



Foundation

Victoria University of Wellington Foundation

Gift Acceptance Policy

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Appendices

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1. Introduction

This policy applies to all philanthropic support, funding by individuals, trusts, organisations, government agencies and other entities. This policy covers support in the form of money, pledges of money, shares and other securities, other real and intellectual property, but does not extend to time volunteered to the University.

Every project that is proposed by a donor, or by the University, carries potential benefit and risk to the University. This policy seeks to maximise the benefits and minimise the risks.

The university accepts philanthropic gifts through other trusts and entities. This policy covers only those gifts via the Victoria University of Wellington Foundation and partners as noted in 1.1 iv.

1.1 Responsibility for fundraising within the policy

- i) Responsibility for ensuring that fundraising is conducted in accordance with university policy sits with the fundraising lead and, or the project lead for which funds are to be raised.
- ii) Any fundraising activities must be consistent with the University's policies and statutes.
- iii) Fundraising at all levels will adhere to the policies below on:
 - Soliciting gifts on behalf of Te Herenga Waka - Victoria University of Wellington, the Research Trust of Victoria, (UK) Friends of Victoria University of Wellington, the US Friends of Victoria University of Wellington, partner Foundations in Hong Kong and Singapore and contributions to organisations and projects that have a fundraising MOU with these entities.
 - Gift acceptance policies
 - Due diligence
 - Donor involvement guidelines
 - Pledges
 - Naming rights

1.2 Gift Types

- i) Untagged Gift

An untagged gift is when a donor does not specify any purpose for the gift. The untagged gift can be in the form of *endowed capital* or *non-endowed*. (For fund types, please refer to the Section 3.1.)

Untagged gifts are beneficial to the University as they may be targeted to areas where the institution most needs resource. These funds are applied to specific projects on the recommendation of the Vice-Chancellor for approval by the Foundation Board of Trustees.

ii) Tagged Gift

A tagged gift is when donors wish to donate to a specific purpose. This gift benefits specific areas of need, scholarships, capital projects, departments, academic programmes, or other purposes specified and agreed in writing by the donor. The tagged gift can be in the form of endowed capital or non-endowed. *(For fund types, please refer to the Section 3.1.)*

The University recognises and respects the right of a donor to channel gifts to a specific purpose, and the specification of any gifts accepted by the University will be implemented faithfully and in line with donor involvement guidelines.

iii) Bequests

A bequest is a commitment established by a donor during their lifetime, the principal benefits of which are not available until the death of the donor. The Foundation encourages donors to make the purpose of their bequest as general as possible. When the terms of a bequest are so restricted as to present a significant risk that changed circumstances could render its use extremely difficult or impossible, a donor should be encouraged to include language that will permit an alternative use or give authorisation for alternative use to the Foundation Trustees in the future.

iv) Gift in kind (non-monetary items)

Gift in kind donations are offered in the form of property, artworks, life insurance policies, software licences, patents, copyrights, royalties and other non-cash items. The acceptance and value of these donations are assessed on a case-by-case basis.

In considering the solicitation or acceptance of artwork or collectibles that will become part of the University's collection, the Development and Alumni Relations staff and Foundation trustees will act consistently with University policies that cover such acquisitions.

1.3 Involvement of Donors

The Victoria University of Wellington Foundation and the University value the relationship with donors and welcome the active participation of donors in shaping a gift that meets their ambitions. In accepting donations, the University must also ensure alignment with strategic objectives and core values, particularly regarding teaching and research. This includes maintaining the integrity of research methods, conclusions and findings and the dissemination and publication of research and upholding institutional autonomy and academic freedom. This does not preclude donors from actively engaging to help determine the scope of a gift but does place limits on the areas in which a donor may appropriately be involved.

Choices regarding curriculum and assessment, appointments to academic positions, the selection of students, the design and conduct of research and the awarding of scholarships and prizes are academic decisions and remain under university control. Guidelines have been developed to ensure there are clear boundaries for potential donors and University staff (see Appendix II). These are designed to: a) uphold University values and maintain academic integrity; b) protect donors and the

University from publicly expressed concerns or perceptions of undue donor influence over academic, staffing, administrative, building, admissions and student programming decisions; and c) ensure compliance with relevant legislation and regulations governing charitable giving.

1.4 Methods of Giving

i) Cash Donations

Cash contributions includes cash, cheque (international only), credit card payment, bank transfer and payroll deduction.

ii) Gifts of Shares

When the Foundation is offered a gift in the form of shares, these shares will be valued at the close of day on the day ownership is transferred to the Foundation. The Board of Trustees may decide to hold the shares or sell on the receipt of the shares. The shares or cash will be invested according to the current [Statement of Investment Policy and Objectives \(SIPO\)](#).

iii) Non-monetary items

When the Foundation is offered gift of non-monetary item. *(For gift types, please refer to the Section 1.2.)*

1.5 Pledges

A pledge is defined as an unconditional promise to give cash or other assets. For accounting purposes, a pledge is not legally binding, but serves as a non-binding promise of a gift which the Foundation has a reasonable expectation will be honoured.

2. Soliciting Gifts on Behalf of Te Herenga Waka - Victoria University of Wellington

2.1 General Policies

- i) Staff are asked to refer to the Foundation in any publicity (internal or external to the University) relating to a project in which the Foundation has been involved in raising funds.
- ii) The Foundation will act in line with the University *Naming Rights Statute* for relevant approval of naming of where required.
- iii) Staff may not serve as executors of an estate which benefits the University.
- iv) Any staff conflicts of interest will be managed as per the University *Conflicts of Interest Statute*.

2.2 Gift Acceptance

Philanthropic funding is accepted from a wide variety of public and private sector sources. The Executive Director, Development and Alumni Relations

must take all reasonable steps to ensure that the University is aware of the source of funding for each gift. The Development Office will undertake due diligence as per the *Due Diligence Procedure* (Appendix I).

- i) When a gift is in question the final decision for acceptance will be made by the Chair of the Victoria University of Wellington Foundation Board of Trustees in consultation with the Vice-Chancellor.
- ii) Gifts are not accepted that may:
 - (a) contravene laws in New Zealand;
 - (b) undermine University values, and the principle of academic freedom;
 - (c) create unacceptable conflicts of interest;
 - (d) expose the University to undue adverse publicity; reputational or political risk or unplanned/unbudgeted financial costs;
 - (e) cause any other damage, including financial damage, deterring other donors to the University; or
 - (f) conflict with the values and aims of the University in any other way.

The final decision to subsequently accept a gift will be following consultation and agreement between both the Chair of the Foundation Board of Trustees and the Vice Chancellor.

3. Establishment of Funds

- i) All tagged gifts requiring the creation of a new fund must be documented in writing from the donor, preferably with an agreement signed by the donor and the University. When a gift is accepted, the University assumes both a legal and an ethical obligation to conform to the wishes of the donor.
- ii) When the terms of a gift are so restricted as to present a significant risk that changed circumstances could render its use extremely difficult or impossible, donors should be encouraged by the University to include language that will permit an alternative use or give authorisation for alternative use to the Foundation Trustees in the future.
- iii) All endowed capital tagged funds will be reviewed on their 20-year anniversary. The review will consider the original intent of the gift and whether it can still be delivered faithfully and effectively. The decision whether to continue capitalisation for another 10 years or redirect the capital to another fund will be recommended by the Executive Director and the University and ratified by the Foundation Board of Trustees.

Where the decision to redirect funds is recommended, it will be towards a fund that is closely aligned and where possible in consultation with the donor (or donor's representative if the donor is deceased) as detailed in the Refund and Redistribution Procedures.

3.1 Fund Types

i) Endowed Capital - Tagged

Endowed capital tagged funds are comprised of gifts designation for a specific purpose in perpetuity. Those gifts received for specific endowed funds are to be invested by the Foundation and only income generated from this capital fund to be disbursed as instructed by the donor. Establishment of a new endowed fund must have a minimum of \$100k with the exception of Prize endowments which must have a minimum of \$10k.

ii) Endowed Capital – Untagged

Endowed capital untagged funds are where the gift/s have been received with no specified project or purpose of the gifts. These gifts will be allocated to the general endowed capital untagged fund and be invested by the Foundation in perpetuity. Only the income generated from this capital fund will be disbursed for general purposes at the University's discretion. The disbursements from this fund to specific projects will be made on the recommendation of the Vice-Chancellor with approval by the Foundation Trustees.

iii) Non-endowed - Tagged

Non-endowed tagged funds are comprised of gifts where donors have specified the project, purpose or faculty/school to which their gift must be disbursed in its entirety within a stated timeframe.

iv) Non-endowed - Untagged

Non-endowed untagged funds are comprised of gifts where the donors have not specified the project or purpose of the gifts. Their gift must be disbursed in its entirety within a stated timeframe at the University's discretion. The disbursements from this fund to specific projects will be made on the recommendation of the Vice-Chancellor with approval by the Foundation Trustees.

3.2 Gift Receipting and Acknowledgement

- i) Tax Receipt – All gifts received are acknowledged with an official charitable receipt that includes, as a gift amount, gift date and designation of the gift. This receipt is deemed to be the official acceptance of the gift as well as the official receipt of the donation for income tax deductions.
- ii) Receipting for Tax Purposes – The Charitable Act 2005 requires all charitable organisations to provide receipts for the contribution of five dollars or more. The Victoria University of Wellington Foundation, as a matter of policy receipts all gifts of behalf of Te Herenga Waka - Victoria University of Wellington.

3.3 Naming Rights

- i) Naming rights may be made available to donors for buildings, parts of buildings, functional entities, academic positions, and scholarships and

prizes at Te Herenga Waka - Victoria University of Wellington. Naming rights may be awarded to recognise exceptional service or philanthropic contribution to the University, or to the wider Wellington or New Zealand community, by a person having a connection to the University or in return for the provision of an appropriate financial contribution or other sponsorship to the University.

- ii) Final approval of the granting of naming rights rests with those empowered to do so in the *University's Naming Rights Statute* (Appendix II).
- iii) The Te Herenga Waka - Victoria University of Wellington Council has sole authority to name and approve naming rights for the following: Victoria University of Wellington buildings, major spaces with buildings, roads, outdoor spaces and academic entities (including faculties, departments, schools, research centres and institutes). All other decisions of naming rights must be approved by the Vice-Chancellor.
- iv) Naming rights for leased premises must be approved by the landlord following Victoria University of Wellington approval as above (iii).
- v) In circumstances where damage to brand or reputation may occur naming rights may be terminated in accordance with the *University's Naming Rights Statute*.

4. Disbursement of Funds

The University is to administer the funds applied to a variety of activities, such as scholarships, prizes, research initiatives, capital projects and funded Chairs, in accordance with the wishes of the donor or trustee. The disbursement of funds will be ratified by the Foundation Board of Trustees.

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