

HAMBIDGE

CREATIVE RESIDENCY PROGRAM

Gifts In-Kind (Non Monetary Donations)

Date: _____

Description of items to donate (Please itemize for multiple gifts)	Estimated Fair Market Value
Total Fair Market Value	

Individual donor or company name: _____

Contact person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

[Please attach an image of all items you wish to donate]

Signature: _____ Date: _____

Thank you for thinking of the Hambidge Center as a recipient for your donation items!

A gift-in-kind is an item such as equipment, software, or tools that a donor gives to the Hambidge Center without fee or charge.

We're grateful to receive gifts-in-kind that support our mission and programs. We ensure these gifts are properly accounted for and acknowledged and, as such, require in-take information about each proposed gift.

The Hambidge Center wants to also ensure we can put your gift-in-kind to use at our facilities or with staff. Each gift is evaluated and approved accordingly. We unfortunately cannot accept items the Hambidge Center doesn't currently have immediate need for.

On the form, please **provide detailed information related to the description of the item(s) being donated**. Be as specific as possible for all items and indicate quantities. Use the back of the sheet for an extended description, if necessary.

The Estimated Fair Market Value (FMV) must be completed by the donor. The Hambidge Center cannot place a FMV amount or interpret the value of any non-financial donations.

Include photos of the items you wish to donate.

Once approved, the Contact Person will receive an official Letter of Agreement. An additional copy will be maintained by The Hambidge Center. The donated items become the property of the Hambidge Center, which retains the right to use or dispose of the gift-in-kind as we need, unless another arrangement has been made with the donor. All in-kind gifts will receive written acknowledgment and receipt of the gift and can be used for tax-deductible purposes, as according to law.

Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected, and the Contact Person will be notified.

Send the completed form with photos by mail to:

The Hambidge Center
P.O. Box 339
Rabun Gap, GA 30568

If you have questions about Gifts-In-Kind, please contact Kathryn Banks at kbanks@hambidge.org.