



CITY OF LITTLE ROCK, ARKANSAS

PROSPECTIVE DONOR INFORMATION AND GIFT PROPOSAL FORM

Pursuant to the City of Little Rock Gift Acceptance policy

Thank you for your interest in supporting the City of Little Rock. This form should be completed by any prospective donor offering a gift, donation, or contribution of money, real property, personal property, or services to the City. A member of the receiving department or the City Attorney's Office will follow up regarding next steps, required documentation, and any applicable approvals.

1. DONOR INFORMATION

Donor Type (check one):

☐ Individual ☐ Corporation / Business ☐ Foundation ☐ Nonprofit Organization ☐ Other:

Donor / Organization Legal Name:	D/B/A (if applicable):
Contact Person (if organization):	Title:
Mailing Address:	
City / State / ZIP:	
Phone:	Email:
Tax ID / EIN (if applicable):	

2. DESCRIPTION OF PROPOSED GIFT

Type of Gift (check all that apply):

☐ Cash / Monetary ☐ Real Property ☐ Personal Property ☐ Vehicle ☐ Securities / Stock ☐ Services ☐ Other: _____

Description of Gift: (attach additional pages if needed)

Estimated Fair Market Value: \$	Basis for Value (e.g., appraisal, receipt, quote):
Proposed Date of Transfer:	Receiving City Department (if known):

3. PURPOSE OF GIFT

- ☐ **Unrestricted Gift** — This gift may be used by the City for any legitimate public purpose.
- ☐ **Restricted Gift** — This gift is designated for the following specific department, program, or purpose.
(Note: the City's Gift Acceptance policy does not permit a donor to designate the specific City official or employee who may use the gift.)
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4. NAMING RIGHTS / RECOGNITION REQUEST

- ☐ I am not requesting naming rights. ☐ I am requesting the following naming opportunity (subject to Board of Directors' approval):

Proposed Name / Dedication: _____

Recognition Preference (for any type of donation): ☐ Public recognition welcomed ☐ I request to remain anonymous

5. SOURCE OF GIFT

Briefly describe the source of the funds, property, or services being donated (*e.g.*, personal funds, corporate funds, estate, foundation grant):

6. IMPORTANT NOTICE REGARDING TAX, LEGAL, AND FINANCIAL MATTERS

PLEASE READ CAREFULLY:

Tax Deductibility: Donations to the City of Little Rock are generally tax-deductible under Internal Revenue Code Section 170(c)(1), because the City is a governmental unit and does not need 501(c)(3) status. However, whether a specific gift qualifies, and the amount a donor may deduct, depends on each donor's individual circumstances.

The City Cannot Advise You: The City and its officials, employees, and representatives are not authorized to provide legal, accounting, tax, or financial advice to donors. Nothing in this form, or in any communication with City staff regarding this gift, should be relied upon as tax, legal, or financial advice.

Consult Your Own Advisor: Each donor is solely responsible for determining the tax deductibility, valuation, and financial or estate planning implications of a proposed gift. Donors are strongly encouraged to consult with a qualified tax advisor, attorney, accountant, or financial planner before finalizing any donation to the City.

Written Acknowledgment: For major gifts, those valued at \$50,000 or more, the City will provide a written acknowledgment describing the gift and stating whether any goods or services were provided in exchange. This acknowledgment is not a valuation and is not a substitute for the donor's own tax documentation. Upon request, the City can provide an IRS Governmental Information Letter confirming the City's tax status.

No Obligation to Accept: The City has no obligation to accept any proposed gift, and acceptance does not occur until approved in accordance with the City's Gift Acceptance policy. Gifts of \$50,000 or more, all real property, and gifts with restrictions, conditions, or naming rights require approval by the City's Board of Directors.

7. DONOR CERTIFICATION

By signing below, I certify that the information provided in this form is true and accurate to the best of my knowledge. I understand and acknowledge that:

- The City of Little Rock has not provided, and will not provide, legal, accounting, tax, or financial advice regarding this gift;
- I have been encouraged to consult my own professional advisor(s) regarding the tax, legal, and financial implications of this gift before it is finalized;
- The City is under no obligation to accept this proposed gift, and this form does not constitute acceptance;
- If accepted, any gift classified as a major gift pursuant to City policy will be subject to the terms of the City of Little Rock Gift Acceptance policy; and
- Any restrictions I have requested are subject to City review and approval, and may not designate a specific City official or employee to benefit from or control the gift.

Donor Signature: _____

Date: _____

Printed Name: _____

Title (if applicable): _____

Please return this completed form to the receiving City department or to the Office of the City Attorney.

FOR CITY USE ONLY

Date Received:	Received By:
Department:	Estimated Value Confirmed: ☐ Yes ☐ No
Major Gift (per policy Section II)? ☐ Yes ☐ No	Vetting/Screening Completed: ☐ Yes ☐ No
City Attorney Review: ☐ Pending ☐ Complete	Approval Authority:
	☐ Dept. Director ☐ City Manager ☐ Board of Directors
Prospective Donor Information and Gift Proposal Completed: ☐ Yes ☐ No	Notes: