



GIFT ACCEPTANCE & FUNDRAISING POLICY

Authorised by: Board of Trustees

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Signature: 

CONTENTS PAGE

| | |
|---|---|
| 1. Introduction | 3 |
| 2. Definition and Scope | 3 |
| 3. Gift Acceptance and Fundraising principles | 3 |
| 4. Process for review | 4 |
| 5. Naming recognition..... | 4 |
| 6. Gift Agreements..... | 5 |
| 7. Gift Processing, Acknowledgement and Stewardship | 5 |
| 8. Fundraising Complaints Procedure..... | 5 |

1. Introduction

This document outlines Donne Foundation's policy for accepting donations and details the principles under which the Donne Foundation operates when undertaking its fundraising activities. Donne Foundation is a registered charity (no. 1148512), registered with the Fundraising Regulator and Institute of Development Professionals in Education.

The policy is intended for the Donne Foundation community and for prospective donors and their advisors, providing assurance that all donors are treated equitably, and that the Donne Foundation's reputation and achievements are not put at risk.

On behalf of Donne Foundation and the Trustees, the Donne Foundation solicits gifts from individuals and corporations to help further the growth and development of work done by the foundation.

Donne Foundation will not accept donations where sources fall short of the standards determined in this document, or if a gift has been illegally or unethically obtained, or if acceptance may damage the reputation of the Donne Foundation.

2. Definition and Scope

This policy applies to all philanthropic donations received. A donation, or gift, is a voluntary transfer of assets by an individual or organisation, made with philanthropic intent for the benefit of Donne Foundation, this includes:

- Donations received from individuals in the UK or overseas
- Donations from companies in the UK or overseas
- Donations from legacy bequests
- Grants from charitable trusts and foundations in the UK and overseas

3. Gift Acceptance and Fundraising principles

Donations are accepted and held by Donne Foundation. In considering the acceptance of any donation, the Donne Foundation will consider if the donation is compatible with the purposes and goals outlined in all relevant policies and regulations.

Donne Foundation will not accept donations which go against the Donne Foundation interests. Examples include:

- Do not further, or are in conflict, with the Donne Foundation values and mission
- Could create unacceptable liability or controversy
- Fail to meet the requirements of the Equalities Act 2010
- Violate the terms of this policy, or other policies of Donne Foundation the fundraising undertaken on behalf of Donne Foundation will:
 - Be truthful
 - Accurately describe the intended use of funds donated
 - Adhere to applicable requirements under charity law and the Fundraising Regulator Code of Fundraising Practice.

Employees who solicit funds on behalf of the Donne Foundation shall adhere to these guidelines and disclose immediately to the Board of Trustees any conflict of interest and not solicit or accept donations for purposes inconsistent with the Donne Foundation's objectives.

Paid fundraisers will not be paid with finders' fee, commissions or compensation based on number of gifts received or funds raised. They will be paid by salary, and their compensation consistent with the policies and practices that apply to non-fundraising staff.

4. Process for review

All donations which raise ethical concerns or have a value above £50,000 can only be accepted by the Board of Trustees and will be subject to due diligence, or review in relation to the acceptance of the principles above. The due diligence review will be conducted by the Development & Alumni Relations Department and presented to the Board of Trustees, who will seek further advice from the Donne Foundation's Governors, as appropriate.

In addition, under Money Laundering Regulations, the Donne Foundation has a responsibility to carry out due diligence checks on any amount over £10,000. This primarily applies to gifts from countries listed as high risk, requiring Enhanced Due Diligence, along with those received from individuals and organisations previously unknown to Donne Foundation, and with no obvious connection to us.

Approval by the Board of Trustees must be obtained prior to a proposal for a donation being submitted to the potential donor, or when a donor approaches the Donne Foundation before negotiations with the donor can continue.

Review may also be required, where:

- Significant naming rights are attached
- The donation is not monetary (e.g. a gift of shares or property)
- The cost to the Donne Foundation to administer the gift is greater than the value of the gift. The donor is not someone with whom the Donne Foundation wishes to be associated.
- The donation is from a country which places restrictions on its residents making overseas donations
- The donor, donor's family, or donor's friends and associates will derive undue benefit from the donation
- The donor may be in a vulnerable position and lack capacity to make a decision with regards to donating to Donne Foundation.

5. Naming recognition

Donations which involve naming will be subject to levels of approval as follows:

- Naming of any building or grounds, as part of a donor agreement, will be subject to review and approval from the Board of Trustees of the Donne Foundation.
- Naming of portions of a building or a classroom, as part of a donor agreement, will be subject to review and approval from the Board of Trustees.
- Naming of any other academic position, as part of a donor agreement, will be subject to review and approval from the Board of Trustees.
- Naming of a scholarship, bursary, award or prize, as part of a donor agreement, will be subject to review and approval from the Board of Trustees.

Approval needs to be obtained before any funding announcement becomes public.

Naming may be withdrawn on the recommendation of the Board of Trustees where subsequent concerns regarding the source of funding, or the individual, or organisation named.

6. Gift Agreements

For restricted gifts of over £25,000, Gift Agreements must include details of the gift, the project to be supported, fulfilment schedule (if applicable), naming rights (if applicable), relevant stewardship and recognition information.

With regards to pledges, where payments surpass the project timeline, the donor will be contacted by the Donne Foundation to discuss the future use of the remaining funds.

7. Gift Processing, Acknowledgement and Stewardship

All donations to Donne Foundation must be processed by the Donne Foundation's Finance Department and recorded confidentially by the foundation to ensure compliance with this policy.

Donne Foundation accepts the follow types of assets as a donation:

- Cash
- Securities – stocks and bonds
- Property and other real estate
- Gifts-in-kind

A donor's right to remain anonymous externally will be maintained, but full details will be recorded by the Development and Alumni Relations Office with the Donne Foundation's donor database, Raisers' Edge, and this policy will apply. Donor records are held in accordance with Donne Foundation Data Protection Policy.

A gift will only be accepted where the identity of the donor is provided. Donne Foundation is committed to the public and private recognition of its donors where desired. Each donor can expect to receive a formal and personalised letter from the Board of Trustees. All donors and bequest intentions will receive appropriate acknowledgement and recognition for their pledges and gifts, as well as assurance that their gift is used for the purposes designated.

8. Fundraising Complaints Procedure

Donne Foundation is registered with the Fundraising Regulator. We are committed to best practice and take all complaints very seriously.

If you have a concern or complaint about our fundraising, please contact us:

- Email Andy Harrison at [info \(at\) donne-uk.org](mailto:info@donne-uk.org)
- Write to us at Donne Foundation, 9 Hogarth Close, W5 2JT