



Donation Questionnaire

Thank you for your interest in donating artifacts to the City of Edgewater.

To offer items for donation to the City of Edgewater, please complete the following Donation Questionnaire form.

Please note the following when filling out the Donation Questionnaire:

- List each item, attaching an itemized list and photographs.
- Give detailed history for the item(s): who owned it/used it, where was it used, any important stories, anecdotes, or other information. The background of the item is as important as the item itself. Please include documentary evidence of an object's history including, but not limited to; a dated bill of sale or sales receipt, will, inventory, auction catalogue, published reference, exhibition record, correspondence, photograph or, in exceptional cases, if documentary evidence cannot be obtained, a signed statement from the donor or vendor that confirms the accuracy of the account. Proof of such documentation will be needed before the acquisition review process can be initiated.
- **Do not send items at this time. All collection offers must be made in writing. We cannot accept actual artifacts for review without prior consultation.**

Thank you for taking the time to fill out this application. Please return to:

City of Edgewater
Parks and Recreation Department
C/O Amber Magee
amagee@edgewaterco.com

OR

1800 Harlan Street
Edgewater, CO 80214

Please note:

Due to conflict-of-interest laws, the Commission may not provide an appraised value for donated artifacts. If a value is needed for tax purposes, please consult an independent appraiser.



Donor Information

Donor's Name: _____

Today's Date: _____

Address: _____

Email: _____

Phone Number: _____

Artifact Information

Please attach a list of items and photographs (digital link, disk, or hardcopies).

Please describe, in detail, the artifact(s) you wish to donate (material, type, condition, damage, etc. Include the number/label associated with attached photographs of your donation).

Are there any documents (such as photographs, letters, bill of sale, or newspaper articles) related to the item that you would like to include in the donation, or allow the museum to copy? The more information and documentation, the better use the museum will be able to make of your donation.



If the item is a photograph or collection of photos, is it captioned (the event or the people it depicts and/or the place and date it was taken)?

Yes No

Do you hold copyright?

Yes No

What year or decade was the artifact(s) made and/or in use?

How and where was the artifact(s) used?

What relevance does your artifact(s) have to the City of Edgewater history:

Owner's Information

Previous/original owner's name:

Are you the legal owner of the artifact(s)?

Yes No

Was there any previous owner?

Yes No



Relationship to you:

How did you acquire this artifact?

Purchase Inheritance Gift FoundOther

Please describe:

Additional comments, memories, recollections, etc.:

Please attach any further comments, photographs/photocopies of items, or other relevant information.