Gifts and Fundraising Policy

Section 1 - Purpose

(1) This Policy:

a. establishes the University of Canberra's (University) principles in regard to fundraising approvals, gift acceptance and gift management
b. describes the gift and fundraising function and the role of Advancement to coordinate and administer philanthropic activities across the University, and
c. prescribes the use of the University of Canberra Foundation (UC Foundation) name.

Section 2 - Scope

(2) This Policy applies to all:

a. University staff, members of Council and any other body or individual that is authorised by the University to solicit donations on its behalf, and
b. gifts received by the University and philanthropic grants from Trusts, Foundations and other agencies.

(3) This Policy does not cover:

a. investment of endowed funds, which is covered under the University's Investment Policy, and
b. recognition of donors and sponsors by naming, covered under the University's Naming Rights Policy.

Section 3 - Principles

Gifts and Fundraising Function of the Advancement

(4) In its function to coordinate and administer philanthropic activities across the University, Advancement and its staff are responsible for:

a. establishing best practice for philanthropic activities across the University
b. soliciting donations through a comprehensive portfolio of philanthropic campaigns
c. approving all fundraising activities that solicit gifts for the University
d. maintaining personal information on alumni, donors and friends of the University through use of a secure database in accordance with Information Privacy Act 2014 (ACT); Territory Privacy Principles (TPP's); and the University's Privacy Policy
e. coordinating negotiation and acceptance of donations
f. processing, receipting, administering and reconciling all philanthropic gifts to the University with the assistance of Finance & Analytics
g. creating and maintaining relationships with donors and prospective donors

h. overseeing and advising on the management and administration of gifts across the University
i. collaborating with faculties, research institutes and administrative units (i.e., Research Services, Graduate Research School, etc) in the development of gift proposals and implementation of gifts to ensure the best outcomes for the University, and
j. managing and developing the UC Foundation name as a vehicle to generate interest and awareness of giving to the University.

Use of the UC Foundation Name

(5) The UC Foundation is a nameplate of the University managed by Advancement. The Foundation does not exist as an independent structure.

(6) The UC Foundation name is to be used:

a. for the purposes of promoting philanthropy at the University
b. to solicit gifts for the University
c. for the purposes of reporting internally and externally on fundraising achievement and impact across the University, and
d. as the name within the University's financial accounts which holds funds donated to the University.

(7) A Gift to the UC Foundation is a gift to the University which is recognised as a Deductible Gift Recipient (DGR) by virtue of its status as a "public university" in the terms of the Income Tax Assessment Act 1997.

(8) Advancement provides an Annual Report on fundraising activity and financial statements on gifts received and held under the UC Foundation name to Council, via Finance Committee and management via the Vice-Chancellor's Group.

Fundraising Approvals

(9) All planned fundraising activity soliciting gifts for the University must be approved in advance by the Deputy Director, Advancement.

(10) In the event that advance approval is impractical (i.e. due to an unexpected and time critical opportunity with a perspective donor) the Deputy Director, Advancement must be informed as soon as is practical.

Gift Acceptance

(11) The UC Foundation implements a policy on acceptance and refusal of gifts such that:

a. all gifts are in accordance with the University's purposes and objectives under the University of Canberra Act 1989
b. all gifts adhere to the Fundraising Institute of Australia's Code of Acceptance and Refusal of Donations
c. where a donor wants a gift to be designated for a special purpose, the wishes and intentions of the donor will provide guidance for how the gift will be used, however, the University ultimately has the final decision on how an accepted gift will be used
d. UC Foundation will not accept gifts that
    i. are restrictive or inconsistent with the University's mission and priorities
    ii. compromise the University's integrity, autonomy or academic freedom
    iii. cause the University to breach any applicable policy or law
    iv. cause the University excessive expenditure and/or commitment to maintain, administer or comply with the gift and its intended use

v. may result in reputational risk to the University
vi. are not made in the true spirit of benefaction, and
vii. are likely to result in a material benefit or advantage being received by the donor and/or their immediate family.

(12) Gifts will not normally be refunded unless genuinely made in error.

(13) Gifts may only be accepted or refused by the Vice-Chancellor, members of the Vice-Chancellor's Group (VCG) and staff of Advancement pursuant to their relevant financial delegations.

(14) All delegates must seek advice from the Deputy Director, Advancement before accepting a gift.

(15) If, after taking an appropriate advice, the delegate is uncertain he or she should refer the matter to the Gift Acceptance and Administration Committee for further advice.

(16) All gifts of AU$1,000,000 or more should be referred to the Gift Acceptance and Administration Committee for advice prior to acceptance.

Gift Administration and Management

(17) The University will manage and administer gifts ensuring gifts are used to the best advantage of the University.

(18) Gift administration will be consistent with applicable trust conditions and donor preferences. Where donor preferences are inconsistent with the objectives of the University, the University's objectives will take preference. In this situation, the University will endeavour to consult with the donor and use the gift for the closest possible purpose to the donor's intent that is beneficial to the University.

(19) Decisions relating to gift administration and management will be made by the delegate responsible for accepting the gift. Delegates should:

a. seek advice from the Deputy Director, Advancement when making decisions in regard to gift administration and management, and
b. if, after taking appropriate advice, the delegate remains uncertain he or she should refer the matter to the Gift Acceptance and Administration Committee for advice.

(20) Expenditure decisions relating to gifts will be made pursuant to relevant financial delegations.

Gift Acceptance and Administration Committee

(21) The University will establish a Gift Acceptance and Administration Committee.

(22) Membership of the Committee will comprise:

a. Vice-Chancellor (Chair)
b. Chief Financial Officer
c. Deputy Director, Advancement, and
d. Two Deans or Research Institute Directors appointed by the Vice-Chancellor on a 2-year rotational basis.

(23) For the purposes of Gift acceptance, the Vice-Chancellor may elect to expand the membership for a single meeting such that one or more of the following people are included:

a. A member of Council

b. The Chief Operating Officer and Vice-President Operations
c. A Deputy Vice-Chancellor,
d. An external representative chosen for their standing in the community or business, their knowledge and experience and their understanding of the University, its objects, values and strategic priorities.

(24) The primary role of the Gift Acceptance and Administration Committee is to:

a. oversee the income and expenditure of the UC Foundation including:
    i. reviewing and approving the UC Foundation's annual report, and
    ii. reviewing annual income and expenditure on the University's endowments and approving forward expenditure,
b. review any proposed gift referred to the Committee by a delegate against the gift acceptance principles in clause 4 of this Policy and provide advice to the Vice-Chancellor, who maintains ultimate right to accept or refuse the gift.
c. review any gift management proposal referred to the Committee by a delegate against the Gift Management and Administration principles in clauses 17 – 20 of this Policy and provide advice to the Vice-Chancellor who maintains ultimate decision making authority.
d. to take on the role of the W.J Weeden Postgraduate Scholarship Trust Fund Committee.

(25) The Gift Acceptance and Administration Committee will meet on an annual basis with additional meetings on required basis.

Section 4 - Procedures

(26) Nil.

Section 5 - Definitions

Terms	Definitions
Gift	A voluntary transfer of money or property to the University by way of benefaction where no material benefit is received by the donor from the University in return.
Donation	See 'Gift'
Sponsorship	A transfer of money or property to the University in a transaction where the sponsor receives certain specified material benefits in return. Sponsorships attract GST as they provide a material benefit.
Donor	Any person or organisation making a donation to the University.
Deductible Gift Recipient	A deductible gift recipient (DGR) is an entity or fund that can receive tax deductible gifts.
Deputy Director, Advancement	The most senior staff member of the Advancement.

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