



# Donation summary—statement of significance

## Cultural Gifts Program

### Subdivision 30-A of the *Income Tax Assessment Act 1997*

#### Donor(s) name and address

Name and address of all donors must be specified if more than one.

Donor name \_\_\_\_\_

Donor address \_\_\_\_\_

Donor name \_\_\_\_\_

Donor address \_\_\_\_\_

Donor name \_\_\_\_\_

Donor address \_\_\_\_\_

Donor name \_\_\_\_\_

Donor address \_\_\_\_\_

#### Authorised officer

Authorised officer name \_\_\_\_\_

Institution \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

#### Contact officer

Contact officer name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## Donated item/s details and values

Include brief description of the item, artist/author/creator, title, image size, medium, material, date (as appropriate). Attach a list if space is insufficient. [To avoid delays in processing the application, please ensure that the description properly describes each item].

Item details:				
Artist/author/creator			Valuation 3, (where applicable)	Average of valuations
Size		Valuation 1		
Medium/material used		\$	\$	\$
Date (where applicable)				\$
<b>TOTAL</b>				

## Statement of significance

Citing the sections of your collection policy to which each gift relates, explain **how** and **why** each item makes a significant contribution to your collection. This needs to be a **comprehensive** statement so that an appropriate assessment of the impact that the gift will have on your collection can be made. If the space is insufficient and you are completing the form by hand, please provide a separate attachment.

Statement of significance. \_\_\_\_\_

## Certification

I certify that:

1. Each item being donated complies with this institution’s collecting policy.
2. The institution has accepted the donation of each item into its permanent collection.
3. Unless the gift is subject to a condition which prevents it becoming part of the institution’s permanent collection immediately, the donation takes effect from the date indicated on the Certificate of Donation as the ‘Date of Donation’.
4. The institution will enter the item/s onto the assets register effective from the date on which the gift is made (i.e. the Date of Donation).
5. I understand that once the donor/s has/have donated the item/s the institution is not able to return the items to the donor/s at any time.
6. I understand that the statement above applies even if the item/s is/are subsequently deaccessioned.
7. If the item/s is/are deaccessioned at any time, this will be done in accordance with the institution’s deaccessioning policy, however under no circumstances will the item/s be returned to the donor/s.
8. When it is on display, the institution will acknowledge the gift as part of the Cultural Gifts Program in the manner chosen by the donor/s in the Certificate of Donation, or will contact the Department to obtain written approval if it wishes to use another form of acknowledgement.

- 9. Where appropriate, images of the items being donated are attached (particularly important for art work).
- 10. The institution provided a copy of the Certificate of Donation to each valuer to assist with preparation of the valuation.
- 11. The institution has reviewed the Certificate of Donation and the Certificate has been fully completed.
- 12. I am authorised on behalf of the institution to sign this Donation Summary/Statement of Significance.

Name of person signing

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Position in institution

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Signature

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Date

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