

**CITY OF GRETNA, NE**  
**DONATION PROCEDURE AND OPPORTUNITIES**  
**July 2025**

Donation Procedure.

1. Complete the City of Gretna Donation Agreement form and submit to the City Administrator.
2. City staff review the request and reach out to Donor with any questions.
3. Once approved, Donor and City will enter into a Donation Agreement and City will provide a tax document to Donor.

Donation Items and Cost.

Each donation item is **COST + 10%**. Cost includes, but is not limited to:

- the price of the item,
- shipping,
- tax (if applicable as the City has tax exempt status),
- materials and labor for City to install/plant/construct,
- materials and labor for contractor to install/plant/construct,
- necessary extension of infrastructure to serve facility,
- maintenance of the item, and
- any other cost associated with the donation item.

Potential Donation Items (not an exclusive list):

<b>Amenity or Feature</b>	<b>Amenity or Feature</b>
Tree (specify species)	Bench, 6-foot
Bicycle Rack	Picnic Table, 8-foot
Pool Lounge Chair	Dog Park Feature
Playground Equipment	Playground
Outdoor Fitness Equipment	Batting Cages
Bleachers	Restroom Building
Pickleball Court	Sand Volleyball Court
Picnic Shelter	E-Bike Rental Station
Public Art	Sidewalk / Trail Segment

**CITY OF GRETNA, NEBRASKA  
DONATION AGREEMENT**

This DONATION AGREEMENT is made and entered into by and between \_\_\_\_\_ ("Donor") and the City of Gretna, Nebraska, a municipal corporation and a political subdivision of the State of Nebraska ("City").

WHEREAS, the City is a municipality of the State of Nebraska and the Donor's donation and contribution hereinafter provided for will constitute a "charitable contribution" as provided in Internal Revenue Code § 170(c)(1); and

WHEREAS, the Donor is willing to make the following described donation to the City which will greatly assist the City in equipping, improving and expanding its City recreation, parks, sports, and athletic facilities at the City's Parks; and

WHEREAS, the Donor and the City desire to specify in writing herein the agreed terms of the Donor's donation and the City's acceptance thereof.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN the Donor and the City as follows:

The Donor, in conjunction with the execution of this Donation Agreement, has delivered and donated to the City the amount of \$ \_\_\_\_\_, for the purposes of the City purchasing, installing and/or constructing at \_\_\_\_\_ Park the following amenities, facilities, equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Donor has provided specific detailed item information to the City and may review the final location prior to purchase and/or installation. The City shall determine the final location of the donation for the purpose of maintenance and safety. Any accepted donation shall be the property of the City. The Donor makes this donation to the City solely in exchange for the tax advantages that may be derived by doing so. No goods or services were received by the Donor in exchange for this contribution. Additionally, the City has the right to refuse any and all donation requests.

The City, as a municipal corporation and a political subdivision of the State of Nebraska, accepts and shall use the donation for the public uses and purposes herein provided, and the City recognizes the Donor's donation as a charitable contribution. The City shall complete and execute all Internal Revenue Service documents necessary to recognize the Donor's donation as a charitable contribution to the City.

Until used and distributed for the public purposes hereinbefore provided, the donation will be designated by the City and accounted for as a "restricted fund", separate and apart from other funds and monies of the City, but may be commingled with other assets of the City for investment purposes. Additionally, the donation shall be included in the City's annual audit report as a "restricted fund", which report will be made available to the Donor upon request.

To honor the Donor and the Donor's generous charitable contribution to the City, the following terms are agreed to, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If the donation cannot at some time in the future be applied to the above purposes because of a change in law or unforeseeable circumstances, then the City will consult with the Donor regarding the use of the donation for other related purposes. If the Donor, however, is not available and/or able to be contacted, then the donation may be used for any related purposes which in the opinion of the City, will most nearly accomplish the Donor's wishes. Furthermore, the City has the right to reject words and symbols proposed by Donor on plaques or other recognition markers.

Additionally, in the event that items purchased, installed or constructed via the donation become damaged, unsafe, obsolete or of little or no use or value, or require excessive City maintenance and/or the expenditure of City funds, then the City may in its sole discretion remove the items and the City shall not be required to either repair or replace the same. Any removable plaque, engraved plate, or device commemorating the donation will, in such cases, be offered to the Donor or the Donor's family or heirs.

No oral statements, representations or agreements other than this Donation Agreement shall have any force or effect and the City and the Donor agree that they will not rely on any representations or agreements other than those contained in this Donation Agreement.

By mutual consent of the City and the Donor, any provision of this Donation Agreement may be amended, modified or deleted. Any such amendments, modifications or deletions shall be recorded in a written and signed addendum, which shall constitute a part of this Donation Agreement. This Donation Agreement shall be binding upon and inure to the benefit of the City's future mayors and councils.

IN WITNESS WHEREOF, the parties have executed this Donation Agreement as of the dates so indicated below.

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Gretna, Nebraska

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CONTRIBUTION RECEIPT

Federal Tax ID #47-6006211

Date: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Donor: \_\_\_\_\_

Donation Item: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your contribution to the City of Gretna, Nebraska, a municipal corporation and a political subdivision of the State of Nebraska.

Your generous contribution is appreciated and will greatly assist the City of Gretna in equipping, improving, expanding and maintaining the recreation, parks, sports, and athletic facilities at City parks.

Please keep this receipt for filing with your tax return. No goods or services were received by the Donor in exchange for this contribution.

\_\_\_\_\_  
City Clerk  
City of Gretna, Nebraska