



## Protocol for Proposing a Historical Heritage Project

*An Example for Works of Art/Artistic Heritage*

### 1. Profile and Identification of the Proponent. Specify:

- a. Name, surname, date of birth, address and phone.
- b. Representative of: Superintendence or City, Association, Institute Foundation, etc.
- c. Restoration artist.

### 2. Introduction of Project:

- a. Provide brief introduction of the art work, specifying: name and biography of the artist, historical and artistic context of the artwork, geographic location.
- b. Provide supporting photos.

### 3. Project and Methodology.

- a. Provide title and brief summary of the project under the following headings:
  1. Historical and technical description of the artwork with details, including previous restorations.
  2. Objectives and aims of the proposal.
  3. Motivation and importance of the realization of the project.
- b. Write a short summary of the project (no more than 35 words) to engage the donor. This will be published on the crowdfunding platform.

### 4. Costs and Timing. Specify the following:

- a. Detailed estimated costs for the restoration + IVA tax.
- b. Other possible co-financiers.
- c. Time needed for the work.

### 5. Authorizations and Agreements

- a. Provide letter of Presentation from Superintendence, City, Association, Institution etc. that certifies the proponent of the project.
- b. Provide authorization ("*nulla osta*") from the Superintendency for the restoration.
- c. Write a letter signed by the person in charge of the artwork and his/her official letterhead with the below phrases that allow the promotion of the project by LoveItaly,  
*"Con la presente si concede il Nulla Osta per \_\_\_\_\_, a LoveItaly, piattaforma di crowdfunding per il restauro di beni culturali italiani, relativamente alla manutenzione e valorizzazione di \_\_\_\_\_, per l'inserimento del progetto nel loro sito e in ogni altro mezzo di comunicazione che vogliono attivare".*

### 6. Project Manager

Identify a project manager to fill the role of mediator between LoveItaly and the Superintendency, City, Association, Institution, etc.

### 7. The Community

Provide details on how you plan to promote your project and make it known throughout the local and international community.

### 8. Membership

In order to present a project you need to become a **Member** of LoveItaly. Membership forms can be downloaded at: [Become a Member](#) The minimum quote is 100 euros.