

**COMMUNITY ARTS AGENCY**

[ADDRESS]  
City, Georgia ZIP  
Tel Fax

**DEED OF GIFT**

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Please complete this Deed of Gift and return this form to \_\_\_\_\_  
\_\_\_\_\_. Upon acceptance of your gift by the Board, a copy certifying the fact will be returned to you.

I/We, \_\_\_\_\_, hereby give to the Board of Directors of Community Arts Agency absolute and unconditional ownership of the following, together with all copyright (in all media by any means or method now known or hereafter invented) and associated rights which I/we have:

(ARTIST) (WORK) (MEDIUM)

I/We wish that the gift be identified to the public and in the records of the Agency as:

Gift of \_\_\_\_\_

To the best of my/our belief, the subject of this gift is free and clear of all encumbrances and restriction and since \_\_\_\_\_ has not been imported or exported in to or from any country contrary to its laws.

Date: \_\_\_\_\_ Signature of Donor: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Donor: \_\_\_\_\_

Address of Donor(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

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**Delivery:** Works of Art offered to the Director should be physically present in the Agency for consideration at their next meeting. Please write or call \_\_\_\_\_ to obtain information on the dates of scheduled meetings of the Board of Directors and to make arrangements for transportation and insurance of your gift.

**Provenance:** For many reasons it is important that the Agency have as complete as possible a history of the subject of a gift. To that end, it will be helpful if you will forward any information or documentation which you may have with respect to your ownership, display, and restoration, and all prior ownership, display and restoration, of the subject of your gift.

**Valuation:** The Agency may accept your valuation of your gift for insurance purposes but may not determine value for any purpose.

I certify that a Deed of Gift and the subject thereof were physically present in Community Arts Agency prior to the meeting of the Board of Directors of the Agency on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at which meeting the Board accepted the gift as described above.

COMMUNITY ARTS AGENCY

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date