

# Cultural Gifts Program flowchart

**September 2025**

Gift offered to/accepted by an eligible recipient institution

Donor/s and institution complete a CGP Certificate of Donation

Donor/s and institution obtain 2 valuations from CGP-approved valuers

Institution completes and submits the online application in SmartyGrants

CGP staff assess the application and review the supporting documentation

Are any amendments to the application required?

Yes – the application is re-opened to the institution for amendment 

No – the application progresses to the next review stage


On review are any amendments to the application required?

No – the application progresses to the approval stage

Application is approved

Finalisation letter is sent to donor/s and the institution is notified

