

GIFT ACCEPTANCE POLICY

1.Scope

This policy sets out:

the principles that the University will follow when seeking and accepting gifts from individuals, charitable trusts and other corporate bodies, and the commitments that it makes to donors and prospective donors, and to highlight that

The University recognises the guidance for fundraising published by CASE (Council for the Advancement and Support of Education) and the Chartered Institute of Fundraising.

3. General Principles and Procedures for Gift Acceptance

The following principles and procedures apply to all kinds and sizes of gifts.

3.1 The Fundraising Office of the University will co-ordinate the University's efforts to seek philanthropic support, including that from alumni, friends, trusts, foundations and corporates in the UK and abroad. It will also be the Office that will routinely receive gifts on behalf of the University, record them and arrange for their appropriate allocation.

3.2 Donations should not be directly received by academic Schools or by Services, unless previously agreed with the Fundraising Office. It is particularly important for the University to prevent any directness of influence (real or perceived) upon academic pursuits, processes or standards, including (in the case of gifts from family members) upon individual student outcomes.

3.3 The Fundraising Office will take all reasonable measures to ensure it is aware of the source of funding for gifts and will undertake due diligence to ensure that gifts are for purposes consistent with the University's mission and that no legal or reputational issues are raised by their acceptance. One such factor is the timing of a gift, if it may be construed as influencing or having influenced (for example) an academic outcome or a procurement process.

3.4 Members of the University staff must disclose immediately to the Fundraising Office any actual or apparent conflict of interest that a gift may pose.

3.5 The University recognises that perceptions of what is acceptable and factors affecting reputations may change over time. In its acceptance of gifts, the University will act in good faith according to the standards prevailing at the time of receipt.

3.6 The Fundraising Office will maintain appropriate records to enable tax to be reclaimed under the UK Gift Aid scheme. This will be an auditable record for every gift and donor (individual, trust or corporate), held in an electronic database. Regular audits will be carried out, and information may be required by bodies such as HM Revenue & Customs in respect of gift aid claims.

5 Gifts over £5,000

5.1 All such gifts will be notified to the office of the Head of Fundraising on their offer or receipt, which will initiate an appropriate process of due diligence and assign a named contact/canvasser.

5.2 To manage the balance between the need to know and the right to privacy, in its due diligence investigation the Fundraising Office will typically focus on reviewing and noting only information that is relevant to the funds or donor and that is in the public domain (which is often considerable).

5.3 If the donor is a corporate or charitable body that is legally permitted to operate in the UK, then the source of funding will not normally be contested. The Fundraising Office relies on the UK charity regulators and Companies House for information and would not normally seek (or be a position) to conduct an independent investigation of funding sources. The position is similar in the United States, where charities are also highly regulated.

5.4 Gifts from states or governments outwith the UK will usually be offered with conditions that require legal and reputational factors to be taken into account prior to acceptance. If normal diplomatic relations do not exist between the UK and the state in question, then the offer of a gift would not normally be accepted. Exceptionally, the offer may be referred to the Fundraising Strategy Oversight Committee for consideration and a recommendation to the Head of Fundraising.

5.5 Donors offering pledges valued at over £5,000 will be asked to complete a gift agreement that outlines the details of the gift, the project to be supported (if designated), a pledge payment schedule and naming rights (if applicable). The agreement will be signed by the donor and (on behalf of the University) by the Head of Fundraising. Oral pledges are not officially logged until confirmed in writing.

5.6 In any cases of concern, and for gifts in excess of £50,000, the Head of Fundraising will normally seek additional guidance from the Fundraising Strategy Oversight Committee after completing the process of due diligence. This referral is required for gifts of £250,000 or more. At any time, the Head of Fundraising may also seek any other advice to enable a decision to be reached regarding the acceptance of a gift and its conditions. This will include liaison with the Communications Office.

6 Return of Gifts

6.1 Gifts made to the University will not normally be returned to the donor.

6.2 In cases where a gift with agreed restrictions has been received by the University in good faith but where circumstances have changed so that the original purposes of the gift cannot be fulfilled in whole or in part, then the University will normally seek to use the funds in a way that closely corresponds to the original objectives of the donor, consulting the donor or the donor's representative wherever possible.

6.3 Gifts that are paid in error by the donor's bank and bank overpayments, will be refunded to the donor.

7 Administration of Gifts of Non-Monetary Assets

7.1 Legacies/bequests -

Services to co-ordinate fundraising, facilitate contacts, conduct due diligence and ensure that all gifts are received and recorded in a consistent and appropriate manner.

