



CITY OF ESCONDIDO DONATION FORM

Required for all donation proposals

- valued at \$5,000 or greater
- all donations of artifacts
- all donations of real property

Completed forms should be emailed to CityManager@escondido.gov.

Donations of real property must include a copy of the Title Report.

Date:	Name of Donor:
Donor Phone Number:	Donor Email:
Donor Address:	Donation Type:
Value of Donation:	Employer Identification Number (EIN): <i>required for non-profits</i>
Description of Donation:	
Potential immediate costs or obligations for acquisition or installation: <i>Describe any upfront costs or obligations the City would incur to obtain or install the donation.</i>	
Estimated ongoing maintenance or replacement costs: <i>Identify any recurring expenses the City would be responsible for to maintain, repair, or replace the donated item over time.</i>	
Longterm obligations for the City, including anticipated annual ownership costs: <i>Explain any other long-term responsibilities the City would take on and provide an estimate of the yearly costs associated with owning the item.</i>	
Intended Use or Any Conditions Related to the Donation:	



Additional Comments:

I am donating the cash, real or personal property described above to the City of Escondido with the understanding that the donated asset will become the unconditional property of the City and that the City will determine its use. In the case of loans of public artwork, the above will not apply and the property will retain its original ownership. In the case of real or personal property, the City reserves the right to determine the retention, location, and other considerations relating to the donated asset's use or disposition. Determination of value, for tax purposes, is solely the responsibility of the donor.

Date

Donor's Signature (only required for real/tangible property or cash donations valued at \$5,000 or greater)



TO BE COMPLETED BY CITY STAFF ONLY

Donation Classification (check all that apply)

- Unrestricted
- Designated (by donor)
- Requires City expenditures to accept (i.e., installation, site improvements, staff support.)
- Requires long-term City obligations (i.e., maintenance, replacement, insurance, staff / vendor support.)

Department Review – Operational Assessment

- The application form is complete and all required supporting documentation is attached
- Title Report was provided and has been reviewed (for Real Property donations)
- Donation is in the best interest of the City
- Donation complies with applicable City laws, policies, ordinances, and resolutions
- Estimated valuation of the donation, ownership obligations and maintenance costs have been reviewed and appear reasonable
- Anticipated costs to accept the donation have been reviewed and are acceptable
- Acceptance of donation is fiscally responsible
- Long- term ownership, obligations, and maintenance costs have been reviewed and are acceptable
- City can maintain, support, or supplement the donation as required
- All potential liabilities have been reviewed and are acceptable
- Required cross-department reviews have been completed (if applicable)
- For nonprofit donors: organization is in good standing with the IRS/California Attorney General’s Office
- The Department consulted with Finance prior to acceptance

Department Review (for designated donations only):

- Any donor- imposed restrictions have been reviewed and are acceptable to the City
- The Department can operationally comply with the restriction(s)

Finance Review (for designated donations only) - Financial System Set-up and Compliance:

- Donor instructions have been reviewed and verified in writing
- Feasibility of administering the restriction has been reviewed with the Department
- Workday account structure has been evaluated
- Required revenue/project accounts have been created or identified
- Reporting and audit obligations have been identified
- Long-term financial obligations have been assessed and accepted
- City Council–approved budget adjustment has been obtained to allow spending of donated funds

Approved / Denied



Beneficiary Department	Department Contact
Date	City Manager Signature (greater than \$5,000 and less than \$200,000)
Date Approved by Council - Attach Staff Report and Resolution (all donations of real property; all donations of artifacts; donations greater than \$200,000; donations for which a Councilmember played a role in soliciting, facilitating, or securing the donation; or any donation that the City Manager recommends for Council review due to the nature of the proposal)	

Finance Department

Date Recorded: _____ Account Number: _____

Capital Asset #: _____

NOTE: The City of Escondido cannot guarantee future funding for repair, maintenance, use or replacement of donated items.