



Village of Paw Paw
Donation Acceptance Policy
Adopted 12/15/2020

1. Purpose

The purpose of this policy is to establish guidelines and procedures for the acceptance, installation, and maintenance of donated assets or improvements, either as a result of a cash or physical property donation. Such donations may include, but are not limited to, benches, artwork, bicycle racks, picnic tables, trees, monuments, or other items. This policy does not apply to buildings, land, or other forms of real estate.

Standards established by this policy will apply to purchase equipment, installation techniques, donation acknowledgements, decoration, and long-term care of all donations made after the adoption of this policy.

2. Longevity

Without exception, the Village reserves the right to restore, relocate, remove, or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are accepted without obligation.

3. Procedure for Making a Donation

Potential donors should complete an application form (Attachment A), available on the village's website or at village hall. Completed applications should be submitted to the Village Manager for review and processing. If the manager determines the application is complete, it may be reviewed by the Director of Public Services or the Village Council as needed prior to final approval.

In addition to the application form the Village may request other information including scaled drawing, artist's renditions, or other documents to better understand the exact nature of the proposed donation.

Donors are encouraged to have informal meetings or discussions with the Village Manger or Public Services Director prior to filling out an application.

4. Standards for Donations

Appearance and Aesthetics: The community has an interest in ensuring the best appearance and aesthetic quality of its public facilities. Donated elements and/or their associated acknowledgments should reflect the character of the park or facility. All elements will be installed in such manner that will not substantially change the character or a facility or its intended use.

Ownership: Donated elements become property of the Village of Paw Paw. The Village has no duty to return any donation and all donations are irrevocable and final upon receipt by the village.

Materials: Donated elements must be made of durable materials to limit repair and maintenance costs. Repair parts and materials must be readily available. Items must be high quality to ensure a long life, resistant to the elements, wear and tear, and to acts of vandalism. Items should be commercial grade.

Cost: the donor must cover the full cost for the purchase of the item to be donated. It is preferable that the donor also cover the cost of installation and maintenance during the expected life cycle of donated elements, however this can be determined according to section 6: Maintenance Costs.

5. Criteria for Acceptance

The Village may accept a donation so long as the gift meets a true need of a public facility, does not interfere with the intended current or future use of the facility, and does not require the relocation of other equipment or infrastructure to accommodate the donation. The donation must be consistent with village interests and goals. The donation must not add to the village's work load unless there is a net benefit to the village.

Acknowledgments/Memorial Plaques: Donation acknowledgments and memorial plaques will be purchased through the Village and approved by the Director of Public Services and the Village Manager. Plaques must honor the donor and may not be used for commercial advertising purposes.

Park facilities/equipment: Facilities and equipment commonly used in park areas such as benches, bicycle racks, picnic tables, waste stations, drinking fountains, gazebos, and similar items must be in accordance with an approved plan and must be approved by the Director of Public Services and Village Manager. Donated items must match the style and type of other similar items in the area.

Landscaping: Trees and landscaping must be of a variety and size approved by the Village of Paw Paw. Responsibility for watering the trees until growth has been established will be determined when the application for the donation is being considered. Landscaping must be approved by the Village Manager.

Monuments: Upright monuments must be approved by the Village Council prior to their installation in any Village facility or on any Village property. Monuments must be of a durable material, suited to the environment in which they will be installed.

Artwork: Small works of art for display in public buildings (such as framed photographs and similar items) under \$500 in value must be approved by the Village Manager. Art intended for the outdoors such as murals or sculptures or other artwork valued at

greater than \$500 must be approved by the Village Council after a public hearing. Artwork that is morally questionable or offensive or creates any other real or perceived concern about loss of the village's reputation or appearance of impropriety will not be accepted.

Equipment: Equipment items for use by employees may be donated upon approval from the applicable department head and the Village Manager. These items should be ordered directly by the Village when possible and practical.

6. Conditions of Acceptance

Installation: Installation of donated items will be done by a licensed contractor or village staff and must be scheduled at a time and date as determined by the Director of Public Services so as not to unnecessarily interfere with routine maintenance activities.

Removal and/or relocation: The Village may remove and/or relocate donated elements and their associated donation acknowledgments including memorial plaques. The Village will make reasonable efforts to contact the source of the donation prior to restoring, removing, or relocating donated elements.

Maintenance Costs: Donations of large items such as pavilions, large fountains, playscapes, etc may require an annual payment to cover the cost of maintenance throughout the item's useful life as determined by the Paw Paw Village Council.

End of Life Cycle: When a donated item has ended its useful life, the donor may choose to replace the element or it may be removed by the Village. Donated elements that have deteriorated and cause a danger to the public will be immediately removed.

Check this box if you do not wish to be contacted if the donation needs to be altered or removed.



Village of Paw Paw
Donation Application Form

Thank you for your interest in donating to the Village of Paw Paw. Your gift or donation will be considered by the Village using information from this form. You will be notified if additional information is needed for any reason.

Name of Donor: _____

Address: _____

Phone: _____ Email: _____

Description of donation: _____

Market value of donation: \$ _____

What is the intended purpose of the donation? Where do you intend the donated item to be placed or displayed (if applicable)? _____

Do you have or are you currently seeking to establish a contractual relationship with the village of Paw Paw? _____

If so, please disclose the nature of the contractual relationship.

By signing this application, I confirm that I have read and understand the Village Policy regarding donations and that the information contained in this application is true and correct to the best of my knowledge.

Signature Date