



City of Boston Edward Ingersoll Browne Fund

BACKGROUND:

The Browne Fund was created under a will from attorney Edward Ingersoll Browne in 1892. The testament of Mr. Browne indicated that a third of his estate would be used for the “adornment and benefit of (Boston) by the erection of statues, monuments, fountains for men and beasts and for the ornament of its streets, ways, squares and parks in such manner as will promote the pleasure, comfort, education, patriotism and good taste of its citizens.”

As a result of such testament and the advent of the availability of funds in 1974, the Boston City Council passed rules that guide the process of every application. A City Ordinance established the process through which the Browne Fund distributes its income.



Edward I. Browne

Any proposal to the Browne Fund which includes a public art component must first be reviewed by the City’s Art Commission which has legal responsibility to approve or disapprove of any work of art proposed for acquisition by the City of Boston. A proposal which has no public art feature but is located in a historic district or is part of a designated Boston Landmark must be reviewed by the appropriate architectural commission as a first step in the approval process. Furthermore, the applicant should have the approval of the property owners which is part of a check list for each type of funding request (e.g. design or construction).

The second step involves presentation to the Browne Fund Committee, whose membership is also established by City Ordinance and is composed of a representative for the Boston Society of Landscape Architects and the Art Commission and the Commissioners of Public Works and Parks and Recreation. The Committee serves as an advisory body, recommending to the Browne Fund Commission proposals which it believes meet the criteria stated in Mr. Browne’s will.

The general guidelines for the disbursement of funds for projects are:

1. Transform the space;
2. affect a maximum number of people in the area;
3. encourage or complement development of additional amenities in the area;
4. improve existing facilities;
5. should be in an area where the surroundings lack similar amenities;
6. are durable;
7. are in an area of high visibility;
8. include a maintenance agreement with abutters and/or local organizations.

The Browne Fund Commission consists of the Mayor, the City Treasurer, and the senior member of the City Council. The Commission has sole responsibility for funding decisions. After approval by the Browne Fund Commission, an order requesting appropriation of funds is sent to the City Council for its review and approval. This is the final step in the award process.

Edward Ingersoll Browne Fund

BOSTON CITY HALL • ONE CITY HALL PLAZA • BOSTON • MASSACHUSETTS 02201 • 617.635.3699 • Fax 617.635.3393

www.cityofboston.gov/treasury • www.publicartboston.com/content/how

NOTICE: The following requirements shall be adhered to by all applicants for Browne Fund projects before disbursement will be released by the Treasury Department's Trust Program. The deadline for application submittal is March 15th.

1. REGULATIONS AND REQUIREMENTS FOR APPLICANTS:

Prior to the submission of an application for design development to the Browne Fund Committee, and prior to any expenditure authorization by the Browne Fund Commission, the applicant will attend an introductory meeting with Browne Fund staff. At this time guidelines and requirements will be reviewed.

- a. The design shall be developed in conformance with all City codes. In addition, the design must meet any and all regulations set forth by agencies, such as but not limited to, the Parks and Recreation Department, Public Facilities Commission, Public Works Department, Art Commission, and historic district commissions, that have a direct interest in, or relation to, the project site. With respect to city-owned property; prior to proceeding with design development, applicants shall be required to obtain written permission to proceed with project development, from the director or commissioner of the authorizing agency or department. (For example: Public Facilities Commission has jurisdiction over city-owned buildings and plazas; Public Works over city-owned roadways, sidewalks, and median strips; and Parks and Recreation over city-owned parks, squares and playgrounds.) The Browne Fund staff shall direct the applicant to all appropriate sources.
- b. The objective of design development is to produce a schematic design. Such design must result in a product that can be developed and conform with Browne Fund guidelines.
- c. The resulting design should have the support of abutters and appropriate groups within the immediate neighborhood. The applicant should work closely with all such groups and relevant city agencies during the design phase.
- d. If an art component is not present, the Browne Fund staff and/or Committee shall review the progress of the development mid-stage.
- e. If an art component is included, the chosen artist(s) shall submit a statement of interest, resume and slides for review by the Boston Art Commission. The artist shall be required to meet appropriate contractual and technical standards.
- f. The budget for execution of the design should be based on a priority listing and presented incrementally.
- g. Funding sources, in addition to the Browne Fund, should be sought (e.g. detailed information on other funding sources).

2. DOCUMENTATION

No disbursements or payments shall be made by the Treasury Department's Trust Program until all relevant supporting documentation has been provided. Such documentation shall include, but shall not be limited to, signed contracts, billing statements from vendors, paid receipts and cancelled checks, and shall be in the form of original documents.

Browne Fund grantees shall maintain and be able to readily produce any and all documents, bills, invoices and cancelled checks related to their approved project for a period of eighteen (18) months after completion of the project.

3. PROGRESS REPORTS

Any individual or organization which has received written notification of the approval of their application for funding shall also receive "request for trust fund payment" forms. These forms shall be filled out and returned to the Treasury Department's Trust Program. Failure to provide these reports in a timely manner shall prevent any and all disbursements of funds for work done to date. In addition, failure to provide such forms shall bring subsequent review from the Treasury Department's Trust Program and possible recommendation for removal of designated authority and funding.

4. **A FINAL REPORT** shall be required of all Browne Fund grantees after construction. The report will consist of the following information:
- a. Projected maintenance cost of project;
 - b. inclusion of a maintenance agreement for project area;
 - c. photo of installed Browne Fund plaque;
 - d. photos of completed project.

5. LIABILITIES AND WAIVERS

- a. During the lifespan of any project financed wholly or in part by monies from the Edward I. Browne Fund, both from any point in time subsequent to notification of award by the Commissioners and after acceptance of the completed project by the Browne Fund Commission, the applicant/grants shall agree to forever release and discharge the City of Boston, the Browne Fund, and the Commissioners of the Browne Fund from any and all claims, demands and liabilities whatsoever of every name and nature, both at law and in equity, arising from, growing out of, or in any way connected with this project agreement and contract.
- b. The grantee shall, upon completion of the project, allow the permanent installation of a Browne Fund plaque at the project site.

6. PROJECT COMPLETION

- a. All Browne Fund projects shall be completed within eighteen (18) months after the written notification of the award. All projects shall be reviewed after six (6) months for demonstration of substantial progress towards completion of the project. All requests for extensions of deadline shall be in written form to the Treasury Department's Trust Program and shall meet with the written approval of the Commissioners. Extensions may be granted as noted above, however any project which has not been started or demonstrated substantial progress within **three** years will be withdrawn from active status and the funds will revert back to the Browne Fund. Furthermore, the applicant will need to complete a new application to the Browne Fund Committee for the project to be reinstated.
- b. All grantees shall be solely responsible for funds encumbered or expended over and above the amount provided in the original appropriation. All grantees shall be responsible for any further expenses incurred after the Commissioners have voted to remove designated authority and funding. Such vote by the Commissioners will be deemed to be occurring as a result of default on the part of the designated authority.

7. FINAL DISBURSEMENT

Final disbursement of funds from the Treasury Department's Trust Program shall come only after the filing of all required reports including the "request for trust fund payment" forms, on-site inspection by representatives of the Browne Fund Commission, submission of all relevant documents and a signed statement releasing the City of Boston, the Browne Fund and the Commissioners of the Browne Fund from any and all further expenses and/or liability. All funds within the original appropriation which are not expended by the grantees will revert back to the Browne Fund.

The Browne Fund Proposal to use trust fund income

Name of proposed project

Site of proposed project

Owner of site

Legal address of owner - Street City State Zip Code

Organization applying for funding of proposed project

Address - Street City State Zip Code

Contact name

Phone number

Date

Site Owner Acknowledgment (authorized official)

Date

Please attach cost breakdown, proposed project description, photos, maps and support letters.

Total estimated cost

Total of request

Number of attachments

Has the organization been responsible for previous Browne Fund projects? ___Yes ___No

If yes, please list

Certification of acceptance of requirement for funding

To the Commissioners of the Browne Fund Commission: We certify that we have read and understand fully the requirements for consideration of funding for the Browne Fund. We certify that we are authorized to accept the conditions that are attached to receiving and utilizing these monies. We certify that we accept these conditions fully.

Organization Representative's Signature and title

Address - Street City State Zip Code

OPERATIONS/FINANCIAL MANAGERS

**City of Boston Treasury Department's Trust Program
Treasury Department
City Hall Room M-36
One City Hall Square
Boston, MA 02201
617 635-3699**