

MAP Charity Gift Acceptance Policy 2019

Context

MAP Charity Trustees are responsible for assessing and managing any risks to our charity's activities, beneficiaries, property, work and reputation. Money laundering, tax evasion, proceeds of crime and adverse publicity about a donor are examples of how a charity could be exposed to criminal liability and resulting in reputational damage.

MAP Charity requires an appropriate due diligence policy covering solicitation, gift acceptance and refusals, to provide staff, particularly those who deal with fundraising, with the relevant guidance when seeking major gifts and substantial sums.

Gift Policy

Background

MAP Charity actively seeks gift income from UK and international donors as a legitimate, sustained and vital component of its funding. This policy covers the solicitation and acceptance of such gifts.

MAP Charity is a registered charity and will observe the requirements of charity law and all other relevant legislation at all times in relation to the receipt and expenditure of funds.

The charity commission expects the sector to be self-regulating in all matters pertaining to fundraising. Its guidance (CC20) states that:

"Trustees and their charities follow the Codes of Fundraising Practice developed by the sector, through the Institute of Fundraising, and regulated by the Fundraising Standards Board."

The Institute's Key Principles and Behaviours form an [annexe](#) to this policy. Its full Code of Practice can be found at: <https://www.fundraisingregulator.org.uk/code/printable>

Responsibility for the acceptance and refusal of gifts sits ultimately with the Trustees of MAP Charity, even where decision-making has been delegated to other MAP Charity staff. The Trustees act in the best interests of MAP Charity in each case.

The Trustees are responsible for approving this gift policy which sets out the framework within which donations, gifts and legacies to MAP Charity may be accepted. The policy will be reviewed annually by MAP Charity's most senior fundraising staff member with amendments to be approved by the Trustees.



Due diligence

MAP Charity will enter into appropriate gift agreements with donors for all major gifts defined as those of £5,000 and above – a gift agreement is required for such gifts.

MAP Charity will take all responsible steps (bearing in mind the size and nature of the gift) to ensure that it is aware of the ultimate source of funding for each gift.

In doing so, MAP Charity will ensure that it is satisfied that the funds do not derive (indirectly or directly) from activity that was or is illegal. Where necessary, MAP Charity will look behind potential donors to satisfy itself about their ultimate source of funding. This will take place as required across the income generating streams of Corporate Sponsorship, Trust and Foundation grants, and Individual Giving including Legacy Giving.

In undertaking the due diligence to assess the acceptability of a potential gift, MAP Charity will have regards to data protection and the rights and privacy of prospective donors and will actively seek to distinguish between rumour and matters of confirmed fact or legal findings.

The acceptability review will take place prior to solicitation wherever possible rather than at the point of acceptance (an unsolicited legacy or bequest would be an example of an exception to this).

Potential gifts which may raise issues relating to their acceptability under this policy and/or those which may give rise to significant public interest (positive or negative) will be drawn to the attention of the Director at the earliest possible stage.

The Director will be provided with full information of the purpose and background to the potential donation and shall determine how to proceed in consultation with the Board of Trustees. If appropriate, this can take the form of a Risk Register.

All staff and Trustees are actively encouraged to identify and assist in soliciting prospective donors. All MAP Charity staff, contractors and volunteers who are seeking to raise funds in the organisation's name must work in partnership with the Development Project Manager to ensure compliance with this policy. All efforts to secure gifts from private sources must be brought to the attention of the Development Project Manager in advance.

Gift Acceptance

The Development Project Manager will be responsible to the Director for the day-to-day operation of this policy. Responsibility for undertaking due diligence in line with the policy falls to the fundraising staff, who will obtain and bring forward all relevant evidence and present both sides of the argument fairly before making a recommendation about a particular gift.

The Development Project Manager will be responsible for providing information to the Trustees about the solicitation and acceptance of gifts as requested.

A regular gift report will be provided quarterly to the Board of Trustees, with current and potential donors.



MAP Charity will be transparent about the sources and purposes of gifts we accept. Where donors wish to remain anonymous, such anonymity will be respected so far as is legally and practically possible.

Donors will be offered opportunities for continuing engagement with the activities that they have funded but the management and governance of these activities will exist solely with MAP Charity.

MAP Charity will operate its standard policies including but not limited to recruitment, hiring, promotion, procurement, management and governance for all research programming and other activities funded by gifts.

All funds raised in the name of MAP Charity will be administered by MAP Charity's accountant in accordance with the arrangements approved by the Trustees.

The Development Project Manager is responsible for issuing the official gift receipts and donor acknowledgements, and, with the assistance of the accountant, for the proper deposit of gift funds.

Adequate records of all gifts will be kept by the Development Project Manager to allow proper audit trail.

Gift Refusal

Donations and/or gifts may be legitimately refused in certain circumstances but this must not be influenced by any personal viewpoints of the Trustees or their delegates within MAP Charity staff.

MAP Charity will not accept gifts in cases where to do so would, considering all risks:

- Compromise MAP Charity's status as a charitable organisation
- Limit freedom of enquiry
- Create unacceptable conflicts of interest
- Cause material damage to MAP Charity's reputation (including deterring significant numbers of other donors or supporters)
- Cause financial loss to MAP Charity
- Cause damage to MAP Charity
- Be directly in opposition to MAP Charity's mission, objectives and publicly stated vision, values and ethics framework.

Gifts will not be accepted where the source of the funds is unknown.

In exceptional circumstances, subsequent events or additional availability of information may give rise to the need to review a previous decision to accept a gift. A



decision to return a gift shall always be a matter for the Trustees to review on the recommendation of the Director and Development Project Manager, having taken proper legal advice as necessary.

MAP Charity will not normally return a gift which has been accepted in good faith in compliance with this policy and the law.

MAP Charity will respond promptly to a complaint by a donor or prospective donor about any matter within this policy. A designated member of the Development team will attempt to resolve the concerns in the first instance. A complainant who remains unhappy may request in writing a review of their complaint by the Director and will be advised of the outcome in writing.

This policy is available in a hard copy to donors and prospective donors on request.