

Project decision sheet

A sheet for a specific proposed commission or donation, to accompany the general board brief. Fields are left blank until the information is supplied.

Institution

Date

Prepared by

Version

Proposal	Artwork, artist, location and intended users Artwork Location Artist Intended users
Institutional purpose	What the hospital wants the work to contribute (for example welcome, cultural meaning, remembrance, orientation or the quality of a shared space)
Decision requested	Select one Feasibility review Approval in principle Installation approval
Funding	Cash contributions and costs. Keep a donated work's non-cash valuation separate from expenditure. Donor contribution (cash) Hospital expenditure Continuing costs (annual and periodic) Non-cash valuation of a donated work (not expenditure)
Responsibility	Named people Executive sponsor Estates lead Maintenance owner
Conditions before installation	What must be complete before installation Consultation Site assessment Agreements Approvals
Evaluation	Defined before installation so that baseline observations can be taken Question Measure Responsible person Timing

This sheet records a proposal and the conditions for a decision. It does not make a health-outcome claim for the artwork.