



P.O. Box 2044  
Asheville, NC 28802  
[www.blueridgepride.org](http://www.blueridgepride.org)  
IRS 501c(3) Tax Exempt EIN: 26-4272258

## IN-KIND DONATION AGREEMENT

This agreement is entered into between the DONOR and the Blue Ridge Pride Center (BRPC) to reflect a gift of property from the DONOR to BRPC.

**Donor (Individual or company name):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Description of Donation:**

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

**Fair market value of any goods or services given to donor in return:** \$ \_\_\_\_\_

**Restrictions on Use:**

The Blue Ridge Pride Center gratefully acknowledges this in-kind contribution. The Donor agrees to transfer complete and irrevocable ownership of the above-described property on the date of execution of this agreement.

The gift of the above-described property is made without liens, covenants or encumbrances of any kind, real or implied, that would disqualify the transfer as a true gift made by the Donor to the Blue Ridge Pride Center.

The donor understands that, if the donation qualifies as a charitable contribution, they will receive a separate receipt from BRPC, and that the Blue Ridge Pride Center is the authorized signatory for IRS Form 8283.

The description, terms, and agreement contained in this document constitute the full, complete and only agreement between the Donor and Foundation regarding the gift of property from the Donor to the Foundation.

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

**BRPC Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## INSTRUCTIONS FOR COMPLETING THE IN-KIND DONATION FORM:

- ❑ **Donor:** Provide information related to the donor including name, organization, address and other contact information.
- ❑ **Donation:** Provide detailed information related to the description of the item or service being donated (e.g., description, quantity, expiration date).
- ❑ **Value:** Enter the Estimated Fair Market Value (FMV). This must be completed by the donor. Blue Ridge Pride cannot place a FMV amount or interpret the value of any non-financial donations.
- ❑ **Considerations:** If applicable, note any considerations given to the donor in exchange for their in-kind donation. (Example: A donor provided printing of 100 booklets for an Educational Conference and received a dinner at the event. The cost of the dinner must be itemized and recorded.)
- ❑ **Restrictions:** If applicable, note any restrictions on the use of the donation. (This is generally discouraged, as it greatly complicates record-keeping.)
- ❑ **Signatures:** Donor: Sign and date. BRPC Representative: Record the date received and your name.
- ❑ **Review:** Send the completed form to Blue Ridge Pride ([sponsor@blueridgepride.org](mailto:sponsor@blueridgepride.org) or In-Kind Donations, Blue Ridge Pride Center, P.O. Box 2044, Asheville, NC 28802) for review and approval. Donations that cannot be accepted or that fall outside the standard guidelines for acceptance will be rejected. A formal letter will be sent to the donor and a copy of the notice will be retained for our records.
- ❑ **Record-Keeping:** A copy of the completed, approved form will be sent directly to the donor and one copy of all in-kind donation forms will be maintained at the Blue Ridge Pride for audit purposes.

## IN-KIND DONATION REGULATIONS

IN-KIND donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board (FASB) which includes:

- ❑ Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) the donation must be useful; (2) the service creates or enhances a non-financial asset; (3) the services require specialized skills and are provided by individuals with those skills.
- ❑ Providing IN-KIND services and materials require review and approval from the Blue Ridge Pride Center management prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.