

AAD#

**DONATION AGREEMENT  
BETWEEN THE DISTRICT OF COLUMBIA GOVERNMENT  
AND**

1. (“Donor”) agrees to make a donation to (name of D.C. Government agency) (insert amount if funds, description of in-kind donation, property or other) to be used for the following purpose. The donation is being given freely without any expectation of special treatment by the government.
2. The donation will be used to support (describe how the donation will support your agency's authorized functions). The donation is for an authorized purpose because it is consistent with the functions and purposes of the agency.
3. The donation is being made on the condition that the agency agrees to use the donation for the particular purpose stated in this agreement. If the agency does not use the full balance of the financial donation, I, the donor, give my express consent and authorization to the agency to use the remaining balance in the same or subsequent fiscal years for the same or similar authorized purpose, as reviewed and approved by the D.C. Ethics Officer. Otherwise, the Government of the District of Columbia will mail a refund check to the donor in the amount of any remaining balance. (State any other conditions that may apply).

	Yes, with my consent all remaining funds may be applied toward another D.C. Government program with a similar purpose in this fiscal year or subsequent years.
	No, please refund all remaining funds to the donor.
	Not Applicable

*Please check the appropriate box.*

4. The donor has read the Rules of Conduct regarding Donations set forth in Mayor’s Memorandum 2015-001, dated August 21, 2015.
5. To the best of the Donor’s knowledge, the Donor is not aware of any material transactions pending before the District of Columbia Government, nor any litigation pending against the District of Columbia government involving the Donor.
6. The District of Columbia government acknowledges that systems are in place for the donation to be accepted by the government and the use of the donation may be properly tracked as required by the Section 115 of the District of Columbia Appropriations Act, 2003, Pub. L.108-7.

**Signature of the Parties:**

\_\_\_\_\_ Date: \_\_\_\_\_  
 Name:  
 Title:  
 Authorized official representing the Donor

\_\_\_\_\_ Date \_\_\_\_\_  
 Delano Hunter, Director of  
 DC Department of Parks & Recreation

\_\_\_\_\_ Date: \_\_\_\_\_  
 Alexis Squire, Director of  
 Serve DC  
 on behalf of the District of Columbia Government