

## **Mark Grimaldi Gallery – Charity Donation Request Guidelines**

Mark Grimaldi Gallery is proud to support nonprofit organizations, and community causes through the donation of fine art. To ensure a smooth and respectful process, all donation requests must adhere to the following requirements:

- **501(c)(3) Status**  
The requesting organization must be a registered 501(c)(3) nonprofit. Please include your EIN with your submission.
- **Event Details**  
Include the name, location, and date of the charity event, along with a brief description of its purpose.
- **Artwork Transportation**  
The charity must outline how it plans to transport the donated artwork to the event. All handling and logistics must be coordinated by the organization.
- **Auction Requirement**  
Donated artwork is to be auctioned only. A minimum starting bid of \$250 is required.
- **Written Acknowledgment (CWA)**  
The organization agrees to submit a contemporaneous written acknowledgment to the gallery within 30 days after the event. This acknowledgment must include:
  - The final auction amount received for the donated piece
  - A statement confirming whether any goods or services were provided in return for the donation, and if so, a good-faith estimate of their value
  - The date of the contribution
- **Approval Rights**  
Grimaldi Gallery's steering committee reserves the right to approve or decline any donation request at its discretion.
- **Advance Notice**  
All requests must be submitted at least 30 days prior to the date of the event.

### **Submission Instructions**

Please compile all requested details and documentation and send your complete request to:

**hello@grimaldi.com**

Incomplete submissions will not be considered.

## Charity Donation Request Form

Organization Name:

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501(c)(3) EIN:

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Contact Name:

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Contact Email:

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Contact Phone:

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Event Name:

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Event Location:

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Event Date:

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Brief Description of Event & Purpose:

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How will the artwork be transported to the event?

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Will the artwork be auctioned with a minimum starting bid of \$250?

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Can your organization provide a post-event written acknowledgment within 30 days including:

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- Final auction amount received

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- Any goods/services in return & value estimate

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- Date of contribution

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Confirm this request is submitted at least 30 days before the event date:

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Acknowledgment: I understand this is a request and may not be approved. Response within 10–14 business days.

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