



Institution's guide to submitting donations

The donation submission

- Please supply the original copy of the donation submission to the Cultural Gifts Program. Two photocopies are no longer required.
- Avoid using binding or plastic folders and sleeves. Please also consider the environment when collating your submission and avoid using plastic materials.

The donation submission must include:

- a. *Donation Summary* (completed by the institution)
 - b. *Certificate of Donation* (completed by the donor)
 - c. Two *Valuation Certificates* (completed by two approved valuers), and
 - d. *Images* of the items being donated (either in hardcopy or on a CD). If the donation is a large collection, provide a sample of images, rather than images of every single item.
- Before submitting the donation, we recommend that you carefully check the documents to ensure the package is complete, and that there are no errors or omissions. Incomplete submissions may cause delays in processing. If you are unsure about the submissions process or documents, please refer to the Program Guide located on our website, or email us at cgp.mail@arts.gov.au.

Donation Summary

- Please ensure that the Donation Summary is complete, and that it includes the correct average value.

Certificate of Donation

- The donor only needs to complete one Certificate of Donation, regardless of the number of items being donated.
- Ensure the Date of Donation has been included. It is very common for people to leave this detail out.

Valuation Certificates

- Gifts must be itemised where individual values exceed \$500.
- Valuers should only provide *one Valuation Certificate per donation*, regardless of how many items are included in the donation.
- Before engaging valuers to value a donation, it is important that institutions check that the valuers are approved to undertake valuations of that particular class of property. The list of approved valuers can be found on our website.
- Valuers must provide a value for the donation as at the Date of Donation, or within 90 days before or after the Date of Donation. Refer to Part A, Section 5 of the Valuation Certificate which provides a guide for completing this section.