



Making a bequest

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In 2015, the Museum of New Zealand Te Papa Tongarewa celebrated 150 years since the founding institution, the Colonial Museum, opened with the collection and stewardship of Sir James Hector, New Zealand's first government science advisor.

Numerous individuals, families, trusts and private organisations have since made financial or collection bequests that have been used to continue to enlighten and educate visitors about our history and cultures.

Bequeathing items, property or financial gifts to the Te Papa Foundation is a very special way of creating a legacy and providing ongoing value for future generations.

Early private discussion

We respect donors' views and so encourage confidential discussion about bequest intentions before any arrangements are made.

Cash and liquid assets are easiest for the Foundation to receive and invest. Substantial funds for particular purposes may be administered by the Foundation by special agreement.

Gifts of artefacts, art and capital items are welcome and are accepted at the Foundation's discretion. They may be transferred to Te Papa subject to its collection and curatorial policies. In some circumstances gifts may be received and sold by the Foundation to realise funds.

Should you wish to donate substantial non-cash items please contact the Head of Foundation to discuss how to go about this.

Recognition

Unless you prefer otherwise, public recognition of your bequest will be in the form that is being adopted for other donations – fitting the categories described as Partnership Stones and Major Benefactor Circles.

How to make a bequest to the Te Papa Foundation

Following private discussion with our Head of Foundation, the following format can be used for a codicil in a will or estate management documentation. Guidance of your solicitor would also be appropriate.

I bequeath the sum of (insert sum) to Te Papa Foundation.

OR

I bequeath (insert number) percent of the residue of my estate to Te Papa Foundation.

OR

I bequeath Te Papa Foundation my property or my debentures, shares or similar assets (listed here)

OR

I bequeath Te Papa Foundation the item
(describe the item)

As part of the process the museum's curatorial staff would assess the item's suitability in regard to its existing collection, its legislative duties, its collection policies and ability to conserve, exhibit or use the gift for research purposes.

Offers to gift items can be made in a strictly private way and the curatorial assessment and any valuations would occur in consultation with the donor. Should the gift be accepted, the donor and value would be recognised according to the relevant Major Benefactor Circle.

(A Te Papa Foundation Deed of Gift form can be supplied upon request. A copyright transfer needs to be completed to enable Te Papa to create images, footage or copies in certain circumstances.)

Unrestricted Bequests or Restricted Bequests

If a bequest is to be unrestricted the Foundation Trustees will apply the gift to the area of most need at their discretion.

Should the donor wish for the gift to be restricted, please specify its nominated purpose.

Examples are as follows:

To be applied at the discretion of the Te Papa Foundation Trustees

OR

To be applied to: Exhibitions, Collections & Preservation or alternatives – Learning & Research; Renewal & Property

Advising the Foundation of your Bequest

If the donor prefers to give written notice of a bequest:

I am informing the Te Papa Foundation of a bequest and have made the appropriate instructions within my will.

Name:

Address:

City:

Country:

Email:

Phone:

OR

I wish to discuss with the Head of Foundation my wishes for this bequest:

E: HeadofFoundation@tepapafoundation.org.nz



TE PAPA
FOUNDATION

From the **heart**

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