



THE ART CONNECTION

IN THE CAPITAL REGION

...bringing together the art and nonprofit communities of the District of Columbia, Maryland, and Northern Virginia

ARTWORK DONATION FORM

Donor Name: _____

Address: _____

Home/Cell Phone: _____

Email: _____ Website: _____

How did you first learn about the Art Connection in the Capital Region?

Digital images should be emailed to info@artconnection-cr.org or can be mailed on a CD (address on next page).

- Up to ten images may be submitted at one time.
- Images should be formatted as jpegs (file size: 600 x 600) and labeled as follows:
Last Name.Title of Work (example: Smith.Red Bamboo.jpeg)
- Complete chart below (title of work, year, size, medium, indicate if framed, and value)
- Enclose a self-addressed, stamped envelope, *if* you would like the CD returned.

Artist's Name (if different from Donor): _____

Information About Donated Artwork

TITLE	YEAR	MEDIUM	DIMENSIONS (H X L INCHES)	FRAMED YES OR NO?	VALUE
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

Signature _____ Date _____

Note: Gifts are tax-deductible to the extent allowed by law.



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DONOR AGREEMENT

Thank you for your interest in making work(s) of art available for donation through the Art Connection in the Capital Region. The primary purpose of our organization is to connect willing donors of art and charitable recipients so that works of art can be seen and enjoyed by the public or those persons served by such charities.

Because we have filed as a 501(c)(3) charitable entity and are performing a service for both you and any charity receiving donated artwork, for which we receive no compensation, we must limit our liability for performing this service. We also cannot guarantee that we will be successful in placing any artwork you make available for donation. Therefore, by offering artwork for donation through us, you agree for yourself and your successors, heirs and assigns to hold us harmless and to indemnify us from and against any and all claims in connection with such services, including but not limited to any failure to place donated artwork or any damage or misuse of such artwork, and/or violations of copyright or so-called artists' moral rights.

By signing this agreement, you also certify that you are the legal owner or authorized agent for the owner of any and all artwork you make available to us for placement, that all artwork made available for donation is free of any liens or other encumbrances (for example, subject to no restrictions contained in any agreement you may have with galleries, agents, etc.), and that our understanding as set forth in this agreement shall apply to all works you make available for donation through the Art Connection in the Capital Region, both now and at any time in the future.

Subject to these limitations, we will make reasonable good faith efforts to inform recipients that any artwork you donate:

- is to be placed where it will be secure;
- is to be exhibited where the public or those persons served by the charity/donee can easily view it;
- is not to be altered or defaced;
- is not to be reproduced without your written permission; and
- is not to be sold or disposed of by the charity/donee without making best faith efforts to contact you before such disposition.

However, we cannot assume any liability for the failure of a charity/donee to abide by these requests, nor for any damage or misuse of any donated artwork.

Also, you agree to permit us to reproduce or exhibit any artwork placed with us for donation, so long as such reproduction or exhibition is reasonably connected with the furtherance of our charitable purpose.

Lastly, we both agree that if any part of this agreement is later deemed to be invalid or void by a court of law, the remainder of our understanding will remain in effect unless the removal of the invalid or void provisions would substantially alter the intent of the agreement. We also agree that either of us may terminate this agreement at any time by

giving the other ten (10) days written notice. However, the provisions of this agreement shall survive such termination as to all artwork already donated.

Please indicate your agreement to the terms of this letter by signing one copy where indicated below and returning it to the Art Connection in the Capital Region. Please keep a copy for your records.

Sincerely yours,

The Art Connection in the Capital Region

Foregoing agreed to:

By: _____
Donor (*signature*)

Date _____

By: _____
Artist (*if different*)

Print Name(s): _____



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DONOR CHECKLIST

- Completed and signed Artwork Donation Form
- Signed Donor Agreement
- Images of up to 10 works of art available for donation

Digital images are preferred. Please email digital images in jpeg format (file size: 600 x 600) to info@artconnection-cr.org or send a CD containing images with your application. If you do not have digital images, we will accept slides or other print images

- Biographical information and an artist's statement, if available
- Self-addressed, stamped envelope, if you would like CD, slides or other print images returned

Please email the requested documents to: info@artconnection-cr.org

If you need to mail the contents of this package, please send to:

Art Connection in the Capital Region
P.O. Box 5609
Baltimore, Maryland 21210

Have questions? Call 202-536-2607 or email: [**info@artconnection-cr.org**](mailto:info@artconnection-cr.org)