



MOUNT  
KELLY

Boarding and Day School  
Boys and Girls, Aged 4-18

## Gift Acceptance Policy

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**Owner** Development & Alumni Manager

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## **1. Introduction**

This document outlines Mount Kelly's policy for the acceptance of donations and sets out the principles under which the School will seek to operate when undertaking its fundraising activities. It reflects our commitment to implementing, as far as possible, best practice in our fundraising activities, and is in line with the current guidance provided by the Institute of Fundraising (IoF).

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

This document is not legally binding, but sets out the principles under which the School will seek to operate when undertaking its fundraising activities.

On behalf of the Governors of the Mount Kelly Foundation (306716), the Mount Kelly Development Office solicits gifts from individuals, corporations and charitable trusts and foundations, to help further the mission of the Mount Kelly.

Mount Kelly will not accept donations where the sources, or naming of a gift fall short of the standards determined through the guiding principles detailed below or if a gift has been illegally or unethically obtained or acceptance may damage the reputation of the School.

## **2. Definition and scope**

This policy applies to all philanthropic donations received by the Mount Kelly Foundation. A donation, or gift, is a voluntary transfer of money by an individual or organisation, made with philanthropic intent for the benefit of the School and its mission. This includes:

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

### **3. Guiding principles**

The UK Bribery Act 2010 requires Mount Kelly to ensure that the receipt of a donation is not related to some inappropriate advantage that be afforded to the donor, such as the offer of a School place for a close relative or the award of a contract. Other relevant legislation includes the Proceeds of Crime Act 2002, the Terrorism Act 2000 and the Money Laundering Regulations 2007 under which it is an offence to receive, retain or convert money or property known or reasonably suspected to be the product of criminal activity.

The School also provides [a set of values](#) by which the whole community is expected to act and to take into account when making decisions at all levels of the School's operation. All fundraising activities should be conducted in line with the School's published values of compassion, courage, humility, respect, commitment and integrity.

### **4. Gift Acceptance principles**

Donations are accepted and held by the Mount Kelly Foundation and allocated to the charitable purposes of Mount Kelly in accordance with its Financial Regulations, which are formulated and monitored by the Finance and General Purpose Committee of the Governors.

In considering the acceptance of any donation, Mount Kelly will consider if the donation is compatible with the purposes and goals outlined in all relevant policies and regulations (including the School's Anti-Corruption and Bribery Policy).

Mount Kelly will not accept donations which are counter to Mount Kelly's interests. Examples include, but are not limited to, gifts that:

- Do not further or are in conflict with Mount Kelly's values and mission
- Are too difficult or expensive to administer or could create unacceptable liability or future expense
- Fail to meet the requirements of the Equalities Act 2010
- Violate the terms of this policy or other policies of Mount Kelly

### **5. Process for review**

All donations with which there are ethical concerns, or which have a value above £100,000, can only be accepted by the Head Master and will be subject to due diligence or review in relation to the acceptance principles detailed above. The due diligence review will be conducted by the Development & Alumni Manager and presented to the Head Master who will seek further advice from the School's Governors as appropriate. Approval must be obtained by the Head Master prior to a proposal for a donation being submitted to the potential donor, or when a donor approaches the School before negotiations with the donor can continue.

In all other cases, such approval must be obtained to continue negotiations as soon as it becomes clear that a donation will be made, or to continue negotiations if issues arise during the course of negotiations which give rise to ethical concerns.

Approval must always be obtained from the Head Master prior to acceptance of a donation and of the terms of that donation.

## **6. Naming recognition**

Donations which involve naming will be subject to levels of approval as follows and before the funding announcement becomes public:

- Naming of any building or grounds as part of a donor agreement will be subject to review and approval from the Governors of the School upon the advice of the Head Master
- Naming of portions of a building or a classroom, seminar room or facility, as part of a donor agreement, will be subject to review and approval from the Governors of the School upon advice of the Head Master
- Naming of any other academic or support staff position as part of a donor agreement will be subject to review and approval from the Governors of the School upon advice of the Head Master in consultation with the relevant department or division
- Naming of a scholarship, bursary, award, prize or bursary as part of a donor agreement will be subject to review and approval from the Governors of the School upon advice of the Head Master
- Naming plaques requires approval from the Governors of the School upon advice of the Head Master

Naming may be withdrawn on the recommendation of the Head Master where subsequent concerns arise regarding the source of the funding or the individual or organisation named.

## **7. Gift agreements**

For restricted gifts of over £5,000 Gift Agreements must include the details of the gift, the project to be supported, fulfilment schedule (if applicable), naming rights (if applicable), relevant stewardship and recognition information.

Gift agreements for endowment must include a standard clause reserving the authority of the School's Governors to propose changing the use or purpose of the donation when its object is no longer viable at Mount Kelly. For example, where the School no longer offers a subject for which a restriction has been accepted for a scholarship.

In general, restrictions related to the use or purpose of a donation should be written as preferences to allow Mount Kelly the greatest latitude in ensuring future use. When that is not possible, the agreement should reserve the authority of the School's Governors to change the use or purpose of the donation as circumstances change.

## **8. Gift processing, acknowledgement and stewardship**

All donations to the Mount Kelly Foundation must be processed by the School's Bursary Office and recorded confidentially by the School's Development Office to ensure compliance with this policy.

Mount Kelly may accept the following types of asset as a donation:

- Cash
- Securities - stocks and bonds
- Property and other real estate
- Property which is to be sold

A donor's right to remain anonymous externally will be maintained, but full details will be recorded by the Development Office within the School's donations database and this policy will apply.

A gift will only be accepted where the identity of the donor is provided.

Mount Kelly is committed to the public and private recognition of its donors where it is desired. Each donor can expect to receive a formal and personalised letter from the Head Master or the Development Office. 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.