior restoration projects do not reduce the historic integrity through the loss of historic fabric and the historic character of historic resources.
- Improvements relating to infrastructure, mechanicals, communications equipment, etc. do not adversely affect historic material or change the character of public spaces.

**Applicant Information**

- 1. Date \_\_\_\_\_
- 2. Individual and/or organization sponsor(s) \_\_\_\_\_
- 3. Address (es) \_\_\_\_\_  
\_\_\_\_\_
- 4. Telephone Numbers:  
Daytime \_\_\_\_\_  
Evening \_\_\_\_\_
- 5. Proposed date the gift would be donated \_\_\_\_\_
- 6. Proposed location for the gift \_\_\_\_\_
- 7. Description of the gift and space required (photographs may be provided to supplement the written description; use additional pages as necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8. In addition to completing this application, I have read and will comply with the Criteria and Procedures for permanent gifts of art of the State Capitol Complex Art Advisory Committee.

\_\_\_\_\_  
Signature and title of person completing the application

Please return completed application to:  
State Parks and Cultural Resources Administrator  
2301 Central Avenue  
Cheyenne, WY 82002

Approval:  
Capital Complex Art Advisory Committee: \_\_\_\_\_  
Signature Date