

SAMPLE LETTER FORM GIFT AGREEMENT  
(PRIMARILY FOR INDIVIDUALS)

Date

Donor name

Address

Dear ,

The [recipient organization name] is very grateful for your recent generous [gift/pledge]. We are pleased to be able to formally acknowledge receipt of it for the benefit of [*Use if the gift is restricted* - name unit or describe project].

The [recipient organization name] will recognize your generosity by [*describe recognition donor will receive*]. [*If naming*: It will be our honor to present this gift to the [recipient organization name]'s Board of Regents for their final acceptance. We look forward to recognizing your gift by designating [*facility, program etc.*] as the [name] for [ # ] years. [*Use if naming is for a facility*: If, at the end of that time, [*repeat name of facility, etc.*] requires significant renovation or transformation, we will consult with you as to your interest in participating.]

As we discussed, it is your intention to pay [*describe the amount of payment; the type (cash, check, wire transfer, gift of shares of stock, in-kind); and when payment will occur. If some or all payment(s) has/have been made, include date the [recipient organization name] received fund(s) and amount(s). Pledges provide payment schedule here.*] [*If payment instructions needed*: Payment instructions are attached to this agreement.]

[*Include for pledges*: We confirm our common understanding that this is a binding pledge on you and your estate, and that the [recipient organization name] may make commitments in reliance on this pledge. Also, w] We appreciate your understanding that this gift does not limit the [recipient organization name]'s exclusive discretion to determine the contents of its programs and exhibitions or to interpret its mission or allow the [recipient organization name]'s name, logo, and trademark to be used in a commercial manner.

[*Use if this gift does not fully fund program, etc.*: As you know, [*name of exhibition, program, etc.*] [may/will] require additional support which we will be seeking. If this is secured, we will appropriately recognize other contributors. ]

The [recipient organization name], as a public institution, may disclose the terms of this gift, including this agreement, if requested by an interested party. The [recipient organization name] confirms, for Internal Revenue Service purposes, that no goods or services have been provided to you in connection with this gift. You may not transfer to another the recognition of your generosity that the [recipient organization name] has agreed to provide.

We intend, by this gift, to create a donor/donee relationship. Interpretation of this Agreement is subject to the laws of the District of Columbia. Should modification of this agreement be necessary, any amendment shall be made in writing and signed by both parties. This Agreement constitutes our full, mutual understanding concerning this gift. There are no other agreements or expectations.

The signatures below indicate that these understandings and commitments are accepted by all parties.

Thank you again. We are very grateful for your generous support and interest in [*name of Museum*]

SIGNED FOR THE [RECIPIENT ORGANIZATION NAME]:                      SIGNED BY THE DONOR[S]:

\_\_\_\_\_  
[School/College DoD - mandatory]

\_\_\_\_\_  
[Donor name # 1]

\_\_\_\_\_  
Vice President for External Affairs  
[recipient organization name]  
[required on all agreements]

\_\_\_\_\_  
[Donor name # 2, if needed]

\_\_\_\_\_  
[Name of Comptroller]  
[title in full]  
[required if \$1 million or more]

\_\_\_\_\_  
[Name of Chancellor/President]  
[recipient organization name]  
[required if \$5 million or more]

Exhibit A

Payment Instructions

[Attach the appropriate instructions]

[*if a check*: Please make checks payable to “[recipient organization name],” and send to:  
*address*]

[*if a wire transfer*: Please send wire transfers, payable to “[recipient organization name],” as follows: *current instructions*]

[*if stock transfer*: Follow these instructions for transfers of stock to the [recipient organization name]. [*current instruction*]

