

# *Help Northwest Kansas GROW with the Gift of Grain*

## **Steps to Make a Charitable Gift of Grain**

*As a donor, you should follow these steps to ensure that ownership of the gifted grain is transferred prior to sale and you receive recognition for your gift.*

1. Contact Darci Shields, 785-734-2406 at Greater Northwest Kansas Community Foundation (GNWKCF) to let her know a gift is about to be made.
2. Complete the Gift of Grain Donation Form and mail it to:

**Greater Northwest Kansas Community Foundation  
PO Box 593, Bird City, KS 67731**

You will be sent a gift receipt for your records. Please consult your tax advisor for the appropriate tax deduction for your gift.

3. When you deliver the gifted grain to the local elevator, ask the grain elevator to issue a Grain Transfer Authorization (GTA) Form in the name of Greater Northwest Kansas Community Foundation. The GTA Form is evidence that the ownership of grain was transferred from the farmer to GNWKCF. Mail the GTA Form, copy of storage receipt, and Gift of Grain Donation Form to GNWKCF.
4. If the elevator does not have the Foundation's Gift of Grain Policy on file, instruct the elevator that it must send the contract to sell the grain to Greater Northwest Kansas Community Foundation for signature. The contract can be mailed to the address above or they may contact Darci Shields at 785-734-2406 to make other arrangements. Because GNWKCF owns the grain following your gift, you may ***not*** instruct the elevator to sell it.
5. Remind the grain elevator to issue the check for the sale of the grain to the Greater Northwest Kansas Community Foundation and mail it to the address listed above.

~Thank you for your Gift of Grain!

## **Gift of Grain Donation Form**

\_\_\_\_\_  
(Donor Name)

\_\_\_\_\_  
(Donor Address)

\_\_\_\_\_  
(City, State, Zip)

Amount/Type of Grain: \_\_\_\_\_

Contract Value (if applicable): \_\_\_\_\_ Market Value: \_\_\_\_\_  
(On Date of Storage Receipt)

Please designate below which Fund you wish to have your gift benefit:

\_\_\_\_\_  
(Fund Designation)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Grain Elevator)

\_\_\_\_\_  
(Elevator Phone Number)

A check mark in this box verifies that this grain does not have a lien against it; or if the grain does have a lien against it, a lien waiver from the lender is attached.

Please send this form along with the appropriate documentation to:

Greater Northwest Kansas Community Foundation  
PO Box 593, Bird City, KS 67731

### **ATTENTION GRAIN ELEVATOR OPERATORS:**

Please call Darci Shields at 785-734-2406 to create an account and set up grain disposition instructions.



**GNWKCF**