

Cultural Gifts Program Application Form 2020/21

Form Preview

Cultural Gifts Program

* indicates a required field

The Cultural Gifts Program offers tax incentives to encourage people to donate cultural items to public art galleries, museums, libraries and archives in Australia. Donations can include visual and decorative arts, Indigenous arts and cultural artefacts, social history and scientific collections, and archival material (among other things).

Donors can claim the GST inclusive market value of the gift as a deduction from their taxable income. To make a claim, a donor must receive at least two independent valuations from valuers that are approved by the Department to value the kind of property being gifted. They can then claim the average of the valuations as the tax deduction.

Further information about the program can be found [here](#).

Please note:

The Department of Infrastructure, Transport, Regional Development and Communications uses this form to collect some personal information that is required to process this application under the Cultural Gifts Program. Your information may be provided to one of our Expert Advisors if we require further technical advice about the donation, or to the Australian Taxation Office (ATO) in order to seek advice or guidance in assessing this submission, or in the event we refer this submission for a determination by the Commissioner of Taxation. Your name, contact details and other personal information will not be provided to any other person or organisation unless it is required by law. For further information about our privacy obligations, (including in relation to how to access or correct personal information or make a complaint) and our contact details for privacy matters, please see our [Privacy Policy](#).

Is your organisation registered as a CGP participating institution? *

Yes No

If no, your donation cannot proceed until you have registered with the Department as a participating institution. Please contact 02 6271 7106 or cgp.mail@arts.gov.au to discuss how you can register as participating institution.

Does your organisation have Deductible Gift Recipient (DGR) status for Item 4? *

Yes No

To participate in the Cultural Gifts Program, your organisation must have DGR status for items 1 and 4. Contact the ATO to obtain DGR status Item 1 and Item 4.

ATO non-profit info telephone: 1300 130 248, select item 3 to speak to an ATO officer.

[For web, inquiries click here](#)

Enter the search term - 52593

Cultural Gifts Program Application Form 2020/21

Form Preview

Select- DGR Table / Australian Taxation Office

DGR table of categories able to obtain DGR endorsement

Select - cultural organisations From table select Type 12.1.2 Public Library, 12.1.3 Public Museum, 12.1.4 Public art gallery or 12.1.5 Institution consisting of a public library, public museum, and public art gallery or of any two of them.

Institution Details

* indicates a required field

Applicant institution *

Organisation Name

Please ensure this is the name of the entity that has deductible gift recipient (DGR) status, rather than your business or trading name

Institution ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Institution street address

Address

Cultural Gifts Program Application Form 2020/21

Form Preview



Please provide the street address for your institution or organisation.

Institution Primary Phone Number *

Must be an Australian phone number.

Institution Email Address *

Must be an email address.

Institution Contact Details

Administration Contact

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Administration contact position

Contact number *

Must be an Australian phone number.

Contact email address *

Must be an email address.

Donor Details

* indicates a required field

Cultural Gifts Program Application Form 2020/21

Form Preview

How many donors are donating this Cultural Gift? *

Donor details

The Certificate of Donation is to be provided on the next page, a template is available [here](#)

If there is more than one donor please include the details of each donor by clicking the 'Add More' button at the bottom of the section.

*

Individual Organisation

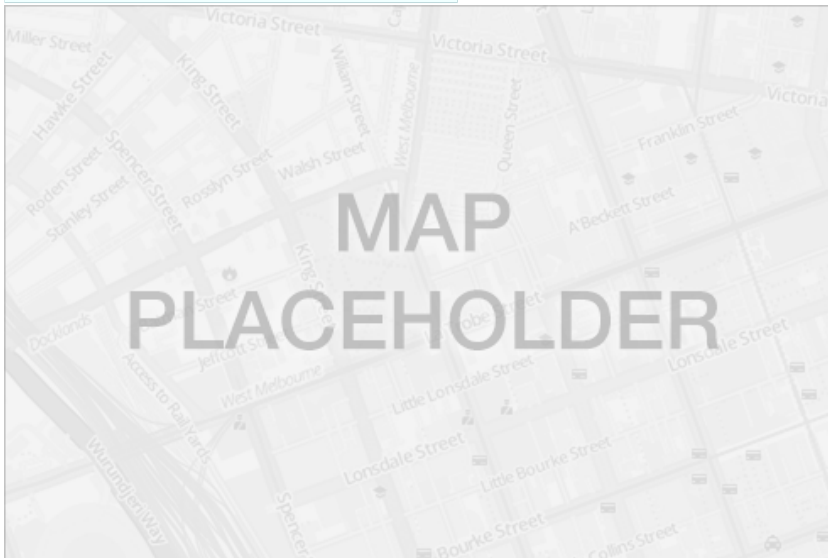
Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Address *

Address



<input type="text"/>	<input type="text"/>
----------------------	----------------------

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

If you are entering a PO Box address please click the 'I can't find my address button' and enter your PO Box in address line 1, then enter your suburb and state etc in the relevant fields.

Email address

Must be an email address.

Cultural Gifts Program Application Form 2020/21

Form Preview

Please note the endorsement letter will be sent to the donor by email unless the donor has requested to have the letter posted to them. If the donor does not have an email address or would prefer to receive the letter by mail please check the question below.

Endorsement letter

Do not email endorsement letter

Is this gift being donated out of a deceased estate? *

Yes No

If yes please contact the CGP team on 02 6271 7106 or by email at cgp.mail@arts.gov.au to discuss this gift. Testamentary gifts are not eligible under the CGP.

Donation Details

* indicates a required field

Please provide your current collection policy. *

Attach a file:

CGP guidelines require that gifts conform with the institution's collection policy.

Does the donation conform with your institution's collection policy? *

Yes No

Please provide a brief statement outlining how the donation meets your institution's collection policy? *

To be eligible for the Cultural Gifts Program the proposed gift must conform to the institution's collection policy and be of ongoing value as part of the institution's permanent collection.

Does this collection include items that could be considered scientific material for example fossils, gems, insects, transport items, taxidermy, geological or botanical specimens? *

Yes No

Please tell us which items included in the donation could be considered scientific material? *

Cultural Gifts Program Application Form 2020/21

Form Preview

Conditions

Has the donor attached any conditions to their gift? For example, stipulating part ownership or return to the donor upon deaccessioning of the item. *

- Yes No

Donation conditions *

Did the donor purchase any of the items with the intention of donation? *

- Yes No

Please list the items the donor purchased with the intention of donation including the purchase price.

Date purchased	Object / work	Date purchased
		\$
Must be a date.		Must be a dollar amount.

Was the donor the maker or creator of any items included in the donation? *

- Yes No

Did the donor purchase or create any of the items included in the donation less 12 months before the date of donation? *

- Yes No

If the donor inherited the items less than 12 months before donating them, please select No.

Is the donor the dealer for any of the items included in the donation? *

- Yes No

Please list the items the donor purchased or created less than 12 months before the date of donation including the purchase price.

Date purchased / created	Items	Purchase price / cost of production
		\$

Cultural Gifts Program Application Form 2020/21

Form Preview

Must be a date.

Must be a dollar amount.

If the donor is the creator or dealer of any of the items to be donated, and has owned them for more than 12 months, were they transferred to the donor's personal collection less than 12 months before the date of donation? *

Yes No

Please list the items transferred into the donor's personal collection less than 12 months before the date of donation

Date of transfer to personal collection	Items	Cost of creation/ purchase
---	-------	----------------------------

		\$
Must be a date.		Must be a dollar amount.

Brief donation description

Please provide a brief description of the donation including, if more than one item is being donated, the type of objects in the collection. Example:

- Margaret Olley's 'Lemons and oranges' (1964), oil on board
- Collection of nine paintings by Albert Natmatjira
- Collection of nine artworks (including paintings, sculpture and prints) by various Australian artists
- Collection of letters, manuscripts, ephemera related to the political career of Sir Robert Menzies.

Description *

Has the donation certificate been signed by the donor or donors, and the institution? *

Yes No

If there is more than one donor has the percentage of ownership been nominated for each donor individually? *

Yes No NA

eg donors Mr John Smith and Mrs Mary Smith, each donor must be listed separately and allocated a percentage of ownership, such as 50% each

Donation Certificate

Please upload the Certificate of Donation *

Attach a file:

Cultural Gifts Program Application Form 2020/21

Form Preview

The date of donation determines the tax year in which the donor can claim a deduction.

Please tell us the date of donation i.e. the date the item was accepted into your institution's permanent collection. *

Must be a date.

How many items are included in this donation? *

Must be a number.

Note: For objects that consist of a parent and parts please count this as one item, for example, a tea set comprising multiple cups and saucers should be considered one object.

Provenance

Please provide some brief details of the history and provenance of the items that have been gifted. *

Word count:

Must be no more than 100 words.

Is this item an art work by an Aboriginal or Torres Strait Islander artist or an item of Aboriginal or Torres Strait Islander material culture? *

Yes

No

Was this art work or object collected in accordance with Australian best practice standards on collecting Australian Aboriginal and Torres Strait Islander cultural material? *

Yes

No

Please provide comment explaining the institution's decision to acquire this item.

Items list

For donations of up to three items, please record each item below. To add an item click the "Add More" button on the bottom right corner of this section. For collections of four or more items please upload a complete list using the [template](#), or your own report (including information as set out in template provided).

Cultural Gifts Program Application Form 2020/21

Form Preview

Object list

Attach a file:

Object Description

Object type

for example: painting, lithograph, installation, mineral specimen, manuscript, antique vehicle.

Creator, maker or manufacturer

Descriptive title

Please enter the artist's title or a descriptive title for other objects for example Dame Edna Everage's glasses worn in the performance of Aida, Sydney Opera House, 1971.

Physical description

As appropriate, please include measurements, material, colour, medium, damage makers marks and inscriptions.

Please provide the date the artwork was created, or the date the object manufactured or first collected. If you know the exact year enter the year in both the earliest and the latest date fields below. If the exact year is unknown, please enter an approximate date range.

Earliest year of creation or manufacture

Must be a number.

Latest year of creation or manufacture

Must be a number.

Please upload an image of this object

Attach a file:

Valuation 1

* indicates a required field

Cultural Gifts Program Application Form 2020/21

Form Preview

Valuation 1 details

To claim a tax deduction for their gift, donors must receive at least two independent valuations from valuers that are approved by the Department to value the class of property. A list of valuers approved is available [here](#). Failure to check that valuers are approved to value a particular class of property will cause delays in processing the submission.

If the donation contains items that cover different valuer classes e.g. paintings and jewellery, or scientific material and textiles, it may be necessary to split the donation and get two different approved valuers to value the items within the one donation. For split valuations, please enter each part of the valuation separately.

Valuation Certificates are uploaded in this section, a template is available [here](#).

Has the valuation certificate been signed, and dates correctly recorded? *

Yes

No

Please check our [List of Approved Valuers](#) to see what categories each valuer is approved to value. If you have selected no, your donation cannot proceed unless the valuer has received a one-off approval from the Department to value this class of property. Please upload the email or document confirming this approval below. If the valuer has not yet received approval, please contact the Department on 02 6271 7106 or cgp.mail@arts.gov.au to discuss how you can progress the donation.

Name of valuer *

Start typing the valuer's name or select it manually from the drop down list

Is the valuer approved to value this class of object/work? *

Yes

No

If no, upload the one-off approval obtained from the Department

Attach a file:

If yes, what is the valuer's class that covers this type of object/work? *

Date of valuation *

Must be a date.

Is the date of the valuation within 90 days of the date of donation? *

Yes

No

Number of days calculator: <https://www.timeanddate.com/date/duration.html>

Cultural Gifts Program Application Form 2020/21

Form Preview

If no, has the valuer completed part 5a) on the valuation certificate stating the GST inclusive market value on the date of donation *

Yes

No

Not applicable

Valuation amount GST inclusive *

\$

Must be a dollar amount.

Please upload the completed Valuation Certificate, ensuring that an itemised breakdown for all items valued at over \$500 is included *

Attach a file:

Only click the '**Add More**' button if you are recording a split valuation, otherwise please go to the next page to add the second valuation.

A split valuation is where the valuation of a collection of items is split between two or more valuers, usually because they are not approved to value all the items in the collection.

For example, if the donation comprises paintings and ceramics, and you have engaged a different valuer for the paintings to the valuer appraising the ceramics, you will need to split the valuation.

The combined total of a split valuation will be treated as one valuation and a second valuation for the whole gift will still be required.

Total valuation 1 amount

\$

This number/amount is calculated.

Valuation 2

* indicates a required field

Has the valuation certificate been signed, and dates correctly recorded ?

Yes

No

Valuation 2 details

Please enter the details of the second valuation received.

Please check our [List of Approved Valuers](#) to see what categories each valuer is approved to value. If you have selected no, your donation cannot proceed unless the valuer has received a one-off approval from the Department to value this class of property. Please upload the email or document confirming this approval below. If the valuer has not yet received approval, please contact the Department on 02 6271 7106 or cgp.mail@arts.gov.au to discuss how you can progress the donation.

Name of valuer *

Cultural Gifts Program Application Form 2020/21

Form Preview

Start typing the valuer's name or select it from the drop down list

Is the valuer approved to value this class of object/work? *

- Yes No

If no, upload the one-off approval obtained from the Department

Attach a file:

If yes, what is the valuer's class that covers this type of object/work? *

Date of valuation *

Must be a date.

Is the date of the valuation within 90 days of the date of donation? *

- Yes No

Number of days calculator: <https://www.timeanddate.com/date/duration.html>

If no, has the valuer completed part 5a) on the valuation certificate stating the GST inclusive market value on the date of donation? *

- Yes No Not applicable

Valuation amount GST inclusive *

\$

Must be a dollar amount.

Please upload the completed Valuation Certificate, ensuring that an itemised breakdown for all items valued at over \$500 is included *

Attach a file:

Only click the '**Add More**' button if you are recording a split valuation, otherwise please go to the next page to add the second valuation.

A split valuation is where the valuation of a collection of items is split between two or more valuers, usually because they are not approved to value all the items in the collection.

For example, if the donation comprises paintings and ceramics, and you have engaged a different valuer for the paintings to the valuer appraising the ceramics, you will need to split the valuation.

The combined total of a split valuation will be treated as one valuation and a second valuation for the whole gift will still be required.

Cultural Gifts Program Application Form 2020/21

Form Preview

Please check our [List of Approved Valuers](#) to see what categories each valuer is approved to value. If you have selected no, your donation cannot proceed unless the valuer has received a one-off approval from the Department to value this class of property. Please upload the email or document confirming this approval below. If the valuer has not yet received approval, please contact the Department on 02 6271 7106 or cgp.mail@arts.gov.au to discuss how you can progress the donation.

Total valuation 2 amount

\$

This number/amount is calculated.

Valuation 3 - Please do not add an additional valuation for only part of the donation.

Has the valuation certificate been signed, and dates correctly recorded ?

Yes No

Valuation 3 details

If the donation is a collection of items and the valuation has been split between two or more valuers, please use the split valuation function.

Name of valuer

Start typing the valuer's name or select it from the drop down list

Is the valuer approved to value this class of object/work?

Yes No

If no, upload the one-off approval obtained from the Department

Attach a file:

If yes, what is the valuer's class that covers this type of object/work?

Date of valuation

Must be a date.

Is the date of the valuation within 90 days of the date of donation?

Yes No

Number of days calculator: <https://www.timeanddate.com/date/duration.html>

Cultural Gifts Program Application Form 2020/21

Form Preview

If no, has the valuer completed part 5a) on the valuation certificate stating the GST inclusive market value on the date of donation?

Yes

No

Not applicable

Valuation amount GST inclusive

\$

Must be a dollar amount.

Please upload the completed Valuation Certificate, ensuring that an itemised breakdown for all items valued at over \$500 is included

Attach a file:

Only click the '**Add More**' button if you are recording a split valuation, otherwise please go to the next page to add the second valuation.

A split valuation is where the valuation of a collection of items is split between two or more valuers, usually because they are not approved to value all the items in the collection.

For example, if the donation comprises paintings and ceramics, and you have engaged a different valuer for the paintings to the valuer appraising the ceramics, you will need to split the valuation.

The combined total of a split valuation will be treated as one valuation and a second valuation for the whole gift will still be required.

Total valuation 3 amount

\$

This number/amount is calculated.

Promotional Material

* indicates a required field

From time to time the Department of Communication and the Arts uses images to promote its programs. Promotion may include but is not limited to publishing images on our website, in annual reports, in promotional material, reports and case studies.

Do you have permission from the donor to make the details of this donation public? *

Yes

No

Are there any special sensitivities or conditions around public disclosure of the donation? *

Yes

No

Cultural Gifts Program Application Form 2020/21

Form Preview

Please tell us about the particular sensitivities or conditions around public disclosure of this donation *

Would you like to provide promotional image(s)? *

Yes

No

Promotional image details

Please supply a high resolution image (at least 1600 x 1600 pixels). To ensure your image is correctly attributed please complete the below for each image.

Title	Description	Promotional Image

Copyright licence agreement

*

- I/we, affirm that I/we own the image described above and unconditionally give the Department of Infrastructure, Transport, Regional Development and Communications and its successors and assign, permission to digitise, host, print and publish online, the following images in perpetuity.
- I/we, unconditionally license copyright to the Department of Infrastructure, Transport, Regional Development and Communications to reproduce, (in print and electronic media), to copy, or crop the images listed above, without prior permission or remuneration on the condition that the images are correctly cited and attributed.
- I /we, confirm that in accordance with the Privacy Act 1988, we have the written consent of individuals appearing in the photographs and where children have been photographed, and they are not in a public place, and their identity can be established, parental consent has been acquired.
- I/we, release the Department of Infrastructure, Transport, Regional Development and Communications from any claims or demands arising out of or in connection to the use of these images.

At least 4 choices must be selected.

Certification

* indicates a required field

I, the Applicant am authorised by my organisation to complete this submission and certify that: *

- Each item being donated has been valued by at least two valuers approved by the Department for the relevant class/es of property.
- The institution has uploaded a copy of each valuation undertaken for this donation.
- I acknowledge the Department may refer the uploaded valuations to expert advisors for additional technical advice.

Cultural Gifts Program Application Form 2020/21

Form Preview

- The Certificate of Donation has been fully completed and signed by an authorised officer of the institution
- The institution has uploaded the Certificate of Donation.

Date of Certification: *

Must be a date.

Name *

Position *