

Newport Parks & Recreation

Donation Record Form

Date:

Type of Donation:

- Monetary Gift
- Sponsorship
- Goods/Products/Materials
- Services
- Skilled Labor
- Other

Purpose of Donation:

- Undesignated
- Designated

If designated, name specific project or event to which funds will be applied:

Value of Donation:

Description of Donation:

Skilled Labor Donations:

Trade: # of Skilled Laborers: Approx. # Hours: Donation Value:

Start Date:

Completion Date:

Description of Project:

Requested/required assistance or equipment from the City:

Donor Contact Information

Business/Organization Name:

Contact Person:

Email:

Phone:

Mailing Address:

Name of person/business to be publicly recognized:

Means of recognition:

As a government entity, donations to the City of Newport, in excess of goods or services received by the donor, are tax deductible to the full extent of the IRS code. This form serves as the official receipt for your gift. Additional substantiation letters can be issued upon request. Value assigned to any donation is responsibility of the donor, the City of Newport will not assign value to donations. By signing below, the donor acknowledges the City of Newport Donation Acceptance Policy and understands that donations, once accepted in accordance with that policy, become property of the City of Newport without return or in exchange for cash, goods or services.

FEDTAX ID: 03-6000595

Signature of Donor

Printed Name:

Date

Signature of City Representative

Printed Name:

Date

CITY OF NEWPORT

Parks & Recreation

Policy

SUBJECT: Donations Acceptance

EFFECTIVE: 3/13/17

BACKGROUND:

Donations of every type are offered to the City of Newport for general or specific purposes. Uniform criteria and procedures guide the review and acceptance of such donations to confirm that the City has relevant and adequate resources to administer and maintain such donations, and ensure the proper acknowledgement of the generous donors.

PURPOSE:

To provide guidelines for accepting gifts and donations that are responsible, transparent and accountable in a manner that is consistent with the City's long term goals and strategic plan.

OBJECTIVES:

1. To establish and guide relationships with donors who share the city's commitment to provide a high quality civic environment;
2. To enrich our community by responsibly and efficiently manage donations;
3. To generate revenue to fund new and existing facilities, projects, programs and activities for the benefit of the City and its residents;
4. To work with non-profits whose mission support the City's strategic goals.

GENERAL PRINCIPLES:

1. No individual or organization shall solicit funds in the name or on behalf City without approval of authorized City officials.
2. Donations do not become property of the City until accepted in accordance with this policy. The City reserves the right to reject any gift or donation in whole or in part.
3. All donations will be evaluated to determine whether the donation is in the City's best interest and is applicable with City laws, policies and ordinances.
4. The City must determine whether an expenditure of City funds, either directly or by use of resources or materials, is associated with the donation prior to acceptance.
5. The donation must be used for official City business, not for political activities or other personal business.
6. A donor may designate a donation for a particular city department, location or purpose, but not designate the City official who may use the donation.
7. The beneficiary department head is responsible for acknowledging receipt of and thanking the donor(s), on behalf of the City.

POLICY:

Donations may be received in the form of cash, real estate or personal property, equipment, in-kind goods or services or any other asset that the City accepts in which the donor has not received any goods or services in return. Donations may be designated to a specific department, location or purpose or may be undesignated.

Unless otherwise agreed upon by the City, the donor will be responsible for the following costs:

- Fees associated with permitting, appraisal, evaluation, certification or conservation if required;
- Transporting and delivering the donation;
- Project and installation costs.

Where the City agrees to incur any of the above costs, the agreement will be in writing and beneficiary department(s) will incur the expense unless otherwise appointed by City Council.

PROCEDURE:

Donations of Cash & Goods: The beneficiary department head shall evaluate whether the donation:

- Is in the City's best interest and is consistent with applicable city laws, policies and ordinances;
- Has any special restrictions and if so, if those restrictions are acceptable to the City;
- Obligates the City to make an immediate or initial expenditure which has not been included in the approved budget. The following financial implications must be considered in the assessment of the donation: cost of project implementation, permitting/evaluation, delivery, installation, operator fees;
- Creates one-time or on-going general maintenance costs or obligations for the City;
- Creates new insurance liabilities or exposures for the City;
- Impacts surrounding homes, businesses or daily activity in the City;

Donations of In-kind Services or Labor: The beneficiary department head shall evaluate whether the donation:

- Is in the City's best interest and is consistent with applicable city laws, policies and ordinances;
- Has any special restrictions and if so, if those restrictions are acceptable to the City;
- Obligates the City to make an immediate or initial expenditure which has not been included in the approved budget.
- Creates new insurance liabilities or exposure for the City;
- Impacts surrounding homes, businesses or daily activity in the City;

The Parks & Recreation Director shall oversee all aspects of project including scheduling, coordination with other City departments and direct communication with contractors and the donor.

Donations of Real Estate Assets: The beneficiary department shall determine the approximate value of the donation and shall seek Council approval to accept the donation.

The beneficiary department head shall seek approval from the City Council to accept, appropriate and expend if any donation requires expenditures in excess of the department's approved budget.