

Checklist for institutions

NOTE: This Form is part of your application. Please tick each item to indicate that it has been addressed appropriately or is attached as part of the material submitted.

The recipient institution is responsible for submitting an accurate and complete application. Incomplete and inaccurately completed applications will be returned to institutions for completion or correction.

Certificate of Donation

- Each donor has completed only one Certificate of Donation, regardless of the number of items the donor is donating.
- Donor has completed Sections 1-3 and signed Section 3.
- The gift accords with the institution's current collection policy.
- The institution's current collection policy has been provided to the Secretariat.
- The institution has ascertained whether the gift was purchased by the donor within the preceding 12 months (see pages 5-7 of the CGP Guide for details of the 12 month rule).
- An authorised officer has entered the date of donation and signed on behalf of the institution.

Valuation Certificate

- The institution has checked that the valuers are within their defined class(es) of property (as specified in the List of Approved Valuers) and that each valuer has signed and dated the Valuation Certificate.
- Gifts have been itemised where individual values exceed \$500.
- Sufficient explanation and substantiation has been provided in Section 8-9. If the institution considers the information inadequate the institution should ask the valuer to provide further information before submitting the application.
- Where the valuations show an unusually wide variation, the institution has obtained further explanation from the valuer and where the explanation does not appear to justify the variation, the institution has obtained a third valuation. Valuers should not be provided with copies of other valuer's valuations.
- Valuations have been made within 90 days before or after the date the gift was made. Where this is not the case, the valuer must provide a reason as to why the valuation was not made within the 90 day period.
- The values on the Valuation Certificates have been cross checked with the values on the Donation Summary.
- The exchange rate on the date of donation has been used for converting valuations provided in a foreign currency.

Other responsibilities of the Institution

- All aspects of the Donation Summary/Statement of Significance form have been completed. Please ensure that the Statement of Significance explains how and why the donated item/s make a significant contribution to the institution's collection and fit within the institution's collection, state how the donation fits within the institution's collection policy and refer to the relevant section/s of the collection policy.
- Full name and address of the donor/s has been correctly completed on all required forms.
- The correctly completed **original** Donation Summary/Statement of Significance Form, the Certificate of Donation, Valuation Certificates, colour images (see below), **plus two copies** of this documentation has been collated.
- Colour image/s of the gift/s, other than printed, manuscript, library and archival materials have been provided (see Photo requirements).
- Any other required documentation has been attached to the application.

Photo/image requirements

Image/s of the gift/s can be provided to the secretariat on CD, by email or in hard copy. They should be photographed in colour, in good light, at close range and with a plain background.

The photos/images should be of high resolution. That is for a scanned print: 300dpi, RGB, actual image size, or for a scanned negative or transparency: 600dpi, RGB and at least 400% of the actual image size.

When using a digital camera to take the photos, the camera should be set to 'fine' or on the highest quality setting.

Committee consideration and following action

The Committee will consider the gift and either:

- (a) endorse the gift, in which case:
 - (i) the original documentation will be certified by the committee and returned to the donor/s; and
 - (ii) the institution will receive a copy of the committee's endorsement letter to the donor; or
- (b) defer the gift, in which case the Secretariat will:
 - (i) write to the institution stating the basis on which the Committee has deferred the gift and request the institution to provide such further information or documentation as has been requested by the Committee; and
 - (ii) notify the donor that the donation has been deferred and that the institution has been asked to provide further information or documentation.