

Donor Guidelines

Before making any supply donation please read the guidelines carefully.
Our needs change weekly and we make every effort to avoid donor duplications.

Art Supplies

We welcome supplies but storage space is limited so the following guidelines apply:

- We accept only new or gently used art supplies for camps and one-time workshops;
- A supply list should be emailed to us with specific information (quantity, condition, value);
- After reviewing a List our staff will contact donors to make a drop-off appointment;
- A letter of thanks with donation info will be supplied to donors for their tax records.

Please refer to our Current Wish List for a list of art supplies needed for classes and workshops.

Bath, Kitchen & Office Supplies

We welcome frequently used supplies but donors must make a drop-off appointment with staff.

- Multi-use printer paper & yellow lined writing pads;
- Ballpoint pens, yellow highlighters, Sharpie markers, Scotch tape, and duct tape;
- Bathroom tissue & Soft Soap pump dispensers;
- Fantastic spray cleaner, Windex window spray cleaner, Chlorox wipes;
- Rolls of paper towels.

Please refer to our Current Wish List for Gallery Equipment needed for presentations.

Original Artwork

We have no permanent collection or space to store artwork in a secure, climate-controlled area. Therefore, the board of directors will only consider donations that relate to the historic Kentish Guards Artillery Armory.

Donors with artwork or vintage photographs that meet that criteria should email us with

- A high resolution .jpg of the image;
- Title of the image, name of the artist who created it, and the date it was created;
- Approximate value of the image (include a copy of an independent appraisal if appropriate);
- Their honest evaluation of the condition of the image.

After board review a staff member will contact donors on whether the artwork was accepted.

For other artwork please contact the art museums below who have curatorial staff and climate-controlled, archival storage facilities:

- Newport Art Museum, 76 Bellevue Avenue, Newport RI 02840 Phone 401-848-8200
- RISD Museum of Art, 224 Benefit Street, Providence RI 02903 Phone 401-454-6500

We may occasionally delay a donation drop-off due to limited storage space.



3259 Post Road Warwick RI 02886 Phone 401-737-0010

