



BOARD OF GOVERNORS

**GOVERNANCE AND NOMINATIONS COMMITTEE**

17 June 2016

**Fundraising Policy**

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**REPORT SUMMARY**

***Executive summary***

One of the recommendations arising from our Board of Governors' effectiveness review held during 2015, was to develop a Fundraising Policy, setting out the protocols and framework within which the University will operate with regard to fundraising and donations.

This paper, developed by our Director of Marketing and approved by the Vice Chancellor's Group, sets at a proposed Fundraising Policy for consideration by the Committee.

***Recommendation***

The Committee is invited to consider the proposed Fundraising Policy and recommend it to the Board for final approval in July.

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<i>Date</i>	18 May 2016

<b>APPROVAL OF REPORT</b>	
<i>Approved by</i>	Vice Chancellor's Group
<i>Approval date</i>	24 May 2016

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# LEEDS BECKETT UNIVERSITY

## Fundraising Policy

### 1.0 Background

Leeds Beckett University actively seeks gift income from UK and internationally-based donors as a legitimate, sustained and vital component of its funding. This policy covers the solicitation and acceptance of gifts and legacies by or in the name of our University. It sets out our University's arrangements which are designed to ensure that philanthropic support is aligned with our mission, values, strategic objectives and financial needs.

This policy applies to all who are raising funds for our University, including permanent, fixed term and temporary staff, members of the Board of Governors, students, volunteers, agency workers, interns, agents, sponsors and any others engaged in the business of our University in the UK or overseas.

### 2.0 Legal and Regulatory Framework

2.1 Leeds Beckett University is a Higher Education Corporation, established under the Education Reform Act 1998. It is subject to the requirements of charity law, but is not a registered charity. Our University will at all times observe the requirements of charity law and other relevant legislation.

2.2 The UK Bribery Act 2010 requires our University to ensure, through due diligence and risk controls, that the receipt of a gift is not in relation to some inappropriate advantage that might be afforded the donor.

2.3 This policy is written in accordance with and should be read in conjunction with the following University documents:

- a) Academic Principles and Regulations
- b) Leeds Beckett University Access Agreement (published annually)
- c) Equality and Diversity Policy and associated Codes of Practice
- d) Public Sector Equality Duty Statement
- e) Strategic Plan 2016-2021 (*in development*)
- f) Financial Regulations
- g) Financial Statements (published annually)
- h) Accounting for Gifts
- i) Anti-Corruption, Bribery and Fraud Policy
- j) Ethics Policy Framework

### 3.0 Donations

3.1 For the purposes of this policy donations and gifts includes (but is not necessarily limited to) a financial donation; a gift of land or property; shares; artwork; artefacts; a legacy or bequest and equipment.

3.2 Our University will enter into gift agreements and undertake due diligence with donors for gifts over £1,000. Donors will be offered opportunities for continuing engagement with the activities that they have funded, however, the management and governance of the gift will rest solely with our University.

3.3 Our University will maintain a register of monetary donations received to enable tax to be reclaimed under the UK Gift Aid scheme.

3.4 All donations and gifts will be recorded in accordance with our University's accepted accounting procedures providing an audit trail and compliance with our University's policy Accounting for Gifts.

3.5 Our University will operate its standard policies and procedures to deliver activities funded by the gifts.

#### **4.0 Administration of gifts of non-monetary assets**

4.1 Our University can accept legacies and bequests made by individuals in their wills, where either all or part of their estate is set aside for Leeds Beckett University. Our University will work closely with the donor or the executor/administrator of the estate to establish the terms on which any such gift, and any income deriving from such gift made during the donor's lifetime (if applicable), are held.

4.2 Our University can accept transfers of shares, an outright gift of property, and articles of value, including gifts of jewellery, artwork, books, antiques or collections. Any legal expenses, valuation costs or transport charges relating to the transfer of such a gift will normally be the responsibility of the donor or executor. Unless otherwise agreed with the donor, our University reserves the right to dispose of shares or property at a time to be decided by our University. Unless otherwise agreed with the donor, articles of value or collections are accepted on the understanding that our University would have full authority to use, lend, exhibit, donate or sell the property.

#### **5.0 Responsibility for the acceptance or refusal of donations**

5.1 Responsibility for the acceptance and refusal of gifts rests with the Vice Chancellor, even where the operational decision-making has been delegated..

5.2 Our University will not accept gifts in cases where on the balance of risks it is deemed acceptance would:

- a) Compromise its mission, values and strategic objectives
- b) Damage our University's reputation
- c) Cause financial loss or any other damage to our University
- d) Inhibit freedom of academic research or falsify research
- e) Limit freedom of enquiry
- f) Create unacceptable conflicts of interest
- g) Deter other donors

5.3 Our University will take all reasonable steps, taking into consideration the size and nature of the gift, to ensure that the source of funding does not derive, directly or indirectly, from activity which is illegal or which runs counter to the provisions of this policy.

5.4 Our University will be transparent about gifts accepted in terms of their sources and purposes. In cases where a donor wishes to remain anonymous, such anonymity will be respected so far as is legally and practically possible.

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

## **6.0 Return of Donations**

6.1 Our University will not normally return a donation which has been accepted in good faith and in accordance with this policy; the circumstances in which a donation may be returned are extremely limited by law. Any decision to return a donation shall be reviewed and agreed by the Vice-Chancellor.

6.2 In cases where a gift with agreed restrictions has been received by our 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 our 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.

## **7.0 Complaints**

7.1 Our University will endeavor to respond promptly to a complaint by a donor or prospective donor. The Director of Marketing will attempt to resolve the complainant's concern in the first instance. If a complainant feels their concern remains unresolved, the complaint will be escalated to the relevant Deputy Vice Chancellor.

## **8.0 Communication, Monitoring and Evaluation**

8.1 This policy will be accessible publicly through our website and staff intranet.

8.2 The policy will be kept under review by Director of Marketing and will be approved by the Board of Governors every three years.