



**CURTIS**  
INSTITUTE OF MUSIC

## Curtis Institute of Music Gift-In-Kind Acceptance Form

### SUPPORTING DOCUMENTATION FOR GIFTS-IN-KIND

1. Attach documentation from donor conveying the gift to Curtis Institute of Music (gift agreement)
2. Attach valuation method of gift (see below)
3. Signatures from department stating desire to have gift and being in possession of the gift (see bottom section on this form)

*Never include estimated value of gift in any acknowledgment letter to the donor*

#### DONOR INFORMATION

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Donor Recognition: \_\_\_\_\_

Affiliation(s):

☐ Alumna/Alumni

☐ Parent

☐ Faculty/Staff

☐ Friend

☐ Corporation/Foundation

☐ Other (please specify) \_\_\_\_\_

#### GIFT INFORMATION:

Describe the gift indicating the quantity, manufacturer, pieces/recordings, art piece, etc., and whether it needs space, additional support, material and/or service to operate. Attach a separate sheet if necessary.

\_\_\_\_\_

VALUE: \$ \_\_\_\_\_

#### VALUATION METHOD MUST BE CHECKED:

☐ Appraisal needed if over \$5,000 per  
IRS (donor provide within 60 days of  
gift)

☐ Itemized inventory list

☐ Vendor/Organization invoice

☐ Published value (catalog, etc.)

***The Curtis Institute of Music is prevented  
from determining the value of a gift-in-kind.***

***If the donor is unable to provide a value,  
Curtis is unable to accept the item(s).***

***For more information, Please see the Curtis  
Gift Acceptance Policy on gifts-in-kind  
(below).***

*Signatures below indicate being in possession of the gift and the department's desire to obtain/approve the gift:*

**GIFT RECEIVED BY:**

Name (*print*): \_\_\_\_\_ Department Name: \_\_\_\_\_

**GIFT APPROVED BY:**

Authorized Signature (Larry Bomback): \_\_\_\_\_ Date: \_\_\_\_\_

*Once signed by Larry Bomback, please email this form to Grace Hill, associate director of development operations, at [grace.hill@curtis.edu](mailto:grace.hill@curtis.edu) upon completion. Please reach out to Grace Hill with any questions.*

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

**Curtis Institute of Music Tangible Personal Property Policy- In General**

*Curtis welcomes gifts of tangible personal property that will be useful to the school and its students. Acceptable gifts include items with a "related-use" to the school's tax-exempt purpose. In addition, Curtis will, from time to time, solicit and accept gifts of tangible personal property to offer such items for sale or as prizes at fundraising events.*

*Curtis cannot appraise, endorse, or verify the value of gifts of tangible personal property. It is the donor's responsibility to arrange and pay for appraisals or, in some cases, a "qualified appraisal" (as defined by the IRS) for income, gift, or estate tax purposes (see also "Appraisals" below). Regarding the valuation and deductibility of their gifts for tax purposes, Curtis will encourage donors to obtain advice from their professional tax and/or legal advisors.*

*Except in rare cases, a gift of tangible personal property can only be received after there is a completed Gift Agreement between Curtis and the donor (or a receipt and release between Curtis and an estate). Curtis should avoid valuing tangible personal property for a "nominal" value (i.e., \$1.00) through appraisals and attaining donor valuations.*

*To ensure that tangible personal property gifts remain appropriate for the use of its students and for advancement of the school's mission, Curtis retains the right to transfer or liquidate gifts of tangible personal property. At Curtis's sole discretion, rare musical instruments, in some special situations, may be retained by Curtis, even if they cannot be played by Curtis students, because of their educational value and connection to Curtis's mission.*

**Musical Instruments**

*Because the cost of storage, insurance, maintenance, and custody of musical instruments can be significant, Curtis accepts only those gifts that will be useful to the school and its students. The Provost of Curtis, the President of Curtis, and appropriate Curtis faculty members will be relied upon to determine the potential usefulness and acceptability of such gifts.*

*Curtis has been an "All-Steinway" school since its founding in 1924. Thus, when considering proposed gifts of pianos to be retained and used by the school, Curtis prefers Steinway grand pianos. The school's Chief Piano Technician (or his/her qualified designee) will be relied upon to determine if the proposed gift will be useful to Curtis and meet the school's standards.*

**Objects of Art**

*From time to time, Curtis receives offers of gifts of objects of art, such as drawings, lithographs, paintings, sculptures, and other such items. Curtis will accept only objects of art that it intends to display or use in activities that are in keeping with its mission.*

*The acceptance of proposed gifts of objects of art, including those left to Curtis as bequests, will be subject to the approval of the President of Curtis.*

**Library Materials**

*Books, sheet music, archival, and other library materials are accepted subject to consultation with and approval by the Curtis Library Director. Such gifts will be checked against the library's collection, and those items not added to it will be made available to Curtis students and faculty members.*

*If contacted directly by a donor wishing to make a gift of materials for the library, the library will consult with the Development Department before deciding to reject such a gift. In addition, the library will notify the Development Department in advance of all gifts it intends to accept so that the gifts may be recorded as in-kind gifts and formally acknowledged by Curtis.*

*The library and the Development Department will coordinate and agree upon any public recognition of donors who contribute materials to Curtis.*

*The Curtis Institute of Music is a 501(c)(3) charitable organization.*