



Donation Application Form

| | | | | | | |
|--------------------------------------|---|--|---|--|------------------|---|
| Name (Donor): | | | | | | |
| Organisation (if applicable): | | | | | | |
| Address: | | | | | | |
| Contact telephone no. | | | | | | |
| Email address: | | | | | | |
| Date of Application: | | | | | | |
| Donation: | Item No. | Item (e.g. artwork, book, cash, CD, DVD, painting, sculpture or other) | Description (e.g. title and author/artist, purpose) | Year (e.g. created, published) | Est Value | Authenticity documentation required (Yes or No) |
| | 1. | | | | | |
| | 2. | | | | | |
| | 3. | | | | | |
| | 4. | | | | | |
| | 5. | | | | | |
| | 6. | | | | | |
| | 7. | | | | | |
| | <p>If your donated item is valued over \$500.00 appropriate authenticity documentation will be required. Please attach a copy of any relevant authenticity documentation to this Application Form.</p> <p>Please attach a photo if donation is a painting or a sculpture or the Item's visual appearance is important to its value.</p> | | | | | |

| | |
|--|---|
| Further information for Council's consideration / Any special requests | |
| Terms and Conditions | <ul style="list-style-type: none"> • The Donor warrants that he/she is the owner of the item(s) and has the right to dispose of the item(s). • The Item(s) specified above are being donated to The Corporation of Town of Walkerville as a gift, free of any obligation and encumbrance whatsoever. • Acceptance of a donation is at the discretion of The Corporation of the Town of Walkerville's Chief Executive Officer. • Books, CD, DVDs, or Cash donations of value equal to or less than \$500 may be accepted by The Corporation of the Town of Walkerville staff. • The Corporation of the Town of Walkerville will use its best endeavours to provide a response to the Donation Application within 6 weeks. • If accepted, The Corporation of the Town of Walkerville will have full title to and possession of the Item(s), and therefore the use of the Item(s) will be at the sole and absolute discretion of to The Corporation of the Town of Walkerville. • The Donor has provided relevant authenticity documentation • The valuation process of any Item, upon application, is at the Donor's cost. • The Corporation of the Town of Walkerville may conduct its own valuation of a donated item. • The Corporation of The Town of Walkerville reserves the right to dispose of any donated item in accordance with any relevant Town of Walkerville policy. If this is the case, The Corporation of the Town of Walkerville will use its best endeavours to contact the Donor to determine whether they would like their donation returned. |
| <p>Declaration</p> <p>I understand that the Town of Walkerville will assess this application in line with any relevant policy. I state to the best of my knowledge and belief that the above particulars are true in every respect.</p> <p>Signature: _____ Date: _____</p> | |

For Council's Use

Name of Employee who receives Application: _____

Signature: _____

Date Received : _____

Received via: (i.e. email, post, customer service desk) _____

Authorisation by CEO / Manager: _____

Name: _____

Date Received : _____

Comments (e.g. to note condition of item):

| Item No. | Item | Comment (e.g. condition of item, missing certificates etc) |
|----------|------|--|
| 1. | | |
| 2. | | |
| 3. | | |