

Town of Small Point-Adams's Cove

Donation Information & Acceptance Form

This form must be completed for all donations offered to the Town of Small Point - Adam's Cove Submission of this form does not guarantee acceptance of the donation.

1. Donor Information

- **Donor Name (Individual or Organization):** _____
- **Primary Contact Name:** _____
- **Mailing Address:** _____
- **Province Postal Code:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Is the donor a business or organization?** Yes No
If yes, type of organization: Corporation Nonprofit Other: _____

2. Donation Details

- **Type of Donation:**
 Monetary Personal Property
 Real Property In-Kind Goods or Services
 Other (describe): _____
- **Estimated Value or Amount of Donation:** \$ _____
(For non-cash donations, donor-provided estimate only)
- **Method of Donation (if monetary):**
 Check Cash Electronic Transfer Other: _____

3. Purpose of Donation

- **Intended Purpose or Program Supported:**
- **Is this a restricted donation?** Yes No
If yes, describe the restriction or condition:

4. Ongoing Obligations

- **Does this donation require ongoing maintenance, staffing, or operational costs?**
 Yes No

If yes, please describe:

- **Does this donor require a report on how funds were spent or allocated? If yes, at what frequency or time?**

5. Donor Recognition

- **Does the donor request recognition or naming rights?** Yes No

If yes, describe the requested recognition:

(Recognition or naming requests are subject to Town Council approval and applicable policies.)

6. Conflict of Interest Disclosure

- **Does the donor currently do business with the Town or seek to do business with the Town?**
 Yes No
- **Does the recipient have any relationship with council members or staff that may be perceived as a conflict?**
 Yes No

If yes, please explain:

7. Certifications and Acknowledgments

By signing below, the donor certifies that:

- The donation is voluntary and made without expectation of special consideration or influence.
- The donation complies with all applicable laws and regulations.
- The donor understands the Town may decline or place conditions on acceptance of the donation.
- The Town does not provide tax advice or appraisals for non-cash donations.

Donor Signature: _____

Printed Name: _____

Date: _____

8. Town Use Only

- **Reviewed By:** _____
- **Date Reviewed:** _____
- **Council Approval Required?** Yes No
- **Council Action Date (if applicable):** _____
- **Donation Accepted:** Yes No
- **Conditions of Acceptance (if any):**

***Disclaimer – No Legal Partnership & Indemnity**

This agreement does **not** create a partnership, joint venture, agency, or legal relationship between the parties. Each party acts independently and is solely responsible for its own actions, decisions, liabilities, and obligations.

Each party agrees to **indemnify, defend, and hold harmless** the other party from and against all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to its own actions, omissions, negligence, or breach of this agreement.