*[Eli Tynan](https://www.facebook.com/EliTynan) has provided this template for your reference. Feel free to copy and use as you see fit.*

**Charitable Donation Guidelines**

Thank you for the opportunity to donate art to your organization.  I would be honored to have my artwork and my name associated with yours. Due to the requests from important charities like yours, I’ve developed guidelines that enable me to donate artwork at less than retail cost. These requirements also help me reduce losses since tax laws are rather unfavorable to artist donations and would do me little to no good at this point and time.

My donation guidelines are:

◦ The organization agrees to split the proceeds from the sale or auction 50/50 (50% to me and 50% to the organization).  I ask for payment within 5 business days of the sale.

◦ A minimum or a reserve price will be set and will be designated by me.  (This is required to honor the value of the artwork for my existing collectors and partner galleries.)

◦ The name, and e-mail of the buyer and bidders will be provided to me for my “collector’s club” records. These records may be used for things such as future gallery invites and/or new work announcements.

◦ In the event the artwork does not sell, it will be returned by the organization to me within 9 business days.

If these guidelines are agreeable to you, please sign below and return this form via e-mail to youremail@gmail.com.

Sincerely,

Your Name

We agree to the above terms:

Name, Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_