



MEMORIAL, MONUMENT, STATUE OR ARTWORK REQUEST

Instructions for Sponsors

1. Duties of the Sponsor:

The sponsor of a proposed Project shall submit a Project Summary to the Department of Administrative Services (DAS). The Project Summary shall contain at least the following information:

- A. A complete description of the Project including identification of the person, group or event that it commemorates.
- B. A statement of why the sponsor feels the Project would be of historic and lasting significance for the State of Iowa.
- C. The estimated budget for the project and a description of the plans for raising the necessary funds.
- D. The estimated time for raising the funds and the estimated completion date for the Project.
- E. The name and address of the sponsor or sponsors (include names, addresses and telephone numbers of the board of directors) and any evidence the sponsor cares to submit which establishes that the sponsor or sponsors are capable of meeting the budget requirements of the Projects.
- F. A description of the work already completed on the Project.
- G. The qualifications of any proposed designers of the Project or thoughts on a process to select a designer or design.
- H. Identification of any individual or entity who may have an interest or concern in the project.

The DAS will forward the above information to the appropriate body, Capitol Planning Commission (CPC) to be considered at their next regular quarterly meeting. If the Project is not approved for further consideration, the Sponsor will be promptly notified. If the project is approved for further consideration, DAS will ask the Sponsor to enter into a written agreement.

2. Written Agreement:

The written agreement will include the following provisions:

- A. All costs of the Project shall be borne by the sponsor, including landscaping and future maintenance of the Project.
- B. Expenses incurred in reviewing the Project, other than the expenses incident to meetings of the CPC, shall be the responsibility of the Sponsor. No such expense shall be incurred without prior approval of the Sponsor.
- C. In soliciting funds for the Project, the sponsor may state the Project is being considered by the State of Iowa for placement on the Capitol Complex, but the Sponsor may not state directly or infer that the Project is in any way endorsed by the State of Iowa or that the State of Iowa is in any way responsible for the funds solicited. All fundraising or solicitation material must be approved by the DAS.
- D. There will be a deadline for raising funds to cover the cost of the Project and a deadline for completion of the Project. If deadlines are not met, the agreement may be terminated at the option of the DAS.
- E. All funds raised by the Sponsor will be handled by the Sponsor according to Generally Accepted Accounting Principles.
- F. If the Project is not completed, the Sponsor agrees to return the remaining funds to the donors.
- G. An amount determined by the DAS, but at least 10% of the cost to construct and erect the Project shall be placed in a revolving endowed maintenance account of the DAS for ongoing and long-term maintenance and conservation of the Project.
- H. DAS reserves the right to move or alter approved Projects if it is determined that such a move or alteration would be in the best interest of the Capitol Complex Master Plan.
- I. The Sponsor shall assume all liability for the Project until title and ownership is transferred to the State of Iowa.
- J. The Sponsor agrees to request advance written approval from the DAS to modify an approved Project. The DAS will forward all design related changes to the CPC for review and comment.