



# City of Buellton

## PUBLIC BENEFIT DONATION FORM

Thank you for your interest in supporting the City of Buellton. Please complete this form to submit your monetary or in-kind donations. All donations must be made for an exclusively public purpose and are tax-deductible as allowed by the IRS Code §170(c)(1). Donations exceeding \$10,000 or donations of real property will require prior approval from City Council before acceptance.

### Donor Information

Name/Organization (Payor Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Donation Type

In-Kind Donation (goods, services, property)  Monetary Donation

### In-Kind Donations Details (if applicable)

*Please note that the City will not accept in kind donations without prior approval. Donations of vehicles, boats, heavy equipment, and similar items are generally not accepted. Donations of real property require approval of the City Council via separate resolution, as specified Section 4 of Resolution No. 25-30.*

Description of Item(s): \_\_\_\_\_

Estimated Fair Market Value: \$ \_\_\_\_\_

**(Note: Donors are responsible for assigning value; the City does not appraise donations.)**

### Monetary Donation Details (if applicable)

Amount: \$ \_\_\_\_\_

### Purpose of Donation

Indicate the Public Benefit Program you wish to support. *Examples for each category are provided on the instructions, but your donation is not limited to these options.*

- Parks & Recreation
- Public Safety
- Public Works & Beautification
- Library Services
- Community & Senior Services
- Environmental Sustainability
- Animal Services
- Community Events & Cultural Programs
- Capital Improvements
- Special City Project - 1000 Trees Program
- Special City Project – Arts & Culture Program



# City of Buellton

## Public Benefit Donation Form

Describe how this donation benefits the community or City programs:

### Donor Certification

I certify that this donation is voluntary, unconditional, and given for public purposes.

**Donor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Official Acknowledgement

The City Clerk's office will provide you with a written letter of acknowledgement for your tax records confirming the donation amount/description and the public purpose served.



#### FOR CITY USE ONLY

**Payor Name:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Amount/Value Recorded:** \$ \_\_\_\_\_ **Receipt No:** \_\_\_\_\_

**Department/Project:** \_\_\_\_\_ **Project No.** \_\_\_\_\_

**Acknowledgment Letter Sent:**  Yes  No **Sent By:**  Mail or  E-mail



## Public Benefit Donation Form Instructions

### Completing the Donation Form

Please complete one Donation Form for **each specific donation purpose**. If you wish to donate to multiple purposes, submit a separate form for each.

**1. Provide Your Information**

- Fill in the donor/payor's name, mailing address, phone number, and email so we can send an acknowledgement letter.

**2. Specify Donation Type**

- Indicate whether your donation is **in-kind** or **monetary** and enter the donation amount or estimated value.
  - **Donations exceeding \$10,000 require formal acceptance by the City Council.**
- **In-Kind Donations:**
  - All in-kind donations must receive prior administrative approval to ensure they meet City needs and do not create unintended costs.
  - Please contact the City Manager's office before delivering physical items.
- **Real Property Donations:** Donations of land, buildings, or other real property require City Council approval.
- **Restrictions:** Vehicles, boats, heavy equipment, and similar items are generally **not** accepted.

**3. Identify the Purpose of Your Donation**

- Check the box for the Public Benefit Program you wish to support.
- The examples provided are for guidance- your donation is not limited to the listed examples.
- Describe how this donation benefits the community or City programs.

**4. Sign the Donation Form.**

**5. Submission**

- Return the completed form by one of the following methods along with your monetary donation:
  - **Mail:** City of Buellton, PO Box 1819, Buellton, CA 93427
  - **In Person:** City Hall, 107 W. Highway 246, Buellton, CA 93427
  - **Online:** Submit through the City's website.\*
- **Do not deliver in-kind item(s)** to City Hall until donations are approved.
- **\*If submitting online:** Print a copy of the application. Please deliver or mail the donation payment to the address above.



## Public Benefit Donation Form Instructions

### Examples of Public Benefit Programs

<p style="text-align: center;"><b>Parks &amp; Recreation</b></p> <ul style="list-style-type: none"> <li>• Park improvements (Benches, shade structures, playground equipment)</li> <li>• Recreation Programs (youth, adult, senior)</li> </ul>	<p style="text-align: center;"><b>Public Safety</b></p> <ul style="list-style-type: none"> <li>• Fire/Emergency preparedness programs,</li> <li>• Community policing/Neighborhood Watch</li> <li>• CERT equipment</li> <li>• Safety outreach programs</li> </ul>
<p style="text-align: center;"><b>Public Works &amp; Beautification</b></p> <ul style="list-style-type: none"> <li>• Street Beautification (landscaping, lighting, medians)</li> <li>• Pedestrian and bicycle safety improvements,</li> <li>• Downtown beautification</li> </ul>	<p style="text-align: center;"><b>Library Services</b></p> <ul style="list-style-type: none"> <li>• Children’s reading programs</li> <li>• Library materials (books, digital media)</li> <li>• Technology enhancements</li> <li>• Literacy and special event programs</li> </ul>
<p style="text-align: center;"><b>Community &amp; Senior Services</b></p> <ul style="list-style-type: none"> <li>• Senior Center Programs</li> <li>• Youth/Teen Programs</li> <li>• Community Outreach Programs</li> </ul>	<p style="text-align: center;"><b>Environmental Sustainability</b></p> <ul style="list-style-type: none"> <li>• Water conservation initiatives</li> <li>• Community Garden Support</li> <li>• Recycling/Waste Reduction Programs</li> </ul>
<p style="text-align: center;"><b>Animal Services</b></p> <ul style="list-style-type: none"> <li>• Spay/neuter assistance</li> <li>• Animal care supplies</li> </ul>	<p style="text-align: center;"><b>Community Events &amp; Cultural Programs</b></p> <ul style="list-style-type: none"> <li>• Holiday/Community events</li> <li>• Concert and Movies at the Park</li> <li>• Farmer Market Programs</li> </ul>
<p style="text-align: center;"><b>Capital Improvements</b></p> <ul style="list-style-type: none"> <li>• Park or facility renovations</li> <li>• Community Building</li> <li>• ADA Access improvements</li> </ul>	<p style="text-align: center;"><b>Special City Projects</b></p> <ul style="list-style-type: none"> <li>• 1000 Trees Program</li> <li>• Arts and Culture Program</li> </ul>