



## Friends of Russell Farm

Non-Profit 501 (c) (3)  
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Burleson, TX 76028-4296  
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February 7, 2025

City of Burleson  
Parks and Recreation  
Attn: Jen Basham  
550NW Summercrest Blvd.  
Burleson, TX 76028-4570

### **RE: Donation for Russell Farm Art Center garage conversion project**

Jen,

The Friends of Russell Farm (FORF) support the request of the Russell Farm Art Advisory Committee's (AAC) to renovate the garage at Russell Farm Art Center. The purpose of the renovation project is to convert the existing garage space into an Art Center that enables expanded art programming and improved working space for the artists. It is our understanding that this project has been pre-approved by the Boren Property Advisory Committee (BPAC) and will be formally voted on at the upcoming February 21<sup>st</sup> meeting, and that subsequent City approvals will be acquired through the necessary City processes over the next 6 weeks.

This letter will evidence our offer to contribute up to the total sum of \$50,000 to the City of Burleson to be applied solely to this renovation project at Russell Farm Art Center. This donation commitment and transfer of funds remains in effect until July 31, 2025, with a commitment from you that this project will be fully funded and completed by that date. We will coordinate the funds transfer with your guidance upon final approvals of the project.

In the event that this project is paused, later discontinued, or excess funds are not needed for this project purpose after the donation transfer, the balance of funds are to be returned to the FORF to ensure proper accounting and compliance with IRS tax rules.

Sincerely,

Nancy McKenzie  
President, Friends of Russell Farm