

# Gift-In-Kind Donation Form



**Thank you for your gift to KCAI!** Upon acceptance, the donated property becomes the sole property of KCAI, which retains full discretion over its use or disposition in furtherance of its mission. KCAI does not assign value to non-cash gifts; the donor is solely responsible for determining the value of the donation for tax purposes and for obtaining any required qualified appraisal or supporting documentation. For donations valued over \$5,000, the donor agrees to provide a qualified appraisal and a completed IRS Form 8283 for KCAI's acknowledgment. If the donated property is sold or otherwise disposed of by KCAI within three (3) years of receipt, KCAI may be required to file IRS Form 8282 and may request additional information from the donor to comply with applicable reporting requirements, and the donor agrees to cooperate as reasonably requested.

## Donor Information

Name(s) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_  Home  Mobile  Work

Email Address \_\_\_\_\_

Fair Market Value of Gift \_\_\_\_\_

Gift Discription \_\_\_\_\_

\_\_\_\_\_

I acknowledge that this gift-in-kind donation to the Kansas City Art Institute is an unrestricted charitable contribution.

\_\_\_\_\_  
Donor Signature Date

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## Recipient of Gift on Behalf of KCAI

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date Gift Received \_\_\_\_\_

\_\_\_\_\_  
Chadwick Brooks Date  
AVP Institutional Advancement

Once this form is complete, please return to [advancement@kcai.edu](mailto:advancement@kcai.edu). For questions, please call 816-802-3468.

All fields on this form must be completed for the Advancement office to process an in-kind gift and send a tax-acknowledgement letter to the donor. Once received, the Advancement office will process and mail the acknowledgement letter within two business days.