

## Long Term Charitable Donation Contract Request Form CAC-01

<u>Donation Proposal #</u> CAC-	<u>Term of Donations:</u> From _____ to _____	<u>Filed By:</u> _____	<u>Assigned To:</u> _____
<u>Donation:</u>		<u>Monetary Value (If not a cash donation):</u>	
<u>Name of Receiving Organization:</u>  <u>Organization Representative:</u>		<u>Donating Organization (If applicable):</u>  <u>Representative:</u>	
<u>PO #:</u>	<u>Phone #:</u>	<u>PO #:</u>	<u>Phone #:</u>
<u>Address:</u>		<u>Address:</u>	

Purpose of Donation:

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Are there any prior written agreements that may conflict with this current agreement? Y/N  
If so, what is the Item #:

Receiving Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
Donating Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Receiving Administration of the Department of Justice \_\_\_\_\_  
Date \_\_\_\_\_

Terms and Conditions by Law of the City of Los Santos and the State of California

**1. Receiving Organization/Entity will**

- a. Register and Report annually and submit financial reports to the Los Santos City Hall's office.
- b. Disclose statement about:
  - i. Duration of donations
  - ii. How the donation is being used
  - iii. Fees or other amounts deducted from or added to the donation or grant
  - iv. Whether or not the donation is tax-deductible or not
- c. Provide written consent of any recipient charity before using its name in any solicitation.
- d. Will only be able to receive donations while in good standing, meaning that the charity's tax-exempt status has not been revoked by the IRS or California Franchise Tax Board or is not prohibited from soliciting or operating in California by the Los Santos City Hall.
- e. Charitable fundraising platforms and platform charities must hold charitable funds in a separate account or accounts from other funds belonging to the platform.
- f. Must promptly distribute donations/grants. A charity may not hold onto a donation for any longer than the Los Santos City Hall has established for the charity, considering various facts and circumstances.

**2. The Donating Organization/Entity will**

- a. Make prompt payment per the parameters of the agreed upon contract under penalty of breach of contract.
- b. Follow the proper channels and protocols outlined in the parameters of the agreed upon contract to nullify the contract if or at which point there is a need.
- c. Disclose full parameters of donation(s) to each organization they contribute to to the IRS at the end of each tax year and disclose whether or not the donation is tax-deductible.
- d. Follow and adhere to all duties, requirements and expectations of the agreed upon parameters of the contract with the understanding that violation of these parameters may result in legal actions as outlined in the agreed upon contract.