EVANSTON

City Donation Policy

Shenicka Hohenkirk, ICMA Fellow

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Purpose for Donation Policy

1. Provide criteria and process for the acceptance of donations.

2. Give the City the ability to accept donations that its needs and capacity to maintain.

3. Allows for Department Heads to delegate authority to accept or spend donations within the scope herein.
“Donations” are cash or in-kind contributions which provide assistance to the city. Donations do not constitute a business relationship since no reciprocal consideration is sought. Donations generally qualify for a tax receipt.
Donation Process

A. Complete Donation Form
   • Select type of donation
   • Enter amount of donation
   • Enter other relevant details
   • Enter honoree or commemoration

Application Forms:
   • Art Donation Form
   • Miscellaneous Donation Form
   • Memorial Tree Form
   • Memorial Bench Form

*This donation policy and application form does not apply to the Reparations fund. The Reparations giving is a separate process.
General Donation Information

Donor will submit form to the Department of Donation type

- Department Head will consider the donation.
- If the Department Head approves the donation, Staff contacts donor to schedule donation installation and other details.
- The Arts donation form will go to the Public Art Subcommittee, then it will go to the Arts Council.
Questions?