



# Program Information

Franklin Park Borough has started a Memorial Donation Program which provides an excellent opportunity to donate a park bench or tree in memory, honor or dedication of a loved one or special person. Any memorial will be expected to enhance the park without hindering the quality of the open space. Policies and procedures have been established which describe the process through which applicants are encourage to work with Borough staff to determine how a memorial can enhance the experience of park users as well as meet the needs of the donor.

The following are types of donations that can be made through the Memorial Donation Program:

**Bench Donation:** The cost of a park bench donation is \$1,200 which includes a 6' recycled plastic bench, plaque, installation and maintenance.

**Tree Donation:** The cost of a tree donation is \$600 which includes the tree (to be determined by Borough staff), plaque, installation and maintenance.

Donors should refer to the [Memorial Donation Program Policy and Procedures](#) for more information. Donors must download the [Memorial Donation Request Form](#), from our website, and complete it in its entirety. The form should be submitted to the Borough by mail to the address listed on the form or by email to [dplatt@franklinparkborough.us](mailto:dplatt@franklinparkborough.us).

Any questions can be directed to [dplatt@franklinparkborough.us](mailto:dplatt@franklinparkborough.us).



# Memorial Program Policy and Procedures

## Policy Objective

The Franklin Park Borough has established a Memorial Donation Program to provide individuals and organizations with an opportunity to memorialize a special person who touched your life in a positive manner. Any memorial will be expected to enhance the park without hindering the quality of the open space. This policy describes a process through which applicants are encouraged to work with Borough Staff to determine how a memorial can enhance the experience of park users as well as meet the needs of the donor.

## Policy

1. A list of possible memorial locations will be provided by the Borough.
2. Memorial must be chosen from the Borough's list of approved items.
3. The donation amount will include the cost of the item, plaque, installation of the memorial and maintenance for a 15-year period.
4. The donor will follow the process outlined in the Procedures section of this document and the Borough will then review the application for approval.
5. If approved, the donor will submit payment in full and the Borough will order and install the memorial chosen along with the plaque. A certificate/letter and map will be sent to the donor showing location of the memorial.
6. Although the donor will have a say in the placement of the memorial, exact placement will be at the Borough's discretion.
7. The Borough will accept memorials given with no contingencies and the full understanding that they become the property of the Borough, who reserves the right to remove and/or relocate any memorial within any property owned by the Borough.
8. Accepting memorials in no way obligates the Borough to replace the memorial if it is stolen, vandalized, worn out, or irreparably damaged. The Borough will monitor the condition of the memorial. If a memorial is damaged or found to be in poor condition, the donor will be contacted and offered an opportunity to fund the repair or replacement of the item. Funding the replacement of the item will start the clock on an additional 15-year period.

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9. Benches: The Borough shall maintain the bench for a period reflecting the reasonable expected lifespan. The donor or heirs will be contacted in advance of the expiration date so that the donor may request a renewal at their expense. In the event of replacement or upgrading, the original memorial plaque may be reused or replaced with a new plaque at the donor's direction and cost. In the event the memorial is to be discontinued, the plaque will be offered to the donor or heirs.
10. Trees: Memorial tree installations are guaranteed for one year. If a tree dies during this period, it will be replaced at no charge. After the first year, replacement costs will need to be provided by the donor if replanting is desired. The memorial plaque will be installed next to the tree.

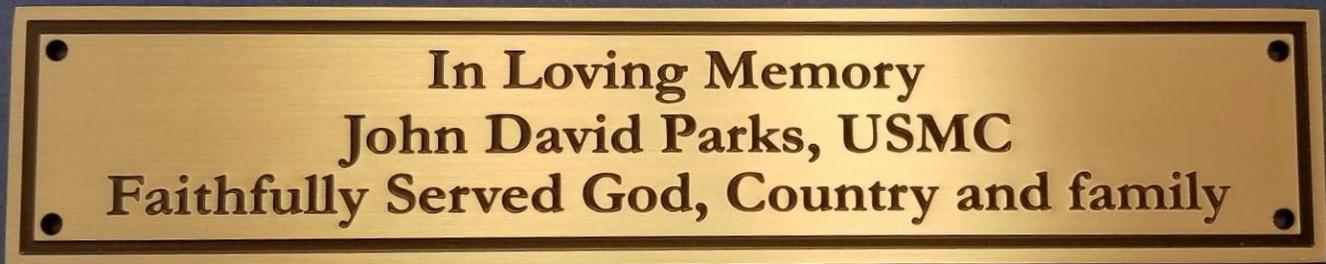
## Procedures

If you are interest in placing a memorial for a loved one in one of our parks or at the municipal building, email the Borough at [dplatt@franklinparkborough.us](mailto:dplatt@franklinparkborough.us).

1. Borough staff will contact you to discuss your idea and potential areas of need within the parks.
2. Donors must complete the [Memorial Donation Request Form](#) in its entirety and submit it to the address listed on the form. The form can be found on the Franklin Park Borough website at [www.franklinparkborough.us](http://www.franklinparkborough.us).
3. The cost of the memorial will include the memorial, installation, plaque, and maintenance.
4. If a plaque is being placed on the memorial donation, the language must be approved by the Borough.
5. Once the form is received, the information will be reviewed by Borough staff and approved by Borough Council.
6. If the memorial, location, and plaque wording is approved, then a letter will be sent to the donor.
7. Upon receipt of the payment, Borough staff will order the memorial items and the donor will be notified prior to installation.

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8. After the memorial is installed/planted the donor will receive a letter and map of the location of the memorial.
9. Although the Borough is a municipal government entity and not a part of a non-profit organization, donations qualify as a tax-deductible charitable contribution if made solely for "public purposes" under IRS Publication 526.





# FRANKLIN PARK BOROUGH MEMORIAL DONATION REQUEST FORM



Donor's Information:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Donation Request: Bench: \_\_\_ Tree: \_\_\_

Location of Request: BBHP: \_\_\_ Linbrook: \_\_\_ Old Orchard: \_\_\_ Acorn: \_\_\_ Municipal Building: \_\_\_  
Clover Hill Golf Course \_\_\_

This donation is requested in (circle one): Memory of / Honor of / Dedication of / Celebration of

Plaque Information:

Fill in the blanks below EXACTLY as you would like the plaque to appear. There is a maximum of 4 lines with up to 30 characters per line. Blank spaces count as characters. Not all lines or spaces need to be used. All text will be centered on the plaque. Please print legibly or type the information to insure accuracy. Only what is written below will appear on the plaque upon Franklin Park Borough approval.

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

**Park Bench**

**Donation Amount:** \$1,200

**Donation includes:** 6' Recycled Plastic Bench, plaque, installation and maintenance



**Trees**

**Donation Amount:** \$600.00

**Donation includes:** tree (TBD by Borough Staff), plaque and installation and maintenance



Return the completed Memorial Donation Request Form by mail to Franklin Park Borough, 2344 West Ingomar Road, Pittsburgh, PA 15237 or by email to [dplatt@franklinparkborough.us](mailto:dplatt@franklinparkborough.us).